

**BYLAWS of the**  
**ANTELOPE VALLEY COLLEGE FEDERATION OF TEACHERS**  
**LOCAL 4683A**

**ARTICLE I: ELECTED OFFICERS AND TERMS**

Section 1: The elected officers of the Executive Council shall be the President, Vice-President, Adjunct Vice-President, Secretary, and Treasurer.

Section 2: All elected officers shall serve two-year terms. The terms of the President and Secretary will be elected in alternate years from the Vice-President, Adjunct Vice-President and Treasurer.

Section 3: The election of the President will occur in the Fall semester before the end of the current President's term. All other elections will occur in the spring at the end of their term.

Section 3: All officers must be members in good standing of the Federation.

Section 4: Vacancies shall be filled for any unexpired term by appointment of the President, per approval of the Executive Council.

Section 5: Recall of officers may be instituted by a petition of thirty percent (30%) percent of the total membership. A recall of an officer shall be accomplished by a simple majority of votes cast by the entire membership. The recall election and voting shall be conducted according to the provisions for regular elections as established by the Election Committee. The officer being recalled shall not play any role in the recall election.

**ARTICLE II: ELECTIONS & ELECTION COMMITTEE**

Section 1: The election of officers as well as elections for purposes of ratification of contracts, bylaws, the constitution or any other Federation business requiring an election will be managed by the Election Committee.

Section 2: The Election Committee will not be a standing committee and will be formed at the beginning of any semester in which an election is expected. The Election Committee will be disbanded after the completion of an election in the semester in which it was formed.

Section 3: The Election Committee will be made up of no less than two members in good standing of the federation - who are not elected or appointed officers of the Federation- and a third member who will serve as the Chair. The Chair will be appointed by the President, per approval of the Executive Council.

Section 5: The Chair must be a member in good standing of the federation and may be an elected or appointed officer of the Federation.

Section 6: The Chair of the Election Committee will be responsible for identifying the other members of the committee, who will be appointed by the President, per approval of the Executive Council.

### **ARTICLE III: DUTIES OF ELECTED OFFICERS**

#### Section 1 President

- a) The President shall be the chief executive officer of the Federation.
- b) The President shall preside at all general membership and Executive Council meetings.
- c) The President shall attend the open meetings of the Antelope Valley College District Board of Trustees and make presentations before the Board when appropriate.
- d) The President shall have the power to appoint and/or remove Federation representatives to District committees, per approval of the Executive Council.
- e) The President shall serve as the Federation representative to the College Coordinating Council and the Academic Senate.
- f) The President shall represent the Federation in any required situation.
- g) The President shall conduct reviews of Federation needs.
- h) The President shall administer all affairs of the Federation and execute policies as determined by the Executive Council.
- i) The President shall report, at least yearly, to the membership on the status of the Federation.
- j) The President may delegate duties of the president to other Executive Council members, per approval of the Executive Council.

#### Section 2: Vice-President

- a) The Vice President shall serve as President in the absence of the President.
- b) The Vice President shall serve as assistant to the President in all duties of the President.
- c) The Vice President shall perform such duties as the President may direct.
- d) The Vice President shall serve as a permanent member of the grievance committee.
- e) The Vice President shall attend Executive Council meetings ~~in person~~.

#### Section 3: Adjunct Vice-President

- a) The Adjunct Vice President must be an adjunct faculty member.
- b) The Adjunct Vice President shall serve as a liaison between the Federation and adjunct faculty.
- c) The Adjunct Vice President shall represent the views and input of adjunct faculty to the Executive Council.
- d) The Adjunct Vice President shall work with the Membership Director to increase the Federation's membership of adjunct faculty.
- e) The Adjunct Vice President shall attend Executive Council meetings ~~in person~~.

#### Section 4: Secretary

- a) The secretary shall record all minutes of Executive Council and general membership meetings.
- b) The secretary shall keep a permanent record of all minutes.
- c) The Secretary shall be responsible for correspondence from the Federation to outside organizations, under the direction of the President.
- d) The Secretary shall maintain a complete, accurate and up-to-date record of all policies of the Federation as well as Bylaws and the Constitution.
- e) The Secretary shall gather and maintain Federation records.
- f) The Secretary shall be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Executive Council and to the general membership, when appropriate.
- g) The Secretary shall maintain an accurate and up-to-date list of Federation representatives on District and Senate committees.
- h) The Secretary shall attend Executive Council meetings **in-person**.

#### Section 5: Treasurer

- a) The Treasurer shall receive, record and deposit all funds belonging to the Federation and be responsible for their safekeeping and accounting.
- b) The Treasurer shall pay out Federation funds when directed by the President or the Executive Council.
- c) The Treasurer shall keep an itemized account of receipts and expenditures.
- d) Withdrawal of funds from any Federation accounts will require the signature of the Treasurer and either the President or Vice President.
- e) The Treasurer shall keep an adequate itemized record of the Federation's financial transactions and shall make available to the appropriate agencies all financial disclosures required by law as well as the policies of the CFT and/or AFT.
- f) The Treasurer shall file financial statements for the Federation's COPE account with the California Secretary of State's Office & LA County Registrar.
- g) The Treasurer shall provide the Political Director information about the Federation's COPE fund when requested.
- h) The Treasurer will work with the Political Director to assure that the use of COPE and other Federation funds related to political activities are within state and federal law.
- i) The Treasurer shall be cognizant of and abide by the financial agreements that the Federation maintains with its affiliates and other organizations.
- j) The Treasurer shall attend Executive Council meetings **in-person**.

#### **ARTICLE IV: GRIEVANCE COMMITTEE**

The Grievance Committee ~~will~~ **may** be composed ~~only of full-time tenured faculty members who are of any dues-paying~~ members in good standing of the federation. The Grievance Committee ~~should will always~~ have at least three members including the Grievance Officer - who will serve as the Chair of the Committee - the Vice President of the Federation and one

additional Federation member selected by the Chair, per approval of the Executive Council. Additional members may be added by the Grievance Committee Chair, per approval of the Executive Committee.

The Grievance Committee will be provided with five (5) LHE of reassigned time each semester to be distributed as the committee sees fit. Any unused portion of the five (5) LHE will be made available for use by the Executive Council for whatever purpose it chooses. None of the LHE provided to the Grievance Committee will be provided to the Vice President.

The internal management of the Grievance Committee will be determined by the committee members.

## **ARTICLE V: APPOINTED OFFICERS**

Section 1: The President shall be empowered to appoint and/or remove the following officers, per approval of the Executive Council: Grievance Officer, Lead Negotiator, Communications Director, Political Director, Membership Director.

Section 2: All appointed officers must be members of the Federation in good standing.

Section 3: The term of appointed officers will be two years.

Section 4: Vacancies shall be filled for any unexpired term by appointment of the President, with approval of the Executive Council.

Section 5: At the request of the Executive Council, appointed officers can be required to make written and/or oral reports to the committee.

Section 6: An appointed officer can be removed from their position by the President, per approval of the Executive Council, before the end of their appointed term.

## **ARTICLE VI: DUTIES OF APPOINTED OFFICERS**

Section 1: Grievance Officer

- a) The Grievance Officer shall be the Chair of the Grievance Committee.
- b) The Grievance Officer shall select the members (in addition to the Grievance Officer and the Vice President) of the Grievance Committee, per approval of the Executive Council.
- c) The Grievance Officer shall manage all faculty requests for representation in disciplinary actions/grievances/student complaints and other processes.
- d) The Grievance Officer shall determine the best process and actions for addressing any issue or complaint and shall determine who will be responsible for managing it.
- e) As a member of the Executive Council, the Grievance Officer shall make regular reports

to the Council, except when confidentiality will be a concern.

- f) As a member of the Executive Council, the Grievance Officer shall attend all Council meetings ~~in person~~ and shall have a full vote on the Council.
- g) The Grievance Officer shall consult regularly with the President and Vice President on all issues before the committee.

~~h) The Grievance Officer must be a fully tenured member of the AVC faculty.~~

## Section 2: Lead Negotiator

- a) The Lead Negotiator shall manage all negotiations between the Federation and the District.
- b) The Lead Negotiator shall form the Federation's negotiations team for any and all negotiations and shall be the point of contact for negotiations between the Federation, the District and - when necessary - the Antelope Valley College Federation of Classified Employees.
- c) The Lead Negotiator shall be the Federation's representative to the campus Budget Committee and shall make regular oral and/or written reports to the Executive Council on information from that committee.
- d) The Lead Negotiator shall be responsible for staying abreast of changes in the college, system and state budget for its possible effects on negotiations.
- e) During semesters in which negotiations are being conducted, the Lead Negotiator, as a member of the Federation's negotiations team, shall be compensated with release time as designated in the faculty contract.
- f) During a semester in which there are no negotiations, the Lead Negotiator may be provided with release time or other compensation, per the approval of the Executive Council.

~~g) The Lead Negotiator must be a fully tenured member of the AVC faculty.~~

## Section 3: Communications Director

- a) The Communications Director shall manage the online presence of the Federation including the [avcft.org](http://avcft.org) web site and all social media accounts connected to the Federation, with regular updates to all.
- b) The Communications Director shall produce regular online and/or print newsletters, the frequency of each to be determined by the Executive Council.

- c) The Communications Director shall find content for newsletter and other publications through multiple means including news reports, reports for outside affiliated organizations, events in and off campus related to the Federation or to the welfare of faculty and staff, and through materials provided by other Federation members and/or officers.
- d) The Communications Director shall have a goal to increase the followers of Federation social media accounts and enhance the Federation's ability to communicate with as many members, non-member faculty, students and community members as possible.
- e) The Communications Director shall manage any mass-email or mass-texting communications systems used by the Federation (such as MailChimp or Hustle) and any CFT and/or AFT provided communication systems used by the Federation. This includes managing access by other Federation officers, when requested and approved by the President.
- f) The Communications Director shall manage the [avcft.org](http://avcft.org) G Suite (or other system) account and email accounts provided to Federation officers.
- g) The Communications Director shall work with the Secretary to manage and make publicly available an electronic archive of Federation materials, as directed by the Executive Council (such as meeting minutes).

#### Section 4: Political Director

- a) The Political Director shall establish and maintain good relationships with groups, organizations and individuals in the Antelope Valley area - both AVC-affiliated and not - who present value as partners to the Federation.
- b) The Political Director shall establish and maintain a good relationship with the Political Director of the California Federations of Teachers and similar individuals with other local, state and/or national organizations.
- c) The Political Director shall manage the use and growth of Federation COPE funds to support the political goals and actions of the Federation.
- d) The Political Director shall work with the Treasurer to insure proper tax and legal filings related to the use of COPE and other funds for political activities.
- e) The Political Director shall have a goal to facilitate the election of Federation-supportive and faculty-friendly candidates to the AVCCD Board of Trustees.

- f) The Political Director shall be authorized to use Federation funds (both COPE and regular) in support of achieving their goals, per approval of the Executive Council.
- g) The Executive Council may choose to authorize a budget specific to supporting the Political Director's goals. The amount can vary per year depending on determined need.
- h) The Political Director shall be authorized to make public statements to media outlets, but must consult with the President before making such statements.
- ~~i) The Political Director must be a full tenured member of the AVC faculty.~~

#### Section 5: Membership Director

- a) The Membership Director shall manage all membership information for the Federation including, but not limited to, accurate and up-to-date lists of Federation member names, home addresses, personal and work phone numbers, and personal and work email addresses.
- b) The Membership Director shall coordinate activities for recruitment of faculty into the Federation and increasing the percentage of District faculty who are members of the Federation.
- c) The Membership Director shall manage the Federation's accounts on AFT Connect and/or AFT/CFT platforms for managing membership information.
- d) The Membership Director shall contact the District each semester to gather the most up-to-date information on all faculty (members/non-members) as allowed by law and contract.
- e) The Membership Director shall maintain and provide - when requested - statistics related to Federation membership.
- f) The Membership Director shall update the Federation's membership application each year as needed.
- g) The Membership Director shall share any and all membership information with any Federation officers who request it.

## **ARTICLE VII: COMPENSATION OF ELECTED AND APPOINTED OFFICERS**

Compensation for elected and appointed officers will be determined by the Executive Council of the Federation. The Executive Council will review compensation for officers no less than every two years.

## **ARTICLE VIII: NEGOTIATIONS**

Section 1: The semester before the start of full contract negotiations, the Lead Negotiator shall determine the membership of the Federation's Negotiation Team, per approval of the Executive Council.

Section 2: For other types of negotiations (special negotiations, re-openers, MOU's, etc) the Lead Negotiator shall determine the size and membership of the Federation's Negotiation Team, per approval of the Executive Council.

Section 3: For full contract negotiations, effort must be made to include at least one adjunct faculty member on the Federation's Negotiation Teams.

Section 4: Members of the Federation's Negotiation Team, must be members in good standing of the Federation.

Section 5: Members of the Federation's Negotiation Team, must be either tenured or in the last year of the tenure-track process.

Section 6: During full contract negotiations, compensation for members of the Federation's Negotiation Team is determined by faculty contract.

Section 7: During other types of negotiations, compensation for team members will be determined by the Lead Negotiator, per approval of the Executive Council.

Section 8: During any negotiations, the Lead Negotiator may add or remove members of the Negotiation Team as needed, per approval of the Executive Council.

Section 9: The Lead Negotiator may employ a note taker for negotiation sessions. The person serving in this position must be a member of the Federation. Compensation for this position will be determined by the Lead Negotiator, per approval of the Executive Council, but may not be release time.

Section 10: All communications to the District, Federation members, faculty, and the campus and/or wider community shall be the responsibility of the Lead Negotiator and the President.



## **ARTICLE IX: DELEGATES**

Section 1: Delegates shall be appointed by the President subject to approval by the Executive Council to represent the Federation at the conventions of affiliated organizations, such as CFT and AFT. Such delegates must be members of the federation in good standing and must be selected in accordance with the constitutions of the affiliated organizations.

Section 2: The election of delegates must be carried out using paper ballots as per the requirements of the CFT and the AFT for sending delegates to their conventions.

## **ARTICLE X: MEMBERSHIP DUES**

Dues for regular and retired members shall be established by the Executive Council. Dues shall automatically be increased by an amount equal to any increase required by per capita of the CFT and AFT.