

AFT LOCAL 2000 CONSTITUTION

ARTICLE I

NAME

This organization shall be known as THE WAYNE COUNTY COMMUNITY COLLEGE FEDERATION OF TEACHERS, AFT LOCAL 2000.

ARTICLE II

OBJECTIVES

The purposes of this organization shall be:

- Section 1. To bring associations of teachers into relations of mutual assistance and cooperation.
- Section 2. To obtain for them the rights to which they are entitled.
- Section 3. To interpret and promote higher education on the Local, State and National level.
- Section 4. To raise the standards of the teaching profession by securing the conditions essential to the best professional service.
- Section 5. To promote greater cooperation between the college teaching profession and other community organizations.
- Section 6. To promote better educational opportunities for all students through mutual assistance and cooperation.
- Section 7. To eliminate all forms of discrimination and oppression.

ARTICLE III

MEMBERSHIP

- Section 1. Membership in this Federation is open to all non-administrative educationally related staff of WCCC, including but not limited to teachers, counselors, coaches and librarians. Adjunct membership in this Federation is open to all persons who have been members of the Federation but who are not currently on staff.
- Section 2. Administrative personnel, including interim appointments, shall not obtain membership. Faculty members who are promoted to an administrative position are automatically removed from membership on the effective date of the promotion.
- Section 3. New members will be added to the roles as soon as possible, but no later than one month after the beginning of each academic period. The role of membership will be updated twice a year: Once before January 1, and once before July 1. Those members who are not working during the Fall term will be dropped by January 1 and those who are not working during the Winter term will be dropped by July 1. Those who are being dropped will be advised by mail of their option of becoming an adjunct member.

- Section 4. No discrimination shall be shown toward individual members of applicants for membership because of race, sex, religious faith, or political activities or belief. Local 2000 may establish procedures for admission of new members except that no discrimination shall ever be shown toward individual members or applicants for membership because of race, sex, religious faith, or political activities or belief.
- Section 5. Adjunct membership shall continue for a maximum of three (3) years and, shall be conditional upon the receipt of an appropriate fee. Adjunct members shall be allowed to attend and participate in meetings and receive all mailings from the Federation. Adjunct members are eligible to vote in union elections.
- Section 6. Any member who fails to pay dues upon their expiration, shall be dropped from the rolls and his/her name removed from the records at the Local, State and National office. The member may be reinstated upon the payment of \$10.00 reinstatement fee or \$2.00 per month for every month in arrears plus all back dues, whichever is greater.

ARTICLE IV

EXECUTIVE BOARD

- Section 1. The following officers shall be elected every two years by the Federation: a) President, b) 1st Vice President, c) 2nd Vice President, d) Treasurer, and e) Secretary. These officers shall constitute the Executive Board.
- Section 2. The office of 1st Vice President is reserved for a full-time faculty member and the office of 2nd Vice President is reserved for a part-time faculty member.
- Section 3. Any full-time faculty member must have been an employee within the bargaining unit for one year in order to hold office, and a part-time faculty member must have been an employee within the bargaining unit for two years in order to hold office. Any union member satisfying the above requirements shall be eligible to run for and hold and office.
- Section 4. Vacancies in the office listed in Section 1 of this Article shall be filled by appointment by the President unless otherwise designated by this Constitution. The appointment by the President shall be with advice and consent of the Executive Board. The appointment shall be brought before the membership for approval at the next regularly scheduled membership meeting no more that 30 days after the appointment.
- Section 5. The term of officers shall be two (2) years.

ARTICLE V

DUTIES OF OFFICERS

- Section 1. The President shall preside at meetings of the Federation and of the Executive Board. The President shall be a member of the Negotiating Team, and shall sign all necessary papers and documents, and shall represent the Local when and where necessary. The President shall make a report to the membership at least once each year, summarizing the accomplishments of the Federation and outlining plans for the next year. The President shall be an ex-officio member of all committees.

Section 2. The 1st Vice President shall perform all functions of the President in the absence of that officer, and shall become President upon the President's resignation or inability to fulfill his/her term.

The 1st Vice President shall chair the Grievance Committee and shall bear general responsibility for the enforcement of the Contract and other duties as designated by the President.

Section 3. The 2nd Vice President shall perform all functions of the 1st Vice President in the absence of that officer and shall become 1st Vice President upon resignation or inability of the 1st Vice President to fulfill his/her term. The 2nd Vice President shall perform duties assigned by the President, the Executive Board, and the Local.

Section 4. The Secretary shall issue all notices, shall answer correspondence at the direction of the President, and shall report outside correspondence to the President, and Executive Board. The Secretary shall record the minutes of the Executive Board and of General Membership meetings, and shall keep those minutes available on file in the Federation office for the information of all members, and shall perform other activities as designed by the President.

Section 5. The duties of the Treasurer shall be:

- a. To receive, record and deposit in the name of the Federation all monies from dues and all other sources.
- b. To keep the membership role, issue receipts and delinquent notices.
- c. To forward to the National Office, on or before the 15th of each month, the report of members in good standing, together with mailing addresses, on the first day of that month, together with all taxes and assessments due to the American Federation of Teachers.
- d. To be chairperson of the Financial Committee. The Treasurer shall, in collaboration with that committee and other appropriate officers, prepare an annual written and oral budgetary report which shall be presented to the Executive Board and the general membership for approval. This report shall then be kept on file as part of the permanent records of the Federation.
- e. To keep adequate financial records available at all times for the Executive Board and Membership.
- f. To pay all authorized, by the adopted budget, retaining vouchers or invoices for the same. Expenses not authorized in the budget, must be presented to the Executive Board for authorization.
- g. To submit a financial statement for the Local, including a statement of assets and liabilities and a statement of income and expenses to the AFT Secretary-Treasurer within five months of the end of the fiscal year for the Local. This report shall be presented to the Executive Board and the General Membership meeting, and then kept on file as part of the permanent records of the Federation.

ARTICLE VI

DIVISION STEWARDS

- Section 1. Two Federation members in each Division, including Counseling and Athletics, shall serve as Steward for that Division.
- Section 2. The Steward shall be nominated and elected by the Federation members in the Division at the same time Union Officers are elected and by the same procedures outlined in ARTICLE VIII.
- Section 3. The Stewards shall be responsible for the following:
- a. To convene meetings of all Federation members in the Division to discuss common issues and problems. These meetings shall be held at least once a term, or as often as the membership shall deem necessary, by majority vote.
 - b. To organize communication from the Federation to its' members in the Division.
 - c. To serve on the Grievance Committee.
 - d. To represent the Federation in dealing with the Division Head, especially attempting to obtain satisfactory settlement of member's complaints before recourse is made to formal grievance procedure. In cases in which formal grievance procedure is instituted, the Steward shall work closely with the Grievance Committee throughout the disposition of the grievance.
 - e. Any other duties which may relate to the committee as defined by Division members.

ARTICLE VII

NEGOTIATING TEAM

- Section 1. The Negotiating Team shall consist of the President, four full members and four alternate members. Three of the full members shall be full-time instructors; one of the full member shall be a part-time instructor. Two alternates shall be full-time instructors and two shall be part-time instructors. The alternates shall be ranked one and two according to the number of votes received in the election, and shall succeed in that order to vacancies of full-time full member or part-time full member respectively. Should any vacancy arise on the full Negotiating Team which cannot be filled by an alternate, the President shall appoint members subject to the approval of the Executive Board and membership, provided that a full-time member replaces a vacancy of a full-time member and likewise a part-time member replaces a vacancy of a part-time member.
- Section 2. Members of the full Negotiation Team shall have voice and vote on all decisions on negotiations (except as provided elsewhere in this Constitution). Alternate members shall have voice but no vote in such decisions.
- Section 3. The Chief Negotiator shall be appointed by the President subject to the approval of the Executive Board and the membership. The Chief Negotiator shall serve as chairperson of the Negotiation Advisory Committee.

- Section 4. Candidates for the Negotiating Team shall fulfill the tenure requirements for officers as stated in ARTICLE IV, Section 3.
- Section 5. Election procedures outlined in ARTICLE VIII, shall be followed except as follows:
- In the election of Negotiating Team members, only full-time union members shall vote in the election of full-time Negotiating Team members, and only part-time members of the union shall vote in the election of part-time Negotiating Team members.
- Section 6. The Negotiating Team alone shall represent the Local in negotiations for a new contract.
- Section 7. The Negotiating Team shall prepare contract proposal. It shall present these proposals for approval of the Executive Board. The product of negotiation shall be presented to the Executive Board. The Executive Board shall be responsible for calling for a ratification meeting. Ratification of the proposed contract shall be by mailed ballot.

ARTICLE VIII

ELECTIONS

- Section 1. Elections shall be held every two years for all Union Officers and Stewards.
- Section 2. The candidate shall turn in nominating petitions signed by at least ten (10) members to qualify for the ballot. All petitions shall be made available by January 15, and shall be turned in to the union Secretary by January 30. Ballots shall be prepared and mailed on or before February 15. Elections shall be held and the ballots counted at the first regularly scheduled meeting on or before March.

ARTICLE IX

COMMITTEES

- Section 1. The following committees shall be active in this Federation.
- a. Newsletter & Publicity Committee
 - b. Grievance Committee
 - c. Education Committee
 - d. Negotiating Advisory Committee
 - e. Financial Committee
 - f. Elections Committee
- Section 2. All committees provided shall be re-established and new chair people elected every two years at the meeting following the election of officers.
- Section 3. The chairperson of each committee shall be elected by majority vote of the members of the committee unless otherwise designated by this Constitution.
- Section 4. Any member of this Federation may propose the establishment of a new committee. If two or more members wish to serve on that committee and so inform the Executive Board, the committee shall be considered established.

- Section 5. Each committee (except the Grievance Committee) shall be composed of all those members who volunteer to serve on the committee.
- Section 6. The chairperson of the committee, or his/her designee, shall present periodic reports on the committee's activity to the Executive Board, and to the membership.
- Section 7. The following procedure shall apply to the Negotiating Advisory Committee:
- a. All members of the Negotiating Team will sit as members of the Negotiating Advisory Committee.
 - b. The chairperson of the Negotiating Team shall serve as chairperson of the Negotiating Advisory Committee.
- Section 8. The Grievance Committee shall be composed of Division Stewards and Union Officers. It shall be chaired by the 1st Vice President.

ARTICLE X

DUTIES OF COMMITTEES

- Section 1. THE NEWSLETTER & PUBLICITY COMMITTEE shall prepare and distribute a monthly bulletin. The editor of the bulletin shall be a member of the committee. Every effort shall be made by this committee to make use of other sources of publicity (newspapers, radio, and television) when necessary to communicate the views of the Federation to the public at large.
- Section 2. THE GRIEVANCE COMMITTEE shall act on all grievances submitted in writing. It shall inform the Executive Board of the procedure for handling grievances. The committee shall cause the grievance procedure to be publicized as widely as possible among the membership.
- Section 3. THE EDUCATION COMMITTEE shall study and make recommendations for improvements in curriculum, class size, equipment, and all other matters pertaining to the academic life of the college. It will coordinate relationships between College Standing Committees and the Federation.
- Section 4. THE NEGOTIATING ADVISORY COMMITTEE shall act in an advisory capacity to the Negotiating Team and shall study, prepare and substantiate salary and other contract proposals as designated by the Negotiating Team. It shall present these proposals for approval to the Executive Board and the membership prior to the beginning of negotiations. It shall formulate a general overall strategy for contract negotiations and present this for the approval of the Executive Board and membership prior to the beginning of negotiations.
- Section 5. THE FINANCIAL COMMITTEE shall aid the Treasurer in fulfilling his/her obligations. The committee will act upon and present the budget prepared by the Treasurer and present it in final form to the Executive Board and membership. The committee will also carry out an audit of the financial records of the Federation.
- Section 6. THE ELECTIONS COMMITTEE shall conduct elections in the Federation and certify the election reports as part of the permanent records of the Federation.

ARTICLE XI

AFFILIATION

- Section 1. This Federation shall maintain affiliation with and whenever possible, send Delegates to the following organizations:
- a. THE AMERICAN FEDERATION OF TEACHERS - All Delegates and alternates to the National Convention of the AFT shall be elected by majority vote at the May membership. Notice of the election shall be made at the previous meeting and mailed to each member at least 15 days prior to the election. The President and Secretary shall certify the election and forward the credentials of all elected Delegates and alternates to the National Office as soon as possible, but not later than 15 days before the convening of the National Convention. The Delegates shall confer with the Treasurer to make sure the AFT per capita through June has been sent to the National Office at least 15 days before the convening of the National Convention.
 - b. THE MICHIGAN FEDERATION OF TEACHERS - Delegates shall be elected at least one month before the State Convention at a regular membership meeting.
 - c. THE METROPOLITAN DETROIT AFL/CIO CONVENTION - Delegates shall be elected annually.
 - d. THE MICHIGAN AFL/CIO CONVENTION - Delegates shall be elected at least one month before the State Labor Convention, at a regular membership meeting.
 - e. And others decided by membership.
- Section 2. Only members in good standing of this Federation shall be elected delegates to any of the above bodies.
- Section 3. All delegates shall present written reports, and if the Executive Board desires, oral reports, to the Executive Board on meetings attended. Oral reports shall be presented to the regular membership meeting for the information of the membership.
- Section 4. Every reasonable effort shall be made by this Federation to pay legitimate expenses of Delegates to meeting and conventions of affiliated organizations.
- Section 5. The Federation, to the best of its ability, shall be active in the affairs of affiliated organizations.

ARTICLE XII

MEETINGS

- Section 1. The time and place of meetings shall be fixed by the membership.
- Section 2. There shall be at least six (6) meetings per year.
- Section 3. A quorum shall consist of 40 members, 20 of which must be full-time members.

FINANCE

- Section 1. Dues assessed to members shall be the sum of all necessary affiliation dues and 0.5% of gross (total) income paid by the employer.
- Section 2. Additional finances may be obtained by various fund raising activities.

ARTICLE XIV

VOTING

- Section 1. On issues of tentative and final contract ratification, strike vote, election of officers, and Constitutional Amendment, each full-time member shall have one vote and each part-time faculty member shall have one vote.
- Section 2. On all questions, all members shall have one vote.

ARTICLE XV

RULES OF ORDER

- Section 1. Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution and By-Laws of this Local.

ARTICLE XVI

AMENDMENTS

- Section 1. An Amendment to the Constitution may be introduced at any regular meeting of WCCC Federation of Teachers by the Executive Board or by petition signed by fifty (50) members.
- Section 2. The proposed Amendment shall be presented on a printed ballot and be voted on at the next regular meeting or special meeting of WCCC Federation of Teachers, but in no event sooner than 30 days from its introduction.
- Section 3. A simple majority of the membership, who vote, shall be required to accept the Amendment. All Amendment changes require a mail ballot to the membership.
- Section 4. An Amendment to the Constitution shall require 30 percent of the membership, but not less than 50 percent of the total vote.

ARTICLE XVII

AVAILABILITY OF CONSTITUTION

- Section 1. Three (3) copies of this Constitution, and future Amendments, shall be submitted to the National Office of the American Federation of Teachers.
- Section 2. Copies shall be made available to other affiliated organizations upon request.
- Section 3. Copies shall be provided to all members of this Federation.

ARTICLE XVIII

BY-LAWS

- Section 1. Change in the By-Laws can be offered by the Executive Board or by petition of 50 members. Voting shall occur at the next regularly scheduled meeting. A change in the By-Laws shall require a simple majority of those voting.

ARTICLE XIX

GRIEVANCES AND COMPLAINTS

THE BOARD OF APPEALS

- Section 1. There is hereby created the Wayne County Community College Federation of Teachers Board of Appeals. Such board shall consist of the members of the Executive Board of this organization and four other persons who shall be elected by the membership at large, at the same time as officers of the Union are elected, and in the same manner. Terms for such persons shall be the same as that for all officers of the Local.
- Section 2. The Board of Appeals shall have jurisdiction to hear and decide complaints from members as hereinafter described. The decision of the Board shall be final and binding.
- Section 3. A complaint is an allegation by a member that a decision or action by the Federation of Teachers or its officers, or Executive Board, is in violation of this Constitution or the by-laws thereto.
- Section 4. No member of this union, or person within the bargaining unit represented by it, may pursue any remedy at law, whether a common law, statutory, administrative or constitutional remedy until procedure described herein is exhausted. This procedure shall be deemed exhausted when the Board of Appeals has rendered its decision or the time for making a decision has passed.
- Section 5. Procedure for filing a complaint:
- a. A person alleging a complaint shall file such complaint in writing, stating, without repetition, the facts alleged to give rise to the offense, and the section(s) of the constitution or by-laws alleged to have been violated. Such complaint shall be signed by the person(s) making it, shall include the home address and telephone number of the complainant(s).
 - b. The complaint shall be provided to the Secretary of this union, or if unavailable, to the President, or if unavailable, to the 1st Vice President, or if unavailable, to any other member of the Executive Board. the person making the complaint shall certify on the face of the complaint that efforts have been made to locate the Secretary, President and/or 1st Vice President, and that they have not been available.
- Section 6. Duties of the officer receiving the complaint:
- a. Upon receipt of the complaint the officer receiving same shall transmit it to the Secretary, or if unavailable, to the President, or if unavailable, shall perform the duties defined in Section b. following themselves.

- b. Upon receipt of the complaint, the Board of Appeals shall forthwith be notified, and a meeting of such

Board scheduled as provided in this ARTICLE. Notice of the date, time and place of such meeting shall be provided in writing to all members of the Board of Appeals, and the Grievant.

Section 7. Hearings and decisions of the Board of Appeals:

- a. Upon the filing of a complaint, the Board of Appeals shall convene for the purposes of adjudication of such complaint, not less than five nor more than thirty days following receipt thereof.
- b. Meetings of the Board of Appeals shall be held at the offices of the Wayne County Community College Federation of Teachers at a time and date as determined by the Board of Appeals unless all parties agree to another location. The Board of Appeals shall be chaired by a person designated by it for such purpose.
- c. The proceedings shall be conducted in an informal manner, but the grievant shall bear the responsibility of going forward to establish the truth of the violation alleged.
- d. A grievance which alleges an action by a member of the Board of Appeals shall disqualify such member from sitting on the Board of Appeals or casting a vote thereon.
- e. The Board of Appeals shall convene in closed session at the conclusion of the meeting to deliberate upon the complaint, and shall decide the complaint within five days of the meeting and shall promptly communicate its decision to the grievant.
- f. Decisions of the Board of Appeals are final and binding on the grievant and the Federation.