

**GLENDALE COLLEGE GUILD
LOCAL 2276, CFT * AFT
BY LAWS**

ARTICLE I: MEMBERSHIP & BENEFITS

Section 1. Solicitation of Faculty:

The Operations Officer or designee shall distribute membership information to new full-time and adjunct faculty members during the orientation meetings at the beginning of the school year and/or during the first month of the fall and spring semesters. At any time during the year prospective members may receive enrollment information and submit the enrollment form to the Operations Officer in order to become Guild members. Membership is granted on the day that payment of dues begins, and continues unless dues are not paid for the months of October or March. Membership can be regranted once payment of dues resumes. Dues may be paid through a monthly payroll deduction or one check for the full annual dues/fair share fees amount.

Section 2: Benefits:

A member of the Glendale College Guild is automatically a member of its affiliates, the California Federation of Teachers and the American Federation of Teachers, and is entitled to all benefits of membership in all three organizations. The Operations Officer or designee will distribute to all Guild members, information on benefits available to members.

Section 3: Distribution of Membership Roster:

The Operations Officer shall distribute the membership roster to AFT or CFT officials, the Guild President and Secretary, and any other guild officers, members, consultants, or support staff who may need access to this roster to conduct Guild business.

ARTICLE II: POLLS & VOTES

Section 1: Polls:

Polls shall assess the preferences or opinions of members present at any regular or special meeting of the Guild. A poll may be conducted with a voice response or by a show of hands, or by a written ballot. The purpose of polls is to provide guidance to Guild officers or committees on the character or direction of policy-making activities. Polls may not be used for any activities requiring a vote as specified in either the Constitution or By-Laws of the Guild.

Section 2: Votes:

Votes shall be conducted at the conclusion of activities and/or discussions which establish policy for the Guild or its members, or which change the structure or

functioning of the Guild. Votes may be accomplished by a show of hands of members at a regular meeting in which a quorum (Article III, Section 5) is present. Votes may also be accomplished through balloting. All votes shall be conducted according to the Guild Constitution and By-Laws, where they may be referred to as ratification, approval, selection, secret ballot, etc.

Section 3: Formal Declaration:

- A. Guild meetings: The President (or designee) shall announce polls and votes before they are conducted at membership meetings. When the use of a poll or vote is anticipated prior to a meeting, it shall be indicated on the agenda for that meeting next to the name of the item. A poll or vote may also be initiated by a motion made and seconded by members attending a Guild meeting.
- B. Elections and secret ballots: During elections, ratifications of official documents, approval of other major Guild policies or actions, the distribution of a ballot to each member shall constitute an official declaration of a vote.

Section 4: Notification and Timing Regarding Major Issues:

A major issue which was not placed on the agenda prior to a meeting can be introduced at the meeting, but may not be voted on until the issue is agendized as an action item at the next membership meeting. [Sunshine Provision]

Major issues include any actions that constitute a change in the structure or functioning of the Guild as an organization or any change, temporary or permanent, in the provisions of the Guild contract with the District.

ARTICLE III: MEMBERSHIP MEETINGS

Section 1: Types:

Membership meetings may be classified as follows:

- 1. general membership meetings, which are regular meetings established on a yearly calendar;
- 2. other regular membership meetings, which may be called for policy decisions on urgent matters affecting the Guild or to poll the membership on these matters;
- 3. special membership meetings, which may be called to discuss urgent matters affecting the Guild or to poll the membership on these matters.

Section 2: Number:

There shall be a general membership meeting at least six (6) times each academic year. Other regular meetings may be called as needed, not to exceed four (4) meetings each academic year. Special meetings may be called at any time by the Executive Committee or by a petition of twenty (20) percent of the membership.

Section 3: Powers:

Guild policy may be decided at regular meetings with specific exceptions as provided in the Constitution regarding Constitutional and By-Law amendments, and contract ratification. (Article VI, Section 1 & 2; Article VII, Section 3)

Section 4: Proceedings:

Guild meetings shall be guided by parliamentary procedure as established in Roberts Rules of Order or other authority approved by a majority of the general membership. Meetings shall be chaired by the Guild President (or designee).

Recordings of Guild membership meetings or their dissemination are only allowed with advance permission of the Guild Executive Committee. Membership will be notified when permission has been granted.

Section 5: Quorum:

Thirty (30) members or thirty (30) percent, whichever is smaller, shall constitute a quorum for any regular meeting.

Section 6: Notification:

- A. Regular Meetings: At the beginning of his/her term of office, the President shall arrange a schedule of general membership meetings for the academic year and shall provide this schedule for distribution to each Guild member. Distribution of the schedule shall occur no later than the second regular meeting of the fall semester. Unless otherwise arranged, regular meetings shall occur on the third Tuesday of each school month during the college activity hour.
- B. Other Regular and Special Meetings: The President shall notify all members in writing at least three days prior to a special meeting or regular meetings not on the established calendar of meetings.

Section 7: Agenda:

- A. Regular Meetings:
 - 1. Establishment: The Executive Committee shall establish the agenda for general membership and other regular meetings at least three days prior to each meeting. Agenda items proposed by members must be considered for inclusion if they are submitted at least one week prior to a meeting. At least two days prior to a meeting, the Executive Committee must provide notification to any member whose proposed agenda item is rejected. Rejected items may be reintroduced at the beginning of any meeting if the membership, by majority vote, agrees to allow additions. Each proposed item must then be approved by a majority vote.
 - 2. Distribution: The President shall distribute an agenda to all members at least two days prior to any meeting. Extra agendas shall also be available at the beginning of each meeting.
 - 3. Format: The following categories must be included on the agenda: Call to Order, Announcements, Verifying the Quorum, Approval of Minutes, Call for Additional Items, Discussion/Approval of Old Business, Discussion/Approval of New Business, Adjournment.

B. Special Meetings:

1. Establishment: The agenda for a special meeting may be established by the Executive Committee. The agenda may also be established in any membership petition which causes a special meeting to be called.
2. Distribution: The President shall distribute an agenda to all members at least two days prior to any meeting. Extra agendas shall also be available at the beginning of each meeting.
3. Format: The following categories must be included on the agenda: Call to Order, Verifying the Quorum, Discussion/Approval of New Business, Adjournment.

ARTICLE IV: DUES AND FINANCES

Section 1. Dues:

Dues shall be 1% of all income from positions represented by the Guild. All increases in per capita payments that are required to be made to the AFT and any increase to the state federation and the regional council with which the Guild is affiliated with shall be paid with the dues generated from this mechanism.

Faculty who are on unpaid leave approved by the GCC district may elect to continue membership by paying an amount equal to the per capita payments that are required to be made to the AFT, CFT, California Federation of Labor and the Los Angeles County Federation of Labor, as well as premiums for liability insurance for the period of their unpaid leave.

Changes in the local dues or structure may be proposed by the Executive Committee at a legally called membership meeting. A simple majority of the votes cast in a written, secret ballot is required for approval of dues.

Section 2. Guild Budget:

As provided in Article V, Section 12, E of the Guild Constitution, it shall be the duty of the Operations Officer, in conjunction with the Executive Committee, to prepare an Annual Guild Budget. Any disbursements that exceed the approved Annual Budget Categories by more than 20% must be pre- approved at a membership meeting by a vote of the membership. The Guild Executive Committee is authorized to approve expenditures up to \$5000 more than the total approved in the Annual Budget for extraordinary legal advice required in order to deal with confidential matters. Any additional funds required for this purpose must be approved at a membership meeting.

Section 3. Financial Review:

Beginning in September 1993, three or more Guild members, designated by the Executive Committee, shall conduct a biennial internal review of the local's financial records. The findings from this review will be made available to the membership at the first regular meeting of the following Spring semester.

Section 4. Guild Fiscal Year:

The fiscal year of the Glendale College Guild shall extend from July 1 to June 30 of the following year, inclusive.

Section 5. Expenditure Procedures:

The following procedures shall be used by the Guild Executive Committee:

- a. The signatures of both the President and Operations Officer shall be required on all Guild checks.
- b. Unbudgeted expenditures up to \$500 may be approved solely by the President and Operations Officer.
- c. Unbudgeted expenditures between \$500 and \$2,500 may be approved by the Guild Executive Committee and must be recorded in official minutes of that body.
- d. Unbudgeted expenditures of more than \$2,500 must be approved by the membership at a membership meeting (excepting AFT/CFT per capita dues).

Section 6. The Guild will provide organizational and financial support for a non-exclusive, campus newsletter. The newsletter editorial board will include broad volunteer membership from all sectors of the GCC staff and be published and distributed on a regular basis to all college employees. The Guild will contribute up to \$10,000 per year from local funds to support the newsletter. Other campus constituencies, including the CSEA and the Academic Senate, will also be expected to contribute to help defray the costs of printing the newsletter. Additional solicitations for support may be made to various individuals and the college administration as appropriate.

Section 7. Compensation for Staff:

- a. Three hours of non-instructional pay per week during Fall and Spring semesters shall be considered the equivalent of 10% released time, for both adjunct and those contract faculty who elect to take some of their released time as extra pay.
- b. The Guild President shall receive 70% released time.
- c. The Operations Officer shall receive 50% released time.
- d. The Grievance Officer shall receive 30% released time.
- e. The Chief Negotiator shall receive 40% released time.

- f. The Budget Representative shall receive 20% released time.
- g. The Public Information Officer shall be elected for a two-year term and paid as follows: the first two regular semesters at 10% each, the third at 20% (Board of Trustees election year), and the fourth at 10%.
- h. The Chaparral editor-in-chief, the First VP, the Second VP, the Secretary, and the Past President shall each receive 10% released time.
- i. Each (non-Chief) negotiator shall receive 10% released time, unless they are an officer that already has more than 20% released time from the Guild, in which case they shall receive no additional released time.
- j. The Garfield Campus Steward shall receive 10% released time if a full-timer and the equivalent of 10% released time if a part-timer.
- k. The Division Liaison coordinator shall receive 10% released time or extra pay to be paid by the Glendale College Guild.
- l. The production editor of the Chaparral shall receive \$4,200 per year.

Section 8. Compensation for the Guild Officers during Summer: The Guild President and Operations Officer shall be paid up to 150 hours each for work performed during the Summer, at the non-instructional hourly rate of pay. The Executive Committee may authorize up to 100 hours total of such pay for additional Summer work performed by Guild members, which may include the President and/or Operations Officer.

ARTICLE V: ELECTIONS

Section 1. Purpose:

Elections shall be held to determine Executive Committee Officers whose duties are specified in Article V of the Constitution.

Section 2. Authority and Timing:

- A. The composition of the Elections Committee shall be approved at or before the February membership meeting. (Constitution: Article V, Sec. 7.A.)
- B. Election of officers shall be conducted by the Elections Committee, as specified in Article V, Section 5, of the Constitution, and shall be held prior to the April membership meeting.

Section 3. Nominations:

- A. Eligibility: All Guild members are eligible to nominate candidates from the membership and are themselves eligible to be nominated. The single exception is that the office of the Second Vice-President must be a Guild

member currently employed as a part-time faculty member. No member shall be a candidate for more than one office in the same election.

No member shall hold more than one appointed officer position at the same time. Members may hold an elected officer position and an appointed officer position at the same time, however such a member shall possess only a single vote during meetings of Guild committees.

- B. Timing: Nominations for officers shall be conducted by the Elections Committee at the general membership meeting in February of each year. Additional nominees may be submitted in writing to the Elections Committee anytime prior to the close of nominations which occurs 24 hours after the March membership meeting ends.

Section 4. Ballots:

Guild Executive Office candidates must receive a simple majority of the votes cast to be elected to office. If an office has three or more candidates seeking that office, then voters will be instructed to rank the candidates. If a candidate receives a simple majority of the first-rank votes cast, he or she shall be elected to the office. If no candidate receives a simple majority of the first-rank votes cast, the candidate with the fewest first-rank votes will be eliminated and those who voted for him or her will have their votes redistributed to their next highest-ranked candidates. This elimination of candidates and redistribution of votes will be repeated until a candidate does have a simple majority of the votes cast and that candidate shall be elected to the office.

Section 5. Guild Officers' Transition Period:

Newly elected officers to the Guild Executive shall be invited to attend Guild Executive meetings immediately after the election results have been announced to the membership. Newly elected officers shall be allowed to participate in discussions but will remain as non-voting guests until the beginning of their term.

ARTICLE VI. NEGOTIATIONS

Section 1. Authority and Timing

- A. Approval of the composition of the Negotiating Team shall be voted at least one month prior to the first formal collective bargaining session with the District. (Constitution: Article V, Section 8.)
- B. The Negotiating Team shall hold at least one strategy/planning meeting prior to the first formal collective bargaining session. The Team will meet as needed throughout the bargaining process.
- C. The Negotiations Team will meet with representatives of the GCCD to engage in collective bargaining, representing the Guild and the entire bargaining unit, as provided by law. The Negotiations Team, in consultation with the Guild Executive Committee is authorized to enter into "tentative agreements" with the GCCD, subject to the ratification of the Guild membership, as provided in Article VII, Section 3 of the Guild Constitution. The Negotiations Team is also

authorized to negotiate contract reopeners and side letters of agreement with the District.

Section 2. Consultation with the Executive Committee and the Membership

A. Informal Consultation: The Negotiations Team will advise the Guild Executive Committee of the progress of the negotiations and discuss negotiations strategy with the Guild Executive Committee throughout the collective bargaining process.

The Team will discuss the financial status of the District with the Guild Budget Committee Representative and, when needed, assign research tasks to the Budget Committee Representative and the Public Information Officer.

(Constitution: Article V, Section 13 C & G.) The Team will report on the progress of negotiations at regular and/or special membership meetings.

B. Formal Consultation: Prior to entering into collective bargaining negotiations on a master contract or on reopeners at the end of the 1st and 2nd year of an existing three-year agreement, the Negotiations Team will solicit suggestions for "Guild Bargaining Issues & Positions" at a regular membership meeting. A timeline will be established during which suggestions may be forwarded to the Guild office for inclusion in the "suggested reopeners" ballot. The Guild Executive will then produce and distribute a complete list of the suggestions to all Guild members. This list shall indicate an estimate of the financial impact to the District of each proposal. An open discussion of the suggested reopeners shall be held at a regular membership meeting. After this discussion, a secret ballot shall be distributed to afford members the opportunity to prioritize the suggestions and indicate to the Negotiations Team the preferences of the membership regarding collective bargaining issues.

Each secret ballot put forward to the membership regarding the suggestions for possible negotiable items will give Guild members the option of voting to "disapprove" the proposals as well as the opportunity to prioritize. The Negotiations Team and the Guild Executive will tabulate the results of this poll and keep the results confidential during the negotiations process. The results of the poll will be released to the membership at the conclusion of that round of collective bargaining.

ARTICLE VII. ADDITIONAL DUTIES OF OFFICERS

Section 1. Formal additions -- Authority and Limitations:

The Guild membership may approve by majority vote additional duties for members of the Guild Executive Committee as provided for in the Guild Constitution (Article V, Section 13, K).

Section 2. Presidential Requests -- Authority and Limitations:

Executive Committee members are available to the Guild President on an on-call basis to assist him or her with the execution of Guild business. The Guild President

may request that officers assume additional duties as provided for in the Constitution (Article V, Section 13, K). These duties should be consistent with the "Powers and Duties of Officers" as defined in Article V, Section 13, of the Constitution and must not interfere with the duties of faculty specified in their job descriptions and collective bargaining agreement.

ARTICLE VIII. POLITICAL ACTIVITIES

Section 1. Process:

At general or special membership meetings, the Public Information Officer shall present Information or action items regarding legislation or other political activities occurring at the local, state, or federal level which may effect community colleges. The Public Information Officer may inform the membership of methods which may be used to contribute to the political process. (Constitution Article V, Section 13, G).

Section 2. Resolutions or Contributions:

Resolutions of endorsement, contributions, and other political activity in the name of the Guild are to be regulated by the Charter of the Guild's political action committee, "Professors for Quality Education".

Section 3. The Guild is sponsor of Professors for Quality Education, a Political Action Committee which operates on behalf of Guild concerns regarding Trustee elections for the Glendale College District.

ARTICLE IX. AMENDMENTS TO THE BY-LAWS

Amendments to these By-Laws may be accomplished through the procedure described in Article VI of the Guild Constitution.

ARTICLE X. COMPLIANCE

Compliance with AFT Constitution:

The Glendale College Guild must comply with the provisions of the AFT Constitution as stated in Article IV, Section 5 of the Constitution of the American Federation of Teachers, AFL-CIO, August 1992.