

**GLENDALE COLLEGE GUILD
LOCAL 2276, CFT * AFT
CONSTITUTION**

ARTICLE I: NAME

Section 1. The name of this organization shall be "The Glendale College Guild," and may be referred to in its discussions and documents as the "Guild." The Guild is Local 2276 of the American Federation of Teachers, and is affiliated with the California Federation of Teachers and the AFL-CIO.

ARTICLE II: JURISDICTION

Section 1. The Guild shall represent the American Federation of Teachers and have jurisdiction of the American Federation of Teachers in the Glendale Community College District.

ARTICLE III: PURPOSE

Section 1. Nonprofit Purpose:

The specific and primary purpose of the Guild is to operate a labor organization within the meaning of Section 2370 of the California Revenue and Taxation Code. The guild does not contemplate pecuniary gain or profit to its members.

Section 2. General Purpose:

Other purposes of the Guild are to advance the cause of the faculty, to provide services to members, and to represent members in their employment relations with the Glendale Community College District.

ARTICLE IV: MEMBERSHIP

Section 1. Membership:

All members of the Glendale College Guild faculty whose primary duties are not as academic administrators and/or academic supervisors are eligible for membership. It is recognized that division chairs are eligible for membership and have duties that are administrative and/or supervisory. Faculty who are on release time to perform administrative and/or supervisory duties are recognized as eligible for membership. Classified administrators and/or classified supervisors are eligible for membership. Vice-Presidents are excluded from membership.

Section 2. Members are entitled to introduce matters before the general membership, to vote in all Guild polls and elections unless ballots were

distributed before their membership was granted, and to receive the services offered by the Guild.

Section 3. Access to Membership:

Membership is open to all Glendale College full time and adjunct faculty, and shall not be restricted or denied on the basis of job assignment, race, creed, country of origin, color, gender, sexual preference, or physical disability.

Section 4. Fair Share Fees:

Non-Guild members are required to pay a fair share fee that will not exceed 100% of the dues paid by members. Fee payers do not have voting rights within the Guild.

ARTICLE V: OFFICERS AND COMMITTEES

Section 1. Standing Committees:

The standing committees of the Guild shall be the Executive Committee, the Elections Committee, and the Negotiations Team.

Eligibility for membership on a standing committee:

Effective June 15, 2009, one must be a Guild member to serve on a standing committee.

Section 2. Other Committees:

Other committees, subcommittees, and task forces of the Guild shall be created as required by the Executive Committee or by a majority vote of the general membership. These committees shall exist for a period not to exceed three years. Other committees may become standing committees as specified in the By-Laws of the GCC Guild.

Section 3. Executive Committee Officers:

The officers shall be the President, First Vice President, Second Vice President, Secretary, Operations Officer, Grievance Officer, Public Information Officer, Chief Negotiator, Budget Committee Representative, the Garfield Campus Steward and the immediate Past President. The officers shall compose the Executive Committee.

Section 4. Advisors, Consultants, and Administrative Support Staff:

A. Past officers as advisors: At the President's request, immediate past officers (other than the immediate past president) may be asked to serve in advisory capacities to the Executive Committee.

- B. Guild members as consultants: Other members may also be asked to serve in advisory capacities to complete special tasks or provide expertise.
- C. Professional Consultants: With the majority vote of the Guild Executive or the general membership, professional consultants may be hired to assist with the special needs of the Executive Committee members. Consultants will have no membership rights.
- D. Administrative support staff: Classified employees may serve as administrative support staff to the Executive Committee. Administrative support staff shall serve according to their classified job description and the direction of the Executive Committee.
- E. Membership privileges: Guild membership acting as advisors or consultants are entitled to all membership rights and privileges. Professional consultants and administrative support staff shall not function as members of the Guild or its committees.
- F. Executive Committee participation: Advisors, consultants, and support staff are not members of the Executive Committee and participate in executive committee meetings only in an advisory capacity.

Section 5. Selection of Executive Committee:

- A. The President, First Vice President, Second Vice President, Secretary, Operations Officer, Public Information Officer, Garfield Campus Steward and Grievance Officer shall be selected by a majority vote and secret ballot of the general membership in accordance with the By-Laws of The Glendale College Guild.
- B. The Chief Negotiator and Budget Committee Representative shall be appointed to the Executive Committee by the elected officers of the Executive Committee.
- C. The Editor-in-Chief and the Production Manager of the campus newsletter are selected through an application process. The appointment is decided by members of the Guild Executive Committee in consultation with members of the newsletter's editorial board. Neither of the editors serves on the Guild Executive Committee.

Section 6. Powers and Duties of Executive Committee:

- A. Elected and appointed officers, including the immediate past president, shall attend all general membership meetings of the Guild and shall serve as voting members of the Executive Committee.
- B. The Executive Committee shall have the power to propose dues, subject to ratification by the general membership, and to schedule regular and special meetings of all Guild committees and of the general membership.

- C. The Executive Committee may bring before the general membership any information or business it deems to be under the jurisdiction of the Guild, such as, but not limited to, contract issues, governance matters, and any political or other activities related to education.

Section 7. The Elections Committee:

- A. Selection: The chair of the Elections Committee and its members shall be selected by the Executive Committee and approved by a majority vote of the general membership.
- B. Powers and Duties: The Elections Committee shall conduct all elections of the elected officers of the Guild, ratification of the collective bargaining contract, ratification of the Guild Constitution, and other secret ballots in accordance with the GCC Guild Constitution and By-Laws.

Section 8. The Negotiating Team:

- A. Selection: Members of the Negotiating Team (other than the Chief Negotiator) shall be selected by the Executive Committee and approved by a majority vote of the general membership. Team members shall serve for a three-year period beginning at the time when second year reopeners are gathered. There shall be no limits on the number of three-year terms served.
- B. Diversity of Membership: The Team membership shall represent the membership as broadly as possible. The team shall have at least one adjunct member and one non-instructional full time member.
- C. Powers and Duties: The Negotiating Team shall represent the general membership in all contractual matters related to collective bargaining.

Section 9. Terms of Officers:

Elected and appointed officers including the immediate past president, shall serve for a period of one year. All officers shall begin their terms the last day of the spring semester.

Section 10. Vacancies on the Executive Committee:

- A. President: If for any reason the office of President is vacated, the First Vice President shall fill the unexpired term.
- B. Other Elected Offices: If any elected office is vacated, other than the President (or the immediate Past President), the Guild membership shall designate by motion and majority vote one of its members to complete the remainder of the term of the office or shall, by majority vote, call a special election by secret ballot (and majority vote) to fill the vacancy.
- C. An elected or appointed officer of the Guild who resigns from their office shall forfeit their assigned released time. An elected or appointed officer of the

Guild who is recalled by either the membership or the executive committee shall continue to receive their assigned released time until the end of the semester from which they were recalled.

Section 11. Recall:

- A. Recall of an elected officer shall be accomplished by a majority of votes cast by the general membership. Recall elections may be requested by a petition of twenty (20) percent of the general membership, and shall be conducted by the Elections Committee according to the Constitution and By-Laws of the GCC Guild.
- B. Recall of an appointed officer shall be accomplished by a majority of votes cast by the Executive Committee.

Section 12. Powers and Duties of Officers:

A. President:

It shall be the duty of the President:

- 1. To preside at all regular membership meetings of the Guild.
- 2. To chair the Executive Committee and be an ex-officio member of all other committees.
- 3. To monitor the negotiations process.
- 4. To attend open meetings of the Glendale College Board and make presentations before the Board when appropriate.
- 5. To serve as Guild representative on the Glendale Campus Executive Committee and also as the Guild representative to mini-cabinet with the CEO.
- 6. To cast the deciding vote in the event of a deadlock when polls of the membership are conducted.
- 7. To represent the local at CFT and AFT events.

B. First Vice-President:

It shall be the duty of the First Vice-President:

- 1. To assist the President as requested.
- 2. To replace the President at Meetings, conferences, or other events that the President is unable to attend.
- 3. To perform the duties of the President in the absence of the President.
- 4. To represent the local at CFT and AFT events at the request of the President.
- 5. To act as Guild Executive's liaison with the Guild and Joint representatives of various Governance committees, and maintain a

database of committee reports.

C. Second Vice-President-Adjunct Faculty Representative:

It shall be the duty of the Second Vice-President:

1. To formally solicit, in writing or through personal contact, the preferences and priorities of adjunct faculty, both credit and non-credit.
2. To act as liaison and communication officer between the Guild Executive Committee and the adjunct faculty members of the Guild.
3. To represent the Guild at adjunct faculty conferences and committees authorized by the Guild Executive and to maintain networking relationships with adjunct throughout the state via all known forms of technology.

D. Secretary:

It shall be the duty of the Secretary:

1. To serve as a resource during meetings of the membership and of the Executive Committee with regards to parliamentary order.
2. To conduct all polls of the Guild membership.
3. To complete or supervise the completion of the minutes of all Guild meetings and to take minutes at all Guild Executive meetings.

E. Operations Officer:

It shall be the duty of the Operations Officer:

1. To serve as membership officer of the Guild.
2. To collect, deposit, disburse, and account for all funds of the Guild under the direction of the Executive Committee as specified by the Annual Guild Budget.
3. To prepare an Annual Financial Statement, detailing account balances and annual revenue/expenditure totals for the fiscal year and present it to the membership at the first general meeting of the school year. The Operations Officer, in consultation with the Executive Committee, will prepare the next Annual Guild Budget for review and approval of the membership at the last general meeting of the school year. The Operations Officer is authorized to make the necessary day-to-day disbursements according to the approved Annual Budget guidelines.
4. To serve as liaison between the financial officers of the CFT and the AFL-CIO.
5. To serve as liaison between the GCC Guild, the District payroll office and all other financial institutions and agencies.

6. To oversee and distribute information pertaining to the fringe benefits and special discounts of union membership.
7. To track fair-share fee payers and reduced fee payers.
8. To manage the Guild's accounts, legal documents, tax returns, employer paperwork, and all other business pertaining to the Guild as an employer and legal entity.
9. To serve as the Treasurer of PQE, and to be responsible for all official filings related to PQE.
10. To distribute or supervise the distribution of written communications to Guild members.
11. To maintain or supervise the maintenance of all Guild records and archives.
12. To prepare or supervise the preparation of all Guild correspondence, reports, press releases, certificates, awards, etc.

F. Grievance Officer:

It shall be the duty of the Grievance Officer:

1. To act as ombudsman and facilitator for the Guild and its members.
2. To coordinate complaint and Grievance activities in cooperation with the Executive Committee, the CFT, and legal counsel for the Guild.
3. To assist members filing formal grievances.
4. To maintain a working knowledge of the collective bargaining agreement between the Guild and the district.
5. To remain informed about CFT and AFT legal defense fund options in case of need for legal defense funds from either affiliate.

G. Public Information Officer:

It shall be the duty of the Public Information Officer:

1. To monitor statewide legislation as it relates to community college education. This shall include attendance at conferences and committee meetings as authorized by the Guild Executive as well as networking utilizing all known technologies.
2. To inform the Guild membership or members of Guild committees of legislation or other political action of importance to community college education.
3. To coordinate the Guild's role in Lobby Day in May of each year.
4. To serve on each PQE Campaign Committee.
5. To act as the Guild liaison with local politicians.

H. Chief Negotiator:

It shall be the duty of the Chief Negotiator:

1. To negotiate all contractual matters, under the direction of the Executive Committee and in consultation with the Guild negotiating team.
2. To communicate with the District's Chief Negotiator.
3. To chair negotiating team meetings.
4. To make presentations to the Guild membership regarding contractual issues or negotiating activities.
5. To make presentations to the GCC Board informing its members of negotiating activities.
6. Along with the Guild President, to serve as liaison with the media regarding contractual issues or negotiating activities.

I. Budget Committee Representative:

It shall be the duty of the Budget Committee Representative:

1. To represent the interests of the Guild in the GCC budget process.
2. To serve as budget advisor to the Guild Executive Committee, the Negotiating Team, and the general membership.
3. To make presentations to the Guild membership regarding budget issues or activities.
4. To study the budget process and remain current in all budget activities both locally and at the state level.
5. To attend meetings of the GCC Budget Committee, the College budget area hearings, and the Guild Negotiating Team.

J. Garfield Campus Steward:

It shall be the duty of the Garfield Campus Steward:

1. To serve as a liaison between the Garfield Campus and other sites and the Guild Executive Committee.
2. To communicate concerns of the membership at the Garfield Campus and other sites to the Guild Executive Committee.
3. To assist in calling and coordinating informational meetings and political activities at the Garfield Campus and other sites. To coordinate Guild elections at the Garfield Campus and other sites.

K. Past President:

It shall be the duty of the Past President:

1. To assist the newly elected Guild President in his or her first year of office.

2. To maintain continuity in Guild activities during the change of Presidents.

L. Additional Duties of Officers:

The President may request that Executive Committee officers assume additional duties appropriate for their office. Additional duties may also be assigned to Executive Committee officers as deemed appropriate by the Guild general membership according to the Guild By-Laws.

ARTICLE VI: AMENDMENTS

Section 1. Proposals

- A. Executive Committee: Amendments to this Constitution or its By-Laws may be proposed by a 2/3 majority of the Executive Committee.
- B. General Membership: Amendments may also be proposed by petition to the Executive Committee by fifteen (15) percent of the general membership.

Section 2. Ratification:

- A. Constitution: Proposed amendments to the Constitution shall be ratified by a 2/3 majority of all votes cast by the membership in a secret-ballot election conducted for that purpose by the Elections Committee.
- B. By-Laws: Proposed amendments to the By-Laws shall be approved by a simple majority (50% + 1) of all votes cast by the membership at a general membership meeting in which the By-Law amendments are discussed. All proposed amendments to the By-Laws must be sunshined at the regular membership meeting prior to the one at which the vote is taken.

ARTICLE VII: THE EMPLOYMENT CONTRACT

Section 1. Representation:

The Guild shall solicit from the general membership issues and items as potential negotiations topics. The Guild shall be prepared to represent the faculty in employment contract negotiations with the GCC District under the provisions of the collective bargaining law.

Section 2. Negotiating Team:

Members of the Negotiating Team shall be selected by the Executive Committee and approved by the general membership. Team members shall serve for a period of three years but there are no restrictions on reappointment. Negotiating Team members shall attend all meetings necessary to conduct the business of the committee and to represent the interests of the faculty faithfully. Negotiating Team meetings shall be called by the Chief Negotiator in coordination with the

GCC Administration. The Negotiating Team shall maintain communications with the Guild members about the progress of negotiations and shall actively solicit the Guild members' preferences.

Section 3. Ratification:

The basic employment contract shall be ratified by a majority of the votes cast by Guild members in a secret-ballot election conducted by the Elections Committee. The Executive Committee has the power to ratify interim side letters of agreement and proposed changes in the contract, negotiated by the Guild's Bargaining Team and the District, if two-thirds of the Executive Committee decides they are urgent. Guild membership shall be notified by Executive Committee at the next membership meeting of the impact of such agreements. If Executive Committee decides they are not urgent, interim side letters of agreement and proposed contract changes shall be ratified by a majority of the votes cast by Guild members at a membership meeting of the Guild (or in a secret-ballot election, at the discretion of Executive Committee). No side letter or contract change tentatively agreed to shall be sent to the Board of Trustees unless it has been properly ratified.