



SALINAS VALLEY
FEDERATION OF
T E A C H E R S

Serving the community of Salinas for 50 years

Constitution

AFT Local #1020, an AFL/CIO affiliate

ARTICLE 1. NAME

- 1.1. This organization will be known as the Salinas Valley Federation of Teachers, Local 1020, American Federation Teachers (AFT), American Federation of Labor/Congress of Industrial Organizations (AFT/CIO).
- 1.2. SVFT will be comprised of chapters for the purposes of negotiations. A chapter is defined as all members and fee payers covered by their own labor contract.

ARTICLE 2. OBJECTIVES

The purpose of this organization will be:

- 2.1. To represent teachers and members as the exclusive bargaining agent in the collective bargaining process.
- 2.2. To organize teachers and other non-supervisory educational employees into relations of mutual assistance and cooperation.
- 2.3. To raise the standards of the teaching profession by securing the conditions essential to the best professional service.
- 2.4. To promote such a democratization of the schools as will enable them to better equip their pupils to take their places in the industrial, social, and political life of the community.
- 2.5. To specify and obtain for members the rights to which they are entitled.
- 2.6. To strive for equal social and educational opportunities for all children.
- 2.7. To eliminate racism and sexism in all its forms in education.
- 2.8. To initiate and support local policies and state and national legislation which benefit children and teachers.

ARTICLE 3. MEMBERSHIP

- 3.1 Certified employees and other educational employees are eligible for membership. However, no teacher who is in a position to hire or fire another teacher is eligible, nor is any administrator. No qualification for membership

will be established which limits membership to anyone on the basis of race, sex, creed, political belief or affiliation.

- 3.2 The local will have membership categories which include 1) retired teachers, 2) substitute teachers, 3) school sites, 4) Independent Study. Each membership category shall be represented by one representative and one alternate. For each increment over 30 teachers or fraction thereof, one rep will be added, total number of reps not to exceed three: 1-3=1, 31-60=2, over 61=3.

ARTICLE 4. ELECTION OF OFFICERS AND BUILDING REPRESENTATIVES.

- 4.1 The following Officers will be elected in the odd numbered years to a term of two (2) years, not to exceed six (6) years in the same office:
- 4.1.1 President or Co-Presidents.
 - 4.1.2 Vice President (High School).
 - 4.1.3 Vice-President (Middle School).
 - 4.1.4 Vice-President (Adult School).
 - 4.1.5 Secretary.
 - 4.1.6 Treasurer.
- 4.2 Candidates for office will be nominated by a nominating committee consisting of at least one member from each building site and appointed by the Executive Board. A slate of candidates will be presented at the March meeting of the General Membership, at which times additional nominations from the floor will be allowed.
- 4.3 Election of Officers, Labor Council Delegates, and Building Representatives will take place during April and will be by secret ballot.
- 4.4 Three (3) Building Representatives will be elected by the site members. The fourth (4th) place winner will be an alternate, and may vote only in the absence of one of the other building representatives. One (1) Labor Council Delegate will be elected district wide. The second (2nd) place winner will be an alternate, and may vote only in the absence of the labor council delegate.
- 4.5 To be eligible for office a person must be a member in good standing of the Local for a period of one (1) year prior to the date of the election.
- 4.6 The Elections Committee will conduct all general and special elections of the Local.
- 4.7 The Elections Committee will prepare and send ballots in such manner as to insure the secrecy of the ballot no later than fifteen (15) days following the close of nominations.
- 4.8 A majority of the ballots cast will determine election. In the absence of a majority, the Elections Committee will conduct a run-off election among the two (2) candidates who have received the most votes of the office in question by using the procedure specified in Section Seven (7).
- 4.9 Successful candidates will assume office on July 1.
- 4.10 With the exception of the President(s), or in the case of a recall, all vacancies will be filled by a majority vote of the Executive Board. Such appointees will

serve until the next regularly scheduled election. In the case of a Presidential vacancy, the next General Membership meeting will select one (1) of the Vice-Presidents to serve the unexpired term.

- 4.11 Recall of officers may be initiated by a petition signed by one-fourth (1/4) of the members in good standing. A vote will be taken within thirty (30) working days by secret ballot at elections held at each site. There will be published advance notice of the purpose of such a special vote. The office in question will be considered vacant if two-thirds (2/3) of the membership vote for recall.
- 4.12 A membership Secretary and Financial Secretary may be appointed by the Executive Board to assist the Treasurer. They will be non-voting members of the Executive Board.

ARTICLE 5. DUTIES OF THE LOCAL OFFICERS

- 5.1 The President(s) will:
 - 5.1.1 Preside at all meetings of the Local and serve as Chairperson of the Executive Board and Executive Committee.
 - 5.1.2 Execute policies of the Local including direction of the staff.
 - 5.1.3 Stand as an *ex-officio* member of all standing and special committees.
 - 5.1.4 Sign all necessary papers and documents and represent the local when and where necessary.
 - 5.1.5 Serve as a delegate to the CFT and AFT Convention(s) if possible and if money is authorized.
- 5.2 Vice-Presidents, together with the President(s), will decide which Vice-President will:
 - 5.2.1 Perform the duties of the President in his/her absence.
 - 5.2.2 Serve as permanent chairperson of the Political and Legislative Committees.
 - 5.2.3 Serve as permanent Chairperson of the Membership and Recruitment Committee.
 - 5.2.4 Serve as a public relations person and as a member of the Editorial Board.
 - 5.2.5 Coordinate the Local's activities in their areas and serve as liaisons for that area with the Executive Committee and the Executive Board.
 - 5.2.6 Assume such duties as the President(s) may assign.
 - 5.2.7 Perform the duties of another Vice-President whenever it becomes necessary.
- 5.3 The Secretary will:
 - 5.3.1 Keep, publish, and distribute minutes of all proceedings and all membership meetings.
 - 5.3.2 Be responsible for correspondences relating to the Local.

- 5.3.3 Be responsible for mailing out notices of general and special meeting and perform other related duties as assigned by the president or the Executive Board.
- 5.4 The Treasurer will:
 - 5.4.1 Receive, record, and deposit in the name of the Local all monies from dues and all other sources.
 - 5.4.2 Keep the membership roll and issue receipts and delinquency notices, unless a Membership Secretary is appointed to do this.
 - 5.4.3 Forward all per capita dues and current membership lists to the National Office of the AFT and to other affiliated organizations to keep this Local in good standing at all times.
 - 5.4.4 Present a financial report at all Local and Executive Board meetings and keep adequate records available at all times. The Treasurer may designate someone else to give the report at meetings if he/she cannot attend.
 - 5.4.5 Pay all bills authorized by the adopted budget, retaining vouchers or invoices for the same. Expenses not authorized in the budget must be approved by the Executive Board.
 - 5.4.6 Serve as Chairperson of the Budget Committee and present an annual financial report to the membership unless the Executive Board appoints someone else.
 - 5.4.7 Prepare Internal Revenue and Franchise Tax Board reports annually unless a Financial Secretary is appointed to do this.
- 5.5 The immediate Past President will:
 - 5.5.1 Act as Parliamentarian at all General Membership meetings and Executive Board meetings.
 - 5.5.2 Keep minutes of meetings of the General Membership and Executive Board whenever the Secretary is absent.
- 5.6 All Officers elected by the General Membership of this Local will serve as members of the Executive Committee.

ARTICLE 6. DUTIES OF THE BUILDING REPRESENTATIVES

- 6.1 Building Representatives will:
 - 6.1.1 Attend all regular and special meetings of the Executive Board.
 - 6.1.2 Hold regular monthly meetings of the membership at the work site, or other appropriate place, for the purpose of making reports, discussing work place and organizational concerns, receiving instruction from the membership, and other activities as may be required.
 - 6.1.3 Recruit eligible persons to membership.
 - 6.1.4 Conduct elections and referenda when so instructed by the Elections Committee.
 - 6.1.5 Process Grievances and resolve disputes at the work site, or other appropriate location.

- 6.1.6 Consult regularly with the employer's management personnel at the work site regarding matters of interest to the union membership.
- 6.1.7 Provide a written monthly report to the President(s).
- 6.2 Alternate Building Representatives will:
 - 6.2.1 Attend all regular and special meetings of the Executive Board (especially if one [1] of the building Representatives cannot be there).
 - 6.2.2 Assist the Building Representatives in the conduct of all duties.
 - 6.2.3 Serve in the place of a Building Representative in the event of illness or absence.

ARTICLE 7. DUTIES OF THE LABOR COUNCIL DELEGATE

- 7.1 The Labor Council Delegate will:
 - 7.1.1 Attend all regular and special meetings of the Executive Board and local Labor Council.
 - 7.1.2 Advise the officers and Executive Boards on the actions of the local Labor Council, as on other appropriate labor matters of interest.
 - 7.1.3 Recruit eligible persons to membership.
 - 7.1.4 Provide a monthly written report to the President and Vice-President in charge of political activities.
- 7.2 The Alternate Labor Council Delegate will:
 - 7.2.1 Attend all meetings required of the Labor Council Delegate.
 - 7.2.2 Assist the Labor Council Delegate in the conduct of all meetings.
 - 7.2.3 Serve in the place of the Labor Council Delegate in the event of a vacancy.

ARTICLE 8. EXECUTIVE COMMITTEE

- 8.1 The Executive Committee will consist of all SVFT Officers that are elected District-wide by the total unit.
- 8.2 The Executive Committee will meet monthly, or at the call of the President, or at the call of two (2) or more of its members, or at the call of the Executive Board, to prepare and oversee the program(s) of the Local and to conduct other business of the Local that is within its authority and subject to the modification and approval of the Executive Board.
- 8.3 The Executive Committee will prepare and present for approval to the Executive Board an annual budget in the month prior to the beginning of the fiscal year. The fiscal year will be established by the Executive Committee.
- 8.4 The Executive Committee will employ and establish the salary and benefits of all professional, technical, clerical, and support staff of the Local, subject to the approval of the Executive Board.
- 8.5 Consistent with the approved budget, the Executive Committee will be empowered to make contracts and incur liabilities, including the purchase of

services, equipment, and real property.

- 8.6 The Executive Committee may refer reports/proposals back to the originating committee for clarification and definition a maximum of twice before presenting the report/proposal to the Executive Board for consideration.
- 8.7 The Executive Committee may refuse to submit a committee proposal or report to the Executive Board unless the proposal has the majority recommendation of the originating committee.
- 8.8 The Executive Committee at the direction of or with the approval of the Executive Board may establish both standing and special committees.
- 8.9 The Executive Committee will approve the Chairperson and membership of all standing and special committees of the Local and receive regular reports from such committees.
- 8.10 The Executive Committee will be responsible for adherence to and enforcement of the Constitution and By-Laws of the Local.
- 8.11 The Executive Committee will issue regular reports, including an annual report, to the Executive Board and the General Membership.

ARTICLE 9. EXECUTIVE BOARD

- 9.1 The Executive Board will consist of the elected officers, the Building Representatives, The Labor Council Delegates and the immediate Past President. It will carry out the policies and administer the business of the Local.
- 9.2 Two-fifths (2/5) or forty percent (40%) of the members of the Executive Board will be considered a quorum provided at least four (4) of the five (5) largest schools are represented.
- 9.3 All meetings of the Executive Board will be open to all members and the time and place of these meetings will be announced at the General Membership meetings.
- 9.4 Committees necessary to the business of the Local will be constituted of the President(s) and/or the Executive Committee with the consent of the Executive Board. Segments of the Executive Board meetings that deal with either personnel issues of members facing potential disciplinary actions or the formulating of negotiating positions shall be closed to all but the members of the Executive Board--or if it is a personnel matter concerning a specific member—the members of the Executive Board and the specific member.

ARTICLE 10. AFFILIATIONS

- 10.1 This Local will be affiliated with, and participate in:
 - 10.1.1 The American Federation of Labor/Congress of Industrial Organizations (AFL/CIO).
 - 10.1.2 The American Federation of Teachers (AFT), AFL/CIO.
 - 10.1.3 The California Federation of Teachers (CFT), AFT, AFL/CIO.
 - 10.1.4 The California Labor Federation, AFL/CIO.
 - 10.1.5 The Monterey Bay Central Labor Council, AFL/CIO.

- 10.2 The Local, to the best of its ability, will be active in the affairs of affiliated organizations. Furthermore, the Local will make every effort to send delegates to meetings and conventions of affiliated organizations and pay the legitimate expenses of such delegates.

ARTICLE 11. MEETINGS

- 11.1 General Membership Meetings.
- 11.1.1 The times and places of at least two General Membership meetings for the school year will be scheduled and announced at the September Executive Board Meeting.
 - 11.1.2 All members in good standing will have equal rights and privileges to present motions, to enter debate, to vote on all agenda items, and to initiate and vote on recommendations. A two-thirds (2/3) vote of those present and voting will be required for passage of any action item which was not presented to all members in writing prior to the start of the meeting.
 - 11.1.3 A membership quorum for the Local will consist of at least ten percent (10%) of the General Membership in good standing or thirty (30) members, whichever is lesser.
 - 11.1.4 Prior to any General Membership meeting the Executive Board will approve a Sergeant-at-Arms for said meeting.
 - 11.1.5 To promote organization and solidarity in the union, at least four district-wide social events will be scheduled at the September Executive Board meeting.
- 11.2 Executive Board Meetings.
- 11.2.1 Executive Board meetings will be held at least once each month at a time and place determined by the Executive Board or by the President(s) and Executive Committee.
 - 11.2.2 The Secretary will remind all Building Representatives of all Executive Board meetings at least one day prior to such meetings.
- 11.3 Executive Committee Meetings.
- 11.3.1 Executive Committee meetings will be held at least once a month and as circumstances demand.
- 11.4 Special Meetings.
- 11.4.1 Special meetings of the General Membership or Executive Board may be called by the President(s), by a majority of the Executive Committee, by a majority vote of the Executive Board, or by a petition signed by ten percent (10%) of the General Membership.
 - 11.4.2 Meetings of the bargaining unit shall be held at a time and place as determined by the Executive Board or by the President(s) and Executive Committee. The agenda for meetings of the bargaining unit shall be the current status of negotiations. No action shall be taken at a meeting of the bargaining unit.

ARTICLE 12. RULES OF ORDER

- 12.1 Robert's Rules of Order (Revised) will govern in all cases not covered by this Constitution or the By-Laws of this Local.
- 12.2 The Executive Committee with the approval of the Executive Board will be empowered to make such rules and regulations to implement any and all sections of this Constitution and such standing rules as may be deemed necessary and appropriate.
- 12.3 This Local will comply with the Constitutions of the AFT and the CFT with regard to membership, finance, convention procedures, and other such matters where these Constitutions govern.

ARTICLE 13. AMENDMENTS

- 13.1 Amendments to this Constitution and By-Laws may be proposed in two (2) ways:
 - 13.1.1 Amendments may be proposed by a petition signed by at least three (3) members in good standing and presented to any general Membership meeting.
 - 13.1.2 The Executive Board may initiate amendments by a majority vote and propose such amendments at any General Membership meeting.
- 13.2 Following the presentation of any proposed amendment at a General Membership meeting, the proposed amendment will be sent to each member of the Local with a notification that it will be voted on within thirty (30) working days by secret ballot at elections held at each site.
- 13.3 A Constitutional amendment will require a two-thirds (2/3) majority vote of members for adoption.
- 13.4 An amendment to the By-Laws will require a majority vote of the members for adoption.



SALINAS VALLEY
FEDERATION OF
T E A C H E R S

Serving the community of Salinas for 50 years

By-Laws

AFT Local #1020, an AFL/CIO affiliate

ARTICLE 1. FINANCES

1.1 DUES

- 1.1.1 Each member will pay a dues as set annually by the Executive Board in the local budget on a ten (10) month basis, except that a retired or substitute teacher or classroom aide or other employee who receives less than the minimum classroom teacher's salary will pay dues of one-fifth (1/5) the regular dues. Part-time teachers will pay one-fourth (1/4) or one-half (1/2) or full dues depending on the proportion of the time that they work. Their work time will be rounded to the nearest of those three (3) proportions. In '95-'96, Adult School members will pay one percent (1%) of their earnings. This one percent (1%) will be increased by one-tenth percent (.1%) until a full time employee Adult School teacher pays the same dues as all other full time employee members.
- 1.1.2 During organizational drives, the Executive Board will have the authority to set reduced membership rates for new members only for a period not to exceed three (3) months.
- 1.1.3 Dues will be increased automatically to correspond with any dues increase voted by the CFT or the AFT or to correspond with any increase in the cost of the insurances provided to each member as a benefit or membership.

1.2 DEFENSE FUND

- 1.2.1 A separate defense fund will be maintained by the Local.
- 1.2.2 Disbursements from this fund will be made by a majority of the members present at any General Membership meeting.

ARTICLE 2. NOMINATIONS AND ELECTIONS

- 2.1 ...encourage more than one (1) candidate to run for each office.
- 2.2 A neutral person selected by the Nominations and Election Committee will be the election clerk at each site. No nominated person will be involved in the election at any site if the position he/she is running for is contested.

- 2.3 The Election Clerk at each site will establish the polling place that shall be easily accessible to all and well advertised. Ballots will be distributed only at the polling place. Two (2) people will be present to conduct the election to insure proper distribution of ballots and proper checking of voters.
- 2.4 Uniform polling times will be established at each of the major sites. Polls will be open five (5) minutes after the start of lunch to five (5) minutes before the end of lunch and ten (10) minutes before and after school. The voting time and place will be conspicuously posted and announced in staff bulletins at least three (3) times.
- 2.5 Voters will have their names checked off upon receiving a ballot. After marking their ballots, the voters will place the ballots in a locked container.
- 2.6 At the end of their school days, the various Election Clerks will transport the locked containers to the Local office for counting by the Nominations and Elections Committee.
- 2.7 Nominated persons will be notified at home of the election results by 8:00 p.m. on the evening of the election. No nominated person will be present in the Local office during the counting of the ballots.
- 2.8 Ballots and tally sheets will be sealed and retained for one (1) year in the Local office.
- 2.9 Absentee ballots can be picked up at any time prior to the day of the election and may be returned to the Local office or to the person from whom they were picked up no later than noon on the day of the election. Any absentee ballot must be in an envelope with the person's name on the outside. Absentee ballots will be the first ballots counted.
- 2.10 Any absentee ballots arriving at the Local office after the date of the election or received by an election clerk after the polls are closed will be marked "invalid" and saved in a separate sealed envelope for a period of one (1) year in the Local office.
- 2.11 Voters voting away from the site where they would normally vote will have their ballots put in an envelope marked with their name. Once their name is checked against the regular site list to determine that they did not vote there, the ballots will be removed from the envelope and mixed with the others.
- 2.12 Ballots will not be counted by schools. They will be mixed together before counting.
- 2.13 All elections and contract ratifications shall be conducted according to the election procedures outlined in 2.2-2.5. Only members of SVFT may vote. In ratification votes, members will only vote for their own chapter contracts.