

**CONSTITUTION AND BYLAWS  
OF PALOMAR COMMUNITY COLLEGE  
COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS (CCE/AFT) LOCAL #4522**

**ARTICLE I. NAME**

Section 1. This organization shall be known as the Palomar Community College Council of Classified Employees/American Federation of Teachers, Local No. 4522. The organization shall be called CCE/AFT hereinafter.

**ARTICLE II. OBJECTS**

Section 1. To obtain exclusive bargaining rights, including the right to strike, for classified employees of Palomar Community College District.

Section 2. To bring local and state federations of classified employees into relations of mutual assistance and cooperation.

Section 3. To obtain for classified employees all of the rights to which they are entitled in a free society.

Section 4. To improve standards for classified employees, by promoting better preparation, encouraging relevant in-service training, and securing the working conditions essential to the best performance of professional service, including ensuring that rights are applied under remote work conditions.

Section 5. To encourage the hiring and retention of competent classified employees and other educational workers; to encourage the maintenance of modern, well equipped schools, and a safe, secure environment for all; to encourage the promotion of such educational programs and conditions in community colleges as will enable their students to equip themselves better to take their places in the economic, social, and political life of the community.

Section 6. To resist and take action against all forms of unfair bias due to race, creed, sex, disability, age, or social, political or economic status, or national origin.

Section 7. To support and promote the ideals of democracy as envisioned in the Constitution of the United States of America, the Bill of Rights and other Amendments.

Section 8. To work for passage and retention of just laws which will improve the educational climate for all employees of the educational system, and to encourage employees to exercise their proper rights and responsibilities under these laws.

**ARTICLE III. MEMBERSHIP**

Section 1. All classified employees in the Palomar Community College District are eligible for membership except those designated as management, supervisory and confidential.

Section 2. This organization 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, creed, gender, sexual orientation or identity, disability, or social, political or economic status, or national origin.

Section 3. A member in good standing is any eligible classified employee of the Palomar Community college District who joins the local and has paid dues.

**ARTICLE IV. OFFICERS**

Section 1. The elected officers of the CCE/AFT shall be a President, two Vice- Presidents, a Secretary, a Treasurer, two Grievance Officers, and a Communications Officer. These officers shall constitute the Executive Council. The immediate Past President may sit on the Executive Council as an advisory member.

Section 2. No one shall be elected an officer of the CCE/AFT unless they are a member in good standing of Local No. 4522; and unless they are a one-hundred percent (100%) contract employee of the District.

**ARTICLE V. EXECUTIVE COUNCIL**

Section 1. It shall be the duty of the Executive Council to respond to the recommendations of the general

- membership.
- Section 2. The Executive Council may employ such people as it shall deem necessary. Administrative employees shall be employed by individual or union contract with provision for orderly dismissal with the right of hearing and counsel available to the employee.
- Section 3. The Executive Council shall have the power to fill vacancies on their Council until the next general election.
- Section 4. The Executive Council shall have the authority to assign duties and areas of responsibility for the vice-presidents.
- Section 5. The Executive Council shall appoint such committees as it deems necessary, not inconsistent with the constitution.
- Section 6. The Executive Council shall meet at its discretion during the period between general membership meetings.
- Section 7. The Executive Council shall have authority to deal with all of the affairs of the CCE/AFT, except that any single expenditure of funds which exceed the total amount of dues collected in one month shall be subject to ratification by the general membership.

#### **ARTICLE VI. REVENUES**

- Section 1. The payment of per capita tax shall entitle each member to a subscription to the official periodicals of the American Federation of Teachers.
- Section 2. The Treasurer shall provide to the national office, on or before the 15th day of each month, the report of members in good standing as of the end of the previous month.
- Section 3. The Executive Council shall have the power to employ an auditor to examine the books of the CCE/AFT upon the direction of a majority vote of the Executive Council.
- Section 4. The local shall be cognizant of and abide by the financial agreements that the Local maintains with its affiliates and other organizations.

#### **ARTICLE VII. ELECTION PROCEDURES**

- Section 1. All officers shall be elected by a secret ballot election.
- Section 2. Nominations for all officers shall occur at a general membership meeting in April. The ballot shall be distributed to all members not later than the last week in April. Ballots shall be affirmed at a regular business meeting the following May. In the event of a national, state, or regional emergency, the election may be postponed to a date to be determined as soon as practicable.
- Section 3. The President, one Vice-President, one Grievance Officer, Secretary and the Communications Officer shall be elected in odd numbered years for a two-year term. One Vice-President, one Grievance Officer, and the Treasurer shall be elected in even numbered years for a two-year term. Each year, up to five union stewards will be elected "at large" for a one-year term.

#### **ARTICLE VIII. AMENDMENTS**

- Section 1. Amendments may be proposed by the CCE/AFT general membership, the Executive Council of the CCE/AFT, the CFT: A Union of Educators and Classified Professionals, or by an affiliated local.
- Section 2. Proposed amendments shall be submitted to the general membership for ratification.

#### **ARTICLE IX. AFFILIATION**

- Section 1. This organization shall affiliate with the CFT: A Union of Educators and Classified Professionals, American Federation of Labor and Congress of Industrial Organizations, and shall permanently maintain that affiliation.

#### **ARTICLE X. PARLIAMENTARY AUTHORITY**

- Section 1. The rules contained in Robert's Rules of Order Revised shall govern the CCE/AFT local unit in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the CCE/AFT.

## BYLAWS

### **ARTICLE I. DUES**

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- Section 1. Dues for the classified members of the bargaining unit shall be assessed as follows: AFT per capita, CFT per capita, California Labor Federation dues, and local fees of 0.50% of individual monthly gross salary, excluding stipends. Dues are payable monthly on a twelve-month basis by payroll deduction (based on payroll plan). The dues of each member shall be automatically increased by an amount equal to any increase in per capita payments that are required to be paid to the American Federation of Teachers, the CFT: A Union of Educators and Classified Professionals, and/or the California Labor Federation.
- Section 2. COPE contributions are voluntary and paid on a twelve-month basis by payroll deduction. See Article VI Section 1 for the regulation of use of COPE funds.
- Section 3. Changes to local fees shall be proposed by the Executive Council. Any proposed changes will be submitted to the general membership for ratification by a majority of the members present.

### **ARTICLE II. COMMITTEES**

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- Section 1. The following CCE committees, and any special task forces, shall be appointed by the President and confirmed by the Executive Council: Negotiations, Membership, Political Education, Scholarship, and Good and Welfare.
- Section 2. CCE committees shall perform such duties and functions as specified by the Executive Council.
- Section 3. All members of CCE committees shall serve at the pleasure of the Executive Council for a term of one (1) year following their initial appointment.
- Section 4. The President shall be empowered to remove CCE committee members and dissolve special committees subject to the approval of the Executive Council.

### **ARTICLE III. DUTIES OF OFFICERS**

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- Section 1. The President shall be the chief executive officer of the CCE/AFT and shall administer all of the affairs and executive policies as determined by the Executive Council. The President shall preside at all Executive Council meetings. The President may be a member of any committee, except any audit committee. The President or designee shall sign all necessary papers and documents, and shall represent the CCE/AFT when and where necessary. The President shall make a report to the membership at least once each year summarizing the accomplishments of the past year and/or outlining plans for the upcoming year.
- Section 2. The Executive Vice-President shall in the absence or disability of the President, possess all of the powers, and perform all of the duties of the office of President. The Vice-President of Membership shall assume these duties and powers in the absence or disability of the Senior Vice President. The Vice-Presidents shall at all times assist the President in the performance of these duties. The Executive Vice President's areas of focus include grievance, contract, and negotiations. The Vice President of Membership's areas of focus include member organizing, on-boarding and outreach. The Vice President of Membership also serves as lead for the Union Stewards, providing training, support, and direction.
- Section 3. The Secretary shall issue all notices, keep a record of all proceedings of the local and the Executive Council, shall work under the direction of the President in the performance of all other responsibilities as may be given him or her by the President or the Executive Council, and shall in the absence or disability of the President and Vice-Presidents, possess all the powers and perform all the duties of the office of the President. The seal of the CCE/AFT shall be charged to the care of this officer.
- Section 4. The Treasurer shall be the chief financial officer of the CCE/AFT. The duties shall include: (a) Receive, record, and deposit all CCE/AFT monies; (b) The payment of all monies properly authorized by the Council or the President through the adopted budget of the CCE/AFT; (c) To arrange no less than annually for the audit of all books, accounts, records, and financial transactions of the CCE/AFT by an independent auditing firm. The audit report shall be provided to the Executive Council; (d) Provide periodic reports to the Executive Council; (e) Keep all membership records.
- Section 5. The Grievance Officers shall meet with bargaining unit members and/or the District to informally

resolve and prevent grievances, and shall report such information to the Executive Council. All potential formal grievances shall be brought to the Executive Council for review. The Grievance Officers shall conduct preliminary investigations and interviews. The more senior Grievance Officer shall take lead when appropriate.

- Section 6. The Communications Officer will be responsible for communications under the direction of the Executive Council. Duties include maintaining CCE website, social media, and membership database, coordinating production and distribution of member newsletter, and generally handling communication with members via e-mail.
- Section 7. The union stewards serve as non-voting members of the Executive Council and shall communicate with members regarding union-related activities, issues, and interests. Stewards shall attend one Executive Council meeting per month or as necessary to relay members' interests and concerns.
- Section 8. All Executive Council members are encouraged to attend Palomar College Governing Board meetings and to serve on shared governance councils and District committees.
- Section 9. All Executive Council members are encouraged to attend local and CFT workshops, conventions, and training programs.
- Section 10. The Executive Council may declare a vacancy of an Officer's position after three (3) unexcused absences from Executive Council meetings, and confirmation by a majority of the Executive Council.

#### **ARTICLE IV. NEGOTIATIONS COMMITTEE**

- Section 1. The Negotiations Committee will be appointed by the Executive Council. There will be five (5) permanent members on the Negotiations Committee and two (2) alternates.
- Section 2. With direction from the Executive Council, the Negotiations Committee develops contract proposals, analyzes the employer's budget, and does other necessary research related to bargaining.
- Section 3. The five (5) permanent members of the Negotiations Committee, and the two (2) alternates when necessary, shall represent the Local in negotiations with the Palomar Community College District and their representative(s), and shall also serve as the standard CCE delegation to the Budget Committee (and/or any successor to such committee, in accordance with and as defined by the appropriate Palomar College Shared Governance structure).
- Section 4. The President of the CCE/AFT shall serve as chair of the Negotiations Committee, unless otherwise determined by a 2/3 majority vote of the Committee.
- Section 5. The Negotiations Committee shall be required to give at least one (1) update per month to the Executive Council, and is governed solely as a CCE committee of the Executive Council.

#### **ARTICLE V. MEMBERSHIP COMMITTEE**

- Section 1. The Membership Committee shall hold social events and scholarship fundraisers, conduct professional issues conferences, develop membership benefits packages, and be responsible for the recruitment and retention of members.
- Section 2. The Membership Committee surveys members on issues, secures speakers for meetings, and researches and follows issues in the local's jurisdiction.
- Section 3. The Membership Committee shall be chaired by the Vice President of Membership.
- Section 4. The Membership Committee shall be required to give at least one (1) update per month to the Executive Council, and is governed solely as a CCE committee of the Executive Council.

#### **ARTICLE VI. COMMITTEE ON POLITICAL EDUCATION**

- Section 1. The Committee on Political Education (COPE) is responsible for political fund-raising, ensuring membership participation in political campaigns, and making recommendations to the Executive Council for endorsements.
- Section 2. The Committee on Political Education is responsible for developing membership support for local, state, and national lobbying activities.
- Section 3. Membership on the Committee on Political Education shall be limited to those who choose the voluntary deduction for Political Action, and who meet the criteria for members in good standing as defined by Article III section 3 of the Constitution and Article VII of the Bylaws.
- Section 4. The Committee on Political Education shall consist of a Committee Chair, the Treasurer, and committee members. The Committee Chair shall be appointed by the Executive Council for a term of 12 months. The CCE Treasurer serves as Treasurer for the COPE. The Committee Chair shall

solicit CCE members in good standing, who are also current COPE contributors to serve on the Committee. Unless deemed necessary by the Executive Council, the Committee shall consist of no more than 5 members, including the Committee Chair.

- Section 5. The COPE shall be required to give at least one (1) update per month to the Executive Council, and is governed solely as a CCE committee of the Executive Council.

#### **ARTICLE VII. GOOD AND WELFARE COMMITTEE**

- Section 1. The Good and Welfare Committee is responsible for determining appropriate expressions of sympathy and support for union members and professional colleagues during times of crisis, loss, need, or celebration.
- Section 2. The Good and Welfare Committee will distribute resources and support in the form of greeting cards, flowers, grocery cards, or grant funds. Members may qualify for resources for events including, but not limited to, loss of a love one\*, major illness, major surgery, loss of home, birth of a child (\*shall be defined as the Mother, Father, Grandmother, Grandfather, Grandchild, Brother or Sister, Spouse, Child, any in-laws; as defined in Article 14.2.8.2 of the CCE/AFT Local #4522 Contract).
- Section 3. The Good and Welfare Committee shall be chaired by the Treasurer and two additional members of the Executive Council. The Committee meets on an as-needed basis.

#### **ARTICLE VIII. SCHOLARSHIP COMMITTEE**

- Section 1. The Scholarship Committee offers scholarships to graduating high school seniors and continuing college students who are dependent children, members, spouses or domestic partners of CCE/AFT Local #4522 in good standing, or who are dependent children of retired or deceased CCE/AFT Local #4522 members.
- Section 2. Scholarships will be awarded based upon specific criteria as stated in the scholarship application per academic year.
- Section 3. The Scholarship Committee Chair shall be appointed by the Executive Council.

#### **ARTICLE IX. PRIVILEGES OF VOTING AND APPOINTMENTS**

- Section 1. The right to vote on all matters relative to the Union shall be extended to those members in good standing, as defined hereinafter, who choose to exercise such privilege.
- Section 2. Appointments to committees shall be afforded to those members in good standing, as defined hereinafter, at the discretion of the President and Executive Council.
- Section 3. Appointments to Palomar College shared governance councils and committees shall be offered to the entire classified unit and appointed by CCE.
- Section 4. Members in good standing for the purpose of voting shall be defined any member whose application has been received by the Local at least thirty (30) days prior to an election or ratification vote.
- Section 5. Members in good standing for the purpose of committee membership shall be defined as those members who have paid dues (or the voluntary deduction for Political Action in the specific instance of appointments to the Political Action Committee) continuously and without interruption for a period of not less than three (3) months prior to their application and/or appointment to a given committee.
- Section 6. Officers shall be elected from among eligible members who have maintained continuous membership in good standing for a period of six consecutive calendar months immediately preceding the month in which the elections are held and is a non-probationary, permanent bargaining unit member.
- Section 7. New members (i.e. those members who had never been identified previously as members of the CCE/AFT, and who are not new hires according to the definition in Section 6, below) who wish to be involved in committees and who otherwise would not meet the criteria established in Sections 3 and 4, above, may be appointed on a provisional basis at the discretion of the Executive Council, until such time as the three (3) month period for verification of dues payment has passed. There shall be no exception to the requirement for voting.
- Section 8. New hires, who join the CCE/AFT upon commencement of their service at Palomar College, shall be afforded the opportunity to vote in membership elections if their hire date falls at least thirty (30) days prior to an election or ratification vote.
- Section 9. It shall be the responsibility of the Executive Council, or its designated Agent, to ascertain the standing of members.