

Article 1-Appointed Officer Positions**1.1 Negotiators**

1.1.1 Appointment—the Executive board shall:

- Communicate with the membership to call for candidates
- Actively recruit candidates
- Require a statement of interest and qualifications
- Interview, discuss, and vote on each candidate (in closed session, by secret ballot)
- Select a chief negotiator and up to two other negotiators from each college
- Have the power to remove a negotiator (in closed session, by secret ballot)

1.1.2 Duties and Expectations

1.1.2.1 The Chief Negotiator

- The Chief Negotiator is the chairperson of the Negotiations Team
- The Chief Negotiator/designee will attend all Executive Board meetings and perform other duties as directed by the Executive Board
- The Chief Negotiator will serve on the Contract Administration Committee
- The term of office for the Chief Negotiator will be two years and will align as closely as possible with the contract negotiations cycle

1.1.2.2 Negotiators

- Negotiators will meet with the District negotiations team on all matters related to collective bargaining issues
- Negotiators will serve on the Contract Administration Committee
- Negotiators will perform other duties as directed by the Executive Board
- The term of office for Negotiators will be two years and will align as closely as possible with the contract negotiations cycle

1.1.2.3 General Duties

- Coordinate with Bargaining Committee on any contract campaign or communications or organizing activities related to collective bargaining
- Communicate with Executive Board, Steward Council, and rank and file members on Collective Bargaining Activities
- Any reassigned time or other compensation will be determined by the Executive Board prior to the appointment of Negotiators and will not be unreasonably changed during the two year term.

1.2 Grievance Officers

1.2.1 Appointment—the Executive Board shall:

- Communicate with the membership to call for candidates
- Actively recruit candidates
- Require a statement of interest and qualifications
- Interview, discuss, and vote on each candidate (in closed session, by secret ballot)
- Have the power to remove a grievance officer (in closed session, by secret ballot)

1.2.2 Term of office

- The term of office will be two years
- The term of office will begin as close as possible to the beginning of the Fall Semester of odd number years

1.2.3 Duties and Expectations

- Attend Executive Board, Steward Council, and Membership Meetings
- Co-chair the Grievance Committee
- Coordinate and lead grievance processing for members at each college
- Work with Stewards on basic grievance handling
- Fulfill their duties on a 12-month basis.
- Make arrangements for a designee to fulfill their duties during any time during which the Grievance Officer is not available.
- Any reassigned time or other compensation will be determined by the Executive Board prior to the appointment of Negotiators and will not be unreasonably changed during the two year term.

Article 2- Committee Appointments**2.1 Constitutional Committees**

2.1.1 Appointment of Committee Members—Committee Chairs will:

- Communicate with the membership to call for candidates
- Actively recruit candidates
- Present names to the Executive Board for approval
- Additional members of Constitutional Committees may be appointed at other times if presented to and approved by the Executive Board

2.1.2 Term of office for Committee Members and Chairs

- The term of office will be two years
- The term of office will begin as close as possible to the beginning of the Fall Semester of odd number years
- Committee Chairs and Members as of the adoption of these By-Laws will continue in place through the beginning of the Fall Semester of 2017

2.1.3 Reporting

- Each committee will submit a yearly plan to the Executive Board
- Each committee will submit a monthly report to the Executive Board

2.1.4 Special Committees

- Any Special Committee, unless explicitly continued by action of the Executive Board, shall be terminated at the end of the academic year.
- To the extent possible, appointment of members to Special Committees will follow the above procedures.

2.2 Contract Committees

2.2.1 The Contract Committees are those set forth in the collective bargaining agreement (CBA) to which ACE, AFT 6554 appoints members:

- Load Committee (17.6.1)-one ACE, AFT 6554 representative from each college
- District Goals Committee (19.3)-one ACE, AFT 6554 member from each college
- Sabbatical Leave Committee (38.3.1)-two ACE, AFT 6554 members from each college
- Professional Growth and Development Committee (44.3.1)-two ACE, AFT 6554 members from each college
- District Benefits Review Committee (14.4.2)-one ACE, AFT 6554 member from each college

2.2.2 Appointment to Contract Committee positions—the Executive Board shall:

- Make a call for candidates

- Actively recruit candidates
 - Require a statement of interest and qualifications
 - Interview, discuss, and vote on each candidate (in closed session, by secret ballot)
 - Have the power to remove an appointee (in closed session, by secret ballot)
- 2.2.3 Term of Office—
- Terms not otherwise set forth in the CBA will be two years
 - The term of office will begin as close as possible to the beginning of the Fall Semester of odd number years

2.3 Other District/College Committees with ACE, AFT 6554 representation-the Executive Board shall follow the procedures under 2.2.2 to select representatives to any other District Committee with ACE, AFT 6554 representation.

2.4 South Bay Labor Council Delegates and other AFT/CFT/AFL-CIO positions

- 2.4.1 Appointment to Delegate and other positions—the Executive Board shall:
- Communicate with the membership to make a call for candidates
 - Actively recruit candidates
 - Require a statement of interest and qualifications
 - Interview, discuss, and vote on each candidate (in closed session, by secret ballot)
 - Have the power to remove an appointee (in closed session, by secret ballot)
- 2.4.2 Terms of Office—
- The term of office will be two years
 - The term of office will begin as close as possible to the beginning of the Fall Semester of odd number years
- 2.4.3 Current ACE, AFT 6554 delegates serving in these positions as of the adoption of these By-Laws will continue in place through the beginning of the Fall Semester of 2017.

Article 3-Elections

- 3.1 Procedures**-elections procedures will be developed and published by the Elections Committee
- 3.2 Enforcement**-elections procedures will be enforced by the Elections Committee
- 3.3 Uncontested Elections**-if a position has only one qualified candidate, that candidate will be the winner.
- 3.4 Terms of Office for Election Committee Members**-the terms of office will be for two years beginning as close as possible to the beginning of Fall Semester in odd number years.

Article 4-Budget Process

- 4.1 Timeline for Budget Process**
- 4.1.2 The Steward Council will adopt the budget by May 31
- 4.1.3 The Executive Board will present budget to the Steward Council in its March meeting
- 4.1.4 The Executive Board will review the annual budget at its Winter strategic planning meeting

4.1.5 Committees will submit annual budget requests to the Executive Board in February of each year

4.2 Budget Revision

4.2.1 Any expenditure in any category that exceeds a cumulative 5% change from the initially adopted budget needs to be approved by majority vote of the Steward Council.

4.2.2 Any revision greater than a cumulative 25% change from the initially adopted amount in any category must be approved by a majority vote of the Steward Council.

4.2.3 Any revision exceeding a cumulative 5% of the initially adopted amount in total income or total expenditure must be approved by a majority vote of the Steward Council.

4.2.4 Any revision less than the limits above must be approved by a majority vote of the Executive Board.

4.3 Fiscal Controls

4.3.1 ACE, AFT 6554 will follow CFT Fiscal Controls Best Practices

4.3.2 The CFT Fiscal Controls Best Practices will be incorporated by reference into these by-laws.

4.3.3 Should there be a conflict between the ACE, AFT 6554 Constitution and By-Laws and the CFT Fiscal Controls Best Practices, the ACE, AFT 6554 Constitution and By-Laws will prevail.

4.3.4 Except for: 1) nondiscretionary payments required to maintain affiliations; 2) payments required to settle obligations incurred during a period of an approved budget; no amounts shall be spent or obligations incurred after the last day of a fiscal year in the absence of an approved budget for the following fiscal year. Any member facilitating an expenditure or the creation of a new obligation in the absence of an approved budget for the current fiscal year shall immediately be suspended from office and committee membership pending investigation and action by the Executive Board.

4.3.5 The budget shall contain both current period and year-to-date actual and budgeted categories, and shall show variances between budget and actual amounts. The year-to-date ending actual cash balance must be a reconciled balance, as based on a bank reconciliation between book and bank balances.

4.4 PAC/COPE-the ACE, AFT 6554 PAC/COPE will only operate in accordance with CFT guidelines.

Article 5-Stewards

5.1 Co-chairs of the Steward Council/Chief Stewards

5.1.1 The Stewards from each College will elect a Chief Steward from their College during the first Steward Council meeting after Stewards are elected during even numbered years

5.1.2 The term of office will be two years

5.1.3 The term of office will begin as close as possible to the beginning of the Fall Semester of even number years

5.2 Duties of Chief Stewards

- 5.2.1 Plan and distribute agendas for Steward Council meetings
- 5.2.2 Work closely with the Grievance Officer at each College
- 5.2.3 Work closely with the Stewards at their College
- 5.2.3 Be a liaison with the Executive Board including the full-time and associate faculty representative for that College, and the President of ACE, AFT 6554
- 5.2.4 Be the presiding officers of the Steward Council

Article 6-Calendar

6.1 Components-the ACE, AFT 6554 Calendar shall include the following:

- Executive Board Meetings
- Steward Council Meetings
- Membership Meetings
- Elections Deadlines and Dates
- Budget Deadlines and Dates
- CFT/AFT Major Events
- Other items as decided by the Executive Board or Steward Council

6.2 Publication-the ACE, AFT 6554 Calendar shall be set and published by March 1 for the following academic year.

Article 7-Communications

Any communication to the membership required by the Constitution or By-Laws, if posted on the ACE, AFT 6554 website, will also be sent via electronic mail to members' private email addresses.