

Bylaws of CCAFF

Citrus College Adjunct Faculty Federation,
AFT Local 6352
Adopted April 4, 2025

BYLAWS

ARTICLE I: DUES

Section 1. The Executive Board shall determine and at any time may change membership dues provided that the membership shall be given notice no less than fourteen (14) days before the Executive Board votes to authorize such change to provide time for members to comment upon any proposed change in the dues. Union member monthly dues shall include per capita fees required for CCAFF to maintain AFT affiliation, and for the cost of insurance plans and other member benefits.

Section 2. Dues may be paid directly to the Treasurer of CCAFF or via payroll deduction.

Section 3. Any employee who is paying dues may stop making those payments by giving written notice to the Union.

ARTICLE II: COMPLAINTS AND GRIEVANCES

Section 1. Any unit member, whether a member of the union or not, may file a written complaint against CCAFF with the Executive Board no later than ten (10) working days after the cause of the complaint becomes known, or reasonably should have become known to the complainant(s).

Section 2. The Executive Board shall then appoint two union members to serve as part of a three-person panel to hear and adjudicate the complaint. The complaining person(s) will appoint the third panel member from the union local membership.

Section 3. The hearing panel shall hold a confidential hearing within ten (10) working days following complete appointment of the panel, unless the parties to the dispute mutually agree in writing to an extension of time for commencement of the hearing.

Section 4. Within five (5) working days following the conclusion of the hearing, the panel shall issue a written decision, arrived at by majority vote of the panel members, concerning the complaint. The decision shall be sent to the complainant(s) and to the Executive Board of the Union.

Section 5. If the complainant(s) is not satisfied with the panel's decision, within thirty days after dispatch of the decision, the complainant(s) may file a written appeal with the Executive Board of CCAFF requesting reconsideration of the decision by the Executive Board. Within five (5) working days following such appeal, if the Executive Board has not issued any remedy to the complainant(s), the process shall be deemed concluded.

ARTICLE III: BY-LAW AMENDMENT

The By-Laws may be amended by the majority vote of the Executive Board, provided that the proposed amendment(s) shall first be reduced to writing and the writing shall be submitted to the members for comment no less than fourteen (14) days prior the Executive Board voting on such proposed amendment(s).

ARTICLE IV: DUTIES OF OFFICERS

The Executive Board shall determine the duties of the elected and appointed officers of CCAFF and shall have the power to appoint new officers with new duties as the Executive Board deems in the best interest of Unit Members. The Executive Board shall appoint members of the negotiation team. Notice of such appointment shall be sent to all union members promptly so that rights granted under Article II above may be exercised.

ARTICLE V: COMPENSATION OF PERSONS FOR CCAFF ACTIVITIES

The Executive Board shall determine the compensation (if any) to be given to persons serving at the Executive Boards behest or as an elected officer. The Executive Board may change the rate of compensation at any time it deems such to be in the best interests of CCAFF. Initial and all subsequent compensation rates as determined by the Executive Board shall be noticed to all union members so that rights granted under Article II above may be exercised.

Presently the compensation provided to such persons is:

- President \$6000.00 per year
- Vice-President \$4000.00 per year
- Treasurer \$4000.00 per year
- Secretary \$4000.00 per year
- Representation Officer \$4000.00 per year
- Cope Chair \$2000 per year

Negotiation team members shall be paid at the rate of \$100 per hour spent in negotiation sessions. Union members who attend the trustee meetings in person, or the academic senate, or any other committees involved in faculty governance shall be paid at the hourly salary rate of the current contract provided they submit a form for compensation available on the CCAFF website.

Other officers as may be elected in the future, a rate not to exceed that of the President. (No compensation is afforded for work outside the actual session, e.g. pre or post session planning, document drafting and analysis, etc.)

ARTICLE VI: COMMITTEE ON POLITICAL EDUCATION - (COPE)

The Executive Board is authorized to establish a committee on political education.

The committee on political education shall be a body that makes recommendations to the executive board of the local union but will not be a final decision-making body. That authority rests with the Executive Board.

The name of this committee shall be the CCAFF Committee on Political Education.

The general purpose of the Committee is to support and further the goals and policies of the Local Union. The specific purposes are:

- To support candidates and positions on ballot measures endorsed by the Local Union.

- To further the common good and general welfare by promoting improvements in public education

- To promote the welfare of our active and retired members and teachers in general. To encourage the improvement of benefits, compensation, working conditions and retirement status of our active and retired members and teachers in general.

Members of the Local Union may make contributions to the Committee directly or through payroll deduction. In addition, the Executive Board may earmark a portion of member dues for the Committee. This amount may be changed from time to time. The Committee may accept contributions from persons who are not members, subject to the approval of the Executive Board. Moneys allocated for the purposes described above shall be used only for these purposes and be kept in a separate account known as the COPE Fund.

The control and direction of the Committee shall be vested with a COPE Chairperson, who is an active member of the local union, and who may or may not be a member of the Executive Board. The Chairperson shall have control over the funds and affairs of the COPE and shall establish and carry out all policies and activities with the approval of the Executive Board. The Executive Board may delegate all or some of the responsibilities of the COPE to the COPE Chairperson or a separate committee comprised of members appointed by the Board. Moneys spent from the COPE Fund must be signed by the COPE Chairperson and countersigned by one other member of the Executive Board.

ARTICLE VII: ELECTION PROCEDURES

Instructions for the Elections Committee:

The Elections Committee may use the CCAFF Elections Guide for procedure in conducting elections in a manner consistent with AFT, CFT guidelines and Federal Labor laws.