

REVIEW DOCUMENT: BY-LAWS
Of The
AFT Seattle Community Colleges, Local 1789
American Federation of Teachers, AFL-CIO

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ARTICLE I. Rules of Order

Roberts Rules of Order shall prevail at all special, quarterly, AFT Seattle Executive Board, and campus meetings of the organization. Providing there is a quorum, the membership may suspend these rules at a given meeting only by a two-thirds vote of the members in attendance.

At AFT Seattle Executive Board Meetings, one-third of the members/officers of the AFT Seattle Executive Board must be present to constitute a quorum. Officers are present whether in-person, by phone, or online. Co-officers who share a position count as only one member for purposes of establishing a quorum and for voting.

ARTICLE II. Committees

Section 1. Negotiations Committee

The Negotiations Committee shall be responsible for all negotiations with the Board of Trustees of the college. The AFT Seattle Executive Board of the organization shall function as the Negotiations Committee and may appoint additional members as they deem necessary, including a separate negotiating team.

Section 2. Grievance Committee

This committee shall handle the processing of all grievances and shall make an initial recommendation for further processing. This committee shall follow the procedures described in the current Agreement.

A. Membership

(1) The Grievance Committee shall be comprised of the three campus Grievance Chairpersons, and the District Grievance Chair. The AFT Seattle president and the PT Faculty President will be ex-officio members.

(2) Each college Grievance Chair position should strive to consist of two co-chairs, each paid the same stipend. The grievance committee will aim for representation of both full-time and part-time chairs.

(3) The District Grievance Chair shall be appointed by the AFT Seattle President upon consultation with the Faculty Stewards Council Presidents and approved by the AFT Seattle Executive Board. (Article IV, Section 2A of AFT Seattle Constitution.)

(4) The District Grievance Chair shall ensure that records are kept of all grievance activities and shall prepare written reports for the AFT Seattle Executive Board meetings and shall act as advisor to campus Grievance Chairs.

B. Meetings

- (1) Meetings shall be called as needed for the purpose of consulting on a grievance, especially when proceeding from one level to another.
- (2) Meetings shall be called by the District Grievance Chair, who shall chair the meetings.

C. Training Sessions

- (1) At least once a year, there will be a training session by members of the Grievance Committee. The sessions will be open to all faculty, with special invitations to Faculty Stewards, campus Faculty Stewards Council Presidents, and AFT Seattle Executive Board members.
- (2) The AFT Seattle President and the District Grievance Chair shall be responsible for setting up the training sessions.

D. Faculty Involvement

The AFT Seattle President and the District Grievance Chair and Grievance Chairs from each campus shall work with the campus Faculty Stewards Council Presidents and the Faculty Stewards Council on each campus to find ways to inform and educate each campus's faculty about the importance of protecting the Agreement by using our grievance procedure and also how to use the grievance procedure.

Section 3. Annual Budget Committee

The Annual Budget Committee shall prepare, for AFT Seattle Executive Board approval, an annual budget and two annual updates. The annual budget shall be presented for AFT Seattle Executive Board approval not later than one week prior to the last meeting of the AFT Seattle Executive Board for the calendar year. The updates shall be presented for AFT Seattle Executive Board approval not later than the first AFT Seattle Executive Board meeting of Spring quarter and Fall quarter.

The Annual Budget Committee shall be comprised of the AFT Seattle Treasurer as chairperson and two other members of the AFT Seattle, one of whom shall not be a member of the AFT Seattle Executive Board. The AFT Seattle President shall be an ex-officio member of the committee. The President shall appoint, with the approval of the AFT Seattle Executive Board, the two other members of the committee.

Section 4. Audit Committee.

When the Executive Board votes to complete an internal audit rather than hire an accountant, the chairperson and committee members shall be appointed by the AFT Seattle Executive Board. An AFT Seattle Executive Board member may not serve on the

Financial Records Audit Committee. This Committee shall make an annual audit to be completed no later than the filing of the annual income tax return/AFT's submission date of June 30; shall present a written report of the results to the Treasurer, to the AFT Seattle Executive Board, and at the next quarterly membership meeting; and shall suggest any necessary changes.

Section 5. Ad Hoc Committees

The AFT Seattle Executive Board may establish ad hoc committees as they are needed. Permanent committees may be established only by an amendment to the Constitution.

Section 6. Faculty Stewards Council

Each campus shall have a Faculty Stewards Council. This organization shall serve as the communications, information, and representation/action link among faculty on each campus. The Faculty Stewards Council shall serve as the means whereby the AFT Seattle Executive Board can be apprised of faculty views and concerns, and through which the AFT Seattle Executive Board can communicate with the faculty. The Presidents of each campus Faculty Stewards Council serve on the AFT Seattle Executive Board. There shall be one faculty member from each division or other approved unit, selected by all the faculty of the division or unit. --Only members of the AFT Seattle can serve as Stewards. Other members of the Faculty Stewards Council shall be the campus Secretary of the Stewards Council, the campus Representative for Part-time Faculty, the campus Grievance Chair and the campus FACTC representative.

A. Representation

The total faculty of a division or unit (as determined by the college organizational structure) shall constitute the group which selects and is represented by their Stewards. If a unit contains fewer than five (5) faculty members, it may be joined with another unit which has common concerns for the purposes of representation. If a unit has 25 or fewer full- and part-time faculty based on the most recent Fall quarter faculty count, it may select one Faculty Steward. If a unit has between 26 and 50 full- and part-time faculty based on the most recent fall quarter faculty count, it may select two Faculty Stewards; if a unit has between 51 and 75, it may select three Faculty Stewards, and so forth. When a unit has more than one Steward, efforts should be made to select (1) Stewards from more than one discipline within the unit and (2) a part-time faculty member as one of the Stewards (although part-time faculty may be selected to hold any seat). A program or discipline within a unit that is experiencing a special need can, by written request of half (or 10, whichever is less) of the faculty within that program, be granted a special seat on a Stewards Council for a one-year period at the vote of a majority of the Stewards.

B. Meetings

Each campus Faculty Stewards Council shall determine its own meeting schedule. The meetings are usually held once a month with special meetings on an as-needed basis. The AFT Seattle District President can call a plenary meeting of the Stewards Councils.

C. Officers' Duties:

The campus Faculty Stewards Council President(s) shall be the Chairperson(s) and shall call meetings, prepare the agenda, distribute meeting notices in a timely fashion (meeting notices to include the agenda) to campus Stewards and faculty and to the executive board; communicate to and inform the Faculty Stewards Council concerning the activities of the AFT Seattle Executive Board; bring to the AFT Seattle Executive Board the views and concerns of the campus faculty as expressed by the Faculty Stewards Council. The campus Faculty Stewards Council Secretary shall take and distribute minutes of Stewards Council meetings and be the campus Faculty Stewards Council Vice President and shall assume the campus Faculty Stewards Council President's duties in their absence. The Stewards Council Secretary or designee shall facilitate the Steward selection process.

D. Purpose and Responsibilities Concerning Campus Matters:

The Faculty Stewards Council shall meet to review, report on, coordinate and take action on matters affecting the faculty, their educational concerns, contractual rights, and general welfare at their campus. The Stewards should be knowledgeable about the Agreement and grievance procedures; should be involved in membership/orientation/hospitality activities. The Stewards shall seek out and report to the Faculty Stewards Council the views and concerns of their constituents.

E. Decision Making:

Consensus shall be the preferred mode of decision-making. Otherwise, to take action, a two-thirds vote is required. Action taken by the Faculty Stewards Council shall be communicated to the campus faculty as soon as possible by each Steward, who shall be responsible for communicating with and informing their constituents in a timely fashion. Stewards shall aid and advise the Faculty Stewards Council President on the appointment of campus faculty to campus committees.

F. Communication:

The Faculty Stewards Council shall keep an up-to-date phone tree/messaging system of campus faculty. The Faculty Stewards Council shall make minutes and other records of official actions available to the campus faculty and to the AFT Seattle executive board.

G. Purpose and Responsibilities in Relation to the AFT Seattle Executive Board:

Information about faculty views and concerns sought by the AFT Seattle Executive Board to serve as the basis for its decisions and actions, shall be gathered by the Stewards from their constituents, to be collated and formalized by the Faculty Stewards Council and then communicated to the AFT Seattle Executive Board by the Chair. Information brought to the Faculty Stewards Council by the Chair from the AFT Seattle Executive Board shall be disseminated among their constituents by the Stewards. Action taken by the Faculty Stewards Council on AFT Seattle Executive Board initiated matters shall represent and reflect campus faculty views.

Section 7. Organizing Committee

A: Name and Purpose

The Organizing Committee serves to expand the membership, engagement, and organizing power of AFT 1789 focusing and coordinating the organizing efforts of the college's Stewards Councils.

1. Share, coordinate and develop each college's outreach efforts to grow membership, recruit faculty stewards, and increase participation in union activities.
2. Support the Stewards Councils' efforts to identify and engage new stewards, potential members, especially part time faculty, new and returning hires, and underrepresented groups.
3. Develop, implement, and/or support ad hoc/extant organizing campaigns at the colleges and across the district.
4. Help to ensure broad representation and participation in union membership, activities, and actions.

B: Composition

1. The committee shall be chaired by the Membership Chair of AFT 1789.
2. Membership shall include:
 - The Steward Council President(s) from each college.
 - Faculty Stewards from each college.
 - Interested rank and file members (must be current union members in good standing)
 - The AFT District President and President for Part Time Faculty may each serve in an ex-officio capacity

- Representatives from active ad hoc organizing committees, such as committees planning actions around negotiations

C: Duties and Responsibilities

The Organizing Committee shall:

1. Meet at least once per month, with additional meetings as needed.
2. Develop organizing strategies – create outreach plans, member recruitment drives, and issue-based organizing efforts.
3. Engage new and potential members – Conduct orientations and informational sessions including at New Hire Orientations..
4. Coordination with Executive Board, Steward Councils, and membership – Provide regular reports on activities, challenges, and recommendations, as updates at eBoard, Steward Council, and membership meetings
5. Collaborate with Other Committees – Work with political action, grievance, and communications committees to ensure cohesive union efforts.
6. Implement quarterly organizing training for stewards - The Organizing Committee will select at least one organizing training or workshop per quarter (via AFT Washington, Labornotes, Georgetown Labor Education Center, in-house, etc.) and develop plans for stewards to attend these trainings.

ARTICLE III. Elections of Executive Board Officers

Section 1. Election Committee

The conduct of all elections for AFT Seattle executive board officers shall be the responsibility of the Election Committee, consisting of seven members, two each appointed by the Faculty Stewards Council Presidents of the three campuses, and the District Secretary in the event that paper ballots are used for the election. They shall prepare, distribute, collect, and tabulate the election ballots. The Election Committee shall consist of the District Secretary and at least two additional members to be appointed by the Executive Board upon request of the District Secretary, in the event that electronic ballots are used for the election. When an election is held using electronic voting, the Election Committee will recommend a company or a secure voting system to the board and oversee the process for voting and revealing the election results. All election procedures, to the extent appropriate, shall be in compliance with Department of Labor regulations as stated in “Conducting Union Officer Elections,” LMRDA Of 1959 or thereafter amended. The Elections Committee has authority to create election procedures and rules in order to execute their responsibilities and ensure a fair election will result. The Committee shall refer to the LMRDA for guidance in

situations where the constitution and bylaws are silent on an issue, and where the Committee seeks guidance on what a fair approach would be.

Section 2. Nominations

Nominations for candidates for each of the offices mentioned in Article IV of the Constitution will be solicited by the Faculty Stewards Council President and Faculty Stewards, and nominations will be made during the Spring quarter membership meeting or at a special nominations meeting open to the membership during the Spring quarter. Written nominations shall be accepted for a period of ten working days after the floor nominations. The list of nominees shall be circulated to the membership at least 15 days prior to the election date. Nominations will be under the supervision of the District Secretary.

Section 3. Ballots

Ballots will include only candidates nominated through the nominations process described in Section 2 above. Write-in votes are prohibited.

Section 4. Voter Status

Faculty with temporary full-time and pro-rata assignments will be categorized as “part-time faculty” for purposes of voting for the District Part-time President and Part-time Representative for their campus.

ARTICLE IV. Dues and Investment Policy

Section 1. Purpose

Dues are collected to pay for membership to AFT Seattle’s affiliates (AFT, AFT Washington, WSLC, Martin Luther King County Labor Council (MLK Labor) and to establish union programs and activities to carry out the mission and goals of the AFT Seattle as stated in Article II of the AFT Seattle Constitution.

Section 2. Calculation of dues

Dues of all members will be calculated as a percentage of individual income.

For full time tenured, non-tenurable, and tenure track faculty, affiliate and local dues will be calculated as 1.52% of annual income, effective April 1, 2019.

For faculty on a pro-rata or temporary full-time assignment, affiliate and local dues will be calculated as 1.52% of income, effective April 1, 2019, during the period of the contract.**

For part-time faculty, dues will be calculated as 1.29 % of the quarterly salary, effective April 1, 2019.

For Associate Members in Category B, dues will be \$50 per month for formerly full-time faculty and \$25 per month for formerly part-time faculty.

Upon a vote of the Executive Board, dues will increase when affiliates increase their per-capita charges, unless the affiliate requires their increase to be automatic (i.e. AFT). In such cases, the increase will be announced to the executive board and the membership before implementation.

NOTES: ** "Calculated quarterly" stipulates that if the percentage of full-time work load changes from quarter to quarter, dues will change accordingly to reflect the % of individual income listed above.

Section 3. Investment Policy

The AFT Seattle uses dues collected from members to develop the agenda and programs of the union. In addition, the AFT Seattle engages in legal defense and provides money for negotiations and scholarships. These larger expenditures require some funds to be accumulated over time. Consistent with the desire to fulfill our responsibilities as educators and union members, only socially responsible investment options will be considered. Investments will be made so as to provide the maximum return consistent with social responsibility and investment prudence in order to ensure liquidity, low maintenance, and availability of funds. The Treasurer, the Budget Committee, and/or an ad hoc Investment Committee shall use AFT Seattle Investment Guidelines approved by the AFT Seattle Executive Board in making investment recommendations and decisions.

ARTICLE V. Quorum

The members present at any regular or special meeting (not including regular Executive Board meetings) shall constitute a quorum.

ARTICLE VI. Duties of Officers

Section 1. The District President

The District President shall preside at all meetings of the AFT Seattle Executive Board and quarterly membership meetings and certain other meetings of the organization.

The District President shall attend all Board of Trustees and District Council meetings for District VI and shall be the official representative to the Board of Trustees of the AFT Seattle. At these meetings the District President shall speak to issues as directed by the AFT Seattle Executive Board. The District President shall present a report of the result of each such meeting to the AFT Seattle Executive Board.

The District President shall appoint members and chairpersons for all committees not chosen otherwise and shall sign all necessary documents and represent the organization where necessary.

The District President shall coordinate the three campuses' activities and disseminate district materials pertinent to faculty concerns.

The District President shall make every effort to attend all Faculty Stewards Council meetings, to act as a resource person, and to hear the views and concerns of the Stewards.

The District President shall serve as a delegate to the AFT Washington convention and to the AFT Convention. The District President shall serve as the official AFT Seattle representative to AFT Washington on councils and at meetings.

Section 2. AFT Seattle Faculty Stewards Council Presidents

A Faculty Stewards Council President in the absence of the District President shall assume the duties of the District President. Selection among the three campus faculty Stewards Council presidents will first be based on tenure on the AFT Seattle Executive Board and second, if tenure be equal, in the following order: Faculty Stewards Council President for SCC; Faculty Stewards Council President for NSC; then Faculty Stewards Council President for SSC.

Each campus Faculty Stewards Council President or Co-Presidents represents the organization on their campus. Each campus Faculty Stewards Council President shall preside at their respective Faculty Stewards Council meetings. The campus Faculty Stewards Council Presidents shall call and preside at periodic campus meetings as deemed necessary.

Each of the campus AFT Seattle Faculty Stewards Council Presidents will, in consultation with their Stewards Council, suggest grievance chairpersons for their campus. These names will be forwarded to the District AFT Seattle President to appoint to the AFT Seattle Executive Board and approved by the AFT Seattle Executive Board. The campus Faculty Stewards Council Presidents shall work with the campus grievance chairpersons as needed in the processing of grievances.

The Faculty Stewards Council Presidents shall work with the Membership Chair and the AFT Seattle District President's office to recruit new members or plan membership drives.

Each Faculty Stewards Council President shall serve on the AFT Seattle Executive Board.

The Faculty Stewards Council Presidents shall serve as delegates to the AFT Washington convention and shall represent AFT Seattle as needed on AFT Washington councils and committees.

Section 3. AFT Seattle District President for Part-Time Faculty

The duties of the AFT Seattle District President for Part-time Faculty will be to organize the part-time faculty, and to promote interests of part-time faculty within the organization.

The District President for Part-Time Faculty will call and chair meetings of the part-time faculty and shall report the results of the meetings to the AFT Seattle Executive Board.

The District President for Part-time Faculty shall serve on the AFT Seattle Executive Board.

The District President for Part-time Faculty shall serve as a delegate to the AFT Washington convention and shall represent AFT Seattle as needed on AFT Washington councils and committees.

Section 4. The AFT Seattle District Secretary

The AFT Seattle District Secretary shall record and maintain the minutes of the AFT Seattle Executive Board and of the membership meetings. The secretary shall make available copies of minutes of the previous meetings.

The Secretary shall set the dates of AFT Seattle elections and chair the Election committee. The secretary shall oversee nominations of officers.

The Secretary shall serve on the AFT Seattle Executive Board.

The Secretary shall serve as a delegate to the AFT Washington convention and shall represent AFT Seattle as needed on AFT Washington councils and committees.

Section 5. The Treasurer

The Treasurer shall have charge of all funds belonging to the organization and shall, with the other officers, present an annual budget to the membership. The Treasurer or designee shall file vouchers for all disbursements of money and shall make a financial report for AFT Seattle Executive Board and membership meetings.

The Treasurer shall work with the AFT Seattle District President and/or Membership Chair to keep a list of members in good standing up to date and shall make the proper per capita payments to the AFT and to the AFT Washington and to the Martin Luther King County Labor Council (MLK Labor). All records of the Treasurer's office shall be turned over complete to their successor.

The Treasurer shall file timely federal income tax reports. The Treasurer shall maintain organization financial records so that these records will be available for an annual audit.

The Treasurer shall call and chair the Budget Committee. The Treasurer shall ensure that an annual Audit Committee is formed by the AFT Seattle Executive Board.

The Budget Committee will budget annually a minimum of \$10,000 for legal defense.

The Budget Committee shall budget annually a minimum of \$4000 for negotiations expenses.

The Treasurer shall serve on the AFT Seattle Executive Board.

The Treasurer shall serve as a delegate to the AFT Washington convention.

Section 6. Membership Chair

The Membership Chair shall keep a roster of members in good standing up to date. This officer shall work with the Treasurer or AFT Seattle District President when either the Treasurer or AFT Seattle District President is unable to perform per capita payment calculations.

The Membership Chair works with the AFT Seattle District President to ensure that membership records are accurate for purposes of communication with members.

The Membership Chair shall work with the AFT Seattle Executive Board and Stewards Councils to plan regular membership drives.

The Membership Chair shall serve on the AFT Seattle Executive Board.

The Membership Chair shall serve as a delegate to the AFT Washington convention.

The Membership Chair will chair the Organizing Committee”

Section 7. Negotiations Chair

The Negotiations Chair shall call and chair an ad hoc bargaining preparation committee in the year before each Agreement expires. This officer shall ensure that adequate preparation for bargaining is done, including research, surveys, and team preparation in cooperation with the President. This officer may also serve as the chair of the standing Negotiations Committee by appointment of the District President.

This officer may serve on the Agreement Management Committee and work with the District President to prepare an agenda of issues for the committee.

The Negotiations Chair shall serve as a member of the AFT Seattle Executive Board.

The Negotiations Chair shall serve as a delegate to the AFT Washington convention.

Section 8. Communications/Technology Chair

The Communications/Technology Chair shall oversee, delegate, and execute the communication needs of the organization, and make recommendations to the Executive Board. The Communications Chair will maintain and update the AFT local website, the Action Network email service tool, and any other communications platforms deemed necessary.

This officer shall work with the AFT Seattle District President and Executive Board to develop content and schedule of communications. The Communications/Technology Chair may appoint, with the approval of the Executive Board, a committee or editorial board to produce regular publications for the organization. The Executive Board will review content to ensure consistency with AFT recommendations and practices.

The Communications/Technology Chair shall serve as a member of the AFT Seattle Executive Board.

The Communications/Technology Chair shall serve as a delegate to the AFT Washington convention.

Section 9. Political Action Chair

This officer shall keep apprised of, and make recommendations about legislative issues and concerns, including endorsements and political actions. This officer will abide by procedures used and decisions made by our affiliate organizations, MLK Labor, Washington State Labor Council, and AFT Washington, when considering endorsements and political actions.

The Political Action Chair shall work with MLK Labor delegates to apprise the AFT Seattle Executive Board and membership of issues from the labor community and may serve as one of the AFT Seattle's MLK Labor delegates.

This officer shall be a member of the AFT Washington COPE (Committee on Political Education) and solicit information from our local to bring to bear on AFT Washington COPE endorsement/donation decisions.

This officer may call and chair meetings of a Political Action/COPE committee and work with the committee to apprise the AFT Seattle Executive Board of national, state, and local political issues that may require action of the Board or membership.

This officer, working with the AFT Seattle District President's office, shall be responsible for maintaining records of COPE contributors and recruiting new COPE contributors.

The Political Action Chair shall serve as a member of the AFT Seattle Executive Board.

The Political Action Chair shall serve as a delegate to the AFT Washington convention.

Section 10. Professional Issues Chair

The Professional Issues Chair shall monitor issues in the areas of professional development and instructional issues. This officer shall promote professionalism among faculty and report to the AFT Seattle Executive Board on changes that may need attention.

This officer shall serve as AFT Seattle liaison to the district Faculty Development office.

This officer may serve as a FACTC Representative and will meet with campus FACTC representatives to coordinate and report their activities to the AFT Seattle Executive Board.

The Professional Issues Chair shall serve as a member of the AFT Seattle Executive Board.

The Professional Issues Chair shall serve as a delegate to the AFT Washington convention.

Section 11. Human and Civil Rights Chair

The Human and Civil Rights Chair shall make recommendations for ways the Local can support civil and human rights. This officer shall keep the local informed of current trends in the area of civil rights from a local, city, state, and national point of view. The chair may form a civil and human rights committee to carry out activities such as developing coalitions with other organizations, holding membership workshops, advising negotiating teams, and increasing diversity among AFT Seattle activists and officers.

This officer shall serve as a liaison to the AFT Washington Human and Civil Rights Committee.

The Human and Civil Rights Chair shall serve as a member of the AFT Seattle Executive Board.

The Human and Civil Rights Chair shall serve as a delegate to the AFT Washington convention.

Section 12. Part-Time Faculty Representatives

The Part-time Faculty representative shall attend Executive Board meetings and the Stewards Council meetings at their respective college. They shall communicate to and from part-time faculty with the Stewards Council and Executive Board as needed. They shall support AFT Seattle efforts and activities that focus on part-time/contingent faculty.

The Part-time Faculty Representatives shall serve as members of the AFT Seattle Executive Board.

The Part-time Faculty Representatives shall serve as a member of their college Faculty Stewards Council.

The Part-time Faculty Representatives shall serve as delegates to the AFT Washington convention.

Section 13. King County Labor Council Delegates

Delegates will be designated by the Executive Board. The King County Labor Council Delegates shall attend meetings of the King County Labor Council. The Political Action Chair or other delegate shall provide a report of each meeting to the AFT Seattle Executive Board.

Section 14. Faculty Association of Community and Technical Colleges Representatives (FACTC)

The FACTC Representatives will be selected/appointed by the Faculty Stewards Councils and shall attend FACTC regularly scheduled meetings. The FACTC representatives shall provide a report of each meeting to the Stewards Councils on their campus.

Section 15. Public Position Statements

Officers of the AFT Seattle should use discretion in making public statements that could be construed as representative, or the official position, of the AFT Seattle. Unless one is operating in their official capacity (eg: Grievance Chair, Stewards Council President, Negotiations' Team member), approval to speak on behalf of the Executive Board is required.

Section 16. Swearing-In

Each officer shall swear or affirm to carry out the duties of their office and to further the purposes of the organization.

“By the authority vested in me as President of the AFT Seattle Community Colleges, Local 1789, I now have the high honor and privilege of installing you who have been duly elected to serve the office of.....

In so doing, I pledge you to honestly and faithfully fulfill the arduous tasks that will be before you, to perform these functions within the framework of the constitutions of the AFT Seattle, AFT Washington, and the AFT,

To be ever mindful of the high precepts and principles of the American Labor Movement.

To be at all times unwavering in the defense of teachers and other workers so that all will always know that the AFT symbolizes the power and strength to give them courage in their job and in the performance of their duties.

Most of all, however, to have the courage to stand for that which is right, for high principles in education, and for high principles in morality and honesty, so that every person in the U.S. will have the opportunity of an adequate education.”

ARTICLE VII. Rights and Duties of Members and Nonmembers

Section 1. Rights and Duties of Members

- A. Members in good standing of the organization, as defined in Article IX of the Constitution, have the right to attend all union meetings and to vote on all issues that affect the membership as a whole. Such issues include but are not limited to affiliation, merger, constitutional and membership referendums, collective bargaining agreements, and elections. Furthermore, members of the organization are charged with the responsibility of upholding the organization's negotiated Collective Bargaining Agreement with the district, and they shall also abide by the Articles of the Constitution and Bylaws.
- B. New members shall, after a period of thirty (30) days, have the right to run for an executive board office, vote in officer elections, vote on ratification of a new contract, and take part in other matters as listed in Section A.
- C. Members in good standing have the right to run for or be appointed to an executive board position.
- D. Members in good standing who are serving as an executive board officer and are on temporary lay off or leave have the right to continue in their position.

Section 2. Rights of Nonmembers

All current faculty of the Seattle Colleges District eligible for membership in the organization under Article III, Section 1 of the Constitution have the right to voice their opinions and concerns on matters affecting the organization.

ARTICLE VIII. The AFT Seattle Executive Board

Section 1. Duties of the AFT Seattle Executive Board

The AFT Seattle Executive Board shall abide by the instructions of the general membership, shall deal with all affairs of the organization between membership meetings, shall formulate policies in keeping with the general purposes of the organization, and shall insure that the officers of the organization carry out their duties faithfully and further the purposes of the organization.

Section 2. Expenditures

A. Expenditure Approval Threshold:

The AFT Seattle Executive Board shall authorize no expenditures above \$300.00 without a vote of the AFT Seattle Executive Board members. No expenditures above \$300.00 shall be paid unless first approved in this manner. Expenses of less than \$300.00 may be approved by the District President and Treasurer or member of the executive cabinet together.

B. Expenditure Allowances and Stipends:

As part of the annual budget to be submitted to and approved by the AFT Seattle Executive Board, the Budget Committee shall set stipend amounts and expenditure allowances.

Stipend amounts will be set for the District President for Part-time Faculty, Campus Faculty Stewards Council Presidents, Campus Part-time Representatives, all elected chairs on the Executive Board, Grievance Officers, Campus Stewards Council Secretaries and members of the Audit Committee. Other stipends may be awarded by a vote of the Executive Board.

Expenditure allowances will be set for Campus Faculty Stewards Councils and Part-time Faculty meetings & activities. Stipends and expenditure allowances may be set for special activities or events as needed and approved by the AFT Seattle Executive Board.

Failure to attend two or more Executive Board meetings per quarter without prior notice will result in a forfeiture of the quarterly stipend. Unavailability to attend meetings and to serve in Summer quarter will result in forfeiture of the quarterly stipend.

Section 3. Presenting Items for Approval or Endorsement by the AFT Seattle Executive Board

Expenditure or endorsement requests, e.g. social, political or labor causes outside the SCD academic setting, need to be placed on the Agenda prior to the scheduled AFT Seattle Executive Board meeting at which action is proposed. Requests for contributions, financial support, conference attendance, etc., may be screened by the Allocations Committee prior to presentation to the Executive Board.

Section 4. The Executive Cabinet of the AFT Seattle Executive Board

The Executive Cabinet of the AFT Seattle Executive Board shall be the AFT Seattle District President, the AFT Seattle President for Part-Time Faculty, the AFT Seattle District Secretary, the AFT Seattle Treasurer, the AFT Seattle Negotiations Chair and the AFT Seattle Faculty Stewards Council Presidents of North, South and Central campuses. The AFT Seattle Executive Cabinet shall be authorized to meet and discuss issues arising from

the Stewards Councils of the campuses. The Cabinet shall not be authorized to take action on AFT Seattle business or make policy decisions without a vote of the AFT Seattle Executive Board on such actions or decisions.

Section 5. Recall of Executive Board Officers

1. A recall election will be held whenever 75 members or 30% of the eligible membership (depending on officer position re: Article V of the Constitution), whichever is smaller; or a supermajority (85%) of the Executive Board, sign a petition stating specific grounds for the request for a recall election.
2. The Executive Board shall establish the validity and sufficiency of the signatures and set a date for the recall election at its Board meeting following receipt of the petition.
3. Voters in recall elections are determined on the basis of Article V and Article IX of the Constitution.
4. Recall elections are held in accordance with election standards within 30 days of the decision to hold a recall election.
5. Once recalled from an Executive board position, the officer may not hold a seat on the Executive Board for a period of two years.
6. Special election for the vacancy from recall will occur within 30 days of the recall election, and the special election will follow election standards.

Section 6. Dismissal from Executive Board Officer Position

If an Executive Board Officer fails to attend five consecutive meetings of the Executive Board without notice, they will be deemed to have vacated the position. A replacement may be appointed by the Executive Board for the remainder of the term of office.

ARTICLE IX. Duties of the Parliamentarian

The Parliamentarian advises the presiding officer on procedure and proper conduct under Robert's Rules of Order.

ARTICLE X. AFT Seattle-SCCD VI Joint Standing Committees

*There are seven AFT Seattle-SCD VI joint standing committees:

- 1) Faculty Development Advisory Committee,
- 2) Curriculum Grants Committee,

- 3) Professional Leave Committee,
- 4) Distance Learning Committee,
- 6) Faculty Diversity and Inclusion Committee,
- 7) District Faculty Shared Governance Committee, and
- 8) Instructional Innovations Committee.

*Please refer to the current AFT Seattle-SCD VI Agreement. If there should be changes regarding the number and structure of AFT Seattle-SCD VI Joint Standing Committees due to collective bargaining, the language of the most current AFT Seattle-SCD VI Agreement supersedes any language in this Article that may be in conflict with the negotiated agreement.

revised 4/93; 5/95; 5/96; 5/98; 7/02; 2/10; 1/12, 2/2015, 5/2016, 9/2016, 11/2017, 3/2019, 11/2019 (gender neutral language inserted, per membership meeting vote on 10-25-2019), 12/2022, 6/2025