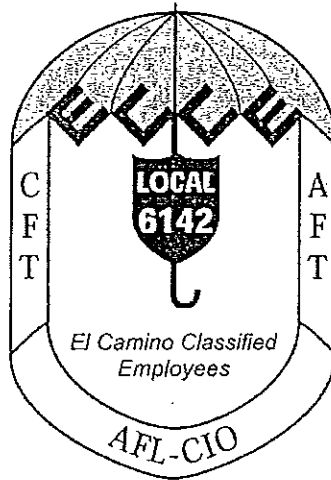


CONSTITUTION

& BY-LAWS



OF THE

EL CAMINO CLASSIFIED EMPLOYEES (ECCE) Local 6142, CFT/AFT, AFL-CIO

Ratified: 2001
Amended: May 21, 2004
Amended: November 21, 2008

CONSTITUTION

ARTICLE I

NAME

This organization shall be known as the El Camino Classified Employees (ECCE) Local 6142, CFT/AFT, AFL-CIO, hereinafter referred to as the Union.

ARTICLE II

OBJECTIVES

The purpose of this Union shall be:

- Sec. 1 To advance the economic, social, safety, and political well being of the classified employees.
- Sec. 2 To foster the spirit of mutual assistance and cooperation among classified staff.
- Sec. 3 To represent the membership of this bargaining unit in their bargaining relationships and responsibilities with the district and to exercise exclusive collective bargaining rights including the right to strike, for all classified employees.
- Sec. 4 To improve standards for classified employees by promoting better preparations for our jobs, encouraging a relevant in-service training, education and securing the working conditions essential to the best performance of professional service.
- Sec. 5 To provide all benefits of membership to which members of the Union are entitled. To obtain for all classified employees of the district, through a collectively bargained contract, all the rights and benefits to which they are entitled.
- Sec. 6 To fight all forms of bias based on race, creed, sex, age, ability, sexual orientation, social, political or economic status or national origin.

ARTICLE III

MEMBERSHIP

- Sec. 1 All persons are eligible for membership who are employed as classified employees in the El Camino College District.
- Sec. 2 No one is eligible for membership if employed in a confidential or management position.
- Sec. 3 No one shall be denied membership on the basis of sex, race, national origin, age, sexual orientation, ability, religious or political belief, or social status.
- Sec. 4 Any eligible classified employee of the El Camino Community College District who joins the Union is a member in good standing as soon as the enrollment card is submitted to the Treasurer of the Union, and dues have been deducted from payroll through payroll deduction. Therefore, membership dues will be deducted the first payroll period of the month, through payroll deduction. An employee will remain a member of the Union until the Treasurer is notified, in writing by the employee, of his/her intent to resign. The member, upon written notification to the Treasurer, then becomes a representation fee payer.
- Sec. 5 Eligible members, who wish to maintain membership in the Union during a leave of absence, shall contact the Treasurer and make arrangements to submit monthly membership dues payment directly to the Treasurer. In this situation, a check or money order shall pay payment of membership dues.
- Sec. 6 To be eligible to vote, an employee must be a member in good standing by submitting a Membership Application and check for dues directly to the Treasurer prior to an election or ratification vote to ensure an accurate membership list at the polls.
- Sec. 7 To be eligible to serve as a committee member on any standing or ad hoc committee, a classified member must be a member in good standing.
- Sec. 8 Members may be suspended when dues are two (2) months in arrears.

ARTICLE IV

ELECTION OF OFFICERS

- Sec. 1 Commencing in 2009 and every two (2) years thereafter, the members shall elect the following officers for a two-year term no later than May 30th of that election year.
- a. President
 - b. Vice President - Communications & Employee Development
 - c. Vice-President – Political Action
 - d. Vice-President - Membership and Hospitality
 - e. Vice-President – Employee Benefits & Hiring
 - f. Vice-President – Employee/Employer Relations
 - g. Secretary
 - h. Treasurer
- Sec. 2 The president shall appoint, with the approval of the Executive Council, a Senior Grievance Officer as a voting member of the Executive Council.
- Sec. 3 The Senior Grievance Officer may appoint Grievance officers, with the approval of the Executive Council, as non-voting advisors to the Executive Council.
- Sec. 4 The President may appoint, with the approval of the Executive Council, a Building Representative Chair as an advisor to the Executive Council.
- Sec. 5 The Nominations/Elections Committee shall conduct all general and special elections of the Union.
- Sec. 6 The Nominations/Elections Committee shall solicit nominations for the election of new officers at the March general membership meeting. The general membership will be notified of nominees not less than fifteen (15) days prior to voting at the May general membership meeting.
- Sec. 7 Election of officers shall be held at the May general membership meeting by secret ballot or mail ballot of the membership. The Nominations/Election Committee shall act as tellers to all elections and shall publicly count the ballots. The candidate receiving the most votes shall be elected.
- Sec. 8 To be eligible to run for Vice President, Secretary or Treasurer, a person must be a member in good standing of the local for a period of one (1) year and active in participating in union activities for a period of one (1) year prior to the date of the election. A member may seek an exception to this rule by petitioning the Election Committee in writing. This petition must include activities that would constitute equivalency to the above requirement. A majority vote of the election committee is required to make an exception to this requirement.

- Sec. 9 To be eligible to run for President, a person must be a member in good standing for a period of at least two (2) years and have served on the Executive Council for a period of at least 2 years or one (1) full term.
- Sec. 10 In the event of a resignation or vacancy of the Executive Council (with the exception of the President), the office shall be filled by Presidential recommendation and by majority vote of the Council until the next election. The election of the vacated office shall be for the completion of the term.
- Sec. 11 In the event of a vacancy or a resignation in the office of the President, the Nominations/Elections Committee shall conduct a special election of the general membership.
- Sec. 12 In the event of a restructuring of the Executive Council, the new offices of the Executive Council shall be filled by Presidential recommendation and by majority vote of the existing Executive Council until the next election. The appointment of the new officer shall be for the completion of the term.
- Sec. 13 At the beginning of a new term of office, the Executive Council will establish a rotation for a Vice-President to serve a three (3) month term as Senior Vice-President. The role of the Senior Vice-President is to assume the responsibilities of the President in the event of the President's absence, resignation, death or disability until a successor is elected. Should the Senior Vice-President be unable to assume this role, the next Vice-President in the rotation shall assume the role.
- Sec. 14 All newly elected officers shall become non-voting members of the Executive Council until they are eligible to take office.
- Sec. 15 Successful candidates shall assume office the first day of July following the election.
- Sec. 16 The immediate Past President shall sit on the Executive Council as an advising member for a period of one year.
- Sec. 17 A petition signed by at least thirty percent (30%) of the membership, and stating "just cause," shall be sufficient to require the Nominations/Elections Committee to conduct a recall election of any officer specified in the petition. "Just cause" shall establish that the elected officer failed to fulfill the duties and responsibilities of the office for which he/she was elected. If an officer is recalled, the Nominations/Elections Committee shall conduct a special election of the general membership to fill the vacancy.
- Sec. 18 The conduct of elections shall be consistent with the standards for such elections developed under Title IV of the Labor Management Reporting and Disclosure Act (Landrum-Griffin).

ARTICLE V

DUTIES OF OFFICERS

Sec. 1 The President shall:

- a. Be the presiding officer at all meetings of the membership, the Executive Council and the Site Representative Council,
- b. Be an ex-officio member of all standing committees except the Nominations/Elections Committee,
- c. Appoint, with the approval of the Executive Council, the chairs of all standing and special committees except the Nominations/Elections Committee,
- d. Be responsible for ongoing administration of the Union,
- e. Receive, report and respond to correspondence of the Union or direct such correspondence to either the Vice-President – Communications & Employee Development or Secretary as appropriate for response,
- f. Be one of the responsible financial officers of the Union and shall be authorized to co-sign financial instruments and make regular and usual disbursement of funds,
- g. Represent the Union before bodies of the employer, executive and legislative officials,
- h. Represent the Union before the public, community organizations and the news media,
- i. Be, by office, a delegate to the Los Angeles County Federation of Labor AFL-CIO,
- j. Be, by office, a delegate to the convention of the American Federation of Teachers and meetings and/or conventions of its affiliated subordinate bodies,
- k. Make an annual report to the membership of the Union,
- l. Serve as Chief Negotiator or appoint a Chief Negotiator for the Union,
- m. Oversee the work of and receive regular reports from the following committees or individuals:
 - a. All Executive Council members
 - b. Planning and Budgeting Committee
 - c. Bargaining Committee
- n. Be authorized to delegate the responsibilities of the office except where otherwise specified by the constitution.

Sec. 2 The Vice President – Communications & Employee Development shall

- a. Oversee the work of and receive regular reports from the following committees or individuals:
 - i. Newsletter Committee
 - ii. Union Learning Representative
 - iii. Professional Growth Committee
 - iv. Staff Development Committee
- b. Serve as public relations specialist for the local,
- c. Develop and maintain contacts with local news agencies,
- d. Develop, maintain and promote the ECCE website,
- e. Draft communications for the Executive Council such as letters, emails, flyers, promotional materials, etc., as requested

- f. Be responsible for all general communications for the local both internal and external,
- g. Serve as editor for the ECCE Newsletters
- h. Promote the local on campus and in the community,
- i. Perform other duties as delegated by the President or assigned by the Executive Council,
- j. Co-sign financial instruments in the absence of the President or Treasurer.

Sec. 3 The Vice-President – Employee Benefits & Hiring shall

- a. Oversee the work of and receive regular reports from the following committees or individuals:
 - i. Insurance Benefits Committee
 - ii. Employee Mentor Program
 - iii. Employee Apprentice Program
 - iv. Hiring Standards Committee
 - v. Building Representative Chair & Committee
- b. Serve as the appointer of ECCE representatives to all hiring committees,
- c. Promote the Union on campus and in the community,
- d. Perform other duties as delegated by the President or assigned by the Executive Council,
- e. Co-sign financial instruments in the absence of the President or Treasurer.

Sec. 4 The Vice-President – Political Action shall

- a. Oversee the work of and receive regular reports from the following committees or individuals:
 - i. Committee on Political Education
 - ii. Board of Trustees Election Committee
- b. Remain current on political elections and state senate and assembly bills related to classified employees, labor and education,
- c. Be responsible for all political communications for local, both internal and external,
- d. Encourage classified employees to be politically active and aware,
- e. Promote the local on campus and in the community,
- f. Perform other duties as delegated by the President or assigned by the Executive Council,
- g. Co-sign financial instruments in the absence of the President or Treasurer.

Sec. 5 The Vice-President – Employee/Employer Relations shall

- a. Oversee the work of and receive regular reports from the following committees or individuals:
 - i. Sr. Grievance Officer
 - ii. Safety & Health Committee
 - iii. Labor Federation Delegate
 - iv. Facilities/Bond Issues
- b. Be responsible for recruiting and training grievance officers,
- c. Serve as point of contact in dealing with employee disciplinary issues,
- d. Promote the local on campus and in the community,
- e. Perform other duties as delegated by the President or assigned by the Executive Council,
- f. Co-sign financial instruments in the absence of the President or Treasurer.

Sec. 6 The Vice-President – Membership & Hospitality shall

- a. Oversee the work of and receive regular reports from the following committees or individuals:
 - i. Membership & Recruiting Coordinator(s)
 - ii. Social Events Coordinator
 - iii. Hospitality & Welfare
- b. Remain current on social issues and encourage membership to be actively involved supporting socially responsible issues and causes,
- c. Calendar, organize and promote social events for the local,
- d. Provide welcome materials to new classified employees,
- e. Oversee local charitable requests for donations and organize service opportunities such as food drives, Toys for Tots, etc.,
- f. Promote the local on campus and in the community,
- g. Perform other duties as delegated by the President or assigned by the Executive Council,
- h. Co-sign financial instruments in the absence of the President or Treasurer.

Sec. 7 The Secretary shall:

- a. Maintain the non-financial files and records of the Union,
- b. Be the custodian of the seal and charter, and constitution of the Union,
- c. Record and keep accurate minutes of meetings of the membership, the Executive Council and other meetings as directed by the President,
- d. Assist the President in handling the correspondence of the Union,
- e. Oversee the work of, and receive and certify the reports of the Nominations/Elections Committee,
- f. Perform other duties as delegated by the President, or assigned by the Executive Council,
- g. Perform duties of the office as required by the Labor Management Reporting and Disclosure Act.

Sec. 8 The Treasurer shall:

- a. Receive, record, and deposit all dues monies and other income in the name of the Union,
- b. Be one of the responsible financial officers of the Union and be authorized to co-sign financial instruments,
- c. Pay invoices, bills as received, keeping copies of all invoices and bills on file,
- d. Maintain all financial records of the Union,
- e. Arrange for an independent review of the finances of the Union annually and make available some to the Executive council and general membership,
- f. Transmit per capita payments on a regular monthly basis to the Secretary-Treasurer of the American Federation of Teachers, California Federation of Teachers, the California Labor Federation, AFL-CIO, and similar officers of all other bodies with which the Union is affiliated.
- g. Assist the President in preparing an annual budget to be presented for approval by the Executive Council,
- h. Prepare monthly budget reports to be presented for approval by the Executive Council,

- i. Arrange for bonding of all officers with fiscal responsibility,
- j. Perform other duties as delegated by the President or assigned by the Executive Council.

Sec. 9 The Senior Grievance Officer shall:

- a. Be trained by state and national Union representatives in the proper handling of grievances,
- b. Oversee and assist the Grievance Officers, Building Representatives and Building Representative Chair in working towards the resolution of contractual and non-contractual disputes in the workplace, with the concurrence of the President,
- c. Maintain records of grievances and their disposition.
- d. Be responsible for the processing of grievances and disputes beyond the immediate work location with the concurrence of the President,
- e. Turn over completed grievance information and files to the President for future reference and storage
- f. Hold all grievances in the strictest confidence
- g. Perform other duties as delegated by the President or assigned by the Executive Council.

Sec. 10 The Membership Coordinator shall:

Under the direction of the Vice-President – Membership & Hospitality,

- a. Maintain accurate membership records,
- b. Distribute membership benefit information,
- c. Serve as chair of Classified Employees Appreciation Week Activities,
- d. Serve as chair of the social events committee,
- e. Perform other duties as requested by the Executive Council.

Sec. 11 The Social Event Coordinator shall:

Under the direction of the Vice-President – Membership & Hospitality,

- a. Serve as chair of Classified Employees Appreciation Week Activities,
- b. Serve as chair of the Social Events Committee,
- c. Calendar, plan and carry out activities as requested,
- d. Perform other duties as requested by the Executive Council.

Sec. 12 The Union Learning Representative shall:

Under the direction of the Vice-President – Communications & Employee Development,

- a. Present the local as an advocate & facilitator of work-place learning,
- b. Act as point of contact for members and potential members who are interested in learning and for those unlikely to make contact with the local through other means,
- c. Be familiar with all sorts of learning providers with the needs and demands of on-the-job learners,
- d. Consult with District regarding employee learning needs, outside traditional routes and without connotations associated with evaluation,
- e. Act as on-site expert about learning resources – union, campus, online, professional and technical programs, etc.

- f. Foster and promote the benefits and environment of life-long learning among classified employees and the District,
- g. Perform other duties as requested by the Executive Council

Sec. 13 The Grievance Officers shall:

- a. Be trained by state and national Union representatives in the proper handling of grievances,
- b. Report all activities and outcomes of grievances to the Senior Grievance Officer,
- c. Maintain records of grievances and their disposition,
- d. Be responsible for the processing of grievances and disputes as assigned by the Senior Grievance Officer beyond the immediate work location with the concurrence of the President,
- e. Hold all grievances in the strictest of confidence.

Sec. 14 Advisor to the Executive Council (Building Representative Chair) shall:

- a. Be the chief liaison between the Executive Council and the Building Representatives and shall represent the general interest of the membership at large,
- b. Assist in all projects as established by the Executive Council and as appointed by the President.

ARTICLE VI

EXECUTIVE COUNCIL

- Sec. 1 The Executive Council of the El Camino Classified Employees, (ECCE) Local 6142, shall consist of the following:
- a. President
 - b. Vice-President – Communications & Employee Development
 - c. Vice-President – Employee Benefits & Hiring
 - d. Vice-President – Political Action
 - e. Vice-President – Employee/Employer Relations
 - f. Vice-President – Membership & Hospitality
 - g. Secretary
 - h. Treasurer
 - i. Senior Grievance Officer
 - j. Membership Coordinator (non-voting council member, if appointed)
 - k. Social Events Coordinator (non-voting council member, if appointed)
 - l. Union Learning Representative (non-voting council member, if appointed)
 - m. Building Representative Chair (non-voting council member, if appointed)
 - n. Immediate Past President (non-voting council member)
 - o. Grievance Officers (non-voting council members, if appointed)
- Sec. 2 The Executive Council shall administer the policies of this Union as determined by the membership at the regular meetings. It shall have the power to administer the Union's affairs on a day to day basis.
- Sec. 3 The chairperson of the Executive Council shall be the President of the El Camino Classified Employees (ECCE), Local 6142.
- Sec. 4 The Executive Council shall report its activities at each regular membership meeting.
- Sec. 5 A quorum of the Executive Council shall consist of a majority of the Council.
- Sec. 6 The Executive Council shall meet at least once a month throughout the calendar year.
- Sec. 7 The Executive Council shall employ all professional, technical, clerical, and support staff of the Union.
- Sec. 8 The Executive Council shall establish salary, benefits, and expense guidelines for any general officer who is employed by the local; except that no such personnel shall suffer loss of economic status as a result of such action.
- Sec. 9 Consistent with the approved budget, the Executive Council shall be empowered to make contracts and incur liabilities, including the purchase of services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions in the extent permitted by applicable law or statute.

ARTICLE VII

REMOVAL OF OFFICER BY EXECUTIVE COUNCIL

- Sec. 1 An officer may be removed by a majority vote of the Executive Council for the following reasons:
- a. Three (3) unexcused absences in a year (an excused absence is defined as notification to the President, or designee, prior to the Executive Council meeting).
 1. The President shall notify an officer in writing, when they have accumulated two (2) unexcused absences.
 - b. Failure to fulfill those duties and responsibilities for which they were elected.

ARTICLE VIII

SELECTION OF BUILDING REPRESENTATIVE COUNCIL

- Sec. 1 The Executive Council may appoint members in good standing to serve as building representatives to represent specific work sites on the Building Representative Council.

ARTICLE IX

DUTIES OF BUILDING REPRESENTATIVES

- Sec. 1 Welcome new employees to the site/district.
- Sec. 2 Attend all regular and special meetings of the Building Representative Council.
- Sec. 3 Hold regular monthly meetings at the worksite, or other appropriate place for the purpose of making reports, discussing workplace and organization concerns, receiving instructions from the membership, and other activities as may be required.
- Sec. 4 Recruit eligible persons for Union membership.
- Sec. 5 Conduct elections and referenda when so instructed by the Nominations/Elections Committee.
- Sec. 6 Attempt to resolve, on an informal level, all first level grievances.
- Sec. 7 Notify a Grievance Officer of potential grievances, and upon request, assist the Grievance Officer.
- Sec. 8 Disseminate information to employees in their respective areas.
- Sec. 9 Perform other duties as assigned by the Executive Council and/or Building Representative Chair.

ARTICLE X

COMMITTEES

- Sec. 1 The chairperson of each committee shall be appointed by the President with the approval of the Executive Council.
- Sec. 2 The chairperson shall select a committee of two or more volunteers.
- Sec. 3 The following standing committees shall be active in this Union:
 - a. Bargaining/Negotiation – President, Chair
 - b. Membership – Membership Coordinator, Chair
 - c. Social – Social Event Coordinator, Chair
 - d. Union Learning – Union Learning Representative, Chair
 - e. Nomination/Election – Member in Good Standing as appointed by Executive Council, Chair

- f. Communication Committee – Vice-President – Communications & Employee Relations, Chair
- g. Committee on Political Education (COPE) – Vice-President – Political Action, Chair

- Sec. 4 Special committees, may be appointed by the President, with the approval of the Executive Council, when deemed necessary.
- Sec. 5 Within one month of formation, each committee shall present its annual program of action to the Executive Council.
- Sec. 6 The Bargaining/Negotiation Committee shall conduct research, surveys, hearings, and other activities which shall assist the Union in collective bargaining or similar programs.
- Sec. 7 The Membership Committee shall coordinate annual membership recruitment phone banking, one-on-one programs, and work with the Building Reps in developing programs and activities which shall cause all eligible persons to join and participate in the Union.
- Sec. 8 The Nomination/Election Committee shall conduct all general and special elections of the Union.
- Sec. 9 The Communication Committee assists in the design, production and distribution of printed material for the organization as needed.
- Sec 10 The COPE shall make reports to the Executive Council and the general membership concerning legislative bills and the position of the AFT and CFT. Committee members may attend both state and local political functions as the representative of the Union and recruit, interview, and make recommendations to the Executive Council and General Membership regarding candidates running for national, state, or local elections.

ARTICLE XI

AFFILIATIONS

- Sec. 1 This Union shall maintain affiliation with the following organizations and, whenever possible, send delegates to the following organizations:
- a. The American Federation of Teachers, AFL-CIO,
 - b. The California Federation of Teachers, AFL-CIO,
 - c. The California Labor Federation, American Federation of Labor/Congress of Industrial Organizations (AFL-CIO),
 - d. The Los Angeles County Federation of Labor, AFL-CIO

ARTICLE XII

FINANCE

Sec. 1 Monthly dues shall be determined by the per capita rate set by the American Federation of Teachers, the California Federation of Teachers, the state of California Labor Federation AFL-CIO, and the local Los Angeles County Federation of Labor AFL-CIO labor council, the premium for liability insurance for each member, premium for Accidental Death and Dismemberment Insurance, and an amount determined by the membership to be necessary for the Union to conduct business and properly represent the members.

ARTICLE XIII

AMENDMENTS

Sec. 1 This Constitution may be amended as follows:

- a. Proposed amendments to the Constitution shall be submitted in writing to the Secretary at request of the Executive Council or by 30% of the membership.
- b. The Executive Council shall notify the membership of the proposed amendment no later than fifteen (15) days prior to the next general or special membership meeting.
- c. Proposed amendment shall be first read at general or special membership meeting. Notification shall be given as to date, time and location where matter will be read a second time and acted upon. A two-thirds (2/3) vote of those members present and voting at the second read shall be required for passage of the amendment.

ARTICLE XIV

AVAILABILITY OF THE CONSTITUTION

Sec. 1 Three (3) copies of this Constitution and all subsequent amendments shall be submitted to the national office of the Secretary/Treasurer of the American Federation of Teachers.

Sec. 2 Copies shall be made available to other affiliated organizations upon request.

Sec. 3 Copies shall be available to any member of this Union upon request to the Secretary.

BY-LAWS

ARTICLE I

MEMBERSHIP MEETINGS

- Sec. 1 General membership meetings shall be held during the months of September, November, March, and May.
- Sec. 2 Special meetings of the membership may be called by:
- a. The Executive Council
 - b. The Building Representative Council
 - c. Or a petition signed by 15% of the membership and submitted to the Executive Council
- Sec. 3 The general membership shall be the highest decision making authority of the Union.

ARTICLE II

REVENUES

- Sec. 1 Dues to the El Camino Classified Employees (ECCE), Local 6142 shall be point two five percent (.25%) of monthly gross salary, plus affiliate per capita charges, payable either in advance or on the first payroll period of the month and collected through payroll deductions.
- Sec. 2 All increases in dues set by affiliate organizations shall be reflected in the dues structure of the local and passed through to the membership.

ARTICLE III

AMENDMENTS TO THE BY-LAWS

Sec. 1 The By-Laws may be amended as follows:

- a. Proposed amendments to the by-laws shall be submitted in writing to the Secretary at request of the Executive Council, or by 30% of the membership.
- b. The Executive Council shall notify the membership of the proposed amendment no later than fifteen (15) days prior to the next general or special membership meeting.
- c. A two-thirds vote of those members present and voting at the general or special membership meeting shall be required for passage of the amendment.

ARTICLE IV

RULES OF ORDER

Sec. 1 Robert's Rules of Order, Revised, shall govern this Union in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the Constitution or By-Laws of this Union.

ARTICLE V

ORDER OF BUSINESS

1. Call meeting to order
2. Roll Call of Executive Council Members
3. Reading of Minutes from previous meeting
4. Communications
5. Approval of Financial Report
6. Reports of Standing Committees
7. Officer Reports
8. Old Business
9. New Business
10. Good and Welfare

11. Adjournment

ARTICLE VI

Policies of the Executive Council

- Sec. 1 The Executive Council shall establish board policies as needed to insure consistent actions by the Executive Council.
- Sec. 2 Prior to adoption by the Executive Council, board policies shall be presented to the membership at General Membership meetings for discussion.