



Constitution & Bylaws

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Constitution

of the AFT College Staff Guild, Los Angeles, Local 1521A

Article I

Name and Purpose

- Section 1.** The name of this organization shall be "The AFT College Staff Guild, Los Angeles" and may be referred to in its discussions and documents as the "Staff Guild" The Staff Guild is Local 1521A of the American Federation of Teachers (AFT), and is affiliated with the California Federation of Teachers (CFT), Los Angeles County Federation of Labor, California Federation of Labor and AFL-CIO.
- Section 2.** The Staff Guild shall be a democratically run organization supporting quality education and the best interests of Unit 1 Clerical/Technical employees in the Los Angeles Community College District.
- Section 3.** The Staff Guild shall, through affiliation with the California Federation of Teachers, the American Federation of Teachers, and in cooperation with other unions, work to further these goals in California and throughout the nation.

Article II

Membership and Membership Meetings

- Section 1.** Membership shall be open to all (classified) Unit 1 Clerical/Technical employees of the Los Angeles Community College District. Retired Unit 1 Clerical/Technical staff may continue their membership through a district-wide retiree Chapter, provided they shall have been members, in good standing, of the Staff Guild for at least one (1) year prior to retirement.
- Section 2.** Rights and Duties of Members: Membership is effective on the day that a membership sign up is received by the Staff Guild. Members are entitled to introduce matters before the general membership, to vote in all Staff Guild polls and elections, to be eligible for elective and/or appointive office, and to receive member services offered by the Staff Guild.
- Section 3.** Access to Membership: Membership shall not be restricted or denied on the basis of job assignment, race, color, religious creed, country of origin, ancestry, gender, gender identity, gender expression, age, sexual orientation, physical disability, mental disability, genetic information, marital status, military status, veteran status, ethnicity, citizenship status, partnership status, employment status, income status, and/or political activities and/or beliefs and/or any other protected classes under local, state or federal law.
- Section 4.** Every member shall pay annual dues in a manner and amount to be fixed by the By-Laws of the Staff Guild. Unit 1 employees who choose not to join the Staff Guild are not members of the Staff Guild and do not have voting rights within the Staff Guild.

- Section 5.** The highest decision-making body of the Staff Guild is the active membership which can make decisions either at a general membership meeting or through a mail, email, or online ballot or referenda.
- Section 6.** At least three general membership meetings shall be held each year. Members shall be so notified at least 15 days before the meeting. At least 50 members shall constitute a quorum for the transaction of business.
- Section 7.** The membership meeting shall act upon all matters referred to it by the Staff Guild President, by majority vote of those present at a meeting of the Staff Guild Executive Board, by a petition signed by at least 25 members of the Staff Guild, or by 25% of the members of a given worksite Chapter. Any matters with a defined procedure in the constitution and/or By-Laws cannot be addressed using this section.
- Section 8.** The agenda for the meeting must be published at least 15 days in advance, and only items on the published agenda shall be considered at the meeting, unless the body, by two thirds (2/3) vote, authorizes special consideration of an unposted item.
- Section 9.** A copy of the current Staff Guild collective bargaining agreement shall be available upon request.
- Section 10.** An Emergency membership meeting may be called by the majority vote of the districtwide officers or a majority vote of the executive board. The agenda of such meeting shall be published as soon as the emergency allows for. If not 15 days before the meeting, only items on the published agenda shall be considered at the Emergency meeting unless the body, by a two-thirds vote, authorizes special consideration of an unposted item.

Article III

Districtwide Officers

- Section 1.** The elected Districtwide officers of the Staff Guild shall be President, First Vice President, Second Vice President, Treasurer, Grievance Secretary and Recording Secretary.
- a) The President shall:
- i.) be the presiding officer at all meetings of the membership and the Executive Board;
 - ii.) be the principal executive officer of the Staff Guild;
 - iii.) receive report and respond to correspondence of the Staff Guild;
 - iv.) supervise all employees of the Staff Guild;
 - v.) be one of the responsible financial officers of the Staff Guild and shall be authorized to co-sign financial instruments and disburse funds that are authorized by the budget, policy, or Executive Board vote;
 - vi.) represent the Staff Guild before the employer or executive and legislative officials;
 - vii.) represent the Staff Guild before the public, community organizations, and the news media;
 - viii.) be, by office, a representative to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;

- ix.) make a written report to the Staff Guild's membership at every membership meeting;
- x.) be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.
- xi.) consult with the Executive Board on important matters affecting the Staff Guild, but the President shall not enter into any substantial long-term financial obligations (and in no case financial obligations longer than one year) without the express approval of the Executive Board at a meeting. Between Executive Board meetings, approval may be made only by the unanimous consent of all members of the Executive Board who cast a vote over a 24-hour period. Such approval shall only be sought if written documents specifying the precise nature and extent of these financial obligations are provided with the approval request.

b) The First Vice President shall:

- i.) assume the duties of the President in the event of absence, illness, or death of the President;
- ii.) oversee and assist the executive board in their duties;
- iii.) oversee the work of and receive regular reports from the various standing committees of the local; and
- iv.) perform other duties as delegated by the President or assigned by the Executive Board.

c) The Second Vice President shall:

- i.) assume the duties of the President in the event of absence, illness, or death of the President and the First Vice president declines the line of succession;
- ii.) assume the duties and roles of the First Vice President in the event of absence, illness, or death of the First Vice President;
- iii.) serve as the Staff Guild representative on Board of Trustee Committees;
- iv.) oversee the work of and receive regular reports from the COPE and Professional Development Committees
- v.) perform other duties as delegated by the President or assigned by the Executive Board.

d) The Treasurer shall:

- i.) receive, record and deposit all dues monies and other income in the name of the Staff Guild;
- ii.) be one of the responsible financial officers of the Staff Guild and is authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- iii.) maintain all financial records of the organization;
- iv.) assist an independent audit of the finances of the Staff Guild annually and make same available to the Executive Board, and membership;
- v.) transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the Staff Guild is affiliated;
- vi.) serve as a resource to the Financial Oversight Committee;
- vii.) perform other duties as delegated by the President or assigned by the Executive Board; and perform duties of the office as required by the guidelines developed by the AFT.

e) The Grievance Secretary shall:

- i.) work with parties involved in a dispute to try to resolve it at the lowest level possible;
- ii.) represent Unit 1 Clerical/Technical employees, upon request irrespective of union membership, in grievances against the District if the Staff Guild collective bargaining agreement has been violated;
- iii.) advise the Grievance Review Committee on decisions such as whether to pursue grievances to arbitration;
- iv.) act as grievance training mentor for local representatives and chapter chairs;
- v.) be responsible for conducting grievance trainings onsite and at executive board meetings;
- vi.) act as chief consultant on all grievance matters in the Local;
- vii.) maintain records of complaints and grievances, and their disposition; for at least three years from grievance resolution unless a longer period of time is adopted by the Executive Board and enforce the contract and educate staff of their rights, including conducting trainings on each campus at least annually.

f) The Recording Secretary shall:

- i.) maintain the non-financial files and records of the Staff Guild;
- ii.) be the custodian of the seal and charter of the Staff Guild;
- iii.) shall record and keep accurate minutes of meetings of the membership and the Executive Board;
- iv.) shall chair the Communications Committee;
- v.) assist the President in handling the correspondence of the Staff Guild; and
- vi.) perform other duties as delegated by the President, or assigned by the Executive Board.

Section 2. The Executive Board may select an Executive Director. The Board may name additional staff as deemed necessary. Such persons shall be responsible to the Executive Director or President as appropriate.

Section 3. The Executive Board shall have the power to set salaries and fringe benefits of the staff, to set stipends and release time hours for elected officials, and to authorize necessary expenses for employees and all elected officials. This power includes suspension and/ or withdrawal of any or all salaries and fringe benefits for cause consistent with a current written contract. This power also includes suspension or withdrawal or stipends or release time for election officials.

Section 4.

- a) **Terms of Districtwide Officers:** All districtwide elected officers shall begin their terms July 1st in the year of the election. Elected officers shall serve for a term of three (3) years. Elections shall be held in May of the year corresponding with the officer's term of office
- b) **Term Limit:** Districtwide Officers will have a three (3) year term limit. Districtwide Officers shall not succeed themselves in office more than three (3) terms (or 9 years), but will be eligible to run for the same office after a break of at least one term of office. During the term break in office, the exiting officer is not eligible for running for any other Districtwide Office.

Section 5. Any officer and or member found guilty and/or convicted for any of the offenses set forth in this Section shall be barred from holding any office, representative position or employment at the Staff Guild for thirteen years from conviction of a crime or after the end of imprisonment, whichever is later. The offenses are: murder, assault with intent to kill, assault that inflicts grievous bodily injury, rape, arson, extortion, burglary, grand larceny, robbery, bribery, embezzlement, violation of narcotics laws, knowingly making a false statement of material fact or failing to disclose a material fact in any union records, union report, union officer or employee report, willfully failing to file a required union report, willfully concealing, withholding or destroying such records, and any felony involving abuse or misuse of an individual's position or employment in a union in order to seek or obtain an illegal gain at the expense of the union members. The offense also include conspiracy to commit any of the above crimes; attempting to commit any of the above crimes; any crime in which any of the above crimes is an element; or any crime that is equivalent to the above crimes (e.g. obtaining money under false pretenses can be equivalent to the listed offenses of grand larceny or embezzlement).

Section 6. Vacancies:

- a) President: If for any reason the office of President is vacated, the First Vice President shall fill the unexpired term. The line of succession is as follows: First Vice President then Second Vice President.
 - i.) If neither First nor Second Vice President can fill the position of President, there will be a special election if there are more than 6 months remaining in the term. In the event the First Vice President assumes the position of President, the Second Vice President shall assume the position of First Vice President.
- b) Other Elected Officers: If any other elected office becomes vacant with six (6) or more months remaining in the term of office, there will be a call for a special election and majority vote to elect a member to serve for the remainder of the term. An appointee (appointed by the executive board) may be temporarily placed while the special elections are conducted. All voting on vacancies defined in this section shall be conducted by electronic voting with at least 15 days' advance notice.

Article IV

Executive Board

Section 1. The Staff Guild shall be governed by an Executive Board.

Section 2. The Executive Board shall consist of the elected Districtwide Officers, the chapter chairs, worksite grievance representative, and chapter delegates. Allocation of the executive board per worksite is as follows: One delegate for 50 chapter members or fraction thereof. The Executive Board may establish and adopt rules and regulations governing the attendance and suspension of its Board members by a majority vote. For each chapter delegate, there will be an alternate delegate.

Section 3. Duties for the Executive Board

- a) Chapter Chair: Chapter Chairs of the AFT Staff Guild are elected to represent their worksite members at Executive Board meetings and at the worksite. Chapter Chairs shall have one vote at Executive Board meetings. Chapter Chairs shall receive release time, in an amount determined by the Executive Board, to assume their responsibilities. Duties of the Chapter Chair include but are not limited to the following:
 - i.) represent worksite at AFT Staff Guild District-wide Executive Board monthly meetings;
 - ii.) develop awareness of/and promoting the Staff Guild at worksite, and developing rapport with worksite colleagues and administration;
 - iii.) schedule required monthly worksite Executive Board and chapter membership meetings;
 - iv.) inform worksite Executive Board and chapter membership of Staff Guild contract, constitution/by-laws, policies and procedures;
 - v.) report on district-wide and worksite meetings attended by chapter chair to worksite Executive Board, membership, and Districtwide Executive Board;
 - vi.) recruit members and worksite Executive Board;
 - vii.) develop worksite flyers, announcements, notices, etc. (with Staff Guild office staff available to assist);
 - viii.) organize worksite and districtwide elections according to established procedures;
 - ix.) direct and coordinate the immediate distribution of all AFT information and literature; post information on AFT Bulletin Boards;
 - x.) delegate duties and responsibilities to worksite Executive Board members;
 - xi.) develop and implement a worksite communications structure;
 - xii.) schedule regular consultation meetings with the Worksite President/District Office Chancellor to discuss current concerns and issues;
 - xiii.) represent and/or appoint members to sit on worksite/Shared Governance hiring/selection committees, and request and review written reports from attendees;
 - xiv.) resolve member complaints, referring grievances or possible grievances to worksite grievance representative;

- xv.) consult with worksite Grievance Representative, Grievance Secretary, President or Executive Director on contract inquiries to ensure contract is being interpreted accurately;
 - xvi.) meet with worksite Grievance Representative on regular basis to discuss grievances and/or complaints received;
 - xvii.) serve as back up for worksite Grievance Representative if representative is absent for any length of time, or if there is no appointed Grievance Representative;
 - xviii.) assign responsibilities to First Delegate for the possible extended absence of chapter chair;
 - xix.) provide and present written report on worksite issues at Executive Board meeting;
 - xx.) attend AFT Budget, Political Action and other committees as assigned by the President and/or Executive Board;
 - xxi.) attend and participate in rallies or demonstrations in support of workers' rights; and participate in ongoing Staff Guild, CFT or AFT provided training.
- b) Delegates & Alternate Delegates: Delegates and Alternate Delegates represent their worksite members at Executive Board meetings and at the worksite. Delegates shall have one vote at Executive Board meetings. Alternate delegates will get a vote in the absence of a primary delegate. Delegates may receive release time to fulfill responsibilities as determined by the Executive Board. Duties of Delegates includes but are not limited to the following:
- i.) represent members at worksite through direction of Chapter Chair;
 - ii.) responsible for developing awareness of AFT Staff Guild on worksite, and developing rapport with worksite colleagues and administration;
 - iii.) attend Executive Board meetings and worksite Executive Board and chapter membership meetings;
 - iv.) plan, organize, and assist Chapter Chair with Executive Board and chapter membership activities;
 - v.) understand the Staff Guild Constitution and By-laws, policies and procedures;
 - vi.) participate in the recruitment of new members and worksite executive board;
 - vii.) participate in the distribution of worksite flyers, announcements, notices, etc;
 - viii.) assist with Districtwide elections according to established procedures;
 - ix.) At the discretion of the Chapter Chair, distribute information, update bulletin boards, set up meetings, etc.;
 - x.) build representative structure, and assist in development and implementation of a worksite communications structure;
 - xi.) may attend with Chapter Chair consultation meetings with the worksite president or District office Senior Vice Chancellor to discuss current concerns and issues;
 - xii.) represent Staff Guild per Chapter Chair appointment on worksite committees;

- xiii.) consult with worksite Grievance Representative, Grievance Secretary, President and/or Executive Director on contract inquiries to ensure contract is being interpreted accurately;
 - xiv.) refer complaints with possible grievances to worksite grievance representative.
 - xv.) assist members with inquiries; and
 - xvi.) serve as back up to Chapter Chair for worksite Grievance Representative if representative is absent for any length of time, or if there is no appointed Grievance Representative and when the Chapter Chair assigns Grievance Representative responsibilities;
- c) Grievance Representatives: Grievance Representatives of the Staff Guild are elected to represent their worksite members at Executive Board Meetings and at the worksite. Grievance Representatives shall receive release time as determined by the Executive Board to assume their responsibilities. Grievance Representatives shall have one vote at Executive Board meetings. Duties of the Grievance Representative include but are not limited to the following:
- i.) understand the need for and willing to receive on-going grievance training;
 - ii.) knowledge and implementation of Article 22 Grievance Procedure including timelines, process, investigation and documentation;
 - iii.) attend regularly scheduled Staff Guild worksite Grievance Representative meetings;
 - iv.) provide counseling, consultation, training and guidance to worksite membership;
 - v.) prepare, file, and argue grievance on behalf of grievant under direction of the Grievance Secretary;
 - vi.) present possible arbitration cases to Grievance Review Committee;
 - vii.) serve as a resource to worksite Chapter Chair;
 - viii.) understand and apply pertinent information and updated materials (Personnel Commission Rules, HR Guides, Board Rules, Education Code, PERB Decisions, etc.) to worksite grievance;
 - ix.) if possible, attend Executive Board Meetings;
 - x.) participate in Grievance and Arbitration seminars (AAA, PERB) and union/labor conferences (CFT, AFT, LATTC, UCLA); and
 - xi.) perform other related duties as assigned.

Section 4. The Executive Board shall act as the governing body in all matters not referred to a general membership meeting. It shall establish committees and act upon the recommendations of these committees. Procedures shall be governed by the most current edition of Robert's Rules of Order.

Section 5. The Executive Board may refer any matter which it deems proper to the membership.

Section 6. There shall be a Steering Committee, composed of the elected Districtwide Officers of the Staff Guild. The purpose of the Steering Committee is to coordinate the administrative, political, and communication activities of the Staff Guild.

Section 7. Code of Conduct and Ethics: Executive Board members shall abide by the following Code of Ethics and Conduct:

- a) Respect others and their views;
- b) Recognize and value individual differences;
- c) Do not engage in aggressive, bullying or intimidating behavior; and
- d) Do not engage in discriminatory or harassing behavior.

Article V

Chapters

Section 1. Each Unit 1 worksite shall constitute a Chapter of the Staff Guild, and there may be a district-wide chapter of retired members.

Section 2. The membership of each Chapter shall be composed of all active members of the Staff Guild, where the majority of the member's assignment is to the worksite upon which the Chapter is located.

Section 3. Each Chapter shall elect chapter officers as a Chapter Chair, Delegates, Alternate Delegates, and Grievance Representatives to the Executive Board.

Section 4. Terms of Office and filling vacant offices for worksite chapters.

- a) Elections shall be held in May of every election year.
- b) Chapter Chairs, Grievance Representatives, Delegates and alternate delegates shall serve a term of three (3) years starting in 2022.
- c) If a Chapter Chair vacates the position, the first Delegate shall assume the duties until an election is held.
- d) If a Delegate vacancy occurs, Delegates and Alternates move up in ranking order.
- e) If a vacancy remains, the Chapter Chair shall make an appointment.

Section 5. Chapters shall meet periodically to discuss and take action upon local issues, to refer matters of general interest to the Executive Board or to a general membership meeting of the Staff Guild. Worksite chapters provide a channel of communication between the Staff Guild and the individual members.

Section 6. If a Chapter fails to elect or otherwise act when so required, by specific provision(s) of this Constitution/By-Laws, the Staff Guild President shall conduct a secret-ballot vote of the Chapter members to determine the wishes of the majority of such members voting.

Section 7. The retired members of the Staff Guild may constitute a district-wide chapter of the Staff Guild, referred to as the Retiree Chapter, which shall:

- a) have one non-voting (1) liaison member to the Staff Guild Executive Board.
- b) elect their own officers in a district-wide retiree election The officers of the retiree chapter are: Chapter Chair and one (1) delegate.
- c) not be eligible to vote for Districtwide and worksite chapter offices.
- d) be required to pay dues as set forth in By-Laws, 1.b.

Article VI

Elections

Section 1. Executive Board Officers shall be elected as follows:

- a) Each member in good standing, which is defined as fully paid on all financial obligations to the Staff Guild, for one year preceding the election shall have a reasonable opportunity to be nominated. The Election Committee shall make an nominations eligibility list at least five business days before the opening of nominations.
- b) Elected members shall serve in only one elected districtwide or chapter office at one time.
- c) Notice of election of Executive Board shall be provided to each member at least 15 days in advance of the election.
- d) Elections shall be by secret ballot.
- e) In case of an onsite election, the ballots shall be delivered to the Staff Guild Office immediately after the conclusion of the election by a member of the election committee.
- f) Results shall be published online on our website and emailed to members personal emails and all election records (including ballots) kept for one year.
- g) Elections shall be held at each worksite, by mail, electronic vote or worksite vote. The method to be used shall be determined by the Executive Board, provided only that this determination shall be made in advance of nominations.
- h) Results of elections shall be submitted to the Election Committee and certified by the Executive Board at their next meeting unless a candidate who lost the election files a challenge to the election—the election challenge must be in writing, notarized, and delivered to the Staff Guild Office (and addressed to the Election Committee) within 10 calendar days of the publishing of the uncertified results. If the 10th calendar day falls on the weekend or holiday, then the following business day shall serve as the filing deadline. The challenge must set forth the basis of the challenge and all information supporting the challenge. The Election Committee shall review each timely submitted election challenges to see if it alleges conduct that is sufficiently serious to support setting aside the election results and the conduct was sufficiently widespread such that it could have affected the outcome of the election. If the Election Committee determines that the challenge as alleged meets this standard, the election challenge shall be submitted to the Executive Board for a hearing on the election challenge. Any Executive Board member who ran in the election being challenged or who filed the challenge shall recuse themselves from the Executive Board’s deliberation and vote on the challenge.
- i) No candidate for any elected position shall serve on the Election Committee.
- j) Any election rules made by the Election Committee shall be decided prior to opening of nominations and shall be announced along with the notice of election and nomination.

Section 2. The elected officers shall take office on July 1st in the year of the election.

Section 3. Vacancies in officer positions shall be filled in accordance with the Constitution/By- Laws.

Section 4. Recall: If 40% of the members eligible to vote in an election of an executive board member sign a petition for recall, a recall election shall be held. If 60% of the ballots cast favor the recall of that officer, the officer shall be recalled and the position shall be considered vacant. This section is applicable to all elected Staff Guild Executive Board Members.

Section 5.

- a) Election of Convention Delegates: Prior to the Notice of Nomination and Election of convention delegates, the Executive Board shall determine the number of delegates to be funded at each chapter
- b) The necessary delegate expenses to be reimbursed shall be determined by the financial and/or reimbursement policy of the Staff Guild.
- c) If all delegates are not to be funded, those delegates receiving the greatest number of votes cast from each chapter shall be funded.
- d) The funding and reimbursement policy shall be summarized in the Notice of Nomination and Election.

Article VII

Committees and Negotiating Team

Section 1. Standing Committees: The standing committees of the Staff Guild shall be the Elections Committee, the Negotiating Team, Financial Oversight Committee, Communications Committee, Constitutions and Bylaws Committee, Grievance Review Committee, COPE Committee, Organizing Committee, and Professional Development Committee.

Section 2. Other Committees: Other committees, subcommittees, and task forces of the Staff Guild may be established as required by the Executive Board or by a majority vote of the general membership.

Section 3. The Elections Committee:

- a) Selection: One member shall be selected by each Chapter Chair. The selected member cannot be running for office. In the event of a local worksite election, the chapter chair shall appoint 3 members on the election committee who are not running for office.
- b) The members of the election committee shall appoint the chair from amongst its members.
- c) Powers and Duties: The Elections Committee shall conduct all elections of the Executive Board of the Staff Guild.

Section 4. The Negotiating Team:

- a) Selection: One member at each worksite shall be appointed by the Staff Guild President after considering the recommendation of the worksite Chapter Chair. All Districtwide Officers shall be part of Negotiating Team as non-voting members.
- b) If a vacancy exists at a worksite, the Staff Guild President shall appoint a member to fill the vacancy.
- c) Diversity of Membership: The Team membership shall represent the membership as broadly as possible.
- d) Powers and Duties: The Negotiating Team shall represent the general membership in matters related to collective bargaining.

Article VIII

Resignation and Suspension/Expulsion

Section 1. An Executive Board member may resign by submitting written notice to the Staff Guild President.

Section 2. An Executive Board member may be suspended and/or expelled for cause, by a $\frac{3}{4}$ vote of the Executive Board, after an opportunity for hearing, in accordance with established policy and procedures. Bylaws Section 6

Article IX

By-Laws

Section 1. By-Laws may be proposed by a majority vote of those present at an Executive Board meeting, by a petition signed by 25 members or by a petition signed by 25% of the members of a worksite Chapter.

Section 2. By-Laws shall be enacted by a majority of those voting at a membership meeting, provided quorum is present and the text of the proposed By-Law has been timely announced in the call for the meeting.

Section 3. No By-Laws may be enacted or voted upon unless all the active members have been given at least two (2) opportunities to read and comment on the proposed changes at general membership meetings.

Section 4. No Staff Guild officer can individually propose any By-Law modification.

Article X

Ratification and Amendment

- Section 1.** Amendments to this Constitution may be proposed by a majority vote of those present at a meeting of the Executive Board, by a petition signed by 25 members, or by a petition signed by 25% of the members of a worksite Chapter.
- Section 2.** Amendments shall be adopted by a two-thirds vote of those voting at a membership meeting provided that quorum is present and the text of the proposed amendment has been timely announced in the call for the meeting.
- Section 3.** No amendment(s) to this constitution may be enacted or voted upon unless all the active members have been given at least two (2) opportunities to read and comment on the proposed changes at general membership meetings.
- Section 4.** No Staff Guild officer can individually propose any Constitution modification.

Article XI

Parliamentary Authority

Rules contained in the most recent edition of Robert's Rules of Order shall govern this Staff Guild in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the Staff Guild.

By-Laws

of the AFT College Staff Guild, Los Angeles, Local 1521A

1. Dues

- a) Dues to the AFT College Staff Guild, Los Angeles, shall be 1.25% of gross salary, with a minimum of \$5.50, per pay period, and current AFT and CFT per capita rates (pass throughs) payable through payroll deductions.
- b) Retiree members: Retired classified who desire to be members of a district-wide retiree Chapter of the Staff Guild shall pay dues in the amount of \$25 per year. The amount may be changed per Staff Guild Executive Board after hearing the recommendation of the district-wide Chapter.

2. Executive Board Meetings

- a) Executive Board meetings shall be called by the President, or by a majority of the Executive Board, but there shall be no fewer than nine (9) meetings per year. Meetings will be held on Executive Board approved dates of every month. Executive Board meetings or non-special General Membership Meetings shall only be canceled by a majority vote of the elected Districtwide officers of the Union.
- b) When voting takes place at Membership Meetings or Executive Board Meetings, only members who are present for all or part of any debate or discussion over the matter being voted on are eligible to vote.
- c) All elected and/or representatives are required to attend at least 75% of executive board meetings in their entirety.

3. Executive Board Release Time

- a) Release time to conduct the duties of an office or sub-committee shall be approved by a majority of the members of the Executive Board prior to start of a term of office but can be redistributed at the discretion of the Executive Board at any time, given just cause.
- b) Release time is apportioned at the discretion of the Executive Board. Unless otherwise voted upon by the Executive Board, the distribution of release time for officers of the Staff Guild shall be as follows.

President	173.3 hrs. per month
1 st Vice President	28 hrs. per month
2 nd Vice President	28 hrs. per month
Recording Secretary	28 hrs. per month
Treasurer	34 hrs. per month
Grievance Secretary	173.3 hrs. per month
Chapter Chairs	18 hrs. per month
Grievance Representatives	14 hrs. per month
First Delegate	6 hours

- c) Activities such as conventions, Executive Board meetings, special committee meetings are not included in the above-mentioned release-times for the Districtwide Officers (President and Grievance Secretary excluded) and executive board members. Additional release time may be granted outside the normal distribution, should the necessity arise as per our contract.

4. Executive Board Stipends

- a) Stipend proposals by the Financial Review Committee shall be submitted to the Executive Board for approval prior to start of each term.
- b) Stipend hours shall be reported on an activity sheet and shall be submitted to the Union office for review and approval. Stipend distribution is subject to proof of required committee participation, mandated site meetings and other aforementioned responsibilities associated with the position. .
- c) Continual failure to attend or participate in required activities assigned to the office will result in having stipends nullified or reduced presented to and voted upon by the Executive Board.
- d) A committee comprised of non-compensated members shall convene every 6 months to determine what stipends shall be paid out. The Committee will be comprised of one member from each worksite at the recommendation of the Chapter Chair. Submitted activity sheets will be evaluated to determine if stipends are to be distributed in their entirety.

5. Grievance Review Committee

- a) The Grievance Review Committee shall meet as needed.
- b) All grievances proceeding toward arbitration shall be referred to the Grievance Review Committee.
- c) The Grievance Review Committee shall work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes beyond the immediate work location.
- d) The committee shall consist of seven persons: the Staff Guild President, Executive Director, Grievance Secretary, two Chapter Chairs selected by the Executive Board, and two Grievance Representatives chosen by the majority of the Executive Board, but any Executive Board member who has an issue presented for potential arbitration shall be recused from the discussion and vote on the committee member.
- e) The Grievance Review Committee shall review grievances and shall determine whether to proceed or not to proceed with arbitration on a given grievance.
- f) The decision of the Grievance Review Committee shall be final and binding upon the Guild.

6. Internal Review (Internal Disputes)

- a) The Executive Board has established a procedure for internal review. An internal dispute refers to any member of the Staff Guild who feels aggrieved by a member of the staff guild or officer or officers of the Staff Guild. They may file a written complaint with the Executive Director.
- b) The written complaint then starts an initial investigation handled by the Executive Director. Should the complaint be against the Executive Director, the complaint then is forwarded to the President. The findings of the initial investigative procedure will then be presented to the Executive Board even if the complaint was handled at the lowest level. If the complaint was not resolved by the Executive Director, recommendations on how to proceed are presented to the Executive Board at this time—not to exceed sixty days from the filing of the complaint.
- c) The Executive Board by a two-thirds majority vote may authorize a hearing to be conducted by a neutral

arbitrator (from an FMCS list of seven arbitrators with names alternatively struck by the Executive Director and the complainant) paid for by the Staff Guild. A court reporter may be hired by the Staff Guild to produce a transcript of the hearing and organize hearing exhibits.

- d) After such hearing, the arbitrator shall submit their findings and recommendation to the Executive Board in writing.
- e) With a two-thirds vote, the Executive Board may or may not adopt the recommendations of the Arbitrator. Should the recommendation not be deemed appropriate by the Executive Board, the Executive Board has the authority to determine a more suitable action after review of the hearing exhibits and transcript.
- f) The decision of the Executive Board shall be final and binding. The member may appeal to CFT and/or AFT.

7. Quorum

- a) Membership: A quorum shall consist of 50 members of the total membership.
- b) Executive Board: A quorum shall consist of 50% plus 1 voting Executive Board members with at least 50% plus 1 worksites represented.
- c) Committee workgroup: Quorum shall be met using the most current Robert's Rule of Order.

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Amended 9/28/02: Article III/Sec 4 Amended 9/15/07: Article VI/Sec 1/b

Amended 9/20/08: Article II/Sec 7, Article IV/Sec 5, Article VI/Sec 5 Amended 9/20/14: By-Laws/Dues/Sec a
Amended 3/3/2020

Amended 2/1/2025: Article VI/Sec 1/g

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