

Lane Community College Employees Federation
Local 2417, American Federation of Teachers, AFL-CIO

CONSTITUTION

Revised and Adopted November 7, 1997
Second Revision and Adoption October 24, 2019

ARTICLE I – Name

The name of this organization shall be Lane Community College Employees Federation Local #2417, also referred to as LCCEF, Union, Local, or Federation.

ARTICLE II – Objectives

The purpose of this organization shall be:

Section 1. Representation

To act as the exclusive representative for Lane Community College classified employees and facilitate effective, respectful communication between classified, faculty, management, and administration at Lane Community College.

Section 2. Advancement of Professional Interests

To advance the professional interests of classified College employees, promoting mutual assistance and cooperation, and to approach all relationships in a positive, professional manner.

Section 3. Equity, Inclusivity, and Anti-discrimination

To protect civil rights, educate and advocate for members on labor and equity concerns, and strive for the elimination of socially constructed bias in both employment and education.

Section 4. Mutual Assistance, United Organizing, and Solidarity

To bring the Local into relations of mutual assistance with the American Federation of Teachers and their locals, its state federations, and other local unions in order to help workers gain representation and strengthen the union.

Section 5. Community Engagement

To advocate for the educational mission of the college, student success, and awareness of labor in the community.

ARTICLE III – Membership

Section 1. Regular Membership

Regular membership is open to Lane Community College employees eligible for collective bargaining representation by this Local under the Public Employees Collective Bargaining Act. Regular membership expires automatically upon termination of such status.

Section 2. Limited membership

Limited membership types include:

- a. Retired. Open to former members who retired from college employment while a Regular member of the Federation.
- b. Associate. Open to former Regular members who terminated in good standing, and, as approved by the Executive Council, others with legitimate interests in this organization
- c. Other categories as may be necessary for extraordinary cases, specified in the Bylaws.

Section 3. Limited Member Restrictions

Limited members shall not have the right to vote, participate in any election activity, hold elected position, or chair standing committees. The Executive Council may restrict committee activities, or further define the rights and duties of, Limited members. Limited membership shall not automatically confer any rights to benefits from affiliated organizations.

Section 4. Membership Application

Membership shall be by official application to the Membership Officer. The Membership Officer shall be responsible for making this form readily available.

Section 5. Membership Withdrawal

Withdrawal shall be by requesting an official withdrawal form from the Membership Officer. Withdrawal forms should be returned through certified mail or in person to the Membership Officer.

Section 6. Good Standing

“Good Standing” status requires:

- a. Federation membership
- b. Full payment of all dues by the due date as specified in the Bylaws or Federation Administrative Manual.

Section 7. Termination for Dues Nonpayment

Members who fail to pay dues by the due date, may be terminated from local and affiliate membership. They may be reinstated upon payment of a penalty of one-half of the delinquent dues amount, to a maximum of three months, in addition to all back dues. The Executive Council may reduce or waive these amounts.

Section 8. Non-Discrimination

This Constitution and Bylaws shall be applied equally to all persons, in harmony with the Equity, Inclusivity, and Anti-discrimination objective of this organization.

ARTICLE IV – Officers

Section 1. Officers and Duties

The following eleven (11) officers shall be elected by the Federation's Regular membership. Core duties are described.

- a. **President.** Administers collective bargaining contracts and the operations of this Federation; presides at meetings of the Federation and of the Executive Council; sets Federation policy in compliance with membership and Executive Council direction; represents the Federation, including serving on committees and in meetings with Lane Community College, with affiliates, and with others as necessary; reports to the membership on the status of the Federation; appoints committees; is ex officio member of the Bargaining Team and of all committees except as elsewhere noted; as eligible and with right of refusal, is ex officio delegate to the Labor Council, and chief delegate to conventions of other affiliated organizations.
- b. **Vice President of Labor Relations.** Primarily concerned with labor issues, including grievances, labor relations committees, and bargaining. Assists and works closely with the President and Grievance Officer, remaining currently aware of the status of the Federation; is an ex officio member of the grievance committee; is an ex officio delegate, as eligible and with right of refusal, to the Labor Council and to conventions of each affiliated organization; authorized to countersign checks; ensure issues from constituencies are brought forward to the Executive Council and addressed.
- c. **Vice President of Organizing.** Primarily concerned with elections, member recruitment and retention, and organizing and rallying the membership in response to issues and union concerns. Assists and works closely with the President and Membership Officer, remaining currently aware of the status of the Federation; is an ex officio delegate, as eligible and with right of refusal, to the Labor Council and to conventions of each affiliated organization. Serves as liaison to the Elections Committee; authorized to countersign checks; ensure issues from constituencies are brought forward to the Executive Council and addressed.
- d. **Grievance Officer.** Chairs the Grievance committee; coordinates and monitors all grievance processes; serves as chief steward in coordinating any established steward activities.
- e. **Treasurer.** Administers the financial affairs of the Federation, in compliance with membership and Executive Council direction; maintains Financial records in a generally accepted manner; serves as Federation Budget Authority, coordinating financial promises and transactions, receiving and disbursing funds, issuing or retaining receipts, vouchers, invoices and other documentation; deposits monies; pays bills; processes monthly dues collection and reporting; monitors all

spending and sets routine financial policies; submits timely and accurate reports and payments to affiliates, government agencies, and others as required; regularly reports to the membership and to the Executive Council; submits yearly financial statements to required affiliates; maintains payroll; chairs the Budget Committee; serves as liaison to the Audit Committee; serves as Treasurer of the COPE Committee.

- f. **Records Officer.** Serves as custodian of the Federation's records, seal and charter; records minutes of the Executive Council and general membership meetings, and officially records other Federation business as required; records election results as certified by the election Committee; maintains the official copy of this Constitution and Bylaws, and distributes copies thereof as needed; maintains in an acceptable manner, and makes available, the Federation Administrative Manual; serves as liaison to, and works closely with, the Constitution Committee.
- g. **Communications Officer.** Prepares special correspondence of documents at the request of the Executive Council or of individual officers or committees; is responsible for the union website; sends notification of Executive Council meetings; performs the functions of the Records Officer in the absence of that officer; acts as liaison to, and works closely with the Communications Committee.
- h. **Membership Officer.** Chairs the Membership Committee; processes new members in coordination with the Treasurer; handles membership applications and withdrawals; provides membership information to interested persons; acts as hospitality coordinator, sending occasion cards or tributes to members and others, as appropriate; social and membership event coordination; coordinates recruitment of new members; distributes membership cards; maintains the official Federation membership records; assists the Treasurer in preparing membership reports for affiliated organizations.
- i. **Chief Labor Delegate (to Labor Council).** Heads the labor delegates representing the Federation at the Lane County Labor council; maintains active status in that organization – this position shall be immediately and automatically vacated upon failure to maintain such status; reports to the Executive Council on Labor Council matters.
- j. **COPE Officer.** Chairs the COPE (Committee On Political Education) committee; monitors political and legislative issues of interest to the Federation, reports such to the Executive Council and Membership, and performs related functions.
- k. **Officer At Large #1.** In addition to all other requirements, this position is required to be an LCC employee with an FTE less than .500.

Section 2. Succession to Presidential Duties

In the absence of the President, that officer's duties, as required, shall be performed by the next available officer in the above listed sequence, which constitutes the presidential order of succession.

Section 3. Requirements for Holding Office

Regular membership in good standing is required in order to be nominated, elected, or serve as an officer. New members shall be eligible for same only after six months of membership in good standing. No member may hold more than one office at a time, nor hold both an office and a hired position within the Local.

Section 4. Terms of Office

The term of office for the following officers shall be two (2) years, starting January 1st of each even numbered year: Vice President of Labor Relations, Membership Officer, Communications Officer, Treasurer, and Cope Officer.

The term of office for the following officers shall be two (2) years, starting January 1st of each odd numbered year: President, Vice President of Organizing, Grievance Officer, Records Officer, and Officer At Large. For the purpose of implementing staggered election cycles, the first election cycle for these officers shall be for a one year term beginning January 1st, 2020.

Officers may be reelected, but may not serve in the same office for more than four (4) consecutive terms.

Section 5. Appointments to Vacant Office

Unless otherwise specified, vacancies in any office during the current term, shall be filled by Presidential appointment with Executive Council approval.

Section 6. Adjustment of Officer Duties

Specific duties of officers may be redistributed or delegated, with consent of the Executive Council. Ultimate responsibilities, however, remain with the official holder in each position.

Section 7. Record Keeping, Reporting, and Additional Duties

Each officer shall maintain orderly and readily accessible records, as appropriate to their position. Officers shall function with the good of the membership in mind, and shall regularly report to the Executive Council on their Federation activities and concerns. Additional duties, not in conflict with this Constitution, may be specified in the Bylaws or Federation Administrative Manual. Each officer shall also perform other duties related to their position, as required.

Section 8. Changes in Officers

All changes or vacancies in officer positions shall be reported to the membership and, as required, to affiliates.

Section 9. Officer Removal Initiated by Membership

An officer may face removal from office for acts detrimental to the Federation, upon presentation of written charges signed by at least twenty (20) percent of the Regular

members in good standing to a member of the Executive Council. Affiliate-specified regulations may supersede this Section.

Section 10. Officer Removal Initiated by Executive Council

An officer may also face removal from office for acts detrimental to the Federation, or due to absence from official Executive Council meetings for a continuous period of three (3) months, by two-thirds (2/3) vote of the Executive Council. Affiliate-specified regulations may supersede this Section.

Section 11. Officer Removal Appeal and Vote

The officer facing removal shall have the right to appeal his/her case at a general membership meeting to be held within one (1) month, and shall be removed if a majority of votes cast by Regular members agree. Affiliate-specified regulations may supersede this Section.

ARTICLE V – Executive Council

Section 1. Governing Body

The Executive Council shall be governing body of this Federation, and shall administer policy as set by the membership. It shall have the power to act for the good of the Federation in bona fide situations where policy cannot be set by the membership.

Section 2. Executive Council Members

The Executive Council shall consist of the Federation officers.

Section 3. Executive Council Quorum and Voting

An Executive Council quorum shall consist of fifty (50) percent of the currently occupied officer positions. Each officer shall have one vote. Unless otherwise specified, a simple majority of those voting shall determine outcomes. The Council may set its own internal policies and procedural rules.

Section 4. Administrative Manual

The Executive Council shall maintain an Administrative manual containing practices, resources, and formally adopted Federation policies, in an organized manner readily accessible to both the Executive Council and the membership.

Section 5. Contracts and Personnel

The Executive Council shall have the power to enter into contracts and incur liabilities, and to employ personnel.

Section 6. Executive Council Reporting

The Executive Council shall report its activities to the membership and membership meetings, and by written communications.

ARTICLE VI – Membership Elections and Voting

Section 1. Definitions

Except for the later Section entitled “Business Voting”, this Article shall apply only to formalized written-ballot election processes. In this Constitution and Bylaws, “election” and “balloting” shall refer to these formal processes; “voting” refers to business voting and/or formal election, depending on context.

Section 2. Eligibility

Regular Membership and good standing are required for all voting, nominating, or nomination eligibility.

Section 3. Election Calling and Monitoring

- a. Elections shall be called by the Executive Council.
- b. The entire election process is conducted and monitored for accuracy and integrity by the Elections Committee, with guidance from AFT Oregon and in accordance with the law.
- c. Each member eligible to vote shall be given advance notice of nominations and of election polling sites, dates and times.

Section 4. Required Elections

Elections shall be held for officers, delegates to affiliated organizations, contract ratification, strike authorization, and as called by the Executive Council.

Section 5. Officer Nomination and Election

- a. Nominations for officers, for the following regular term of office, shall be open for at least a two (2) week period during October and/or November of each odd-numbered year. The nomination period shall be announced at least one week in advance. Each nomination shall be on an official petition bearing the signatures of at least ten (10) Regular members in good standing. Petitions shall be obtained from, and returned to, the Elections Committee. A person may submit a petition for only one office per election.
- b. The election shall be held within two (2) weeks of the close of the nomination period. Insofar as applicable, officer nominations and voting shall conform to delegate election requirements of affiliated organizations, since certain officers may serve as ex officio delegates.

Section 6. Delegate Nomination and Election

Delegate nominations shall be conducted in a manner specified by each applicable affiliated organization. As allowed, elections for delegates from multiple affiliates may be combined in one election.

Section 7. Balloting Procedures

- a. Elections shall be by secret ballot. Ballots shall be uniformly pre-printed, listing all candidates and issues to be decided. Only duly nominated candidates or properly initiated issues shall appear on the ballot.
- b. Absentee ballots may be requested in writing from the Elections Committee. A cutoff time may be established by the elections committee, beyond which absentee ballots may not be requested. Absentee procedures and cutoff times shall be announced along with the notice of election
- c. Except as externally restricted, ballots shall allow for write-in candidates, one space for each eligible position.
- d. No proxy voting shall occur.

Section 8. Majority Vote

Unless otherwise specified in the Constitution and Bylaws, or by external requirements, the candidate or issue receiving a simple majority of votes cast shall be declared the winner. Where a majority is lacking, a run-off between those tied shall determine the outcome.

Section 9. Certification and Archiving

- a. The elections committee shall certify election results to the Executive Council and membership within 3 days of the close of elections. Results shall be recorded in the Federation minutes.
- b. After electing delegates to the AFT Convention, the President and Records Officer shall certify the election and forward the credentials of all elected delegates and alternates to the National Office as soon as possible, but not later than ten days before the convening of the National Convention. (This paragraph required by AFT).
- c. Ballots, signatures registrations, and a certified copy of the official results shall be sealed and archived by the Elections Committee, for a period of three (3) years. All unused ballots shall be immediately voided or destroyed.

Section 10. Mail Elections

The Executive Council may authorize election by U.S., or as allowed, intercampus mail. Each eligible voter shall be mailed a ballot. Election notice may be combined with this mailing. Returned ballots must be received by the Elections Committee by the balloting deadline. Where meaningful, other specifications of this Article shall apply.

Section 11. Written Policies and Procedures

Election policies and procedures, designed to insure the confidentiality and integrity of all voting processes, shall be specified in the Bylaws or Administrative Manual.

Section 12. Business Voting

This Section applies only to voting in the course of conducting Federation business by the membership at membership meetings, not to formal elections.

- a. Voting is open only to Regular members in good standing
- b. There shall be no proxy or absentee voting.
- c. When multiple-site membership meetings are held, the members shall be advised that all voting results will include the total from all sites; a vote must be held at each of the sites in order to be valid.
- d. Voting shall be otherwise conducted in accordance with the specified Rules of Order.

ARTICLE VII – Committees

Section 1. Standing Committees

The following standing committees shall maintain active status:

- a. **Membership:** Chaired by the elected Membership Officer. Plans and executes programs to promote and maintain the growth and vitality of the Federation.
- b. **Bargaining:** Monitors and researches collective bargaining issues in support of the Bargaining Team. Committee members are appointed by the President, subject to Executive Council approval. The Bargaining Team is a subset of this committee, designated by the President and approved by the Executive Council. The Bargain Team prepares and substantiates salary and other contract proposals; presents these proposals for the approval of the membership and negotiates the proposals with Lane Community College representatives.
- c. **Elections:** Conducts all elections, and monitors all election processes, including nominating, voting, balloting, counting, reporting, and sealing and archiving of ballots. This includes overseeing the integrity of the election archives, and the ultimate purging of same. Committee members shall be selected or approved by the general membership. No officer or hired employee may serve on this committee, though the Vice President of Organizing shall serve as liaison. This committee shall consist of at least three (3) members, with the Chair selected by the committee.
- d. **Grievance:** Chaired by the elected Grievance Officer. Screens employee complaints for valid grievances (violations of the collective bargaining contract). Represents grievances through the grievance process, to a point as approved by the Executive Council, until resolution. Advises the Executive Council on whether or not to approve advancing a grievance to further levels of the process. Prepares documents and performs presentations as required. Maintains all grievance records.
- e. **Labor:** Chaired by the elected Chief labor Delegate. Serve as delegates to the Labor Council; elected in same manner as officers. A position is immediately and automatically vacated if the individual loses active delegate standing with the Labor Council.

- f. **Communications:** The Communications Officer serves as liaison to, and works closely with, this committee. Oversees publicity, public relations, the Federation newsletter and general publications of the Federation; promotes and organizes social activities for the Membership.
- g. **Budget:** Chaired by the Treasurer. Prepares annual budgets for approval by the Executive Council. Budgets shall be dynamic, “working templates”, subject to adjustment during the year. This committee shall monitor expenditures and adjust budgets as required.
- h. **Audit:** Conducts internal audits of the financial and business records and operations of the Federation, as scheduled or as concerns arise. Committee members shall be selected or approved by the general membership. No officer or paid employee may serve on this committee, although the Treasurer shall work closely with the committee as liaison and advisor. This committee shall consist of at least three (3) members, with the Chair selected by the committee.
- i. **Constitution:** The Records Officer serves as liaison to, and works closely with, this committee. Monitors the current Constitution, Bylaws, and Federation Administrative Manual for effectiveness and adherence to affiliate or outside requirements; tracks suggestions for amendments to these documents; may propose formal amendments. May state opinions on the interpretation of the governing documents. Any appointed or elected Parliamentarian shall be automatically deemed a member of this committee.
- j. **COPE (Committee on Political Education):** Chaired by the elected COPE Officer. To the extent that such activity is not legally restricted, monitors political and legislative issues of interest to the Federation, reports such to the Executive Council and Membership, performs political education, works closely with affiliated organizations, recruits and coordinates voluntary political donations, and performs related functions. The Federation Treasurer shall serve as COPE Treasurer. All other Federation Executive Council officers shall serve as COPE committee persons, with specific duties established as required. Other members may be appointed as appropriate.

Section 2. Special Appointees

Special appointees shall be construed as “committees of one”, with all corresponding committee rights and responsibilities.

Section 3. Ad Hoc Committees

Ad hoc committees for specific purposes shall be appointed by the President with Executive Council approval.

Section 4. Committee and Chair Appointments

Except as otherwise noted, the President shall appoint the Chair of each committee; said Chair shall then appoint the members of that committee. Chair and members are subject to Executive Council approval, and must maintain membership in good standing.

Section 5. Removal of Committee and Chair Appointees

Except as otherwise noted, committee chairs or members may be removed by the same authority by which they were appointed or elected. Removal may also be initiated by the membership or Executive Council in the same manner as specified for the removal of officers.

Section 6. Officer Liaison, Involvement

An officer shall serve as either chair of, or as Executive Council liaison to, each committee; unless otherwise restricted, officers are eligible for Committee membership. Ex officio members of committees retain voting rights.

Section 7. Committee Reporting

All committees shall report their activities to the Executive Council, and, where applicable, to the general membership.

Section 8. Committee Chair Responsibilities

Committee Chairs shall be responsible for regularly reporting to the Executive Council, for keeping their committee active, and for seeking new committee members or prospects.

Section 9. Term of committees and Appointments

Except as otherwise noted, all committee and Chair appointments, and all ad hoc committees themselves, expire with each term of the Executive Council. At that time, ad hoc committees and all committee Chairs and appointments may be reestablished, as necessary.

Section 10. Other Committee Policies

Other committee related policies, including the establishment of additional standing or ad hoc committees, may be established in the Bylaws or Federation Administrative Manual.

ARTICLE VIII – Charter and Affiliations

Section 1. Charter

This Local is chartered with the American Federation of Teachers as of May 1, 1973, and shall abide by the terms of that charter.

Section 2. Affiliated Organizations

This Federation shall maintain affiliation in good standing with, and abide by the policies of the following organizations, also referred to as “affiliates”:

- a. American Federation of Teachers (AFT);
- b. AFT-Oregon;
- c. Lane County AFL-CIO Labor Council;
- d. Oregon AFL-CIO.

Section 3. Affiliated Organization Delegates and Activity

As deemed appropriate and feasible, the Federation shall be active in the affairs of, and send delegates or representatives to conventions of affiliated organizations. The Executive Council shall have the right to limit, in advance, the expenses of delegates to conventions and the number of delegates to be reimbursed. The attending delegates shall carry the entire Federation slate of votes. Delegates shall report back to the Executive Council.

Section 4. Selecting Affiliated Organization Delegates

Delegates to affiliated organizations shall be selected in a manner acceptable to each specific organization, for the number of eligible positions. Ex officio delegates shall not appear on the ballot, but shall reduce the number of positions voted upon. Unless otherwise specified, delegates shall meet the same eligibility requirements as officers of this Local.

Section 5. Appointing Vacant Delegate Positions

If allowed by affiliates, the Executive Council may, following the delegate election, appoint delegates to vacant positions.

ARTICLE IX – General Membership Meetings

Section 1. Member Responsibility

Federation members have the responsibility to attend Federation meetings, to participate in, and to facilitate the conduct of business.

Section 2. Annual Meeting

There shall be at least one general membership meeting annually during the Fall quarter of the academic year or the associated inservice week.

Section 3. Time, Place of Meetings

Meetings may be called by the Executive Council, which shall also schedule a meeting within fourteen (14) days of written request by twenty (20) Regular members in good standing. The time and place of meetings shall be set by the Executive Council, and may include multiple-site meetings.

Section 4. Notice of Meetings

Notice of Federation meetings shall be given to the membership at least one (1) week in advance of meetings. This may be reduced for bona fide reasons when this time is impractical. Rationale will be reported to the membership when the meeting is called, and be recorded in the meeting minutes.

Section 5. Membership Meeting Quorum or Lack Thereof

A quorum shall consist of at least twenty (20) Regular members, of which at least one (1) shall be an officer. When Federation business cannot be acted upon at a Federation

meeting due to lack of a quorum, discussion and action on pressing business may be conducted by the Executive Council. Any such actions, and a rationale for why action was immediately needed, will be reported to the membership within one (1) week.

Section 6. Restricted Meetings

At the presiding officer's discretion, a meeting or portion thereof may be closed to non-members.

ARTICLE X – Finance

Section 1. Finance Details

Dues rates, collection methods and other Finance details shall be as specified in the Bylaws.

Section 2. “Pass Through” Dues

Regular membership dues shall incorporate a “pass through” structure as required by AFT, automatically adjusting dues rates based on changes in per capita payments of affiliates and in the College's bargained Classified salary schedule. Pass through dues modifications shall be directly implemented by the Treasurer, after notifying the membership.

Section 3. Fund Raising

Additional finances may be obtained through grants, donations, contributions, or other acceptable fund raising activities.

Article XI - Strikes

Section 1. Authorization

The Executive Council shall call a general membership meeting, wherever feasible, and present the issues involved in the proposed strike. The authorization vote, by the regular membership, shall be held within one week of that general membership meeting. Strike authorization shall require approval of three-fourths (3/4) of ballots cast by regular membership, following a three-fourths (3/4) vote of the Executive Council.

Section 2. Executive Council Action

Within ten (10) days of strike approval, the Executive Council of the union shall determine whether strike action is warranted.

Section 3. Strike Termination

Strikes may be terminated by a three-fourths (3/4) vote of the Executive Council.

ARTICLE XII – Rules of Order

Activities of this organization are expected to provide for civil discourse and recognize the varied viewpoints of the membership. If any questions of order or procedure arise during union meetings, the most recent edition of *Robert's Rules of Order* shall govern this Federation except as described elsewhere in this Constitution, Bylaws, or via any special rules of order the Federation may adopt.

ARTICLE XIII – Availability of Governing Documents

Section 1. Constitution and Bylaws

- a. A copy of this Constitution and Bylaws shall be available to any member upon written request to the Records Officer. Copies shall be made available to affiliates or other legitimate parties as requested.
- b. As required by AFT, whenever Constitution or Bylaws modifications occur, an updated copy shall be sent to AFT and AFT-Oregon.

Section 2. Administrative Manual

The Federation Administrative Manual, or an official copy thereof, shall be made available for inspection by any member, upon written request to the Records Officer. Inspection shall be available to affiliates or to other legitimate parties as requested.

ARTICLE XIV – Amendments

Proposed constitutional amendments may be submitted to the Executive Council, with the signatures of twenty five percent (25%) of the Regular members in good standing. The Executive Council may also initiate amendments by a two-thirds (2/3) vote of the Executive Council Members. The initiated amendment shall then be submitted by mail election to the Regular membership; approval by two-thirds (2/3) of ballots cast shall be required for adoption.

