

**CONSTITUTION**  
**Of**  
**The Cascadia Community College Federation of Teachers**  
**Local 6191, American Federation of Teachers, AFL-CIO**

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**ARTICLE I. Name.**

The name of this organization shall be Cascadia Community College Federation of Teachers, Local 6191, of the Washington Federation of Teachers/American Federation of Teachers, AFL-CIO, herein after referred to as "CCCFT."

**Article II. Purposes.**

The purposes of the organization shall be as follows:

- To support high standards of teaching and an excellent learning environment by securing good working conditions for faculty.
- To represent faculty by upholding and negotiating the collective bargaining agreement.
- To improve working conditions through legislative action and state funding.
- To provide a mechanism for the informal mediation of conflicts between faculty.
- To promote solidarity among faculty.
- To promote a mutually supportive relationship with the labor community.
- To actively represent the CCCFT in the Washington Federation of Teachers, the American Federation of Teachers, and the Washington State and King County Labor Councils.
- To promote professionalism and collegiality among faculty.

**ARTICLE III. Membership.**

Section 1. General Membership.

Membership in the organization shall be open to all academic employees as defined in RCW 28B.52.020 as amended. All members shall have one vote and a voice within the parameters of this Constitution.

Section 2. Nondiscrimination.

No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, sex or gender, sexual orientation, physical limitation, social, political or economic status or national origin.

Section 3. Retention of CCCFT Membership

A. Tenured fulltime faculty on leave without pay shall retain their membership voting rights for the duration of the leave.

B. Adjunct faculty shall retain their membership voting rights during summer quarter. Adjunct faculty not given a quarterly assignment during the regular academic year shall maintain their membership voting rights for the first unassigned quarter (in addition to summer quarter if the unassigned quarter is Spring or Fall).

**ARTICLE IV. Officers.**

Section 1. Elected Officers who Serve on The CCCFT Executive Board.

A. To be elected by a vote open to all members of the organization.

1. Coordinator ("President" for representation outside of Cascadia Community College)
2. Historian
3. Treasurer
4. Membership/Communications Co-Chairs (one full-time faculty member and one part-time member)
5. Contract Management Co-Chairs (one full-time faculty member and one part-time member)
6. Conflict Resolution Co-Chairs (one full-time faculty member and one part-time member)
7. Activities and Opportunities Co-Chairs (one full-time faculty member and one part-time member)

Section 2. Other Officers (who do not serve on the CCCFT Executive Board).

A. To be appointed from the CCCFT's members in good standing by the CCCFT Executive Board:

1. King County Labor Council Representative(s)
2. Faculty Association for Community & Technical Colleges (FACTC) Representative(s).

B. King County Labor Council Representative(s) and FACTC Representative(s) may be current members of the Executive Board.

Section 3. Vacancies.

Should any of the offices mentioned in Sections 1 or 2 fall vacant between elections or not be filled by election an acting officer may be appointed from the CCCFT's members in good standing by the majority vote of the CCCFT Executive Board to serve the remainder of the term.

Section 4. Delegates to AFT and WFT.

A. AFT: The coordinator is a delegate to the AFT convention

B. WFT: Elected Officer Positions

All elected CCCFT Executive Board Officers are delegates to the WFT convention.

C. Co-positions

When co-officers have been elected for a position, each of the co-officers is a delegate. If there is not a sufficient number of delegate positions, then only one of the members of the co-officer position is a delegate. The voting members of the CCCFT Executive Board will settle disputes should they arise.

Section 5. Duties of Union Officers.

A. The Coordinator shall:

1. be the presiding officer at all meetings of the membership and the Executive Board.
2. be an ex-officio member of all standing committees except the Elections Committee.
3. appoint from the CCCFT's members in good standing, with the approval of the Executive Board, the chairs of Budget and ad hoc committees except the Elections Committee.
4. be responsible for the ongoing administration of the organization.
5. receive, report and respond to correspondence of the organization.

6. supervise all employees, if any, of the organization.
7. be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
8. represent the organization before bodies of the employer, executive and legislative officials.
9. represent the organization before the public, community organizations, and the news media.
10. be, by office, a delegate to the convention of Washington State Labor Council.
11. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies.
12. make an annual report to the membership of the organization.
13. be able to delegate the responsibilities of the office except where otherwise specified by the constitution.

B. The Treasurer shall:

1. receive, record, and deposit all dues monies and other income in the name of the organization.
2. maintain accurate membership records.
3. issue membership cards and notices of delinquency.
4. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
5. maintain all financial records of the organization.
6. arrange for an independent audit of the finances of the organization annually and make available same to the Executive Board and membership.
7. 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 organization is affiliated.
8. oversee the work of and receive reports from the Budget Committee.
9. perform other duties as delegated by the Coordinator or assigned by the Executive Board.
10. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.

C. The Historian shall:

1. maintain the non-financial files and records of the organization.
2. be the custodian of the seal and charter of the organization.

3. record and keep accurate minutes of meetings of the membership and the Executive Board.
4. assist the Coordinator in handling the correspondence of the organization.
5. oversee the work of, and receive and certify the reports of Elections Committees.
6. perform other duties as delegated by the Coordinator or assigned by the Executive Board.
7. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
8. assume the duties of the Coordinator in the event of the absence, illness, or death of the Coordinator

D. The Membership/Communications Co-Chairs shall:

1. oversee the work of, and receive reports from the Membership/Communications Committee.
2. perform other duties as delegated by the President or assigned by the Executive Board.

E. The Contract Management Co-Chairs shall:

1. oversee the work of, and receive reports from the Contract Management Committee.
2. perform other duties as delegated by the President or assigned by the Executive Board.

F. The Conflict Resolution Co-Chairs shall:

1. oversee the work of, and receive reports from the Conflict Resolution Committee.
2. perform other duties as delegated by the President or assigned by the Executive Board.

G. The Activities and Opportunities Co-Chairs shall:

1. oversee the work of, and receive reports from the Activities and Opportunities Committee.
2. perform other duties as delegated by the President or assigned by the Executive Board.

**ARTICLE V. Committees.**

Section 1. Standing Committees

The standing committees in this organization shall be:

1. Membership/Communications Contract Management

2. Contract Management
3. Conflict Resolution
4. Activities and Opportunities
5. Budget

Section 2. Membership of Standing Committees

1. Committee members will be CCCFT union members.
2. Other than the elected Co-chairs, committee membership will be filled annually on a volunteer basis.
3. Each committee will consist of no more than nine members.
4. If committee membership exceeds nine, the voting members of the executive board will elect the committee's membership from the volunteers.

Section 3. Ad Hoc Committees

1. The Executive Board on its own initiative may establish special committees.
2. In the event of the formation of elections or audit committees, union officers shall not serve on these committees.

**ARTICLE VI. The CCCFT Executive Board.**

Section 1: Composition

The officers named in Article IV, Sections 1 and 2 shall constitute the CCCFT Executive Board. Ex-Officio members of the CCCFT Executive Board may be seated at the discretion of the voting members of the CCCFT Executive Board.

Section 2: Voting

1. The executive board shall not vote on any issue if less than five (5) voting members of the board are present.
2. In the event of a second tie vote, the Coordinator will vote to break the tie.

## **ARTICLE VII. Meetings.**

### Section 1. Membership Meetings

- A. A general membership meeting shall be held at least once a quarter during the Fall, Winter, and Spring quarters.
- B. The Executive Board shall determine the time and place and give 30 days notice of general membership meetings.
- C. Ad hoc meetings will be called by the CCCFT Executive Board. The CCCFT Executive Board may initiate the ad hoc meeting or be compelled to call an ad hoc meeting at the written request of ten (10) members. Notice shall be given for special meetings.

### Section 2. Executive Board Meetings

The Executive Board shall meet monthly or at the call of no fewer than three (3) members of the Executive Board for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority.

### Section 3. Rules of Order

All union proceedings will be conducted in adherence to *Robert's Rules of Order, Revised* for parliamentary procedure.

## **ARTICLE VIII. Elections.**

### Section 1. Eligibility

Only CCCFT members in good standing can be nominated for CCCFT offices [the CCCFT Executive Board and representatives to the King County Labor Council and FACTC]. Only CCCFT members in good standing can vote in CCCFT elections.

### Section 2. CCCFT Executive Board Elections

- A. Nominations and Elections Calendar.
  1. By the end of Winter Quarter 2002 nominations shall be made and elections held.
  2. Beginning in 2004, nominations shall be made and elections held on even numbered calendar years before the close of Spring Quarter of the academic year.

3. Upon a majority vote of the CCCFT Executive Board, elections may be called on an odd numbered calendar year.

B. Election Procedures.

Any and all nominations and elections of Local Officers shall be conducted in compliance with the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), and with the AFT Constitution.

The Elections Committee shall conduct all general and special elections of the Federation.

Forty-five (45) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for office.

To be nominated a candidate must submit, to the Elections Committee, a petition containing the signatures of five (5) members of the organization or ten (10) percent of the membership, whichever is smaller, for the office sought. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.

The Elections Committee shall prepare and send ballots in such a manner as to insure the secrecy of the ballot no later than fifteen (15) days following the close of nominations.

C. Tenure.

Officers shall serve for the period of two (2) years beginning September 1, or until their successors are elected. If an election is held in an odd numbered calendar year, officers shall serve for the period of one (1) year beginning September 1, or until their successors are elected.

Section 3. Recall

A petition stating specific grounds and signed by thirty percent (30%) of the membership shall be sufficient to require the formation of an elections committee to conduct a recall election of any officer specified in the petition. If an officer is recalled, the Elections Committee shall hold a special election under the procedures in Article VIII, Sections 1 and 2B.

**ARTICLE IX. Revenues.**



Section 1. Dues

The dues of this organization shall be equal to a portion of each member's annual income earned as an academic employee of Cascadia Community College as specified in this constitution's bylaws, plus mandated increases in required affiliation fees and insurance premiums.

Section 2. Payroll Deductions

Dues shall be by payroll deduction as provided for by state law.

Section 3. Special Assessments

Special assessments for specific purposes may be levied by the Executive Committee provided that the actions are approved by a majority of general membership votes cast.

**ARTICLE X. Amendments.**

Section 1. Amendments

Constitutional amendments may be proposed to this constitution at any quarterly membership meeting of the organization, and will be adopted by a majority vote of the votes cast at the next quarterly membership meeting.

Section 2. By-Laws

By-laws may be amended by a majority vote of those present at a regular meeting or at a special meeting called for the purpose of amending the by-laws, so long as sufficient notice of the meeting and of the proposed by-law amendment has been given to the membership in writing via e-mail at least two weeks in advance of the regular or special meeting.

**ARTICLE XI. Affiliations**

Section 1. Affiliations

- A. The CCCFT shall maintain affiliation with the American Federation of Teachers (AFT), AFL-CIO; the Washington Federation of Teachers (WFT), AFL-CIO; the state American Federation of Labor-Congress of Industrial Organizations; the Washington State Labor Council (WSLC); and the King County Labor Council (KCLC).
- B. CCCFT delegates are selected according to the constitutions of each of the affiliates. Only CCCFT members may serve as delegates. Delegates are responsible for reporting to the CCCFT Executive Board.

Section 2. Dues Pass-Through

- A. The CCCFT shall pay monthly per-capita dues to the American Federation of Teachers, the Washington Federation of Teachers, the Washington State Labor Council and the King County Labor Council.
- B. Any increases from the above organizations shall automatically be passed through to the membership of the CCCFT and be the responsibility of the CCCFT.

Section 3. No-Conflict Policy

This organization's constitution and by-laws shall not conflict with and are superceded by the constitution and by-laws of the American Federation of Teachers and the Washington Federation of Teachers.

**ARTICLE XII. Availability of Constitution & Bylaws.**

The CCCFT Constitution and Bylaws shall be posted in the CCCFT office and web site (if available) and be available in print to members upon request. All new members to the CCCFT will be provided with copies of the Constitution & Bylaws. Faculty will be informed of significant and consequential amendments to the Constitution & By-laws through the CCCFT newsletter or through a direct mailing.