

AFT 1493 BY-LAWS
DUTIES OF ELECTED AND APPOINTED OFFICERS, AND STAFF

(Sections 1-14)

Section 1. Duties of the EXECUTIVE COMMITTEE

- Hold monthly meetings
- Post agendas in advance of monthly meetings
- Make meeting minutes available to union members
- Make policy and program recommendations
- Engage in short and long-term planning
- Approve annual budget

Section 2. Duties of all elected and appointed officers

- Attend monthly meetings of the local
- Write articles for publication in the Advocate. Negotiators shall write articles updating the membership on the status of negotiations
- Attend Board of Trustees meetings and report as necessary

Section 3. Duties of the PRESIDENT

- Act as the chief executive officer of the Local
- Establish effective procedures to track grievances and contract timetables
- Oversee the treasury and the budget
- Supervise staff
- Act within the confines of the Constitution and the policies established by the membership and the Executive Committee
- Ensure vigorous defense of any member whose civil liberties or job rights have been threatened
- Supervise implementation of Executive Committee decisions
- Supervise day-to-day implementation of union policy and programs
- Represent the Local before bodies of the employer, community organizations, legislative officials, news media
- Be, by office, a delegate to the convention of the American Federation of Teachers and to meetings or conventions of its affiliated bodies
- Act as liaison with the CCC and the CFT
- Oversee the negotiation and enforcement of the collective bargaining agreement
- Oversee the development and implementation of a program to help all bargaining unit members strengthen their professional knowledge and practices and mentor and support less experienced colleagues
- Oversee an effective structure of worksite representatives

- Oversee effective communications programs
- Oversee a New Member program
- Serve as a liaison with the District Academic Senate and report to the Executive Committee on its activities
- Represent the Local at the District Shared Governance Council
- Serve on the Evaluation Guidance Committee
- Appoint, with the approval of the Executive Committee, union representatives to committees
- Be able to delegate the responsibilities of the office except where otherwise specified by the Constitution

Section 4. Duties of the VICE-PRESIDENT

- Temporarily assume the duties of the President in the event of resignation or absence of the President, until a new President is appointed by the Executive Committee, or for the remainder of the term if regularly scheduled elections will be held by the end of the semester
- Carry out all responsibilities delegated by the President or assigned by the Executive Committee
- Advice and support chapter chairs in membership building strategies and the development of their chapters
- Assist Grievance Officers as necessary

Section 5. Duties of the SECRETARY

- Record and keep accurate minutes of all membership and Executive Committee meetings, including date of meeting, date minutes were adopted, members present, decisions and votes taken
- Oversee the work of, and receive and certify the reports of, the Elections Committee

Section 6. Duties of the TREASURER

Note: Duties of the Treasurer, except those marked with *, may be assigned to the Local's staff if the elected Treasurer does not possess the necessary skills for the required day-to-day duties of the office.

- *Oversee the fiscal affairs of the Local and report periodically to the membership and the Executive Committee on the financial state of the Local
- *Act as a signator, with the Executive Secretary, on financial instruments
- Receive and deposit all dues monies and other income of the Local
- Transfer funds as needed between accounts
- Review and reconcile monthly bank statements

- Disburse funds as required for the payment of per capita, salaries and stipends, payroll taxes, workers' benefits, occupational liability insurance, legal expenses, expense reimbursements, purchases or other expenses of the Local, according to the Local's budget
- Maintain all financial records of the Local
- Assist in the preparation of the budget
- Prepare financial statements and transmit per capita dues and special assessments to the American Federation of Teachers, the California Federation of Teachers and to other bodies with which the Local is affiliated, as required by the Local's Constitution and the procedures of other bodies. Calculate rebate payments for which the Local is due reimbursements from AFT and CFT.
- Prepare quarterly tax returns (federal and state), annual W-2 and W-3 forms, annual 1099 and 1096 forms, annual federal 940-EZ tax return and state annual reconciliation statement
- Oversee an annual independent financial audit of the Local's finances, and make audit report available to the Executive Committee and the membership

Section 7. Duties of the CHIEF NEGOTIATOR

- Represent the Local in collective bargaining matters with the District
- During negotiations, inform and seek advice from the Executive Committee about negotiations status, progress and strategies

Section 8. Duties of the GRIEVANCE OFFICER

- Work with parties involved in a dispute to try to resolve it at the lowest level possible
- Represent faculty members in grievances against management in the District
- Advise the Executive Committee on decisions such as whether to pursue grievances or other problems to arbitration and/or court
- Act as grievance training mentor for local representatives and chapter chairs
- Act as chief consultant on all grievance matters in the Local
- Maintain records of complaints and grievances, and their disposition
- Enforce the contract and educate faculty of their rights

Section 9. Duties of the EDITOR

- Produce the Advocate newsletter on a regular basis (three issues in the fall, three issues in the spring)
- Advise the Executive Committee on communications strategy and tactics

Section 10. Duties of the CHAPTER CHAIRPERSON

- Serve as a resource and support to faculty on union issues
- Take advantage of leadership/training opportunities, such as statewide meetings, conferences, institutes and conventions
- Function as a worksite leader:
 - Act as the executive officer of the chapter
 - Supervise and coordinate the work of the chapter
 - Be a visible representative of the union
- Function as a communicator:
 - Maintain bulletin boards in the Division offices
 - Distribute newsletters and flyers
 - Welcome new faculty and distribute welcome packet
 - Relay information to faculty (via email and/or meetings)
 - Discuss important issues and inform members of policy decisions
 - Organize campus meetings as needed
 - Inform members of AFT membership benefits
- Function as a problem-solver:
 - Answer questions, concerns and complaints and make referrals as appropriate
 - Identify worksite problems
 - Assist Grievance Officer in the early stage of grievances with data collection
- Function as union builder:
 - Recruit union members to serve on committees
 - Identify new/potential union activists and get them involved in union work
 - Organize social events
 - Recruit volunteers for political campaigns and legislative action
- Participate as necessary in the college's Academic Senate, Budget Committee and college divisions.

Section 11. Duties of the EXECUTIVE COMMITTEE REPRESENTATIVE

- Represent the interests of their Chapter on the Executive Committee
- Assist and support Chapter Chairs as requested
- Serve as a resource and make referrals for faculty on union-related issues

Section 12. Duties of the PART-TIME REPRESENTATIVE

- Represent the interests of part-time faculty on the Executive Committee
- Assist and support Chapter Chairs as requested on matters related to part-time faculty
- Serve as a resource and make referrals for part-time faculty on union-related issues

Section 13. Duties of the PAST PRESIDENT

- Advise the President and the Executive Committee as necessary
- Serve as directed by the President

Section 14. Duties of the DART PRESIDENT (not an Executive Committee member)

- Represent retired faculty interests by providing to the Executive Committee reports and information concerning retirees when needed

DUTIES OF THE STAFF

(Sections 15 and 16)

Section 15. Duties of the EXECUTIVE SECRETARY

- Take direction from and assist the President
- Design and manage membership campaigns.
- Compose campaign literature and design basic flyers
- Design and conduct contract surveys.
- Assist in negotiating collective bargaining contracts
- Analyze budgets (with some assistance from the CFT Research Department).
- Represent members at hearings, file grievances and unfair labor practice charges with assistance from legal counsel, as necessary.
- Assist in get-out-the vote and related political activities.
- Ensure that the local is in compliance with national and state affiliate constitutional obligations.
- Provide coordination and support to the work of Chapter Chairs on each campus
- Support the local in day-to-day activities through troubleshooting, brainstorming and other technical assistance, as well as by maintaining a current database of unit members, ordering and purchasing supplies for the AFT office and providing meeting support (scheduling, room reservations, materials, refreshments).
- Coordinate communications with the membership including social media, Action Network, Email, the aft1493.org website and the publication of *The Advocate* newsletter.
- Advise the local on grievances, arbitration, negotiations, budgets and concerted activities.

- Conduct training sessions for the local members
- Prepare and attend monthly meetings of the Executive Committee
- Attend bi-weekly meetings of the SMCCD Board of Trustees
- Represent the local at various governance bodies (Community College Bay 10, San Mateo Labor Council, CFT, and so on).
- Perform other duties as needed when requested by elected or appointed officers of the Local

Section 16. Duties of the OFFICE MANAGER

- Perform duties as assigned by the Treasurer, the President and the Executive Secretary
- Assist Executive Committee members as necessary