

# **CONSTITUTION FOR THE FACULTY AND STAFF FEDERATION OF COMMUNITY COLLEGE OF PHILADELPHIA**

## **Article I. Name of Organization.**

The name of this organization shall be the Faculty and Staff Federation of Community College of Philadelphia, Local 2026, American Federation of Teachers, AFL-CIO.

## **Article II. Objectives.**

The objectives of this Federation are:

1. To bring the Faculty and Classified Employees of this College into relations of mutual assistance and cooperation.
2. To obtain for them all the rights to which they are entitled by tradition and scholarly attainment.
3. To promote the welfare of the citizens of the community by providing progressively better higher educational opportunities for all.

## **Article III. Affiliations.**

This Federation shall maintain affiliation with the American Federation of Teachers, Pennsylvania Federation of Teachers, Pennsylvania AFL-CIO, and the Philadelphia Council AFL-CIO, and shall send delegates to the corresponding conventions of the first three and to the monthly meetings of the last, in accordance with the Constitutions of said organizations. Such delegates shall be elected by the membership of the Federation at an appropriate meeting.

## **Article IV. Membership.**

1. All Full-time and Part-time Teachers, Counselors and Librarians, Instructional and Laboratory Aides; and all Visiting Lecturers and Classified Employees of the College are eligible for Membership.
2. All others who shall be designated in the Bylaws shall be eligible for membership.
3. Supervisory personnel with the rank of Division Director or higher shall not be eligible for membership.
4. Members who are promoted to the rank of Division Director or above automatically are removed from membership on the effective date of their promotion.
5. No discrimination shall be shown toward individual members or applicants for membership because of ethnic or national origin, race, sex, age, marital status, religious beliefs, political activities or beliefs or sexual orientation.
6. Members in good standing shall be those who are not in arrears regarding dues payment.
7. Officers of the Federation or Representatives shall be members in good standing.

8. Any member who fails to pay dues shall be dropped from the rolls and his name removed from the records of the National Office. Members shall be reinstated upon payment of a fee stipulated in the Bylaws plus back dues.

Article V. **Officers.**

The Executive Officers of the Faculty Federation shall be two Co-Presidents, a Secretary, and a Treasurer.

1. Co-Presidents.

- A. The Co-Presidents shall be the chief Executive Officers of the Federation and voting members of the Representative Council and each shall be a voting member of the Council of the Bargaining Unit of which he/she is a member and a non-voting member of any other Bargaining Unit Councils.

- (1) The two Co-Presidents shall be elected by the General Membership in accordance with the provisions of Article XII.
- (2) The powers of the two Co-Presidents shall be shared and equal as defined by the Constitution of the Federation.
- (3) Each Co-President shall serve a one-year term.

B. The Co-Presidents shall:

- (1) Act as spokespersons or designate such for the Federation;
- (2) Carry out the policies established by the Representative Council, the Bargaining Unit Councils or the General Membership;
- (3) Serve on the Negotiating Committees of the Bargaining Unit of which each is a member and serve in a non-voting capacity on other negotiating committees;
- (4) Report to the Representative Council and the General Membership questions of concern to the Federation;
- (5) Each have authority to sign an order with the Treasurer for the payment of money for any bill or account approved by the Representative Council;
- (6) Preside at meetings of and serve as members of the Executive Committee;
- (7) Nominate all Federation representatives on College or Federation committees with exceptions as may be made in the Bylaws. If a nominee is not appointed by the Representative Council or the Bargaining Unit Council, the concerned Council may appoint a representative, as it chooses;
- (8) Serve as non-voting members of all committees of the Federation unless one or both of them is designated as member(s) of a committee;
- (9) Supervise Federation staff under personnel policies established by the Representative Council;
- (10) Receive reports from committees for review by the Executive Committee and the Representative Council or the concerned Bargaining Unit Council;
- (11) Undertake such other duties and responsibilities as are assigned by the Representative Council, a Bargaining Unit Council, or the General Membership; and

- (12) Each be entitled to serve as a Delegate from the Federation to the conventions of the American Federation of Teachers and the Pennsylvania Federation of Teachers.

2. Secretary.

- A. The Secretary shall be responsible for preparing and maintaining the records of the Federation and be a voting member of the Representative Council and the Council of the Bargaining Unit of which he/she is a member.
  - (1) The Secretary shall be elected by the General Membership in accordance with the provisions of Article XII.
  - (2) The Secretary shall serve a one-year term.
- B. The Secretary shall:
  - (1) Be responsible for preparation and distribution of the minutes of the meetings of the Representative Council, the Bargaining Unit Councils, and the General Membership Meetings;
  - (2) Serve as a member of the Executive Committee and be responsible for preparing records of the Executive Committee decisions;
  - (3) Be entitled to serve on the Negotiating Committees of the Bargaining Unit of which he/she is a member, and serve in a non-voting capacity on other negotiating committees;
  - (4) Serve as a member of the Federation Educational Committee;
  - (5) Serve as a member of the Federation's Publicity and Public Relations Committee;
  - (6) Maintain the Federation archives;
  - (7) Serve as a non-voting member of all the committees of the Federation unless he/she is designated as a member of a committee;
  - (8) In the absence of the Co-Presidents, co-sign disbursement checks with the Treasurer;
  - (9) Undertake other duties and responsibilities as are assigned by the Representative Council, the Bargaining Unit Councils, or the General Membership; and
  - (10) Be entitled to serve as a Delegate from the Federation to the conventions of the American Federation of Teachers and the Pennsylvania Federation of Teachers.

3. Treasurer.

- A. The Treasurer shall prepare and maintain the financial records of the Federation and be a voting member of the Representative Council, and the Council of the Bargaining Unit of which he/she is a member.
  - (1) The Treasurer shall be elected by the General Membership in accordance with the provisions of Article XII.
  - (2) The Treasurer shall serve a one-year term.

- B. The Treasurer shall:
- (1) Maintain the financial records of the Federation;
  - (2) Receive all funds belonging to the Federation and make payments out of the same on proper orders approved by the Representative Council and signed by a Co-President or, in the absence of both Co-Presidents, the Secretary;
  - (3) Deposit the funds belonging to the Federation in the designated depository; all deposits of the Federation funds shall be made in the name of the Federation;
  - (4) Have the power, with the approval of the Representative Council, to make temporary investment of Federation funds in United States Treasury bills or to place such funds in savings accounts and to dispose of such securities or withdraw such funds when needed by the Federation;
  - (5) Be responsible for collection of all dues and maintenance of a list of the membership;
  - (6) Prepare and record all disbursements as authorized by the Representative Council;
  - (7) Prepare a proposed annual budget for the fiscal year for submission to the Representative Council and the General Membership in accordance with the procedures established in the Bylaws;
  - (8) Prepare and submit a written monthly financial report to the Representative Council and the General Membership;
  - (9) Insure that all officers of the Federation shall be bonded in accordance with the standard outlined by the American Federation of Teachers;
  - (10) Be entitled to serve on the Negotiating Committees of the Bargaining Unit of which he/she is a member and serve in a non-voting capacity on other negotiating committees;
  - (11) Serve as a member of the Executive Committee;
  - (12) Serve as a non-voting member of all the committees of the Federation unless he/she is designated as a member of a committee;
  - (13) Undertake such other duties and responsibilities as are assigned by the Representative Council or the General Membership; and
  - (14) Be entitled to serve as a Delegate from the Federation to the conventions of the American Federation of Teachers and the Pennsylvania Federation of Teachers.

4. Campus Representative.

- A. (1) Two (2) Campus Representatives shall be elected by and from among the members of the Representative Council to represent the Main (Spring Garden Street) Campus.
- (2) One (1) Campus Representative shall be elected by the Representative Council to represent the Regional Centers and the Community Services sites.
  - (3) A Campus Representative shall normally work at least part of his/her workload at the campus s/he represents.
  - (4) A Campus Representative shall serve a one-year term.

- B. A Campus Representative shall:
  - (1) Bring the concerns of the membership to the attention of the Executive Committee;
  - (2) Serve as a member of the Executive Committee.

5. Bargaining Unit Co-Chairs.

- A. Each Bargaining Unit shall elect two (2) Co-Chairs who shall each serve a one - year term.
- B. The Co-Chairs shall:
  - (1) Assist the Executive Officers in implementing the policies of the Federation with regard to that Bargaining Unit; and
  - (2) Coordinate the activities of their Bargaining Unit.
- C. Within each Bargaining Unit, the Co-Chairs shall:
  - (1) Be the chief officers of the Bargaining Unit;
  - (2) Act as spokespersons for the Bargaining Unit within the Federation;
  - (3) Consult with each other on all matters of importance to the Bargaining Unit and be equal in power. Together, they shall serve as the Bargaining Unit Executive Committee.
  - (4) Serve as members of the Federation Executive Committee.
  - (5) Be entitled to serve on the Negotiating Committee of the Bargaining Unit of which they are Co-Chairs.

Article VI. **Executive Committee.**

- A. The Co-Presidents, Secretary, Treasurer, Campus Representatives, and the Bargaining Unit Co-Chairs shall serve as an Executive Committee to confer on the implementation of policies and decisions established by the Representative Council or the General Membership.
- B. The Executive Committee shall:
  - (1) Act in the best interests of the Federation in emergencies when the Representative Council is not able to meet immediately, subject to ratification of the action by the Representative Council or by the General Membership. In such instances, a meeting of the Representative Council or the General Membership shall be called as soon as possible after such decisions are made;
  - (2) Work as a committee, consulting with each other before final decisions or commitments are made on the implementation of policy so as to encourage full discussion and coordination on executive actions. The Executive Committee shall be responsible for the day-to-day implementation of Federation policy. Each Executive shall have final responsibility for his own duties, as defined in Article V. In the case of all meetings at which representatives of the Federation meet with representatives of the Board of Trustees, or representatives of our affiliates, or the Federation's legal counsel, both Co-Presidents and at least one other member of the Executive

- Committee, to be chosen by the Executive Committee, shall have the right to attend. The Representative Council may, at its discretion, appoint additional representatives to such meetings, in consultation with the Executive Committee. One Executive in attendance shall be responsible for preparing a record of the meeting, which shall be kept in the Federation Archives;
- (3) Supervise and review all public statements which represent the official position of the Federation;
  - (4) Establish, in consultation with the chairperson of each group, agenda of meetings of the Representative Council, the Bargaining Unit Councils, the Bargaining Units, and the General Membership. The time, place, and agenda of all regularly scheduled meetings shall be published at least three (3) days in advance of the meeting, with the provision that any member in good standing of an organization of the Federation can, in advance of a meeting of that organization, and in time for such to be included on the written notice of the meeting, require that an item be included on the agenda. The order of the agenda or a meeting may be changed by a two-thirds (2/3) vote of those present at the meeting; and
  - (5) Undertake such other duties as may be assigned by the Representative Council or the General Membership.

**Article VII. Department Representatives.**

- A. Each of the departments of each of the Bargaining Units within the Federation shall elect Department Representative(s). Departments are identified in the Bylaws. A department with at least three (3) Federation members shall be entitled to a representative. For each additional fifteen (15) Federation members at the same campus, the department is entitled to elect one (1) additional representative.
- B. If a department has Federation members on more than one (1) campus, the department's Federation members at each campus shall be entitled to a representative from each campus when there are twelve (12) or more members in the department and there are at least six (6) members at each campus. For each additional fifteen (15) Federation members at the same campus beyond an initial three (3) at that campus, the department is entitled to elect one (1) additional representative.
- C. By majority vote of the Federation members in a department, departments may combine for the purpose of electing representatives.
- D. Each Federation member shall, for purposes of representation and voting, be assigned by the Representative Council to a particular campus where he/she performs the major part of his/her job responsibilities.
- E. Department Representatives shall be elected for a one-year term in accordance with the provisions of Article XII.
- F. A Department Representative shall:

- (1) Act as spokesperson for his/her constituency within Councils of the Federation and in grievances before the College;
- (2) Convey to his/her department, for discussion by his/her department, all questions under consideration by the Councils of the Federation;
- (3) Serve as a member of the Representative Council and as a member of the Council of the Bargaining Unit of which he/she is a member;
- (4) Function as a Membership Committee of One (1) for his/her department;
- (5) Orient new members in his/her department regarding the objectives and the workings of the Federation; and
- (6) Be responsible for the distribution of any literature that is made available for his/her department.

**Article VIII. Representative Council.**

**A. The Representative Council shall:**

- (1) Elect a Chairperson from its membership who shall not also be an officer of the Federation or a member of the Executive Committee;
- (2) Adopt Bylaws for the Federation, which shall remain in force unless and until such are modified or rejected by a majority vote of the members present at a General Meeting of the Federation. Bylaws adopted by the Council shall be published in the agenda of the next General Membership meeting. This arrangement shall not deny the authority of the majority of the members present at a General Meeting of the Federation to initiate and establish Bylaws.
- (3) Establish the policies and determine the official actions of the Federation;
- (4) Establish committees of the Federation;
- (5) Appoint members to the committees of the Federation;
- (6) Review reports from the Federation committees and act on reports;
- (7) Have the power to create and incur indebtedness;
- (8) Designate banks as depositories;
- (9) Adopt an annual budget for the Federation;
- (10) Review and approve monthly financial reports from the Treasurer;
- (11) Approve the disbursement of all funds;
- (12) Ensure that the financial records and accounts of the Treasurer are audited annually;
- (13) Employ, set the compensation, and establish the policies for personnel needed to carry out the activities of the Federation;
- (14) Receive and act on reports from the officers;
- (15) Direct the grievance procedure and approve grievances to be submitted to arbitration;
- (16) Elect official delegates to committees of affiliates and other external groups, except that this clause shall not operate so as to be in conflict with the provisions of Articles III and V, or the constitutions of the AFT or the PaFT.
- (17) Have the authority to send issues other than Constitutional Amendments to Referendum of the General Membership. Before sending an issue to Referendum, the Representative Council shall approve the motion to be sent to Referendum at two successive regularly-scheduled meetings. This

provision shall not be construed to deny the General Membership its right to send issues to Referendum.

(18) Meet at least once a month. All meetings of the Representative Council shall be open to the membership.

B. All decisions of the Representative Council shall be subject to review and ratification by the General Membership.

#### Article IX. **Chairperson of the Representative Council.**

A. The Chairperson shall:

- (1) Call meetings of the Council as required by the Council; or upon the request of the Co-Presidents or the Executive Committee; or upon presentation to the Executive Committee of a petition of twenty (20%) per cent of the Council's membership; and
- (2) Preside at meetings of the Representative Council.

#### Article X. **Bargaining Unit Council**

A. The Department Representatives of each Bargaining Unit in the Federation shall constitute a Bargaining Unit Council.

B. The Council shall:

- (1) Establish the policies and determine official actions on matters related exclusively to the Bargaining Unit;
- (2) Consider proposals to be submitted to collective bargaining in accordance with procedures specified in the Bylaws; collective bargaining proposals must be approved by the membership of a Bargaining Unit;
- (3) Supervise the implementation of the Bargaining Unit's Collective Bargaining Agreements;
- (4) Establish committees of the Bargaining Unit;
- (5) Appoint members of the Bargaining Unit to the committees of the Bargaining Unit;
- (6) Receive reports from the Bargaining Unit Committees and act on the reports; and
- (7) Undertake such other duties as are assigned by the Bargaining Unit members.

#### Article XI. **Bargaining Unit Co-Chairs.**

A. The Co-Chairs shall:

- (1) Call meetings of the Bargaining Unit Council as required by the Council; or upon the request of the Co-Presidents; or the Executive Committee; or upon presentation to the Executive Committee of a petition from twenty (20%) per cent of the Bargaining Unit Council's membership; and
- (2) Preside at meetings of the Bargaining Unit Council.



**Article XII. Elections, Terms and Conditions of Office and Replacement and Recall of Officers and Representatives.**

- A. All elections shall be conducted by an Elections Committee appointed by the Representative Council in accordance with procedures established in the Bylaws.
- B. Election of Officers and Representatives shall take place within twenty-one (21) days prior to the last class meeting day of the Fall semester.
- C. Officers shall take office immediately upon election.
- D. The term of office of all Representatives and Officers shall be for one (1) year from the date of their election.
- E. Election of Officers and Representatives shall be by majority vote of those voting within the appropriate constituency.
- F. A member in good standing may become a nominee for the offices of the Federation and/or Bargaining Unit by following the nomination procedures set forth in the Bylaws.
- G. All elected Officers and Representatives may succeed themselves for an unlimited number of terms.
- H. An Officer or a Representative shall have all the rights and privileges of an individual member including the right to vote on matters concerned with the operation of the Federation or his/her Bargaining Unit.
- I. A new Department Representative shall be elected by the department to replace a representative who is elected an Executive Officer of the Federation.
- J. In the event a Representative or Officer of the Federation resigns, is removed from office or can no longer serve for any reason, a special election shall be held as provided in the Bylaws.
- K. Removal of a Representative or Officer shall be by the will of a majority of the members of his constituency as stipulated in the Bylaws. Such special election may be called by fifteen (15%) per cent of the membership of the constituency represented.

**Article XIII. General Membership and Bargaining Unit Meetings.**

- 1. Regular meetings of the General Membership shall be held during the Fall In-Service Week, the Spring In-Service Week, and the Spring Semester Exam Week. Regular meetings of a Bargaining Unit shall occur during the Fall In-Service

Week, the Spring In-Service Week, and the Spring Semester Exam Week, and may be held coincidentally with a meeting of the General Membership.

2. Meetings of a Bargaining Unit or the General Membership shall be called by the Co-Presidents as required; or as the Co-Presidents deem necessary; or at the request of the Executive Committee or the Representative Council or appropriate Bargaining Unit Council or ten (10%) percent of the Bargaining Unit or the General Membership.
3. A quorum for any properly called Bargaining Unit or General Membership meeting of the Federation shall be fifteen (15%) per cent of the appropriate constituency.
4. Meetings of a Bargaining Unit shall be presided over by the Chairpersons of the appropriate Bargaining Unit Council.
5. General Membership meetings shall normally be presided over by one of the Co-Presidents. Should both Co-Presidents choose not to chair a meeting, the meeting shall be chaired by the Chairperson of the Representative Council. However, the members at a meeting, by a majority vote, may choose to designate a fourth person as Chairperson for that meeting.

#### Article XIV. **Dues.**

1. Dues shall be collected. Their amount shall be determined by a majority vote at a regular meeting of the membership of the Federation.
2. Dues shall be collected in a manner described in the Bylaws.

#### Article XV. **Rules of Procedure.**

- A. Except where herein specified to the contrary, meetings of the Representative Council, Bargaining Unit Councils, General Membership, and Bargaining Units shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

#### Article XVI. **Retirement Chapter.**

1. A retiree from one of the categories listed in IV.1, above, who at the time of retirement was a Federation member, shall be eligible to retain membership and shall be eligible to join the Federation Retirement Chapter.
  - (a) A retiree member shall enjoy full right of membership upon payment of full dues and assessments based on his/her last yearly salary prior to retirement, as set forth in the Bylaws, and shall be a member of the Retirement Chapter.
  - (b) A retiree member who does not pay full dues and assessments shall become a member of the Retirement Chapter upon payment of the nominal dues established in the Bylaws.
    - (i) Such members shall have no right to vote or to hold Federation office.

- (ii) Such members shall be entitled to attend and to speak at, but not to vote at, General Membership meetings, Representative Council meetings, and meetings of the bargaining unit from which they have retired.
- (iii) The officers of the Retirement chapter shall be as designated in the Bylaws.

**Article XVII. Amendments and Bylaws.**

- A. Any member may propose an amendment to this Constitution by submitting it in writing to the Co-Presidents, who will then include it on and distribute it with the agenda of the next regularly scheduled meeting of the Federation. After it is discussed, the meeting shall determine whether to submit it to a referendum of the entire membership. A majority vote among Federation members who cast votes in the referendum shall be sufficient to pass the amendment.
- B. An amendment to the amendment shall be discussed and voted upon in the same manner as any other resolution.
- C. All policies and Bylaws currently in effect at the time of adoption of this Constitution and not in conflict with this Constitution shall remain in effect unless and until changed in accordance with the provisions of this Constitution.

**Article XVIII. Effective Date.**

- A. This Constitution shall take effect with the elections of the officers for the Federation to be held within twenty-one (21) days prior to the last class meeting day of the Fall Semester, 1974, with the provision that the officers elected at that time and the procedures for such elections shall be in accordance with the provisions of this Constitution.

Revised January 6, 2004