

CONSTITUTION AND BYLAWS

SUSSEX COUNTY COLLEGE FACULTY FEDERATION

AMERICAN FEDERATION OF TEACHERS (AFL-CIO)
LOCAL 4780

Adopted November 3, 1995
Amended April 3, 1998
Amended April 28, 2005
Amended January 18, 2007
Amended October 16, 2008

CONSTITUTION

Constitution Article I Name

The name of this organization shall be the Sussex County College Faculty Federation Local 4780 of the American Federation of Teachers.

Constitution Article II Objectives

The objectives of the Sussex County College Faculty Federation (SCCFF), Local 4780 shall be:

Section 1. To represent members and constituents in negotiations with employing authorities at all levels.

Section 2. To receive, process, and act on complaints and grievances from members and constituents.

Section 3. To promote academic freedom in all its ramifications, namely:

(a) To oppose censorship of, interference with, and control of the process of higher education by pressure groups or special interest groups.

(b) To seek for members and constituents an intellectual climate which will permit them to carry out freely teaching and research functions associated with professorship.

(c) To limit all arbitrary authority which is inimical to the democratic process, to freedom of inquiry and debate, and to fair employer-employee relationships.

Section 4. To foster excellent education at the higher level by all means available: teaching, research, scholarship, and other academic pursuits.

Section 5. To maintain contact with legislative bodies and governmental officials in order to work for goals promoting the welfare of members and constituents and the attainment of high standards of education at Sussex County Community College.

Section 6. To attain fair practices in the field of employment, recontracting, tenure, promotion, job security, and working conditions.

Section 7. To promote democracy through example and by insisting that it be practiced as well as preached in all areas of college life.

Section 8. To bring members and constituents into relations of mutual assistance and cooperation.

Section 9. To eliminate all forms of discrimination based on race, gender, sexual orientation, age, religion, ethnic origin, lifestyle, or political ideology.

Constitution Article III Membership

Section 1. Membership in the SCCFF shall be open to those employees who are members of the bargaining unit, and who pay 100% dues; and who become Associate Members as provided for in the By-Laws.

Section 2. A member may be expelled or suspended for a specific duration to be determined by the membership for reasons which shall be specified in the By-Laws. The decision reached by the membership must be by a two-thirds (2/3) majority of the members present at a regularly scheduled general membership meeting.

Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, gender, sexual orientation, age, religion, ethnic origin, lifestyle, or political ideology.

Constitution Article IV Nomination and Election Procedures

Section 1.

(a) Any member in good standing may run for office upon presenting a nominating petition containing the signatures of 10% of the membership or who in a mailed ballot nominations procedure shall have been nominated on 10% of the nominations ballots cast. (Also refer to Section 3(b) of this Article.)

(b) The Elections Committee shall oversee the process of nomination and election as per the By-Laws and this Article. Elections shall be held in accordance with the Labor-Management Reporting and Disclosure Act (majority of votes cast).

(c) Disputed elections shall be decided in accordance with procedures established by the national office of the American Federation of Teachers (AFT).

Section 2.

(a) Elections shall be held between April 1 and April 30 once every two years for all officers and elected personnel.

(b) Successful candidates will assume office on the June 1 immediately following their elections.

(c) All nominees for office shall submit to the Elections Committee an autobiography and/or statement on or before the last day of March in the year of the election. The autobiography and/or statement shall be distributed to the membership.

(d) The order of the names of candidates for each office on the ballot shall be listed in alphabetical order.

Section 3.

(a) Members of the Elections Committee who choose to run for office must tender their resignation immediately from said committee.

(b) If there are not at least two (2) candidates for each position, the Elections Committee will provide a place on the ballot for a write-in candidate. If no candidate appears for a given office, the Elections Committee shall nominate and present at least one (1) name on the ballot.

(c) All ballots shall be kept for a period of one year after an election, at which time they shall be destroyed.

(d) Any member whose ballot is challenged may appeal on the day of the election to the Executive Committee. The effect shall be considered with due dispatch as provided by the By-Laws.

Section 4. Vacancies occurring between elections shall normally be filled within thirty (30) days; summer vacancies shall normally be filled within thirty (30) days of the beginning of the fall term, by a special election under regular election procedures to fill out the rest of the unexpired term as per Sections 1 and 3 of this Article. However, with the approval of the next membership meeting, the Executive Committee may designate an acting officer to serve in the office vacated until the next regular scheduled election is held.

Constitution Article V Officers and the Executive Committee

Section 1. Officers of this local shall be: President, First Vice-President, Vice-President for Communications, Vice-President for Coordinators, Secretary, and Treasurer.

Section 2.

(a) The Executive Committee shall constitute the officers and chairs of the Negotiating & Grievance Committees.

(b) Non-voting members of the Executive Committee are as follows: Delegate from Associate Chapter.

Section 3. The duties of the President shall be as follows:

(a) To act as chairperson for all special and general membership meetings.

(b) To act as chairperson for sessions of the Executive Committee.

(c) To be an ex-officio member of all standing and special committees except Election/Nominations Committee.

(d) To be co-signer of any legally or financially binding documents of the Federation with the Secretary.

(e) To be co-signer of checks and disbursements with the Treasurer.

(f) To prepare the agenda for Executive and General Membership meetings.

(g) To arrange, in consultation with the Secretary, for all Executive, special and general meetings.

(h) To represent the viewpoint of the Federation before legislative groups.

(i) To handle, in consultation with the Grievance Chair, informal grievances.

(j) To notify the membership of action on Referenda, Resolutions, ~~and~~ Recalls, and Collective Bargaining Agreement Ratifications.

- (k) To serve, as a delegate to the New Jersey State Federation of Teachers (NJSFT).
- (l) To certify, with the Secretary, the elections and forward the credentials of delegates to the NJSFT.
- (m) To serve as a delegate to any state or national AFT Convention and to any state or national AFL-CIO convention to which we are entitled to send delegates.
- (n) To solicit contributions to the Treasury, in case of need.
- (o) To appoint ad hoc committees as needed.
- (p) To appoint a Delegate from among the Associate members of the Federation in the absence of an elected Delegate from the Associate Chapter.

Section 4. The duties of the First Vice-President shall be as follows:

- (a) To chair meetings in place of the President, when the latter is not available.
- (b) To be a member of the Executive Committee.
- (c) To serve as a delegate to any NJSFT, AFT, or AFL-CIO conventions as needed.
- (d) To receive and act on all petitions from the membership.
- (e) To serve as Alternate for the President in co-signing checks and disbursements with the Treasurer.
- (f) To recruit new members.
- (g) To distribute information about AFT to prospective members.

Section 4A. The duties of the Vice-President for Communications shall be as follows:

- (a) To chair meetings in place of the First Vice President, when the latter is not available.
- (b) To be a member of the Executive Committee.
- (c) To advise and provide editorial assistance on all SCCFF external communications.
- (d) To oversee the distribution of insurance cards and keep records thereof.
- (e) To distribute membership cards and information updates about the AFT to all members.
- (f) To submit to the AFT an up-to-date Constitution and the names and addresses of current members of executive board.

Section 4B. The duties of the Vice-President for Coordinators and Chairs shall be as follows:

- (a) To be a member of the Executive Committee.
- (b) To manage all concerns of Program, Option, and Certificate Coordinators, and Department Chairs especially those relevant to the collective bargaining agreement.

Section 5. The duties of the Treasurer shall be as follows:

- (a) To be responsible for maintaining and safekeeping of all financial records of the Federation.
- (b) To be co-signer, with the President, of any legally or financially binding documents of the Federation.
- (c) To be co-signer, with the President or First Vice President, of all checks and financial disbursements of the Federation.
- (d) To submit an annual budget for the next academic year on or before March 1 of each year and to make available all financial records upon request to any member.
- (e) To serve on the Executive Committee.
- (f) To recommend Assessments to the membership.
- (g) To make financial reports at membership meetings.
- (h) To receive and to cause to be deposited all monies of the Federation in a federally insured bank.
- (i) He/She shall be bonded in the amount of \$50,000 through the AFT Financial Services Department. Premiums will be paid out of the local treasury.
- (j) To notify the Executive Committee of members who are in arrears.
- (k) To pay all approved bills and to transmit dues to state and national Federations.
- (l) In case of need, to convene a budget committee.
- (m) To file an annual financial report and submit up-to-date membership information to the AFT.

Section 6. The duties of the Secretary shall be as follows:

- (a) To take notes at, and make minutes of, each special, executive, and general meeting.
- (b) To be responsible for preparation of and distribution to the members the minutes of all special and general meetings.
- (c) To maintain an up-to-date file of all minutes of special, executive, and general meetings.
- (d) To keep a separate file of all Referenda, Resolutions, and Recalls.
- (e) To serve on the Executive Committee.
- (f) To inform the membership of the time, place, and agenda for all Executive, special and general meetings.
- (h) To arrange, in consultation with the President, for all Executive, special and general meetings.
- (i) To certify, with the President, the election and forward the credentials of delegates.
- (j) To have copies of this Constitution available for members upon request.

Section 7. The duties of the Chair of the Grievance Committee shall be as follows:

- (a) To initiate informal grievances.
- (b) To file formal grievances at all levels.
- (c) To maintain a separate file on all grievances.
- (d) To initiate, monitor and facilitate arbitration proceedings.
- (e) To serve on the Executive Committee.
- (f) To report to the Executive Committee and membership meetings.

Section 8. The duties of the Chief Negotiator shall be as follows:

- (a) To conduct all local negotiations and to serve as Chairperson of the local Negotiation Committee.
- (b) To serve on the Executive Committee.
- (c) To report to the Executive Committee and membership meetings.
- (d) To sign all negotiated agreements upon the majority approval of all the members of the Negotiating Committee prior to final approval by the rank-and-file.

Section 9. The duties of the Executive Committee shall be as follows:

- (a) To administer the affairs of the organization subject to the decisions of a membership meeting which is in turn subject to the decision of a membership Referenda.
- (b) To specify whether each applicant meets membership requirements as named in the Constitution.
- (c) The Executive Committee shall calculate and announce to the membership the annual dues each Spring.

Section 10.

- (a) The term of office for members of the Executive Committee shall be two years. There shall be no term limits for members of the Executive Committee.
- (b) An Executive Committee quorum shall consist of a majority of the members of the committee.
- (c) The President shall prepare an agenda for each meeting of the Executive Committee. It shall be made available to any member upon request. Any member of the Executive Committee may add an item to the agenda by notifying the President two days in advance of the scheduled meeting.
- (d) The President may call a meeting of the Executive Committee or one-third (1/3) of the membership of the Executive Committee may require that the President call a meeting of the Executive Committee.
- (e) The frequency of meetings of the Executive Committee shall be stated in the By-Laws.
- (f) Meetings of the Executive Committee shall be open as per the By-Laws to all members in good standing. They shall be open to constituents and others upon majority vote of the Executive Committee. Closed sessions of the Executive Committee are forbidden except when confidential matters, as determined by the Executive Committee, are to be discussed.
- (g) Any member of the Executive Committee who fails to attend meetings for two consecutive meetings, per consecutive months, unless excused by a majority of the

Executive Committee, shall be considered to have resigned from the Executive Committee and from his/her office.

Section 11. Expenses incurred in Federation business will be reimbursed if i) recommended by the two officers authorized to sign checks, and ii) reported to the next membership meeting. Stipends for Executive Committee members shall be stated in the By-Laws.

Section 12. No member shall run as a candidate for more than one elected office. Committee assignments/convention delegates are excluded from this prohibition.

Constitution Article VI Membership Meetings

Section 1.

(a) There shall be no less than two general membership meetings per academic semester (Fall & Spring).

(b) A special general membership meeting may be called by the President, by a majority of the Executive Committee, or at the request of a petition submitted to the First Vice-President constituting 20% of the membership.

(c) A week's notice of all special general membership meetings must be given to the members, along with the reason for calling them and the agenda therefore.

(d) Not less than 33% of the membership shall constitute a quorum at all general and special membership meetings.

Section 2.

(a) Only members in good standing shall have the right to vote on any question presented at these meetings.

(b) The agenda for all meetings shall be arranged by the President. Any members may add an item to the agenda by notifying the President one week in advance of the scheduled meeting.

(c) The members present at the meeting may change the order of the agenda by a majority vote.

(d) A membership meeting shall have the power to discuss and to decide matters brought before it and to make binding recommendations to the Executive Committee.

(e) At the end of the agenda, new business may be brought to the attention of the membership.

Constitution Article VII Public Review Board

Appeals from a decision of the Executive Committee or a membership meeting of this organization may be taken to the Public Review Board established by the American Federation of Teachers.

Constitution Article VIII Committees

Section 1. Such committees as are specified in the By-Laws shall be established; the By-Laws shall also specify the size of each committee.

Section 2. Other than the Negotiating Committee Chair and the Grievance Committee Chair, the term of office of each committee member shall be one year.

Section 3. The President shall call for volunteers for committee service between May 1 and June

1 of each year. If a larger number of volunteers than the number specified in the By-Laws present themselves, an election shall be held at the next membership meeting by secret ballot, conducted by the Elections Committee. There will be no call for volunteers for the Negotiating Committees during negotiations of a new collective bargaining agreement with management. There will be a call for Grievance Committee members at the beginning of each Executive Committee term. The Grievance Committee Chair shall be appointed by the Executive Committee.

Section 4. If not sufficient people volunteer, the Executive Committee may appoint the remainder.

Section 5. The chairperson shall be elected by a majority vote of the committee members, with the exception of the Grievance Committee Chair.

Section 6. When possible and with consent of said member, at least two members of the Negotiating Committee and the Grievance Committee shall have at least one year experience.

Section 7. Only members of the Federation may serve on committees.

Section 8. Expenses incurred in Federation business will be reimbursed if i) recommended by the two officers authorized to sign checks, and ii) reported to the next membership meeting.

Constitution Article IX Recall

Recall petitions for any officer, committee chairperson, or committee member, must be signed by 20% of the membership. Upon submission of said petition to the First Vice-President, the Executive Committee shall submit it to a referendum. A 2/3 majority of those voting shall be required to recall such a person.

Constitution Article X Referenda and Resolutions

Provisions for referenda and resolutions shall be set down in the By-Laws, except that provisions specifically mentioned in this Constitution may not be altered.

Constitution Article XI Affiliations

Section 1. Delegates to the conventions of the New Jersey State Federation of Teachers and the National Convention of the A.F.T. shall be elected under the direction of the Elections Committee in accordance with the Labor Management Reporting and Disclosure Act.

Section 2. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National and State offices.

Constitution Article XII Dues and Assessments

Section 1. The amount of dues shall be specified in the By-Laws.

Section 2. In cases of emergency or financial shortfall of annual dues, a membership meeting may vote by a 2/3 majority an assessment not exceeding an amount to be specified in the By-Laws. This money must go into a separate special account and may be used only for the purpose for which it was voted.

Any funds left over after the emergency has been met or the fiscal year has ended shall be returned on a pro-rata basis to the members

Section 3. Anyone who wishes to contribute to the SCCFF Treasury may do so, and the President

is authorized to solicit contributions in case of need.

Constitution Article XIII Amendments

Section 1. Amendments to this Constitution may be proposed either by a majority of the Executive Committee or by a petition signed by 20% of the members submitted to the First Vice-President.

Section 2. Constitutional amendments shall be adopted by majority vote at two successive membership meetings

Text of proposed constitutional amendments shall be circulated among the members of the local at least one week prior to the meeting at which the proposed amendment is to be voted upon.

Constitution Article XIV By-Laws

By-Laws to implement this Constitution shall be enacted by a two-thirds (2/3) majority of the membership meeting. Proposed changes in or additions to the By-Laws must be placed on the agenda of the meeting and the members must be notified one week in advance.

Constitution Article XV Definitions and Interpretations

Section 1. The vote necessary to adopt policies or enact measures shall be by majority of those voting except where a different requirement is clearly indicated.

Section 2. All disputes in connection with the meaning, construction, or interpretation of any part of this Constitution shall be decided by the Executive Committee, subject to a vote of a membership meeting or a Referendum.

Section 3. Roberts' Rules of Order shall govern the conduct of all meetings of all bodies, except where otherwise provided in the Constitution or in the By-Laws.

Constitution Article XVI Supremacy of the Constitution

Section 1. This Constitution and every part thereof shall take precedence over any by-law, motion, resolution, or any other act or measure adopted by any body or committee of the Sussex County College Faculty Federation.

Section 2. No part of this Constitution may be eliminated, suspended, revised, or limited in force and effect by any by-laws, motion, resolution, or any other act or measure, except by an amendment of this Constitution duly adopted.

Constitution Article XVII Availability of the Constitution

Section 1. Three copies of this Constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers.

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be available for any member of this Federation upon request to the Secretary.

Constitution Article XVIII Ratification

This Constitution, when ratified by a two-thirds (2/3) majority at two successive membership meetings, shall take effect immediately

BY-LAWS

By-Laws Article I Definitions

Section 1. The word member as used in the Constitution shall mean a member in good standing.

Section 2. Grievance shall refer to an oral or written communication, which may be handled informally by the President or a member through conversations with college authorities of the Governance Committee. Grievances shall be handled in accordance with the procedures negotiated.

Section 3. The fiscal year shall run from June 1 to May 31.

By-Laws Article II Grievances

Section 1. In view of the fact that a collective bargaining contract is valueless unless rigidly enforced, the President, the Executive Committee, and the Grievance Committee are hereby empowered and directed to process vigorously all grievances received from members and give them all the assistance to which they are entitled by virtue of membership dues and/or constituency.

Section 2. The President may handle grievances at his/her discretion in emergency situations. If time is not of the essence, he/she must go through regular grievance channels.

Section 3. The grievant who feels that due speed or attention has not been exercised may appeal to the membership at a regular or special meeting or to the NJSFT.

By-Laws Article III Committees

Section 1. The following committees shall be standing committees and shall each have from one to five members: Negotiating; Grievance; Financial Review, Newsletter and Publicity; Membership; Elections; Secretarial Support; Social Activities; Safety/Security/Medical Support

Section 2. Committees shall have the right to establish their own quorums and procedures, subject to approval by a two-thirds (2/3) majority of the membership votes cast.

Section 3. Ad Hoc Committees may be appointed from time to time by the President.

Section 4. Committee chairpersons shall attend meetings of the Executive Committee when items appear on the agenda pertinent to their Committee.

Section 5. Space for at least one first-year member of the bargaining unit shall be reserved for each committee, except the Negotiating Committee.

Section 6. The President shall sit ex officio on all committees except Elections.

By-Laws Article IV Expulsion or Suspension of Members

Section 1. A member may be expelled for actions the membership deems inimical to the union. Expulsion shall take place only upon affirmative vote of two-thirds (2/3) of votes cast at a regularly scheduled general membership or special meeting.

Section 2. The following constitutes grounds for suspension from membership: dues in arrears for more than 60 days after the due date. The Executive Committee may take this action upon notification by the Treasurer of such dues delinquency.

By-Laws Article V Executive Committee Meetings

The Executive Committee shall meet at least twice per semester and at least once during the period of June to August.

By-Laws Article VI The Election Committee and Conduct of Referenda, Resolutions, ~~and~~ Elections and Collective Bargaining Agreement Ratifications

Section 1. The Elections Committee shall have the option of using either mail balloting or in-person voting at all referenda, resolutions, elections, and collective bargaining agreement ratifications provided that secrecy of balloting is maintained and that eligibility of each voter is rigidly observed.

Section 2. Ballots or sample ballots for all referenda, resolutions, elections, and collective bargaining agreement ratifications shall be distributed at least, one week prior to the date when balloting begins or, two weeks prior to the deadline for return by mail, as the case may be.

Section 3. Voting in all referenda, resolutions, ~~and~~ elections, and collective bargaining agreement ratifications must be by secret ballot.

Section 4. The Elections Committee is charged with the responsibility for the security of ballots and for initial determination of the eligibility of each voter. Appeals from their decisions regarding ineligibility may be made to the Executive Committee in accordance with provisions in the Constitution and in the By-Laws.

Section 5. Ballots for in-person voting may be distributed by mail in advance of the referenda, resolutions, ~~or~~ elections, or collective bargaining agreement ratification or at the polling place at the time of the balloting, as determined by the Elections Committee.

Section 6. Results of referenda, resolutions, elections, and collective bargaining agreement ratification shall be reported to the President and posted on the Federation Bulletin Board

immediately after counting of the votes, but no later than 48 hours after the balloting, weekends not included. All candidates for office shall be notified by the Election Committee as speedily as possible of outcomes affecting them.

Section 7. All ballots shall be kept for one year and then destroyed.

Section 8. The Elections Committee shall make clear at the time of election the term "place of tabulating the ballots". Any candidate listed on a ballot, or one representative designated by him/her, may observe in person the counting of the ballots.

Section 9. Referenda may be initiated by a majority vote of the Executive Committee, by a petition containing the signatures of 20% of the membership, or by a majority vote at a membership meeting.

Section 10. Referenda made in pursuance of the Constitution and By-Laws shall take precedence over decisions of the Executive Committee and of membership meetings.

Section 11. Requests for recounts shall be directed to the Executive Committee. A negative decision may be appealed to the next membership meeting. Further appeals must be considered a disputed election and directed to the Public Review Board of the American Federation of Teachers.

By-Laws Article VII Election of Officers

Section 1. Election to office must be by a majority of votes cast. In case no candidate for a given office receives a majority on the first ballot, a run-off election shall be held as soon as possible between the two candidates receiving the largest number of votes, but in no case later than two weeks from the date of the counting of the ballots in the original election.

Section 2. Committees shall be chosen by a plurality.

By-Laws Article VIII Referenda and Resolutions

Referenda and resolutions shall remain in effect regardless of a change in the administration of the Union until revoked by a majority of those attending a regular membership meeting.

By-Laws Article IX Dues and Assessments

Section 1. Annual dues shall be announced by the Executive Committee to general membership meeting in the Spring (March, April, May) to take force the following Fall semester. The annual dues shall be set at a total of the AFT, AFL-CIO & NJSFT per capita fees plus fifty percent of all per capita fees (the SCCFF per capita) plus a stipend surcharge (total yearly stipends divided by number of regular members). Increases in annual dues shall not exceed 15%. The Treasurer will recommend an assessment to the membership.

Section 2. Assessments may not exceed \$150.00 per member.

By-Laws Article X Financial Review

Section 1. The Treasurer shall prepare a yearly financial statement and report to the membership at the first meeting of the academic year

Section 2. Books shall be opened to the membership.

Section 3. A financial review will be conducted annually by the Financial Review Committee in accordance with the AFT's Guidelines for Financial Review Committees.

Section 4. If deemed necessary and duly voted upon by one-half of the membership at a regular meeting, an official audit by an impartial party can be called for.

By-Laws Article XI Agency Shop Fees

Section 1. Political Objections by Dissenters.

(a) Any person making dues payments or service fee payments under agency shop provision in the union's collective bargaining agreement, shall have the right to object to the expenditure of his/her portion of such payments for activities or causes of a political nature or involving controversial issues of public importance only incidentally related to wages, hours and conditions of employment. Such objections shall be made, if at all, by the objector individually notifying the President and Treasurer of his/her objection by registered or certified mail, during the period between September 1-15 of each year. Such objection, if any, shall be renewed each year in the same period in the same manner.

(b) The approximate proportion of dues and service fees spent by the union for such purposes shall be determined annually, after each fiscal year of the union, by the Executive Committee. Rebate of a prorated portion of his/her dues or service fees corresponding to such proportion shall thereafter be made to each individual who has timely filed a notice of objection as provided above.

Section 2. Appeals.

(a) If an objector is dissatisfied with the proportional allocation that has been determined, that the allocation does not accurately reflect the expenditures of the union in the defined area, an appeal may be taken by such person to the union Executive Committee within 30 days following its receipt. If the objector remains dissatisfied he/she may file an appeal therefrom to the membership by lodging the appeal with the President within 30 days following receipt of the Executive Committee decision, which appeal shall be heard at the next regular membership meeting of the union or at a regular membership meeting which occurs within 90 days thereafter.

(b) If s/he is dissatisfied with the membership action s/he may further appeal within 30 days following the decision of the membership to the Review Panel as provided in Section 3.

Section 3. Review Panel.

(a) In order to assure objective disposition of complaints about rebates of sums paid to the union under dues or agency shop contract provisions, there shall be established a Review Panel composed of prominent, disinterested citizens who are not a part of or employed by the American Federation of Teachers or its affiliates.

(b) The Review Panel shall consist of not more than 5 members including the chairman. The President shall with the approval of the members of the Executive Committee, designate the members including the chairman of the initial Review Panel. Thereafter, whenever a vacancy shall occur on the Review Panel, the vacancy shall be filled by the President from a list of names submitted by the remaining members of the Review Panel.

(c) The Review Panel shall have the authority and power to make final and binding decisions in rebate cases appealed to it under this article.

(d) The Review Panel shall formulate such rules of procedure and establish such practices as it finds necessary to its proper functioning.

(e) The Review Panel shall submit to the Executive Committee an annual report of its activities which report shall contain a summary of all cases brought before the Review Panel during that year. Copies of the annual report shall be available upon request to all members and to all non-members subject to agency shop contract provisions.

(f) The reasonable and necessary expenses of the Review Panel shall be paid for by the SCCFF.

By-Laws Article XII Associate Chapter

Section 1. Associate membership in the SCCFF is open to those who have retired from active service, to those who were formerly members of the bargaining unit, to those who are currently full-time SCCC employees who share a "commonality of interest" with SCCFF regular members.

Section 2. Associate members of the SCCFF will retain all rights and privileges of regular membership except voting at meetings, holding office, and serving on the Negotiating and Grievance Committees. However, associate members may form a chapter within the Local and elect from among their members a President, Vice President, Secretary, and Delegate to the Executive Committee. The Delegate will be a non-voting member of the Executive Committee. In the absence of such a delegate, the President may designate a Delegate from among the Associate members of the SCCFF.

Section 3. Dues for associate members of the Local shall be set at the rate of 1/4 of the regular AFT per capita plus 1/2 of the regular SCCFF per capita for full-time employees and 1/4 of the regular SCCFF per capita for part-time employees. Dues are payable only on a yearly basis.

Section 4. Assessment shall not apply to Associate members.

By-Laws Article XIII Contributions and Scholarships

Section 1. Contributions from General Treasury

(a) Statement of principle: recognizing our primary function as a union of faculty and librarians, contributions from the union's treasury funds shall reflect that primary function.

(b) The following set of categories, in rank order, shall govern all proposed contributions from the SCCFF treasury:

(i) Scholarships in memory of members who have died in service.

(ii) Contributions to other unions in need.

(iii) Support for student-oriented educational programs at SCCC.

(iv) Responses to requests from AFT or ALF-CIO affiliates for union-related or humanitarian efforts.

(v) Support for SCCC student-operated college-wide general charities.

(vi) Support for aid groups with continuing involvement with SCCC students.

(vii) SCCC student-organized humanitarian efforts.

By-Laws Article XIV Stipends and Released Time for Officers and Delegates

Section 1.

(a) Basic compensation from the College is 1 Credit Hour per 25 hours of work. Work-hours will be based on time sheets submitted by the end of each semester (Fall, Spring, and Summer). Work-hours for the Chief Negotiator are for active negotiations. Work-hours for the Grievance Chairperson are based on actively managing grievances/arbitrations.

(b) The following maximum compensation for officers during the fiscal year is adopted:

| Officer | Credits | Hours per month |
|-----------------------------------|---------|-----------------|
| President | 3.00 | 6.25 |
| First Vice President | .50 | 1.56 |
| Vice President for Communications | .50 | 1.56 |
| Vice-President for Coordinators | .50 | 1.56 |

| | | |
|-----------------------|------|-------|
| Chief Negotiator | 1.00 | 2.088 |
| Grievance Chairperson | 1.50 | 3.125 |
| Treasurer | 1.50 | 3.125 |
| Secretary | 1.00 | 2.088 |
| Total | 9.50 | |

(c) In the event adequate Released Time is not provided by the Collective Bargaining Agreement, the Federation will provide the equivalent in additional per credit compensation.

(d) The rate of Compensation per credit hour shall be at the negotiated overload rate.

(e) The compensation year shall run from June 1 through May 31 of the following year.

(f) All members of the Negotiating Committee shall be compensated at the rate of \$50 per face-to-face negotiating session attended. (Approved by membership 4/28/05.)

(g) Federation officers may refuse their earned stipend or direct their entitled stipend to a charity of their choice.

(h) A stipend will not be distributed if an officer is not actively engaged in designated responsibilities.