

## UC-AFT Berkeley and San Francisco Local 1474 BYLAWS

### ARTICLE I: NAME

The name of this organization shall be UC-AFT Berkeley and San Francisco Local 1474, hereinafter referred to as the "Local."

### ARTICLE II: PURPOSE

The purpose of the Local is the promotion of the welfare and professional interests of academic employees at the University of California at Berkeley (UCB) and San Francisco (UCSF).

### ARTICLE III: MEMBERSHIP

- A. Any employee of UCB or UCSF carrying an academic title shall be eligible for membership. Only members in good standing may vote in Local elections, or hold office in the Local. Any member on approved leave of absence, including lecturers on contract may retain membership during such leave.
- B. Retired and former employees of UCB or UCSF who were previously UC-AFT members may retain their memberships but without the right to vote on matters connected with bargaining unit contracts.
- C. UC-AFT does not and shall not discriminate on the basis of age, color, race or ethnicity, sexual orientation, gender or gender identification, disability or medical condition, national origin, immigration status, religion or political activities and beliefs.
- D. Any member who has failed to pay dues for three consecutive months shall be placed on inactive (non-voting) status.

### ARTICLE IV: EXECUTIVE BOARD

- A. MEMBERSHIP. The Executive Board shall consist of the elected officers, the *ex-officio* officers, chairs of standing committees, delegates to the local labor council, and delegates to the membership. Fifty percent of the members of the Executive Board shall constitute a quorum at all Executive Board meetings.
- B. POWERS AND DUTIES. The Executive Board shall
  1. Conduct the business of the Local between membership meetings. Board members are expected to attend meetings regularly. All actions of the

Executive Board shall be reported at Local meetings, and shall be subject to review.

2. Authorize the expenditure of funds for the regular operating expenses of the Local and any extraordinary expenses. All extraordinary expenses shall be reported at the next membership meeting.
3. The Executive Board shall be responsible for organizing and executing at least one event per year that encourages membership participation in organizational matters.
4. The Executive Board shall be collectively responsible for ensuring the proper communication of Local and Executive Board activities including:
  - i. All membership meeting agendas must be distributed to the Local membership at least one week in advance of the meeting.
  - ii. All Executive Board and Membership meeting minutes must be distributed to the Local membership within a reasonable amount of time.
  - iii. The Executive Board must call for agenda items from the Local membership at least two weeks before each meeting.

- C. MEETINGS. The Executive Board shall normally meet at least once each month during the specified academic year.

#### ARTICLE V: OFFICERS OF THE EXECUTIVE BOARD

##### A. OFFICERS.

1. Elected. The elected officers of the Local will be President, Vice-President, Secretary, Treasurer, and up to four Board member(s) at large, each to serve a term of one year beginning July 1<sup>st</sup>.
2. Appointed. The Steward for each bargaining unit will be appointed by the Board in April for a 2-year term beginning July 1<sup>st</sup>. Stewards will be ex-officio officers/board members for the term of their stewardship. Bargaining representatives will be appointed by the Board as needed, will serve through the bargaining session and term of the contract, and will be ex-officio board members for the term of their service.

- B. NOMINATIONS. Nominees must be members of the Local. The Executive Board shall appoint an ad hoc nominating committee during February of each year to present a slate of nominations to the membership at a spring membership meeting. In addition, nominations may be made, with the consent of the nominee, by any member in attendance at this membership meeting.

- C. ELECTIONS. Elections shall be held annually between April 1<sup>st</sup> and May 1<sup>st</sup>. They shall be conducted by secret mail ballot and/or secure online ballot

whenever more than one candidate has been nominated for an office. The Executive Board shall convene a membership meeting at which the membership shall have an opportunity to discuss the issues with the candidates.

- D. VACANCIES. When a vacancy occurs in an office, it shall be filled for the remainder of the term by a majority vote of the Local at its next regular membership meeting, given the consent of the nominee.
- E. RECALL. An officer, whether elected or appointed, may be removed from office by a recall election on petition of 20 percent of the membership of the Local and a vote of a majority of members voting by secret mail ballot. The Executive Board shall convene a special meeting at which the officer may clarify her/his position, and at which the membership shall have an opportunity to discuss the issues with the officer.
- F. SUCCESSION. At the end of a term of office, each officer shall turn over to the incoming officer all books, papers, records, and other Local properties that have come into her/his custody during the term.

#### ARTICLE VI: DUTIES OF OFFICERS OF THE EXECUTIVE BOARD

- A. COLLECTIVE DUTIES OF THE EXECUTIVE BOARD
  1. The Executive Board shall insure that the affairs of the Local are in accordance with the Bylaws and Standing Rules.
  2. Facilitation shall rotate for all membership and all Executive Board meetings.
  3. The President shall serve as the general representative of the Local when such representation is not otherwise designated.
  4. The Executive Board shall be responsible for the financial affairs of the Local.
  5. The Executive Board shall record and keep the minutes of all actions of the Executive Board and membership meetings, including attendance.
  6. The Executive Board shall have access to an accurate email list of dues-paying members.
  7. The Executive Board shall publicize and distribute agendas for Local membership and Executive Board meetings, and assure the distribution of information to the Local in conjunction with staff.
- B. STEWARDS.
 

The Unit 17 and 18 Stewards, whose positions are provided for in the memoranda of understanding (MOU) for these units, have chief responsibility for librarian and lecturer grievances, respectively.

- a. The Steward, with help from the field staff, files grievances, negotiates on behalf of the membership, and insures compliance with the MOU.
- b. The Stewards are, ex-officio, members of the Executive Board and co-chair the campus Grievance Committee.
- c. The Stewards may also be the campus representatives to the Bargaining Team.

#### ARTICLE VII: COMMITTEES

- A. **STANDING COMMITTEES.** Standing committees on Membership and Grievance, respectively, may be established within the Local. Other standing committees may be created by the Executive Board.
- B. **COMMITTEE CHAIRS.** Chairs of the standing committees, and of any ad hoc committees that may be formed, shall be appointed by the President with the consent of a majority of the other elected officers.
- C. **COMMITTEE MEMBERS.** Committee members must be members of the Local and in good standing. Members of a committee shall be appointed by the chair of that committee.

#### ARTICLE VIII: MEMBERSHIP DELEGATES

- A. Five or more Local members who are in a recognized bargaining unit are entitled to form a caucus and to elect one delegate to represent that unit on the Executive Board. This delegate shall be elected by Local members of the bargaining unit. In addition, the members of the Local not in a recognized bargaining unit and the retired members may form caucuses within the Local and each elect one delegate-at-large to the Executive Board.
- B. **DUTIES.** The duties of the delegates include:
  1. To represent their caucuses on the Executive Board.
  2. To distribute literature and communications to members and non-members of their constituencies.
  3. To assist in the recruitment of new members from their constituencies.
  4. To refer grievances and other communications to appropriate Local bodies.
  5. To organize membership caucus meetings.

#### ARTICLE IX: MEMBERSHIP MEETINGS

- A. FREQUENCY. Monthly meetings of the Local shall be held from August until May of each academic year.
- B. EMERGENCY MEETINGS. Additional meetings may be called by petition of 15 percent of the membership, or by a majority of the members of the Executive Board. Meeting times and locations shall be determined by the Executive Board.
- C. AGENDA. Business transacted at a Local meeting shall normally be limited to the items on the agenda distributed to the membership at least one week in advance of the meeting. Additions and changes to the agenda regarding time-sensitive issues may be made with the approval of a three-fourths majority of those members present.
- D. QUORUM. The quorum at all membership meetings shall consist of non-Executive Board members of the Local in good standing equaling the number of elected Executive Board members plus one and at least fifty percent of the Executive Board members must also be present. No question may be called except that of adjournment in the absence of quorum.
- E. VOTING RIGHTS AND AUTHORITY. All members of the Local in good standing present at the meeting shall have the power to vote on questions called during the meeting.
  - 1. The membership meetings shall have ultimate authority to decide business matters, unless this power is superseded by a vote put to the entire membership or otherwise contradicted in the Constitution.
  - 2. Any question put to the entire Local membership shall be distributed to the entire membership and given at least one week for voting. The question shall be decided by a majority of members voting on that question and shall be considered the ultimate authority on that question. Abstentions shall not be counted as either yea or nay votes in these questions.
- F. LOCATION. Meetings should be held at a location that is accessible to the Local membership.
- G. CLOSED MEETINGS. All meetings shall be closed to persons ineligible for membership in the Local with the exception of local staff and of such persons as a majority of the members present and voting shall vote to admit.

## ARTICLE X: RULES

The most recent edition of Robert's Rules of Order, Revised shall govern the conduct of all membership and Executive Board meetings, as well those of Local committees, except as superseded by these Bylaws or by Standing Rules.

#### ARTICLE XI: DUES

Dues will be determined by the Constitution of the University Council – American Federation of Teachers (UC-AFT) Constitution.

#### ARTICLE XII: AMENDMENTS AND STANDING RULES

##### A. AMENDMENTS

1. Amendments to the Bylaws may be proposed and discussed at Executive Board meetings, and, if approved by majority vote of the members present and voting, shall be electronically or via the United States Postal Service mailed to all members. Not less than 30 or more than 60 days after members have been notified of a proposed amendment, the proposed amendment(s) shall be discussed at a membership meeting, and a vote by secret mail ballot shall be conducted; voting on amendments will take place during regular academic terms but not during summer sessions. Proposed amendments shall be adopted if approved by a majority of members voting.
2. Amendments may also be proposed by individual members of the Local, and, if signed by five percent of the membership or ten members, whichever is the larger number, shall be presented, discussed, and voted upon as in 1. above.

- B. STANDING RULES. Standing Rules of the Local may be adopted or amended by a majority of the members at a Local meeting, provided members are given written notification of the proposed Standing Rules and amendments in advance of the meeting.

#### ARTICLE XIII: ADOPTION OF BYLAWS

These Bylaws shall be adopted after they have been discussed and amended at a general membership meeting and have been approved by a majority of Local members in a secret ballot.

#### ARTICLE XIV: AFFILIATIONS

- A. The Local shall maintain affiliation with the University Council-AFT; the American Federation of Teachers; the California Federation of Teachers; the California Labor Federation; the Central Labor Council of Alameda County; and the San Francisco Labor Council.

- B. The Local may affiliate with other Locals or groups representing University of California employees. Such affiliation shall be made and may be severed by a majority vote at a duly called membership meeting, provided that prior notice is given that such a matter will be considered at the meeting.
- C. The President, or her/his representative, shall serve as delegate to all affiliated bodies, unless
  1. a special election is required by law or by the rules of the affiliated body;  
or
  2. the Executive Board determines that a special election shall be held for the position. The delegates to the local labor councils shall be specially elected officers.
- D. Elections required under Article IV, Section C, shall be held at least annually and whenever called by the Executive Board. Prior notice shall be given to the membership, at a membership meeting, that the elections will be held. Elections shall be by secret ballot. By majority vote, the membership may determine the selection of alternates or the ranking of delegates.