

**EL RANCHO FEDERATION OF TEACHERS**  
**AMERICAN FEDERATION OF TEACHERS, LOCAL 3467**  
**A.F.L. – C.I.O.**

**BY-LAWS**

Approved by the General Membership on May 22, 1989

**ARTICLE ONE – NAME**

The name of this organization shall be the “El Rancho Federation of Teachers, American Federation of Teachers Local 3467, AFL – CIO,” herein referred to as the Federation.

**ARTICLE TWO – OBJECTIVES**

The objectives of this organization are as follows:

- Section 1. To promote the welfare of children by providing progressively better educational opportunities for all, regardless of race, color, creed, sex, or social-economic and political status.
- Section 2. To bring teachers, other workers, students, parents and members of the community into a coalition of mutual assistance and cooperation.
- Section 3. To obtain for teachers and other workers all of the rights to which they are entitled in a free society, including the right to strike.
- Section 4. To improve standards for teachers and other workers by promoting better preparation, encouraging relevant in-service training, and securing the working conditions essential to the best performance of professional service.
- Section 5. To encourage the hiring and retention of competent teachers and other workers, the maintenance of modern, well-equipped schools, and the promotion of such educational programs and conditions in schools as will enable students to equip themselves to take their place in the economic, social and political life of the community.
- Section 6. To fight all forms of bias in education based on race, creed, sex, social, political or economic status, age, private activities or lifestyle, or national origin.
- Section 7. To obtain, and maintain, exclusive bargaining rights for teachers and other workers.
- Section 8. To support and promote the ideals of democracy as envisioned in the Constitution of the United States of America, the Bill of Rights, and its other Amendments, to work for the passage and retention of just laws which will improve the educational climate for students, teachers and other workers, and to encourage the exercise of rights and responsibilities under these laws.

### **ARTICLE THREE – MEMBERSHIP**

- Section 1. Employees of the El Rancho Unified School District are eligible for membership in this organization.
- Section 2. Supervisory personnel with the rank of Vice Principal or above shall not be eligible for membership. Members of this organization who are promoted to positions with the rank of Vice Principal or above shall be removed from membership on the effective date of promotion. Any person who participates in the evaluation of teachers shall be excluded from membership.
- Section 3. No discrimination shall ever be shown toward individual members, or applicants for membership, because of race, religious faith, political activities or belief, age or sex.
- Section 4. The Executive Board shall establish a membership application procedure.

### **ARTICLE FOUR – AFFILIATION**

- Section 1. This organization shall be affiliated with the following organizations:
- A. The American Federation of Teachers
  - B. The California Federation of Teachers
  - C. The California Labor Federation
  - D. The Los Angeles County Federation of Labor
- Section 2. Delegates to conventions of the affiliated organizations enumerated in section one of this article shall be elected by the membership not more than thirty (30) days or less than ten (10) days prior to the date of a convention. Elections shall be by secret ballot. Delegates to the Los Angeles County Federation of Labor shall be elected at the same time and in the same manner as the officers of this organization.

### **ARTICLE FIVE – OFFICERS**

- Section 1. The following officers shall be elected annually by the members of this organization:
- A. President
  - B. Vice President
  - C. Recording Secretary
  - D. Corresponding Secretary
  - E. Treasurer
  - F. Six (6) Directors
- Section 2. The Treasurer shall issue an official list of members in good standing as of April 1<sup>st</sup> of each year. The Treasurer shall include on this list all members current in their dues. Only persons included on the list shall be eligible to cast a ballot in elections for officers.

Elections for all officers and Building Representatives shall be by secret ballot. No member of this organization may be a candidate for elective office in this organization unless he/she shall have been a member of this organization, in good standing, for at least one (1) year immediately prior to his/her nomination for office.

Section 3. Nominations for officers shall be made at a regular membership meeting in April of each year. Notice of this meeting shall stipulate that nominations will be made and shall also include a list of the offices to be filled. Nominations may be made from the floor of the meeting or they may be submitted in writing in prior to the meeting. Ballots shall be prepared and mailed to members in good standing within five (5) days of the April membership meeting and shall only be counted if they are received by Federation election officials within ten (10) days of the date that they were mailed to the members. Officers shall assume their duties on or before June 1<sup>st</sup>.

Section 4. Vacancies in any office may be filled by the House of Representatives.

Section 5. The duties of the officers of this organization shall be:

- A. The *President* shall call and preside over meetings of the general membership, the Executive Board and House of Representatives. He/She shall be an ex-officio member of all committees except the Audit Committee. He/She shall execute, in the name of this organization, all contracts and other formal obligations as authorized by the Executive Board and/or the House of Representatives. He/She shall be the official spokesperson of the Federation. He/She shall report to the membership each year on the state of the Federation.
- B. The *Vice President* shall perform all of the duties of the President in his/her absence and he/she shall serve as an ex-officio member of all committees except the Audit Committee.
- C. The *Recording Secretary* shall record the minutes of the Executive Board, House of Representatives and membership meetings and shall be the custodian of the official seal and charter. The minutes of each meeting shall be kept on file and made available to members of this organization upon request.
- D. The *Corresponding Secretary* shall issue all notices and be responsible for the publication of the Federation newsletter.
- E. The *Treasurer* shall receive and deposit all funds belonging to the Federation and be responsible for a full and accurate accounting of receipts and disbursements of all monies, funds, financial transactions and property of this organization. He/She shall keep the membership roll and issue receipts and delinquent notices. He/She shall forward all per capita dues and other necessary documents to affiliated organizations. He/She shall prepare and submit, for approval, a budget for this organization to the Executive Board at least thirty (30) days prior to the beginning of each fiscal year. The Treasurer shall make a financial report at each meeting of the Executive Board and the House of Representatives. The Treasurer shall make a written financial report to the general membership each year.

- F. The *Directors* shall provide direct service to the membership and the Building Representatives, hold regular meetings with school employees at school sites for informational purposes, gather information, recruit new members, actively serve on committees and perform other duties as the President, with the approval of the Executive Board, may direct.

## **ARTICLE SIX – HOUSE OF REPRESENTATIVES**

Section 1. The House of Representatives of the Federation shall be composed of the following:

- A. The elected officers of this organization (President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and the six Directors).
- B. Building Representatives from each school elected as follows:
  - 1. Four (4) from El Rancho High School
  - 2. Two (2) from each middle school
  - 3. One (1) from each elementary school
  - 4. One (1) from Salazar High School
  - 5. One (1) from the Children’s Center
  - 6. One (1) from the Adult School
- C. The Chief Negotiator, who shall be appointed by the President with the approval of the House of Representatives. Should the President fail to appoint a Chief Negotiator in a timely manner, the House of Representatives may fill this position by a majority vote.

Section 2. The House of Representatives shall meet monthly during the school year. The Executive Board shall establish and publish a calendar of the regular meetings of the House of Representatives before the end of the third (3<sup>rd</sup>) week of the school year. Special meetings may be called by the President of the Federation or by a majority of the members of the Executive Board by issuing a written notice of said special meeting at least three (3) school days prior to the date of the meeting. A quorum shall consist of a majority of its members. Members who have been absent from three (3) or more consecutive meetings of the House of Representatives shall not be counted for the purpose of determining the presence of a quorum. Proxy votes shall not be allowed.

Section 3. The House of Representatives shall be the primary policy making body of the Federation and is authorized to:

- A. Make contracts, incur liabilities, borrow money, issue notes and other obligations in the name of, and for the benefit of, the Federation.
- B. Approve an annual budget for the Federation and make amendments thereto.
- C. Establish general operating policies for the Federation and its officers, representatives and employees.

- D. Approve the membership of the standing committees and establish special committees as it may deem necessary.
- E. Receive and act on reports from officers, employees and committees of the Federation.
- F. Make recommendations to the general membership concerning collective bargaining matters.

Section 4. The House of Representatives shall have the authority to suspend an officer of this Federation from his/her duties for thirty (30) days by a two-thirds (2/3) vote of the total membership of the House of Representatives for improper conduct. If it does so, they shall, at the same time, issue a call for a special general membership meeting at which the question of removing the officer shall be put to a vote. No officer shall be removed unless two-thirds (2/3) of the members present vote for removal. In this event, the officer in question shall be removed immediately upon the passage of the motion. Should the motion fail to pass, the officer shall be reinstated immediately.

- Section 5.
- A. The House of Representatives shall hear and adjudicate written complaints brought by members of the bargaining unit by electing a committee of three (3) to investigate the matter and make a report to the House within thirty (30) days of the meeting at which it was first considered, at which time the House shall decide the matter.
  - B. Decisions of the House of Representatives may be appealed to the general membership by filing a written appeal with the Recording Secretary within ten (10) days of final action of the House. Said appeal shall be heard at the next regular meeting of the membership, where the question shall be, "Shall the decision of the House of Representatives be sustained?"
  - C. Decisions of the membership may be appealed to a Public Review Panel composed of three (3) people who are not employees of the El Rancho Unified School District. The complainant(s) shall select one (1) member of this panel, the House shall select one (1) member and, acting together, the two members shall select a third member who shall chair the panel. The panel shall issue a report on the complaint at the next regular general membership meeting, at which time a motion to accept or reject the report and recommendation shall be in order. The complainant(s) shall post a one hundred fifty dollar (\$150.00) deposit with the Treasurer, prior to the first meeting of the panel, which may be used to cover expenses involve with the appeal at this level. The panel shall determine its costs and what portion, if any, is to be paid by the complainant. The Treasurer shall return unused portions of the deposited funds to the complainant(s).
  - D. A further appeal may be made to the Executive Council of the American Federation of Teachers under the provisions of their Constitution.
  - E. A complaint brought by a member of the bargaining unit who is not a member of this organization shall be limited to questions concerning this organization's obligation to provide representation to said bargaining unit member as prescribed

by law. No legal action shall be initiated with respect to a complaint against this organization by a bargaining unit member until the remedies herein have been exhausted.

## **ARTICLE SEVEN – EXECUTIVE BOARD**

- Section 1. The Executive Board of the Federation shall be composed of the elected officers of this organization listed in Article Five, Section One (A through F) of these By-Laws.
- Section 2. The Executive Board shall meet at least monthly during the school year at the call of the President or Vice President. A quorum shall consist of a majority of the members of the Board. Proxy votes shall not be accepted.
- Section 3. The Executive Board is the primary administrative body of the Federation and is authorized to:
- A. Review and amend the Federation budget, as submitted by the Treasurer, prior to its consideration and approval by the House of Representatives. The proposed budget shall be submitted to the House of Representatives at least fifteen (15) days before the beginning of the fiscal year.
  - B. Hire and fire Federation employees, including a staff person, clerical workers and lawyers. No person shall be employed by the federation for more than a thirty (30) day period without a written contract or agreement. Employee contracts or agreements exceeding thirty (30) days service to the Federation shall require prior approval of the House of Representatives.
  - C. Consider and authorize the formulation of proposals for collective bargaining with the District and make recommendations to the House of Representatives concerning action on said matters.
  - D. Conduct other administrative business as may be necessary for the operation of the Federation.

## **ARTICLE EIGHT – COMMITTEES**

- Section 1. The standing committees of this organization and their areas of responsibilities shall be:
- A. *Membership.* The Membership Committee shall be responsible for membership recruitment and for informing members of the rights, responsibilities, and benefits of membership in this organization.
  - B. *Bargaining.* The Bargaining Committee shall survey the members of the bargaining unit to formulate proposals for the collective bargaining agreement with the El Rancho Unified School District. This committee shall represent the Federation in negotiations and shall report on its progress to the Executive Board

and the House of Representatives. The Chief Negotiator of the Federation shall chair this committee.

- C. *Grievance.* The Grievance Committee shall prepare, with the approval of the Executive Board, a procedure for processing grievances. This committee shall process all grievances, except that no grievance shall be submitted to arbitration or litigation without the approval of the House of Representatives. This committee shall also act to enforce the provisions of the collective bargaining agreement at the direction of the Executive Board. Nothing in these By-Laws shall be construed as to prohibit members of the bargaining unit, acting in groups or as individuals, from filing grievances against the district in accordance with the provisions of the collective bargaining agreement, up to level three (3).
- D. *Quality Educational Standards in Teaching.* The Quality Educational Standards in Teaching Committee (QuEST) shall study and submit policy recommendations to the House of Representatives on matters pertaining to instructional and curricular policies.
- E. *Political Education.* The Committee on Political Education shall study legislative proposals, ballot measures and administrative regulations. It shall, in cooperation with the COPE committees of affiliate organizations to screen candidates and make endorsements. This committee shall be chaired by the Vice President.
- F. *Community Relations.* The Community Services Committee shall work to develop and maintain channels of communication with community groups, build coalitions among school employees, parents, students and community organizations.

Section 2. The House of Representatives shall nominate and elect a three (3) member *Audit Committee* which shall review the financial records of the Federation. It shall issue a written report to the House of Representatives on said review within thirty (30) days of the end of the fiscal year. The President, Vice President, and Treasurer shall **not** serve on this committee.

## **ARTICLE NINE – FINANCE**

Section 1. The fiscal year of this organization shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 2. The regular dues of the Federation shall be an amount equal to .525% (.00525) of the salary of the member, plus a sum equal to the per capitas of each of the organizations with which this organization is affiliated.

Section 3. Information concerning the financial affairs of the Federation shall be available to any member upon request unless the House of Representatives, by a two-thirds (2/3) vote, restricts the availability of such information for reasons directly related to collective bargaining. In no event shall financial information be withheld from any elected officer of the Federation or from the Audit Committee.

## ARTICLE TEN – MEMBERSHIP MEETINGS

- Section 1. There shall be a meeting of the general membership at least twice each year. One meeting shall be held within the first five (5) weeks of the school year and the other shall be in April. Notice of these meetings shall be published and distributed to the members not less than seven (7) or more than fourteen (14) school days prior to the meeting. A quorum shall consist of ten (10) percent of the total membership.
- Section 2. Special meetings of the general membership may be called by the House of Representatives. The agenda for a special meeting shall be determined by the House of Representatives and distributed along with the meeting notice at least five (5) school days prior to the meeting. Only items included on said agenda may be considered at the special meeting. A quorum shall consist of ten (10) percent of the total membership.

## ARTICLE ELEVEN – RULES OF ORDER AND AMENDMENTS

- Section 1. Questions of parliamentary procedure shall be resolved by Robert's Rules of Order, Newly Revised except when it conflicts with these By-Laws or policies and procedures approved by the House of Representatives.
- Section 2. The Executive Board and House of Representatives shall be bound by the provisions of these By-Laws and may not adopt policies or rules that violate its provisions.
- Section 3. Copies of these By-Laws shall be posted at school sites at the beginning of each school year and distributed to members upon request.
- Section 4. Proposed amendments to these By-Laws may be submitted by any member through one of the following procedures:
- A. The House of Representatives may consider amendments to these By-Laws and, by a two-thirds (2/3) vote, submit said amendments to the general membership for a vote by mail. Members shall have ten (10) days to return their ballots and a two-thirds (2/3) vote shall be required for final approval. A minimum of twenty-five (25) percent of the members must cast ballots for the election to be valid.
  - B. The By-Laws may be amended by a two-thirds (2/3) vote of the members present at a meeting of the general membership, provided that a copy of said amendment is submitted to the Executive Board at least twenty (20) school days prior to the meeting at which it is to be considered. The Executive Board shall publish and distribute copies of proposed amendments to the membership along with the meeting notice.
- Section 5. Amendments to these By-Laws shall not be interested in the original text but shall be attached as addendum hereto and shall include the date that said amendment was approved and the date that it became effective.
- Section 6. Upon approval of the membership, these By-Laws shall become effective on June 1, 1989 except that the officers elected in 1989 shall be those enumerated in these By-Laws.



**Amendment #1**

Approved by the General Membership on April 25, 1990.  
To be effective September 1, 1990.

- Section One. In addition to the Building Representatives enumerated in Article Six, Section B, each school site shall elect one (1) alternate Building Representative.
- Section Two. Said alternate shall only vote in the House of Representatives in the event that a Building Representative from his/her site is absent.

**Amendment #2**

Approved by the General Membership on April 25, 1990.  
To be effective April 25, 1990.

- Section One. The officers enumerated in Article Five shall be elected for a term of two (2) years.
- Section Two. Nominations shall be held at the regular membership meeting in April of every even-numbered year.

**Amendment #3**

Approved by the General Membership on April 25, 1990.  
To be effective on April 25, 1990.

The Directors of this organization shall be elected as follows:

- A. One (1) Director shall be elected by members at the high school level.
- B. One (1) Director shall be elected by members at the middle school level.
- C. Two (2) Directors shall be elected by members at the elementary school level. Elementary schools shall be divided into two (2) equal (or nearly equal) north/south divisions by the Executive Board. Each division shall elect one (1) Director.
- D. One (1) Director shall be elected by members at the Adult School, Child Development Center and District Offices.
- E. One (1) Director shall be elected at large.

**Amendment #4**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article V  
Section 1.D

The Corresponding Secretary shall be renamed as the Communications Director.

**Amendment #5**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article V  
Section 1.F

Seven (7) Directors

**Amendment #6**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article V  
Section 3

Ballots shall be prepared and mailed to members in good standing between five (5) and ten (10) business days of the April General Membership Meeting and shall only be counted if they are received by Federation election officials within fifteen (15) business days of the date that they were mailed to the members. The Election Committee shall clearly mark the date ballots were mailed and the due date for receipt (the 15th business day after the ballots were postmarked). Officers shall assume their duties on July 1st.

**Amendment #7**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article V  
Section 5.D

The Communications Director shall issue all notices, written and digital public statements, maintain the local's website and social media presence, and be responsible for the Federation Newsletter.

**Amendment #8**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article V One (1) Director shall be elected by all members to represent Special Education staff members.

**Amendment #9**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article VI One (1) from the Ellen Ochoa Prep Academy.  
Section 1.B 7.

**Amendment #10**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article VIII *Elections Committee.* Will set dates for ballots to be mailed to membership, which  
Section 1.G. must be received by fifteen (15) business days hence. The Committee shall tally all ballots and report results to the membership. The Committee shall be made up of members, affirmed by the House of Representatives, who are not running for office. The Elections Committee will be responsible for maintaining the accuracy and integrity of the elections process and results.

**Amendment #11**

Approved by the General Membership on April 17, 2018.  
To be effective April 17, 2018.

Article V Ballots shall be prepared and mailed to members in good standing between five  
Section 3 (5) and ten (10) business days of the April General Membership Meeting and shall only be counted if they are received by Federation election officials within fifteen (15) business days of the date that they were mailed to the members. The Election Committee shall clearly mark the date ballots were mailed and the due date for receipt (the 15th business day after the ballots were postmarked). Officers shall assume their duties on June 1st.

### **Amendment #12**

Approved by the General Membership on August 20, 2019.  
To be effective August 20, 2019

- Section One. The officers enumerated in Article Five shall be elected for a term of two (2) years.
- Section Two. Nominations shall be held at the regular membership meeting in April of every odd-numbered year.

### **Amendment #13**

**Pending approval** by the General Membership on April 20, 2021  
To be effective April 20, 2021.

- Article V  
Section 3
- Ballots shall be prepared and e-mailed to members in good standing within five (5) to ten (10) business days of the April General Membership Meeting and shall only be counted by the electronic company that will be handling the election within seven (7) business days of the date that they were e-mailed to the members. The Election Committee shall receive confirmation from the company that is handling the election and the due date for receipt (the 7th business day after the ballots were received from the election company). Officers shall assume their duties on June 1st.