Article I  **Membership Meetings**: there shall be at least one (1) general membership meeting each year.

Article II  **Dues and Budget**
Section A: The treasurer shall prepare a yearly budget that shall include a statement of estimated expenses and any changes in the local, state or national dues structure. Said changes in state and national dues structures will be automatically reflected in the member’s dues. A written copy of the proposed budget shall be posted to the website and given to Site Reps in November. The annual budget shall be adopted at a meeting of the general membership held in November by 2/3rds (⅔) of those members present and voting.

Section B: Any unanticipated expenditures not accounted for in the current year’s adopted budget over $1,000 will come to the Representative’s Council for approval either through a meeting or email vote. The amount can be adjusted annually to account for inflation or budgetary needs by a recommendation from the Executive Board, which would then be voted on by the Representatives Council.

Article III  **Quorum**
Section A: A quorum shall consist of fifty percent (50%) of the Council of Representatives. All delegates shall receive notice of a meeting at least (3) three days prior to the meeting.

Section B: Twenty (20) members, or ten percent (10%), whichever is smaller, shall constitute a quorum for a general membership meeting. All members shall receive notification of a meeting at least (3) three days prior to a meeting.
Article IV  **Standing Committees**
Standing committees shall be appointed by the President and confirmed by the Executive Board.

Article V  **Duties of Officers:**
**Section A.**
The President: shall be in charge of overall organizational duties. The President shall preside over Executive Board and Council of Representatives meetings. The President shall be the official spokesperson for the Federation, coordinate policy development and implementation, be an ad hoc member of all standing committees, and an observer on the PAR Panel. In addition, the President or her/his designee shall serve as the staff person for the California Federation of Teachers and the Greater Santa Cruz Federation of Teachers formula funded staff agreement. The President will attend all regular SCCS Board meetings. She/he will also attend special governance session if agenda includes topics relevant to the interest of this Federation.

**Section B.**
The Elementary and Secondary Vice Presidents:
The two vice presidents, Elementary and Secondary, shall act as liaisons and grievance specialists for their respective grade levels. They will attend monthly Executive Board meetings, advise the President on the agenda and attend all Council of Representatives and General Membership Meetings. The vice presidents will attend the majority of regular SCCS School Board meetings during the school year.

**Section C.**
The Secretary: shall be in charge of all general clerical duties: recording and distributing the minutes of the Council of Representatives meetings, keeping a digital and hard copy file of minutes, recording and distributing the Council of Representatives Agenda, and keeping a digital and hard copy file of agendas, and other correspondence. Additionally, the Secretary shall coordinate elections and registration for the CFT State Convention, and will take notes during negotiations.

**Section D.**
The Treasurer: shall be in charge of the fiscal operations: including budget development, income/expense projections, annual report, bill paying and
expense reimbursement. Additionally, the treasurer will coordinate membership recruiting, obtain needed membership documents from the school district, and update membership rosters annually, and will provide GSCFT leadership with rosters of members and agency fee payers by October of each fiscal year, and again in January.

Section E. Officers will review and make a recommendation to the Council of Representatives on action to be taken in cases of Formal Grievances involving possible Suspension and Dismissal (this does not include possible suspension and dismissal resulting from potential criminal charges which are not handled through the grievance process.)

**Article VI**

**Negotiations:**
All members in good standing shall be eligible to serve on the team.

Section A. Representation shall include representatives from the elementary, middle school, and high school units given that qualified unit members exist in all three (3) units. Negotiators are appointed by the President in consultation with the Executive Board (officers.)

Section B. In the matter of negotiations for the Guest Teacher unit; the Site Representative for the Guest Teachers can meet with the GSCFT Negotiation team prior to negotiations for Consultation, and be given a debrief by the President after negotiations.

3. It is the primary responsibility of the President to appoint representatives for the purpose of developing and negotiating contract proposal.

**Article XI**

**Grievances**

Section A.
A grievance can be filed when there has been a violation, misinterpretation or inequitable application of any of the provisions the GSCFT/SCCS Agreement (Contract).

Section B.
In the case that a grievance proceeds to the formal level, and
results in possible suspension/dismissal, the Executive Board (see Bylaws Article 5, Section F) will review the grievance to determine whether there is sufficient merit to proceed to arbitration. The Executive Board will make a recommendation to the Council of Site Representatives. The grievant will be notified at least 48 hours prior to the Site Council Representatives meeting as to the recommendation of the Executive Council. If the grievant disagrees with the outcome of the binding vote of the Site Representative’s Council, she/he may request (in writing) an appeal, which will be taken to a special meeting of the Site Representatives’ Council called for this purpose.

1) The right to take a grievance to arbitration is reserved to the union. The employee does not have an absolute right to arbitration and the union enjoys considerable discretion;

2) This discretion must be exercised in good faith after thorough consideration of the grievance and the case, taking into account the significance of the grievance and of its consequences for the employee on the one hand and the legitimate interests of the union on the other;

3) The union’s decision must not be arbitrary or discriminatory; and

4) Representation by the union must be undertaken with integrity, without negligence and without hostility towards the employee.