

VERMONT STATE COLLEGES FACULTY FEDERATION  
AMERICAN FEDERATION OF TEACHERS

Local 3180, AFLCIO

CONSTITUTION  
(REVISED April 25, 2019)

**Article I**

**Name**

This organization shall be known as the VERMONT STATE COLLEGES FACULTY FEDERATION, American Federation of Teachers, Local 3180.

**Article II**

**Objectives**

The purpose of this organization shall be:

**Section 1.** To bring the faculties of the Vermont State Colleges into relations of mutual assistance and cooperation.

**Section 2.** To advance the professional interests of college teachers.

**Section 3.** To improve the instruction in institutions of higher learning.

**Section 4.** To eliminate all forms of discrimination in education.

**Section 5.** To cooperate with organized labor for the purpose of advancing democratic concepts through schools at all levels.

## **Article III**

### **Membership**

**Section 1.** All full-time teaching faculty, eligible part-time faculty<sup>1</sup>, and ranked librarians of the Vermont State Colleges are eligible for membership.

**Section 2.** Supervisory personnel, deans, division directors, and superiors shall not be members.

**Section 3.** Associate membership without the right to vote shall be open to retired teachers, teachers who withdraw from the profession for research or other pursuits, and others eligible for membership, who wish to maintain affiliation.

**Section 4.** Teachers in public or private institutions outside the jurisdiction of this Local may be admitted to associate membership until such time as a local is chartered in their jurisdiction.

**Section 5.** No discrimination shall ever be shown toward individual members or applicants for membership because of age, race, creed, marital status, color, sex, sexual orientation, gender identity, religion, disability, national origin, citizenship, union activity, political activity, membership or non-membership in the Federation, or any other category protected by law. Locals may establish procedures for admission of new members except that no discrimination shall ever be shown toward individual members or applicants for membership because of race, sex, sexual orientation, religious faith, or political activities or belief.

**Section 6.** A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least 1/4 the Federation membership and approved by at least 3/4 the Delegate Assembly. The member shall have the right to appeal the decision to the membership upon presentation to the Delegate Assembly of a written appeal signed by at least 1/4 of the Federation membership, and shall be reinstated with full rights, if a majority of the Federation members vote to reinstate.

**Section 7.** Members shall pay dues at the normal and customary rate. Any member who fails to pay dues as specified shall be dropped from the rolls and his/her that member's name shall be removed from the records at the Local and the National Office.

**Section 8.** A full membership meeting may be called by the Delegate Assembly at any time.

## **Article IV**

### **Officers of Local 3180**

---

<sup>1</sup>As determined by the Vermont Labor Relations Board

**Section 1.** The following Local 3180 officers shall be elected every two years (odd numbered years) by this Federation by secret ballot:

1. President
2. Vice President
3. Treasurer
4. Secretary

**Section 2.** Membership in good standing is required to hold office.

**Section 3.** A call for nominations for officers of Local 3180 shall commence by March 1 of an election year.

**Section 4.** Nominations for Local 3180 office shall be made by petition of 10 signatures of the members by March 15, of an election year.

**Section 5.** Elections

- a. In election years, an Election Committee will be appointed by the Delegate Assembly to oversee election processes enumerated below. No person who serves on the Election Committee shall be a candidate for any office.
- b. Elections will take place electronically over a period of no less than seven days in late April; the specific dates to be set by the Delegate Assembly at the March meeting and will fall between April 15 and May 6. The candidate receiving a plurality of the votes cast shall be declared elected.
- c. In the case where electronic elections are not preferable, elections via paper ballot shall take place on a single day in the last week of April; the specific date to be set by the Delegate Assembly at the March meeting. Ballots shall be prepared and distributed to each college chapter or member in good standing by April 15. The ballots shall be returned to the Federation Election Committee no later than May 15.
- d. Written requests for absentee ballots must be received by the College Chapter Chairs no less than ten days prior to the election. Absentee ballots must be mailed to the Election Committee and must be received by election day or by the end of the election period.

**Section 6.** Procedures regarding elections-that are not specified in this document, such as holding onsite or mail balloting, or the manner by which ballots are counted, shall be determined by the Delegate Assembly at the March meeting.

**Section 7.** Officers shall be installed on June 1 following the election.

**Section 8.** The Local 3180 Grievance Chair shall be appointed by the President and shall serve at the President's will.

**Section 9.** Vacancies in any office shall be filled by the Executive Board.

## Article V

### The Executive Board

**Section 1.** The Executive Board shall be composed of all the officers of the Federation (Local 3180 President, Vice President, Treasurer and Secretary.)

**Section 2.** The Executive Board shall be responsible for the administration of the policy of this Federation as formulated by the Delegate Assembly.

**Section 3.** The Executive Board shall report to the Delegate Assembly at each regular meeting.

**Section 4.** The Executive Board shall have the power to act for the good of the Federation in emergency situations where policy cannot be set by the Delegate Assembly.

## Article VI

### Committees

**Section 1.** The following standing committees shall be active in this Federation:

- (1) Committee on political education
- (2) Finance Committee
- (3) Grievance committee

**Section 2.** Special committees shall be appointed as needed by the Executive Board.

**Section 3.** The Chair of each committee shall be appointed by the President with the consent of a majority of the Executive Board.

**Section 4.** Members of each committee, except the Grievance Committee, shall be appointed by the Chair of each committee with the consent of the President.

**Section 5.** Each committee shall have a Chair.

**Section 6.** Members of each committee, except the Grievance Committee, may be appointed from a single college chapter.

**Section 7.** Members of the Grievance Committee shall include the President, the Grievance Chair and the grievance officer from each of the college chapters.

## Article VII

### The Delegate Assembly

**Section 1.** The Delegate Assembly of this Federation shall consist of the following:

1. The Executive Board
2. Four delegates from each college chapter: a chapter chair who is elected by the chapter; two representatives who are elected by full-time faculty; and one representative who is elected by part-time faculty. If there are no full-time faculty in the chapter, then all delegates shall be elected by part-time faculty.
3. Two alternates to the Delegate Assembly: one who is elected by full-time faculty and one who is elected by part-time faculty, who shall serve in the absence of a regular delegate. If there are no full-time faculty in the chapter, then all alternates shall be elected by part-time faculty.

**Section 2.** The Delegate Assembly shall formulate and establish the policy of this Federation, and shall routinely review the activities of the contract negotiating teams.

**Section 3.** The President of this Federation shall be the Chair of the Delegate Assembly.

**Section 4.** The Delegate Assembly shall meet three times during the Fall semester and three times during the Spring semester of the academic year. Additional meetings shall be scheduled as needed by the President or by majority vote of the Delegate Assembly.

**Section 5.** The Delegate Assembly shall have the power to establish special committees.

**Section 6.** The Delegate Assembly shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Federation purposes at such rates of interest and terms and conditions as it may determine; to

issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

**Section 7.** Meetings of the Delegate Assembly are open to the membership.

## Article VIII

### College Chapters

**Section 1.** The Federation shall consist of chapters at distinct components of the Vermont State Colleges, as authorized by the Delegate Assembly.

**Section 2.** A chapter shall consist of the Federation members from a single authorized component.

**Section 3.** The following college chapter officers shall be elected every two years (odd numbered years) by secret ballot:

1. A leadership team consisting of three positions, one of whom will serve on the Delegate Assembly and be designated as Chair.
2. Two representatives to the Delegate Assembly who are elected by full-time faculty. If there are no full-time faculty in the chapter, then all delegates shall be elected by part-time faculty.
3. One representative to the Delegate Assembly who is elected by part-time faculty.
4. One alternate to the Delegate Assembly who is elected by full-time faculty and one alternate to the Delegate Assembly who is elected by part-time faculty and who shall serve in the absence of a regular delegate. If there are no full-time faculty in the chapter, then all alternates shall be elected by part-time faculty.

**Section 4.** College chapter elections shall follow those procedures specified for Local elections in Article IV, Section 5 above, except that a college chapter member in good standing shall nominate themselves for office by notifying the chapter leadership team in writing. Only members of a college chapter shall vote for its candidates.

**Section 5.** The College Chapter Chair shall notify the President of the results of a college chapter election in writing within five days of the election.

**Section 6.** A Chapter Grievance Officer shall be appointed by the College Chapter Chair, and shall serve at the Chair's will unless the chapter membership decides this will be an elected position.

**Section 7.** Vacancies in college chapter offices shall be filled by election.

**Section 8.** The time and place of college chapter meetings shall be fixed by the membership of the chapter.

**Section 9.** There shall be regularly-scheduled meetings during the academic year as determined by the chapter.

**Section 10.** A quorum shall consist of 10 percent of the total college chapter's membership.

## Article IX

### Contract Negotiations

**Section 1.** The negotiation team for the full-time faculty shall consist of 5-8 full-time unit members appointed by the Executive Board with the consent of the Delegate Assembly no later than four months prior to the scheduled expiration of the collective bargaining agreement. One of these members shall be designated the chairperson and chief spokesperson by the Executive Board with the consent of the Delegate Assembly at least 30 days prior to the scheduled expiration of the collective bargaining agreement. Each chapter shall have at least one representative on the team, and there shall be no more than three representatives from any one college chapter. The Executive Board may authorize the negotiating team to secure whatever professional assistance is deemed appropriate.

**Section 2.** The negotiation team for the Part-Time Faculty Federation shall consist of 5-8 part-time unit members appointed by the VSCFF Executive Board with the consent of the Delegate Assembly no later than four months prior to the scheduled expiration of the collective bargaining agreement. One of these members shall be designated the chairperson and chief spokesperson by the Executive Board with the consent of the Delegate Assembly at least 30 days prior to the scheduled expiration of the collective bargaining agreement. Each chapter shall have at least one representative on the team, and there shall be no more than three representatives from any one chapter. The Executive Board may authorize the negotiating team to secure whatever professional assistance is deemed appropriate.

**Section 3.** The negotiation team for CCV United Faculty shall consist of CCV unit members appointed by the CCV Leadership Team with the consent of the Delegate Assembly no later than four months prior to the scheduled expiration of the collective bargaining agreement.

**Section 4.** Members of negotiating teams, including the chairpersons, serve at the pleasure of the respective Executive Board or Leadership Team and may be removed or replaced at any time by the respective Executive Board or Leadership Team with the consent of the Delegate Assembly.

**Section 5.** The full-time VSCEF membership, the part-time VSCEF membership and the CCV membership shall be surveyed separately to determine their concerns prior to the development of initial bargaining positions.

**Section 6.** The Delegate Assembly shall establish parameters for negotiations and shall review the activities of each negotiating team.

**Section 7. Contract ratification** Where possible, contract ratification will take place electronically over a period of no less than seven days. Paper ballots will be made available to any requesting member. Written requests for absentee ballots must be received by the Chapter Chairs ten days prior to the beginning of the ratification vote period. Paper ballots must be received by the Federation Election Committee by the last day of the ratification vote period.

**Section 8.** Collective bargaining contracts shall be ratified by majority referendum vote of the dues-paying members in good standing of the appropriate bargaining units at the colleges, unless modified by statute.

**Section 9.** Procedures regarding balloting for contract ratification shall be determined by the Delegate Assembly in a timely fashion.

## **Article X**

### **Affiliations**

**Section 1.** This Federation shall maintain affiliation and may send delegates to the following organizations:

- a. The American Federation of Teachers-all delegates and alternates to the National Convention of the AFT shall be selected by the Executive Board and Chapter Chairs from among nominations solicited from all members. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National Office as soon as possible but not later than 15 days before the convening of the National Convention. The delegates shall confer with the treasurer to make sure the AFT per capita through June has been sent to the National Office at least 15 days before the convening of the National Convention.

- b. The State Federation of Teachers Delegates shall be selected by the Executive Board and Chapter Chairs from among nominations solicited from all members.
- c. Delegates to AFLCIO affiliates shall be selected by the Executive Board and Chapter Chairs from among nominations solicited from all members, unless modified by statute.<sup>2</sup>

**Section 2.** All delegates shall make written reports to the Federation Secretary on meetings attended.

**Section 3.** Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

**Section 4.** The Federation to the best of its ability shall be active in the affairs of affiliated organizations.

**Section 5.** Delegates to affiliated organizations shall meet the same requirements as officers of this local.

## **Article XI**

### **Finance**

**Section 1.** Annual dues shall be established by the Delegate Assembly and ratified by majority referendum vote of the membership of the Local.

**Section 2.** Additional finances may be obtained by various fund raising activities.

## **Article XII**

### **Rules of Order**

Robert's Rules of Order, Revised, shall govern in all cases not covered by this Constitution.

## **Article XIII**

---

<sup>2</sup> Must be a member in good standing of this Federation

## **Amendment**

**Section 1.** This constitution may be amended as follows:

Constitutional amendments may be submitted to the Delegate Assembly. The Delegate Assembly may initiate amendments. After having received a majority vote of the Delegate Assembly, the amendment shall be submitted to the membership for ratification. A majority vote by paper or electronic ballot, as determined by the Delegate Assembly, shall be sufficient for adoption.

## **Article XIV**

### **Availability of 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 members of this Federation upon request to the Secretary.