

By-Laws of Yuba College – American Federation of Teachers (YC-AFT)  
Local 4952, As Ratified by vote of the Members in October 2007

ARTICLE I. Dues and Agency Fees

Section 1. Dues. There shall be the following schedule for payment of YC-AFT dues:

- a. Part-time temporary certificated employee (including faculty, counselors, librarians and other academic employees): Base dues shall be 1.5 per cent of gross monthly pay.
- b. Dues of members not currently employed shall be set at \$2 per month and be paid by YCAFT.
- c. This dues structure shall be effective upon approval of these By-Laws by the membership.

Section 2. Agency Fees. Fees charged to agency fee payers will be fixed by the Executive Board within the maximum figure allowed by law.

ARTICLE II. Internal disputes procedure.

Section 1. Definitions.

- a. Internal dispute. An internal dispute is a formal, written allegation by a Union member that the member has been adversely affected by arbitrary, capricious, or invidious action by the Union.
- b. Member. A member herein refers to any Union member who is in good standing.
- c. Good standing. Good standing refers to a situation in which a Union member's dues are current and not in arrears.
- d. Day. A day, for the purposes of this procedure, is a calendar day.

Section 2. Time limits

- a. A member who fails to comply with the established time limits at any step shall forfeit all rights for purposes of that affected internal dispute to further application of this procedure.
- b. Time limits may be extended at the discretion of the Union.
- c. Steps in the procedure may be waived by mutual agreement.

Section 3. Miscellaneous provisions.

Time and date of any meeting at any stage or level of this procedure shall be established by the Union.

Section 4. Procedural steps

- a. Informal/Oral. Within 30 days of the time a member knew or reasonably should have known of an event giving rise to an internal dispute, the members shall discuss the alleged violation with the Union President.

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b. Formal levels.

(1). If a satisfactory resolution is not reached within 20 days of the informal/oral step above, the member shall present, within 10 days thereafter, a written complaint setting forth in detail all particulars pertaining to the internal dispute. The written complaint must set forth any sections of the YC-AFT By-laws and Constitution alleged to have been violated and any reason why the member believes that he Union acted arbitrarily, capriciously or invidiously toward the individual.

(2). The written complaint shall be filed with the Union President, who shall transit it to a panel of three members, consisting of Campus Chairs. Within 30 days after their receipt of the written complaint, the panel shall communicate their decision on the complaint to the member and the President. The panel, at its discretion, may request a personal conference with the member filing the complaint. Any such meeting shall be by mutual agreement and preferably will occur prior to the panel executing its written decision on the complaint.

(3). Within 15 days after receipt of the decision of the panel, either the member or the Union President may submit the complaint to the Board for decision.

(4). The Board is empowered to commence any investigations and/or hearings which it deems necessary in matter of internal disputes. The Board is empowered to review any proposed resolution of any internal dispute by either the President or by the three-member panel. The Board is empowered to approve, modify or disapprove any proposed resolution of an internal dispute, and the decision of the Board shall be final and binding on the parties to the dispute.

(5). All fees and expenses of the complainant member shall be borne by the member, and no party to the dispute shall be responsible for the fees and expenses of any other party.

ARTICLE III. Fiscal Policy

Section 1. A petty cash fund of \$100 shall be established. Expenditures from this fund shall be recorded and filed prior to additional amounts of \$100 being approved by the Treasurer.

Section 2. Non-budgeted expenditures of not more than \$200 may be authorized by the Treasurer, with the approval of the President, for all necessary expenses. Such expenditures shall be reported to the Board at the next meeting of the Board.

Section 3. All other non-budgeted expenditures shall be approved in advance by the YC-AFT Board.

ARTICLE IV.

Appeal procedures for grievant regarding grievances arising out of alleged contract violations:

As indicated in the Contract, the Union retains the right to determine whether or not to appeal a grievance to any level beyond the second level of the grievance procedures. Once such a determination has been made by the Union and has been communicated in

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writing to the grievant, the grievant may appeal the decision to the YC-AFT Executive Board. Such an appeal shall be filed with the President and shall state the ground on which the appeal is being made. The grievant may request to appear before the Board in closed session to present his/her arguments. The decision by the Board shall be final. All such appeals shall be handled in a timely manner so as to conform to the deadlines set forth in the contract.