AFT 2121 Policies of the Executive Board

A. MAINTENANCE OF DUES (adopted 6/12/18)

All AFT local 2121 members may revoke their union dues payment authorization (thus cancelling their union membership) during the time periods below. This withdrawal period is only applicable to members who have signed the newer Union membership form, version February 2017 or later.

1. During the 15 day window period of not less than 30 days and not more than 45 days before (a) the anniversary date of authorizing dues deduction; or (b) the expiration date of the collective bargaining agreement between the Local and the District, whichever occurs first.

2. The 30-day period between July 1 and July 30 of each fiscal year.

3. Within a period of 30 days following the expiration of a written AFT/District collective bargaining agreement covering the employee.

B. DROP REQUESTS (adopted 8/28/18)

1. Notice to drop shall be:

   a. In writing
   b. Sent by regular mail (no email)
   c. Include employee ID # (identity verification)
   d. Postmarked during the drop period, where applicable

2. Members who request to drop shall receive a call and a letter to confirm.

C. COPE

AFT 2121 shall participate in AFT/COPE's partners in political education (PIPE) program to promote an effective political capacity by which local unions raise voluntary money for AFT/COPE for national elections, and AFT/COPE remits to the local union a like amount of money for the local union to use as it determines for its state and local political program.

PIPE funds are deposited into our local 2121 General Fund account, budget category #410.

These funds shall be dispersed in support of labor and 2121 endorsed candidates and initiatives in local and statewide elections, as well as organizing efforts to build our community support and political influence.

A. Local 2121 will contribute $1.57 of member's dues money per month to our local's PAC (AFT 2121 COPE) starting January 2015. (*Adopted in 2015, date unknown*)

B. The Local shall maintain two separate COPE accounts: (1) Candidates and (2) Issues.

1. AFT 2121 shall distribute these funds into the locals two political accounts as follows:

0% COPE ISSUES
100% candidates (Adopted 3/12/2024)

D. RESOLUTIONS (Adopted 8/28/18).
In order to be considered by either AFT 2121 Delegate Assembly or by members at a General Membership Meeting, resolutions must be submitted by a delegate in writing to the Secretary at least one week before the DA and resolutions to the general membership meeting must be submitted by AFT 2121 members two weeks before the general membership meeting. Failure to provide this notice means that the resolutions cannot be placed on the agenda or introduced from the floor at that meeting

E. DOCUMENT RETENTION (Adopted 2/12/19)
1.The following documents will be retained for the corresponding number of years:
a. Accounts payable ledgers and schedules (stored in shared files) 10 years
b. Accounts receivable ledgers and schedules--(as in a.) 10 years
c. Audit reports of accountants—Permanently
d. Bank statements—(lateral files) 10 years
e. Checks, canceled, with exception below (lateral files w/bank statements) 10 years
f. Checks, canceled, for important payments, i.e. taxes—(lateral files/with bank statements) Permanently
g. Contracts and leases, expired—(lateral files) 10 years
h. Contracts and leases still in effect—(lateral files) Permanently
i. Correspondence, general—(lateral files) Four years
j. Correspondence, legal and important matters—(lateral files) Permanently
k. Depreciation schedules—(with tax return files) 10 years
l. Duplicate deposit slips—(lateral files) 10 years
m. Employee personnel records, after termination—(desk files) Seven years
n. Employment applications—(lateral files) Three years
o. Expense analyses and distribution schedules—(lateral files) 10 years
p. Financial statements, end-of-year—(lateral files) Permanently
q. General ledgers and end-of-year statements—(as in a.) Permanently
r. Insurance policies and records—(lateral files) Permanently
s. Internal reports—(lateral files) Three years
t. Invoices from vendors—(lateral files) 10 years
u. Journals—(as in a.) 10 years
v. Minutes of Executive Board—(lateral files) Permanently
w. Board policies, by-laws, constitution and charter—(lateral files) Permanently

x. Payroll records and summaries—(lateral files) 10 years
y. Tax forms—(lateral files) Permanently

F. REIMBURSEMENT OF EXPENSES/ CREDIT CARD USEAGE (adopted2/12/19):

Because the IRS recommends documentation of reimbursed officers' expenses to avoid challenges, which could result in losing tax-exempt status, all expense reimbursement requests should be accompanied by approved reimbursement forms noting date, purpose, and receipts, if appropriate.

Supplies and equipment shall be purchased through the AFT office, not through expense reimbursement. Any individual-supply expense exceeding $300 shall require pre-approval, unless expressly included in the Local's annual budget.

3.1 Expenses will be reimbursed in accordance with the following:

3.1.1 When expenses are incurred as required for carrying out Union business, including education of members.

3.1.2 When expenses are itemized and receipts are attached to the expense form, as appropriate. Mileage will be reimbursed at the approved IRS rate when the reason for the travel has been included in the itemization. Reimbursement for meals requires a receipt and, if a guest or guests were included, the reason for the meal.

3.1.3 Expense forms are to be submitted to the Union office within 90 days from date expense was incurred, and will be paid within thirty (30) days of receipt of the expense form.

3.1.4 Requests submitted after the close of the fiscal year will require Executive Board approval and will be contingent upon available funds. Expense reimbursements will not be considered for reimbursement if they are older than one fiscal year. The exception to this policy is years prior to 2018-19, which will be considered until July 1, 2020.

3.1.5 There shall be three AFT 2121 credit cards, one for the AFT 2121 President, one for Administrative use, and one for the Executive Director.

3.1.5.1 The office credit card shall be used for all Executive Board-related expenses not paid for by the AFT 2121 President on their credit card. Examples include travel-related expenses for members to authorized meetings, conventions and conferences.

3.1.5.2 The same rules apply to the AFT 2121 credit card expenses as apply to individual officer expenses noted above, e.g. receipts and explanations, where necessary, are required to document all expenses.

3.1.5.3 Every expenditure on the monthly AFT 2121/ Individual credit card statements that are not justified as union business on a submitted receipt (see 3.3.1.5.2), will be considered a personal (not business) expense and the expense shall be recorded as wages and will be taxed accordingly.

G. CFT Convention Delegates: Election/ Funding/ Reimbursement Policies (Adopted 2/12/19):

1. Nominations will be put forth for CFT Convention Delegates at the DA at least 8 weeks prior to the first day of the annual CFT convention. AFT 2121 Staff will contact nominees to confirm acceptance/refusal. Nominees who do not respond are assumed to be unable or unwilling to stand for election.

2. If between [number of delegates AFT 2121 executive board decides to fund] and [maximum number of voting delegates as designated by CFT] accept their nominations, a ballot box election will determine who is funded.

3. Delegates must book flights & send confirmation to VP by 4 weeks prior to first day of Convention.

4. Those delegates who have not booked by 4 weeks prior to Convention cede funding to highest voted unfunded delegate. Each unfunded delegate has 2 days to book & notify before funds are offered to next unfunded delegate.

5. If a funded delegate fails to attend the convention, AFT 2121 will not reimburse airfare or per diem. AFT 2121 Executive Board may make exceptions for unforeseen emergencies.

H. Union Activity/Meeting Attendance Policy (Adopted 10/2/ 2018)
Union meeting attendance and participation in other union activities including negotiations, contract surveys and listening sessions is limited to AFT 2121 members & staff and invited guests (such as allies, students and speakers). Bargaining unit Faculty who are considering joining may attend a Union meeting on a one time basis.

I. Union Release Time (Adopted 7/31/21) It is the policy of AFT2121 that faculty approved by the Executive Board to receive any Union release time- whether they be elected officers or members at large- shall not be paid by the Union for any Union work outside of release time.

J. Expense Approval Policy (Approved *9/6/2022*)

1. Recurring bills (payroll, rent, accounting, etc) that are roughly in line with past practice should be paid by the bookkeeper or the treasurer without seeking any specific approval.
2. If a non-recurring expense fits within an expense category for which the executive board has already approved a budget, is under $3000, and will not result in exceeding the budget for that line item, the executive director has the authority to approve it.
3. If a non-recurring expense is outside of preexisting approved expense categories but is under $500, the executive director has the authority to approve it.
4. #2 and #3 are subject to the restriction that the executive director will not approve expenses that, in the aggregate, substantially depart from past expenditure patterns without prior approval from the executive board. (The idea is that if the executive director seeks to spend the entire annual budget for some line item in one month, they should get approval for that, even if each individual purchase is under $3000—unless AFT always spends the entire budget for that line item in October because it's a seasonal expense.)
5. If the union has received a grant for a specific purpose from an external organization, the executive director has the authority to approve all expenditures of that money that fall within the parameters of the grant and/or the application; this authority may be delegated to others at the executive director's discretion.
6. For our annual audit, accounting, and for legal expenditures, the executive director may engage services that, in their judgment, are likely to be approximately within the approved budget; if actual expenses incurred (which are not reimbursable by e.g. the CFT legal defense grant) are estimated to exceed 125% of the approved budgets, these budgets will be returned to the executive board for further direction. The treasurer should pay the bills for all services engaged by the executive director unless directed otherwise by the president or executive board.