

Section 3

Secretary

- A. The Secretary shall keep a careful and accurate record of the proceedings of each General Assembly, Representative Council, and Executive Board meeting.
- B. The Secretary shall be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate.
- C. The Secretary shall maintain an accurate list of Association Committees and personnel.
- D. The Secretary shall carry on the correspondence pertaining to the affairs of the Association as directed by the President.

Section 4

Treasurer

- A. The Treasurer shall maintain an accurate roster of Association membership.
- B. The Treasurer shall receive all funds belonging to the Association and be responsible for their safekeeping and accounting.
- C. The Treasurer shall make payment of funds to cover routine expenses not exceeding \$200 on order signed by the President. Payments not considered routine expenditures or exceeding \$200 may be authorized by a majority vote of the Executive Board. No draft may be executed against the funds of CCFA without the signatures of two of the five current offices of the Association.
- D. The Treasurer shall keep and itemized account of receipts and expenditures and make a written report of same at each regular meeting of the Representative Council.
- E. The Treasurer shall keep an adequate itemized record of the CCFA's financial transactions and shall make available annually to the appropriate agencies all financial disclosures required by law.
- F. The Treasurer shall, at the end of the fiscal year, file financial statements for the Citrus Faculty Political Action Committee with the California Secretary of State's office.
- G. The Treasurer shall be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership.

Section 5

Past President

The Past-President shall serve as a resource person for the Executive Board and shall also serve as Parliamentarian.

ARTICLE II

STANDING COMMITTEES AND DUTIES

Section 1

Membership

The President, with advice and consent of the Executive Board, shall fill any vacancy in the standing committees. Faculty members shall be polled annually in order to determine their committee preference. Appointments to the committee shall be for one year. The committee members should reflect the diversity of the CCFA membership.

Section 2

Duties

Clause 1: Contract Committee

The Contract Committee shall be chaired by the Chief Negotiator and consist of three subcommittees. These subcommittees are: the Contract Negotiating Team, the Contract Writing Subcommittee, and the Contract Research Subcommittee.

The Contract Negotiating Team, of necessity, shall be a confidential body. This team shall negotiate a contractual agreement between the Citrus College Board of Trustees and the Citrus College Faculty Association. The Team shall consist of a Chief Negotiator and two Associate Negotiators selected from the membership of the Contract Committee by the Chief Negotiator and the President.

The Contract Writing Subcommittee shall develop the contract proposal to be submitted by the Association to the Citrus College Board of Trustees. It is desirable for the Association President to select a Contract Writing Subcommittee chair with previous negotiating experience. The responsibilities of the subcommittee shall be (a) to coordinate with the Contract Research Subcommittee in evaluating the existing contract between the Board of Trustees and the Association for any apparent weaknesses, (b) to incorporate the recommendations of the Contract Research Subcommittee into the contract, (c) to produce a contract that is in keeping with the Association's established priorities, and (d) to distribute copies of the proposal to the membership within 24 hours of presentation to the Board of Trustees.

The responsibilities of the Contract Research Subcommittee shall be (a) to coordinate with the Contract Writing Subcommittee in evaluating the existing contract between the Board of Trustees and

the Association for any apparent weaknesses, (b) to collect and evaluate contract language from other college's contracts that might improve the contract between the Citrus College Board of Trustees and the Association, (c) to poll the unit membership prior to the contract writing in order to ascertain if additional items should be included in the proposal, (d) to present a list of potential contract items to the membership so that priorities may be established by the body and (e) to assist the Contract Negotiation Team with a forum in which to discuss the contract issues and yet maintain the confidentiality necessary in collective bargaining.

Clause 2: Grievance Committee

The Grievance Committee is charged with maintenance of the most recent contract between the Citrus College Board of Trustees and the Association. The committee shall assist a unit member in resolving any alleged violation, misapplication, or misinterpretation of the provisions of the contract. The committee shall investigate the grievant's claim in order to secure an equitable solution at the lowest possible administrative level.

Although the committee represents the interest of the unit member, it shall retain the right to reject the grievant's claim after thorough investigation. In such an event, the committee and the Association shall be under no obligation to serve as advocate for the grievant, but the Association remains obligated to assist the grievant by insuring that all time lines and steps in the grievance procedure are observed.

Should a grievance reach arbitration, the committee shall, on the basis of the merits of the grievance, recommend to the Executive Board of the Association, the level of financial assistance the Association should provide for the grievant. In the event the committee has declined to carry a grievance, the grievant shall receive no financial assistance from the Association to offset the cost of arbitration.

If, upon evaluation of the claim, the grievant's concerns are beyond the scope of the contract, the committee may elect to file a dispute under the dispute procedure of the contract. Representation by the Association will be subject to the same limitations as prescribed for grievance.

Clause 3: Insurance Committee

The Insurance Committee shall provide faculty members with up-to-date information on a variety of insurance programs, including health, life, liability and income protection. The committee shall serve in an advisory capacity whenever matters of insurance become an issue in contract negotiations.

Clause 4: Newsletter Committee

The Newsletter Committee shall serve as a vehicle for communication between the Citrus College Faculty Association Executive Board and the membership. The Newsletter Committee chair shall also serve as the Newsletter Chief Editor. The committee shall communicate newsworthy information concerning the faculty, staff, college, and community. The committee shall communicate with the chairs of CCFA standing committees and transmit information from them in the newsletter.

Clause 5: Political Action Committee

A. Purposes

The Political Action Committee shall maintain a continuing study of proposed legislation affecting colleges and faculty. The committee shall keep the membership informed of significant state or federal legislation and recommend appropriate political action to the membership. The committee shall conduct fund-raising activities for the purpose of supporting local, state, and federal candidates who support the interest of higher education. The committee shall obtain information and inform the membership regarding the records and opinions of candidates for local, state, and national positions regarding questions affecting colleges and faculty.

B. Committee Officers

1. All PAC committee members are officers of the CCFA PAC.
2. Composition- A Chairperson, Treasurer, and other officers as are deemed necessary by the CCFA Representative Council.
3. The CCFA President with the approval of the Representative Council will appoint the Chairperson and the Treasurer. The Chairperson of the PAC with approval of the Representative Council will appoint the remaining officers. Officers generally should reflect the racial, gender and geographical balance of the Association.

4. The terms of office will be for the full term of the CCFA president. Officers may continue to serve as long as they maintain the support of the Representative Council and wish to continue their position.

C. Funding

1. An annual amount up to fifteen percent (15%) of the member's local contribution will be placed in the CCFA PAC fund, unless the member opts out of the contribution. Members will only be able to opt out on a yearly basis, renewable during a published enrollment period of one month at the beginning of the fall semester of the academic year. These monies will remain segregated from the general membership account. The Representative Council can annually adjust the percentage(0-15%) as needed for the following fiscal year.
2. Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose of the groups as judged by the CCFA PAC officers with approval of the Executive Board and advice from the Representative Council. The following guidelines will be used as procedures:
 - i. Amounts up to \$250 per issue or candidate may be spent with the approval of the CCFA PAC officers and Executive Board. Reports of these expenditures will be made at the next scheduled Representative Council meeting.
 - ii. Any amount over \$250 requires a two-thirds approval of the Representative Council.
 - iii. Funds approved as line items in a budget that has been approved by the CCFA PAC officers and Representative Council may be spent without additional approval. These expenditures will be included in regular reports to the Representative Council.
3. No amount of funding or support in-kind can be given to:
 - i. Support or oppose a local educational initiative or ballot measure unless it is consistent with the position of the CCFA.
 - ii. Support or oppose any governing board member or candidate, unless they are considered supported or recommended by 2/3 of the votes cast by the membership.

Funds may be spent for either local candidates or issues. Funding for candidates will be considered to be spent from the candidate PAC and funds for issues will be considered issue PAC expenses. Separate accounts will be kept for each PAC.

Clause 6: Retirement Research Committee

The Retirement Research Committee shall attend meetings and seminars of or about STRS regarding any important changes in the State Retirement Program. The committee shall serve in an advisory capacity to the Contract Committee whenever policies regarding retirement become an issue for negotiation. The committee shall advise faculty regarding retirement organizations, financial plans, and meetings designed to inform faculty about various aspects of retirement. The committee shall forward to the STRS faculty questions on faculty retirement.

Clause 7: Social Committee

The Social Committee shall be responsible for planning social events for the faculty. These events include participation in annual functions such as: the all-school Christmas party, fellowship breakfasts, the Thanksgiving banquet, end-of-the-year faculty banquet, and other social activities as determined by the interests of the faculty. The committee shall be in charge of planning retirement activities and shall confer with each retiree to determine an appropriate activity and remembrance in the retiree's honor. The committee shall serve as a liaison between administration, California School Employees Association and student social activities.

Clause 8: Welfare Committee

The Welfare Committee shall send expressions of sympathy or goodwill to appropriate members of the faculty and staff. The committee shall inform the faculty of any welfare programs designed to assist faculty.

ARTICLE III

AMENDMENTS

The By-laws may be amended in the same manner as the CCFA Constitution except that only a simple majority vote shall be required.

Date Approved: May 2009