

## BY-LAWS of The Pasadena City College – California Federation of Teachers (PCC-CFT), Local 6525

### ARTICLE I POWERS AND DUTIES OF PCC-CFT OFFICERS

I.1.: The President shall:

- I.1.a.: preside over meetings of the PCC-CFT Board and the unit membership and shall be responsible for planning the agenda for such meetings.
- I.1.b.: appoint chairpersons for committees or study groups, subject to the approval of the Board.
- I.1.c.: represent PCC-CFT, when appropriate, with the Administration and the Board of Trustees of the college.
- I.1.d.: countersign with the Treasurer all checks and requisitions.

I.2.: The Vice-president shall:

- I.2.a.: assist the President in carrying out the duties of the President.
- I.2.b.: assume the duties and authority of the President in the absence or disability of the President and shall assume the office of the President if vacated for any reason.
- I.2.c.: be responsible for the publishing and distribution of a membership newsletter on an approximately monthly basis.
- I.2.d.: countersign with the Treasurer; checks and requisitions, if needed.

I.3.: The Secretary/Elections Coordinator shall:

- I.3.a.: carry out any correspondence required for the business of the unit.
- I.3.b.: keep an up-to-date record of minutes of Board and PCC-CFT General Meetings.
- I.3.c.: subject to the oversight of the PCC-CFT Board, serve as chairperson of the Elections Committee, and, as such, coordinate and supervise the yearly PCC-CFT Board elections. The Secretary shall also coordinate balloting for contract ratification and all other issues brought before the PCC-CFT membership.
- I.3.d.: assume the duties and authority of the Vice-president in the absence or disability of the Vice-president and shall assume the office of the Vice-president if vacated for any reason.
- I.3.e.: countersign with the Treasurer; checks and requisitions, if needed.

I.4.: The Treasurer/Membership Coordinator shall:

- I.4.a.: have official custody of all PCC-CFT funds, maintaining them in an account at a financial institution.
- I.4.b.: exercise general supervision over the receipt and disbursement of PCC-CFT funds.
  - I.4.b.1.: All disbursements shall be authorized by the Board.

- I.4.b.2.: An itemized account shall be kept of all receipts and disbursements.
- I.4.b.3.: The Treasurer shall (together with the President or Vice-president or Secretary) sign all association checks and requisitions.
- I.4.c.: head periodic drives for membership and keep an up-to-date record of the active membership of PCC-CFT.
- I.4.d.: prepare and submit an annual financial report to PERB and a quarterly report to the membership.
- I.5: The Representatives shall:
  - I.5.a.: upon request, counsel, assist, and represent unit employees in matters pertaining to the PCC-CFT Agreement, including disciplinary actions and grievances.
  - I.5.b.: research, review, and report to the Board on contract-related matters as necessary.
  - I.5.c.: represent the General Membership in the deliberations of the PCC-CFT Board.
  - I.5.d.: head a Representatives Committee, comprised of a representative number of active members, who shall receive appropriate representation training.
  - I.5.e.: act as general trustees of the financial affairs of the unit.

## ARTICLE II POWERS AND DUTIES OF THE PCC-CFT BOARD

- II.1.: The PCC-CFT Board shall:
  - II.1.a.: interpret and administer for the general membership the provisions contained in all Articles of the PCC-CFT Agreement.
  - II.1.b.: set dues, and manage the property and financial affairs of the unit
  - II.1.c.: interpret the provisions of the Constitution and By-Laws as required and ensure that all components of the unit are acting in accord with them.
  - II.1.d.: write such standing rules as may be needed to provide for smooth operation of the unit.
  - II.1.e.: conduct and oversee elections according to procedures developed by the Board.
  - II.1.f.: authorize establishment of committees or study groups of the unit and approve appointment of chairpersons.
  - II.1.g.: appoint official representatives of the union to campus-wide committees where appropriate or requested, and to conferences, seminars, workshops, etc.
  - II.1.h.: appoint the required number of persons to serve on the PCC-CFT negotiating team.



*APPROVED at 03-06-2014, PCC-CFT Board Meeting by:*

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