STANDING RULES
FACULTY ASSOCIATION OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2025-2026

I. Organizational Operation and Governance

A. The Standing Rules cannot conflict with the FARSCCD Bylaws. Should such a conflict exist, the FARSCCD Bylaws take precedence.

B. The Standing Rules shall be approved by a majority vote of the FARSCCD Executive Board. The Executive Board may amend the Standing Rules by majority vote so long as the proposed amendments have been distributed to and addressed at a meeting of the Representative Council prior to the vote by the FARSCCD Executive Board.

C. FARSCCD Executive Board members are responsible for attending all bi-monthly E-board meetings, meetings of the Board of Trustees, being the point of contact for all unit members, reviewing issues and making recommendations to the President, pertinent to FARSCCD; serve as college leaders and set an example for other members of the Association and for external constituencies. The Executive Board members shall recognize and uphold all responsibilities vested in the Board, adhere to Association policies and procedures that are sound, prudent and ethical.

D. These Standing Rules shall be reviewed annually by the Executive Board.

II. Executive Board

Executive Board Members shall be elected for a term of 3 years, commencing on August of any calendar year. Board members are expected to attend (CCA/CTA/NEA) conferences when possible, FARSCCD meetings, and Board of Trustees meetings. Board members are also expected to be familiar with the current Collective Bargaining Agreement (CBA), Bylaws, and these Standing Rules.

A. President

1. Preside over all meetings of the Association and of the Executive Board.
2. In consultation with the Executive Board, schedule the meetings of the Executive Board, workshops, faculty forums, or other meetings under the auspices of the Association.
3. Provide executive leadership at all levels of the Association, issuing such instructions and directives to officers, committees, and employees of the Association as may be necessary.
4. Appoint members to Association committees and designate committee chairs and vice chairs, subject to confirmation by a majority vote of the Executive Board.
5. Represent the Association on District Shared /Participatory Governance Committees.
6. Appoint faculty union representatives to District Shared/Participatory Governance Committees.
7. Edit and approve all formal communications and statements of policy issued in the name of the Association.
8. Ensure that all members of the Executive Board are properly informed of all activities of the Association including contract proposals, political activities and faculty grievances.
9. Serve as a member *ex officio* of the standing, special, and *ad hoc* committees (except the Election Committee).
10. Implement fiscal policies of the Association, including but not limited to authorization of expenditures in consultation with the Executive Board.
11. Recommend for Executive Board action, after discussion, proposed contract agreements, officer duties not specified in the Bylaws, Association released time (LHE), and political activity.
12. Recommends to the Executive Board, recruitment and appointment of qualified faculty

representatives on all campuses for special and *ad hoc* committees.
13. Allocates the release time for the members of the executive Board and Rep Council in consultation with the E-Board officers.
14. Keep the Executive Board fully informed of developments concerning the work of the office of the President.
15. Exercise such authority as may be vested in the President by the Association constitution and bylaws, or by delegation of the Association membership or the Executive Board.
16. Develop Agenda & leads union Board Meetings.
17. Represent the local union at CTA/CCA/NEA Conferences.
18. Perform other duties and assume other responsibilities as may be delegated by the Executive Board.

B. Vice-Presidents

1. There are two Vice Presidents - one from SAC/CEC and one from SCC/OEC.
2. The Vice President from the opposite college of the President shall preside over meetings of the Association and of the Executive Board in the absence of the President.
3. Serve on union committees as identified.
4. Inform and seek advice from the Executive Board about grievances status, progress, and strategies.
5. Keep the President and the Executive Board fully informed of developments concerning the work of the Vice-President and of all grievance processes.
6. Represent FARSCCD at Shared/Participatory Governance Committee meetings.
7. Attend FARSCCD Board Meetings and Board Retreats as well as Rep Council and General Membership Meetings.
8. Represent the local union at CTA/CCA/NEA Conferences.
9. Exercise such authority as may be vested in the Vice-President by the Association constitution and bylaws, or by delegation of the Association membership or the Executive Board.
10. Perform other duties and assume other responsibilities as may be delegated by the President.

C. Secretary

1. Maintain accurate records (i.e. attendance, minutes, etc.) of the proceedings of the Association and the Executive Board, including actual preparation of and custodial responsibility for records and proceedings.
2. Prepare and distribute minutes of all meetings of the Executive Board, including custodial responsibility for these minutes.
3. Authenticate official records and proceedings of the Association and the Executive Board, as required by law or as directed by the Association or by the Executive Board.
4. Partner with the Membership Committee Chair to maintain correct and current records of Association membership
5. Maintain historical records of Association (hard copy and/or digitally).
6. Manage FARSCCD emails (rsccd.edu & gmail.com)
7. Keep the President and the Executive Board fully informed of developments concerning the work of the office of the Secretary.
8. Attend FARSCCD Board Meetings and Board Retreats as well as Rep Council and General Membership Meetings.
9. Represent the local union at CTA/CCA/NEA Conferences.
10. Exercise such authority as may be vested in the Secretary by the Association Bylaws, or by delegation of the Association membership or the Executive Board.
11. Perform other duties and assume other responsibilities as may be delegated by the President.

D. Treasurer

1. Assume responsibility for maintenance of all such financial records as may be required by law or by the Association, including actual preparation of and custodial responsibility for financial records.
2. Assume responsibility for preparation and distribution of regular financial reports to members of the Executive Board.
3. Assume responsibility for preparation and distribution of regular financial reports to members of the PAC in collaboration with the PAC Chair.
4. Upon specific prior authorization, copies of all checks shall be provided to the Executive Board.
5. Works with the financial institutions and others to maintain current board signatories.
6. Work with the Executive Board to ensure association funds are in appropriate accounts.
7. Develop, review and update processes and procedures related to expenditures.
8. Develop monthly budget report and present to Executive Board and Rep Council.
9. Direct that the financial records of the Association be submitted for independent outside audit as authorized by the Executive Board.
10. Keep the President and Executive Board fully informed of the work of the office of the Treasurer.
11. Attend FARSCCD Board Meetings and Board Retreats as well as Rep Council and General Membership Meetings.
12. Represent the local union at CTA/CCA/NEA Conferences.
13. Exercise such authority as may be vested in the Treasurer by the Association bylaws, or by delegation of the Association membership or the Executive Board.
14. Perform other duties and assume other responsibilities as may be delegated by the President

E. Members-at-Large

1. There are 3 Members-at-Large and 1 Part-time Member-at-Large.
2. Board members at large have the same voting rights and similar responsibilities as other board members and other duties as delegated by the President.
3. Committee leadership as delegated and approved by the Executive Board, including Communications Committee.
4. Develop communication channel with faculty & bring issues/concerns/opportunities to the Executive Board.
5. Point of contact for members and the Executive Board.
6. Attend FARSCCD Board Meetings and Board Retreats as well as Rep Council and General Membership Meetings.
7. Represent the local union at CTA/CCA/NEA Conferences.
8. Exercise such authority as may be vested in the Members-at-Large by the Association constitution and bylaws, or by delegation of the Association membership or the Executive Board.
9. Perform other duties and assume other responsibilities as may be delegated by the President

F. Representative Council Chair

1. President's designee (Rep Council Chair) shall preside over Rep Council Meetings.
2. Elected by the Rep Council for a three (3) year term.
3. Serves as an Ex-Officio, non-voting member of the Executive Board.
4. Manage Rep Council Membership Rosters.
5. Work with the Membership Committee to update Rep Council apportionment per site based on the February CTA membership report.
6. Coordinate Rep Council Monthly Meeting Calendar and locations.
7. Develop and distribute Rep Council Meeting Agendas
8. Communicate with Rep Council Members on a regular basis.

9. Attend FARSCCD Board Meetings and Board Retreats as well as Rep Council and General Membership Meetings.
10. Represent the local union at CTA/CCA/NEA Conferences.
11. Perform other duties and assume other responsibilities as may be delegated by the President
12. The Representative Council Chair will only vote in meetings to either break a tie or create a tie. Otherwise, the chair will abstain.

G. Rep Council Member (from the By-laws**)**

1. Establish Association policies and objectives;
2. Adopt the annual budget of the Association on or before the first meeting of the school year;
3. Approve the establishment or discontinuance of ad hoc committees and/or task forces including the membership of those bodies as committees recommended by the Executive Board;
4. Establish the dues of the Association.
5. Attend Representative Council Monthly Meetings;
6. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
7. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
8. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
9. Run site elections with active membership during the Spring semester to fill upcoming vacancies.
10. Support membership recruitment and organizing activities.
11. Be familiar with the faculty contract in order to be an association initial point of contact for the faculty they represent.
12. Perform such additional duties as prescribed by the Executive Board.

III. Committees

The President with the approval of the Executive Board ~~may~~ shall appoint ~~additional~~ members of the Association to serve on any District shared/participatory governance committee or FARSCCD standing committee. The President with the approval of the Executive Board may appoint additional member of the Association to serve on any District shared/participatory governance committee or FARSCCD standing committee. One member cannot simultaneously serve in two positions on the same committee

A. FARSCCD Committees

1. Communication –
   a. Membership - Representing the Association and the Faculty comprised of a Committee Chair and other active members appointed by the President and in consultation with the Executive Board. At least One Executive Board members will serve as a liaison to the committee.
   b. Responsibilities:
      i Shall spearhead all general communications including social media, email and website.
      ii Shall develop a communications plan in partnership with the Organizing and Membership committee.
      iii Evaluate communication strategies to determine effectiveness of the plan/campaigns.
      iv Shall work with web developer to ensure website is up to date and factual.
      v Work with appropriate professionals to develop branding materials.
      vi Attend training related to committee work when possible.
2. Election Committee:

a. Membership: Composed of 5 members and a chair. Executive Board members should not serve on this committee in order to ensure confidentiality.
b. Responsibilities: The Elections Committee shall
c. Be aware of all CTA voting requirements and guidelines updates.
    i Follow CTA Elections Manual processes.
    ii Complete CTA election training when required.
    iii Develop election timelines.
    iv Update the Executive board with election status and timelines.
    v Create, update and maintain the election website and records within the google account.
    vi Receive all nominations and statements.
    vii Utilize, manage and trouble shoot voting platform (i.e. simply voting) and paper ballots to ensure confidentiality.
    viii Count the ballots and certify the results

3. Grievance Committee:
    a. Membership: Representing the Association and the Faculty, comprised of the two VPs, one Executive Board member from each college in addition to the President and in consultation with the Executive Board, serve as stewards of contractual grievances and policies.
    b. Responsibilities: The Grievance Committee shall
        i Be responsible for protecting unit members' rights under the contract and ensuring fair treatment in the workplace.
        ii Receive and review complaints
            - Act as the first point of contact for members who believe their rights under the contract, law, or workplace policies have been violated.
            - Listen carefully to members' concerns and determine if the issue qualifies as a grievance under the CBA.
        iii Investigate grievances
            - Gather all relevant facts, documents, and evidence.
            - Interview the grievant, witnesses, and (if appropriate) management representatives.
            - Review contract language, past practice, and legal standards.
        iv Determine validity of potential grievances
            - Evaluate whether the grievance has merit based on contract provisions, labor law, and precedent.
            - Decide whether to advance the grievance, resolve it informally, or explain to the member why it may not be pursued further.
        v File and process grievances
            - Draft and submit grievance forms within required timelines.
            - Ensure all steps in the grievance procedure (as outlined in the CBA) are followed.
            - Track deadlines to avoid forfeiting grievance rights as outlined in the FARSCCD Contract.
            - Update and maintain complaint logs
            - Maintain updated files of all grievance documentation
        vi Work with Officers to ensure members are representation for
            - Grievance meetings with management.
            - Representation in discussions, hearings, or arbitrations.
            - Provide support and representation while maintaining professionalism.
        vii Educate unit members

- Support union efforts to inform unit members about their rights under the contract, grievance procedures

viii. Support Collective Bargaining
- Use grievance trends to identify problem areas in the contract.
- Provide input for future bargaining proposals to strengthen worker protections.

4. Membership Committee:
   a. Membership Committee: Representing the Association and the Faculty comprised of a Committee Chair and other active members appointed by the President and in consultation with the Executive Board. At least One Executive Board members will serve as a liaison to the committee.
   b. Responsibilities: The Membership Committee shall
      i. Work with the FARSCCD Secretary to maintain current and accurate membership lists.
      ii. Work with CCA/CTA to ensure membership list is up to date and accurate.
      iii. Submit all CCA/CTA documentation.
      iv. Shall develop a plan in partnership with the Organizing and Communications committee.
      v. Communicate with District payroll for changes to membership status for faculty.
      vi. Communicate with new members, attend college functions (table, etc.).
      vii. Work with the Organizing and Communication Committees to develop membership materials.
      viii. Inform faculty about the benefits of unionization and their rights under the CBA, Ed Code and labor law.
      ix. Work with the Organizing Committee to implement Membership Drive strategies.
      x. Attend training related to committee work when possible.
5. Negotiations/Bargaining Team:
   a. Membership -The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
   b. Responsibilities: The Negotiations Committee shall
      i. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board.
      ii. Survey all unit members the Spring prior to submission of the sunshine document to determine contents of the proposed contract demands.
      iii. Create the initial proposal for presentation to the Rep Council for review.
      iv. Initiate and host listening sessions for faculty concerns at least 1 time per year or as needed.
      v. Develop and lead workgroups for bargaining topics to be addressed.
      vi. Create all initial proposals and counter proposals.
      vii. Attend all required preparation meeting
      viii. Attend all bargaining sessions.
      ix. Work with the Organizing Committee to initiate communication during bargaining.
      x. Schedule and host faculty meetings to explain contract changes during the ratification process.
      xi. Attend training for bargaining through CCA/CTA/NEA when possible.

6. Organizing Committee–
    a. Membership – Representing the Association and the Faculty comprised of a Committee Chair and other active members appointed by the President and in consultation with the Executive Board. At least One Executive Board members will serve as a liaison to the committee.
    b. Responsibilities: The Organizing Committee shall
        i. Gauge worker sentiment by conducting surveys and interviews to understand employee concerns and identify key issues including working conditions.
        ii. Identify. organize and mobilize support by identifying potential leaders and build a network of support among coworkers.
        iii. Formulate campaign strategies based on gathered information.
        iv. Work with the Communications Committee to create and distribute materials including leaflets, buttons, and other materials to raise awareness and build support.
        v. Attend training related to committee work when possible.

7. Political Action Committee (PAC) The FARSCCD PAC shall exist at the will of the FARSCCD Board.
    a. Membership – The PAC Committee shall be composed of the three members of the FARSCCD Executive Board as selected by the majority of the FARSCCD Board. Additionally, the SAC and SCC Academic Senate Presidents, or designee, who are FARSCCD members contributing to the PAC, will be advisory members of the PAC. All members of the PAC Committee must be dues paying members in good standing of FARSCCD. The PAC Committee shall designate a Chair.
    b. Responsibilities: The PAC is a voluntary non-partisan committee that supports and opposes candidates for elective office and ballot propositions, shall abide by the laws governing political action committees in the State of California.
    c. The PAC shall
        i. Work with Executive Board to develop a plan for local Board of Trustee election support.
        ii. Help elect candidates who support the goals and objectives of the RSCCD faculty as determined by FARSCCD.
        iii. Help support or oppose ballot propositions and legislation according to the goals and objectives of the RSCCD faculty.
        iv. Work with the Treasurer to manage PAC funds and help maintain a continuing political campaign fund.
        v. Promote FARSCCD member education and mobilization of lawful political action among RSCCD faculty, including seeking elective or appointive political office.
        vi. Work with the Organizing Committee to develop a campaign to support endorsed candidates and engage the faculty in the campaign

    d. <u>Standing Rules for the PAC</u>

    Funding - The following guidelines shall be used as procedures for approval and funding:
        i. All political contributions shall be made from the PAC fund. General funds of FARSCCD shall not be given to candidates or used on their behalf.
        ii. Funds approved as line items in a PAC budget that has been approved by the PAC may be spent without additional approval. These expenditures will be included in the regular reports to the PAC and FARSCCD Board.
        iii. Non-budgeted amounts of up to $1000 may be spent with the approval of the PAC Committee. Reports of these expenditures will be made to the PAC and the Faculty Association Board on a monthly basis.

iv. Non-budgeted amounts between $1000 -$3000 may be spent only with approval of both the PAC and the FARSCCD Board. Reports of these expenditures will be made to the PAC and the Faculty Association Board on a monthly basis.
v. Any amounts exceeding $3000 must be approved by the Association Membership.
vi. In the pursuit of its endeavors, the PAC shall observe all relevant policies of the FARSCCD
vii. Contract, Bylaws and Constitution.
viii. Funds and services shall be provided only to candidates endorsed pursuant to the procedures set down in the standing rules for the PAC.

Endorsement Procedures - The PAC Committee shall advise the FARSCCD Executive Board on all endorsements after a fair and thorough process in which:

i. The PAC has made a good faith effort to determine candidates' positions on important issues facing education, and specifically the issues facing FARSCCD and the RSCCD faculty.
ii. The PAC has provided each prospective candidate an opportunity to participate in an interview and/or open forum with the PAC Committee and the FARSCCD Board. All questions asked during an interview will be determined in advance by the PAC Committee, and be substantially the same for all candidates interviewed. However, individual follow-up questions may be permitted.
iii. The FARSCCD Executive Board shall approve any statements of endorsement, endorsement letters, or press releases.
iv. The FARSCCD Executive Board shall notify the Faculty Association Membership of all endorsements, within 5 working days of the endorsement.

Meetings

i. Meetings shall be called, with at least 3 working days' notice, by the Chair of the PAC Committee or a majority of the PAC Committee membership. The committee shall meet at least once per academic year.
ii. A quorum for PAC meetings shall consist of a majority (50%+1) of the PAC Committee members.
iii. Approval consists of 51% majority of the members present.

B. District Shared Governance Committees

FARSCCD Representatives shall be appointed to the following share RSCCD shared governance committees

1. District Council
2. Fiscal Resource Committee (FRC)
3. Human Resource Committee (HRC)
4. Institutional Tenure Review Committee (ITR)
5. Joint Benefits Committee (JBC)
6. Physical Resource Committee (PRC)
7. Planning and Organizational Effectiveness (POE)
8. Sabbatical Leave

IV. Grievances

As provided for in section XII of the FARSCCD Bylaws, the FARSCCD Executive Board has established the procedures for grievance processing. The processes and timelines for filing grievances can be found in Article 9 – Grievance Procedures of the FARSCCD Contract.

V. Finances

A. Dues- The FARSCCD local membership dues amount is determined by a vote of the Rep Council and the FARSCCD Executive Board.
   1. Upon receiving written authorization from a faculty member, the District will deduct from the member's pay, without charge, the dues of a member of the Association. Any changes in dues status received by the Office of Human Resources as of the first day of any month will be reflected in the pay amount for the following month.
   2. Refunds- Faculty requesting a refund of dues paid must notify the treasurer in writing with an accounting of the amount of dues overpaid. The dues to be refunded shall be of the dues collected by the local association (not the portion collected by CTA or NEA).

B. Expenses – the Treasurer will work with the FARSCCD Board to maintain and update procedures for reimbursement of expenditures including conference expenses. The procedures will be made available to all members.

VI. Affiliation

The Association may affiliate with educational or professional organizations, local or otherwise, by a majority vote of those present at any regular or special meeting, or electronic or online vote of the Association, provided notice in writing for such proposed affiliation shall have been filed with the secretary and distributed to Association members at least 14 days prior to said meeting or online vote; or 2/3 majority of the FARSCCD Executive Board.

VII. Vacancies

When necessary, vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

VIII. MOU and SLA Processes

A. Memoranda of Understanding (MOU)
A memorandum of understanding (MOU) is a legal document describing a bilateral agreement (a contract) reached between FARSCCD and the District which is enforceable through the grievance procedure in the contract.

There are two types of MOUs:

1. Individual/Small Group Settlement Agreement MOU – an MOU written in consultation with a particular unit member(s) to address their particular situation, such as a grievance settlement. Individual MOUs are rarely precedent setting and do not alter the contract. This document will be signed by FARSCCD Leadership and the District representative.
2. Contract Altering – an MOU written to address a particular situation, opportunity or need that will alter the contract. This type of MOU is sets precedent and will be ratified by the FARSCCD membership.
   a. Approval of Individual/Small Group Settlement Agreement MOUs
   The following procedure outlines the process for the ratification of an Individual/small group settlement agreement MOUs by FARSCCD.
      i. Tentative Agreement
      When the FARSCCD team reaches a settlement agreement with the District, the agreement shall be reduced to writing and signed by the chief negotiators of both parties.
      ii. Executive Board Review

The tentative agreement shall be reviewed by the FARSCCD Officers. The Officers shall vote to recommend or not recommend ratification.

iii. Ratification
Based on the results of the FARSCCD Officer ratification vote, the President of FARSCCD will meet with the District to either sign or renegotiate the MOU.

iv. District Approval
Upon union ratification, the agreement shall be forwarded to the District (Vice Chancellor of Human Resources) for final approval.

v. Implementation
Once approved by both parties, the MOU shall be implemented and communicated to the individual member.

b. Ratification of Contract Altering Memoranda of Understanding (MOUs)
The following procedure outlines the process for the ratification of a Contract Altering MOUs

i. Tentative Agreement
When the FARSCCD team reaches a tentative agreement with the District, the agreement shall be reduced to writing and signed by the chief negotiators of both parties.

ii. Executive Board Review
The tentative agreement shall be reviewed by the FARSCCD Executive Board. The Board shall vote to recommend the tentative agreement for membership ratification. If the agreement is not approved, the chief negotiator will renegotiate the agreement.

iii. Membership Notification
The membership shall receive written notice of the tentative agreement no fewer than five (5) calendar days prior to the ratification vote. Notice shall include the full text of the tentative agreement, a summary of its provisions, and the date, time, and method of voting.

iv. Information Sessions
The FARSCCD team shall hold at least one informational meeting prior to voting to explain the agreement and answer member questions.

v. Voting Procedures
Ratification shall be conducted by secret ballot, either in person or through a secure electronic voting system approved by the Elections Committee. Only members in good standing are eligible to vote. Voting shall remain open for no fewer than 24 hours and no more than three (3) business days.

vi. Certification of Results
Ballots shall be counted by the Elections Committee or designated neutral tellers. The tentative agreement shall be considered ratified if approved by a simple majority (50% + 1) of voting members. Results shall be certified and recorded in the official minutes.

vii. District Approval
Upon union ratification, the agreement shall be forwarded to the District (Vice Chancellor of Human Resources) for final approval.

viii. Implementation
Once approved by both parties, the MOU shall be implemented and communicated to all members.

B. Side Letter of Agreement
On occasion there are times where the parties realize that the negotiated contract language is not clear and does not show the intent of the parties. For these situations the parties agree to a Side Letter of Agreement– a document written to explain the intent of current contract language between the parties which does not change the meaning of the current contract language. This document will be reviewed

by the Rep Council members.

a. Ratification of Side Letters
   The following procedure outlines the process for the ratification of a Side Letter by FARSCCD.
   i. Tentative Agreement
      When the FARSCCD team reaches a tentative agreement with the District, the agreement shall be reduced to writing and signed by the chief negotiators of both parties.
   ii. Executive Board Review
      The tentative agreement shall be reviewed by the FARSCCD Executive Board. The Board shall vote to recommend the tentative agreement for membership ratification. If the agreement is not approved, the chief negotiator will renegotiate the agreement.
   iii. Membership Notification
      The Rep Council members shall receive written notice of the tentative agreement no fewer than five (5) calendar days prior to the ratification vote. Notice shall include the full text of the tentative agreement, a summary of its provisions, and the date, time, and method of voting.
   iv. Information Sessions
      The bargaining team shall hold at least one informational meeting prior to voting to explain the agreement and answer member questions.
   v. Voting Procedures
      Ratification shall be conducted by secret ballot, either in person or through a secure electronic voting system approved by the Elections Committee. Only Rep Council members in good standing are eligible to vote. Voting shall remain open for no fewer than 24 hours and no more than three (3) business days.
   vi. Certification of Results
      Ballots shall be counted by the Elections Committee or designated neutral tellers. The tentative agreement shall be considered ratified if approved by a simple majority (50% + 1) of voting members, unless otherwise required by the by-laws. Results shall be certified and recorded in the official minutes.
   vii. District Approval
      Upon union ratification, the agreement shall be forwarded to the District (Vice Chancellor of Human Resources) for final approval.
   viii. Implementation
      Once approved by both parties, the MOU shall be implemented and communicated to all members