

**STANDING RULES  
FACULTY ASSOCIATION OF  
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2019-2020**

**Organizational Operation and Governance**

- 1.1. The Standing Rules cannot conflict with the FARSCCD Bylaws. Should such a conflict exist, the FARSCCD Bylaws take precedence.
- 1.2. 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.
- 1.3. As part of the prestige of the election to the FARSCCD Executive Board, members are responsible for attending all tri-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. These bylaws shall be reviewed annually by the Executive Board.

**Section 1. Duties**

**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. Edit and approve all formal communications and statements of policy issued in the name of the Association.
6. 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.
7. Serve as a member *ex officio* of the standing, special, and *ad hoc* committees (except the Election Committee).
8. Implement fiscal policies of the Association, including but not limited to authorization of expenditures in consultation with the Executive Board.
9. Recommend for Executive Board action, after discussion, proposed contract agreements, officer duties not specified in the Bylaws, Association released time (LHE), and political activity.
10. Recommends to the Executive Board, recruitment and appointment of qualified faculty representatives on all campuses for special and *ad hoc* committees.
11. Recommends the resolution of all faculty grievances in consultation with the grievance committee.
12. Allocates the release time for the members of the executive Board and Rep Council in consultation with the E-Board officers.

13. Keep the Executive Board fully informed of developments concerning the work of the office of the President.
14. 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.
15. Perform other duties and assume other responsibilities as may be delegated by the Executive Board.

#### **b. Vice-President**

1. Preside over meetings of the Association and of the Executive Board in the absence of the President.
2. Serve as grievance point of contact for unit members at SAC/CEC and SCC/OEC.
3. Inform and seek advice from the Executive Board about grievances status, progress, and strategies.
4. Keep the President and the Executive Board fully informed of developments concerning the work of the Vice-President and of all grievance processes.
5. Perform other duties and assume other responsibilities as may be delegated by the President.

#### **1. Secretary**

1. Maintain accurate records 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. Maintain correct and current records of Association membership.
5. Keep the President and the Executive Board fully informed of developments concerning the work of the office of the Secretary.
6. 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.
4. Upon specific prior authorization, copies of all checks shall be provided to the Executive Board.
5. Direct that the financial records of the Association be submitted for independent outside audit as authorized by the Executive Board.
6. Keep the President and Executive Board fully informed of the work of the office of the Treasurer.
7. Perform other duties and assume other responsibilities as may be delegated by the President

#### **e. Member- at- Large**

1. Board members at large have the same voting rights and similar responsibilities as other board members and other duties as delegated by the President.
2. Committee leadership as delegated and approved by the Executive Board.
3. Authors and editors of the media and outreach program as delegated and approved by the Executive Board.
4. Perform other duties and assume other responsibilities as may be delegated by the President

## **Section 2. Committees**

1. Negotiations Committee: President (or E-Board designee) and the Treasurer along with the Executive Board appointed Chief Negotiator shall serve as trustee representatives during negotiation meetings.
2. Grievance Committee: 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.
3. Election Committee: Comprised of one Executive Board member (not running) from each college shall serve as trustee representatives during the Executive Board election cycle.
4. All other committees: As directed by the Executive Board shall include, but not limited to: HR
  - a) Rep Council
  - b) Fiscal
  - c) District Council
  - d) Benefits
  - e) Sabbatical
  - f) PRC
  - g) POE
  - h) Election Chair (as needed)
  - i) PAC (as needed)
  - j) Membership Chair
  - k) Grievance Committee
  - l) Communication & Editor
    - a. Newsletter
    - b. Website

The President with the approval of the Executive Board may appoint additional member of the Association to serve on any FARSCCD standing committee.

## **Section 3: Grievances**

As provided for in section XII of the FARSCCD Bylaws, the FARSCCD Executive Board has established the following procedures for grievance processing

## **Section 4: Finances**

- 4.1 Dues- The FARSCCD local membership dues amount is determined by a vote of the Rep Council and the FARSCCD Executive Board.
- 4.2 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.
- 4.3 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).

## Section 5. Political Action Committee

FARSCCD PAC Committee, 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. The FARSCCD PAC shall exist at the will of the FARSCCD Board.

The FARSCCD PAC Committee shall serve the following purposes:

1. To help elect candidates who support the goals and objectives of the RSCCD faculty as determined by FARSCCD.
2. To help support or oppose ballot propositions according to the goals and objectives of the RSCCD faculty.
3. To help maintain a continuing political campaign fund.
4. To promote FARSCCD member education and mobilization of lawful political action among RSCCD faculty, including seeking elective or appointive political office.

### Standing Rules for the PAC

1. 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.
2. Funding  
The following guidelines shall be used as procedures for approval and funding:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Any amounts exceeding \$3000 must be approved by the Association Membership.
  - f. In the pursuit of its endeavors, the PAC shall observe all relevant policies of the FARSCCD Contract, Bylaws and Constitution.
  - g. Funds and services shall be provided only to candidates endorsed pursuant to the procedures set down in the standing rules for the PAC.
3. Endorsement Procedures
  - a. 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.
- b. the FARSCCD Executive Board shall approve any statements of endorsement, endorsement letters, or press releases.
- c. the FARSCCD Executive Board shall notify the Faculty Association Membership of all endorsements, within 5 working days of the endorsement.

#### 4. Meetings

- a. 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.
- b. A quorum for PAC meetings shall consist of a majority (50%+1) of the PAC Committee members.
- c. Approval consists of 51% majority of the members present.

### **Section 6. 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.

### **Section 7. Vacancies**

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