

LOS RIOS COLLEGE FEDERATION OF TEACHERS
POLITICAL ACTION FUND COMMITTEE
BYLAWS

Section I. Preamble

The Los Rios College Federation of Teachers' Political Action Fund Committee supports candidates and ballot propositions that advance the needs of community college faculty, staff, and students. The PAFC engages faculty members in political action.

Section II. Name

The political action committee for the Los Rios College Federation of Teachers (hereinafter LRCFT) shall be called Los Rios College Federation of Teachers Political Action Fund Committee. The common designation for this committee shall be PAFC.

Section III. Governing Authority

PAFC is a voluntary non-partisan committee that organizes campaigns and activities that include but are not limited to endorsement of candidates and ballot propositions, legislative advocacy, and civic engagement. The PAFC abides by the laws governing political action committees in the State of California.

Section IV. Purposes

PAFC shall serve the following purposes:

1. To establish a continuing political campaign fund managed and operated in accordance with the terms of these bylaws and state and federal laws;
2. To support candidates whose goals align with LRCFT's Vision of Success, as well as the interests of California community college faculty as determined by LRCFT;
3. To support or oppose ballot propositions and legislation based on their alignment with the LRCFT's Vision of Success and/or the interests of California community college faculty as determined by LRCFT;
4. To promote educators' knowledge and understanding of, and active participation in, electoral and legislative processes/campaigns, actions of their government, and the important political issues pertaining to public education.

Section V. Relationship between LRCFT and LRCFT PAFC

- A. PAFC shall exist at the will of the LRCFT Executive Board.
- B. LRCFT shall serve as the sponsoring association for PAFC, and any action undertaken by PAFC may be reviewed and discussed by the LRCFT Executive Board.
- C. PAFC shall submit an annual fiscal report to the LRCFT Executive Board.
- D. PAFC may seek and utilize administrative support from LRCFT.
- E. No section of these bylaws shall be construed to authorize or acknowledge any control by LRCFT over actions taken by PAFC or to impose any responsibilities or duties upon LRCFT as a result of the actions taken by PAFC or its members during their terms in office.
- F. In the event that the LRCFT Executive Board terminates PAFC, all the remaining assets and property of the PAFC, after payment of all liabilities and necessary expenses, shall be distributed to such organizations consistent with the purposes stated in these bylaws, and subject to statutory or other legal requirements of the State of California. Such final distribution shall be made by a majority vote of the PAFC prior to its dissolution.

Section VI. Composition

- A. PAFC shall be organized as a committee.
- B. The committee shall be composed of LRCFT Executive Board members and appointees, and may include LRCFT staff members.
- C. A reasonable attempt will be made for committee appointments to reflect the diversity of the state, and LRCFT membership.

Section VII. Officers

- A. The officers of the PAFC shall be chair, vice chair, secretary, and treasurer.
- B. The PAFC chair is nominated by the LRCFT president and confirmed by the LRCFT Executive Board.
- C. The vice chair, secretary, and treasurer shall be elected for the successive year by the members of the PAFC at its final regularly scheduled meeting of the fiscal year.

- D. The chair, or designee, shall preside over all meetings and shall carry out any other duties voted upon by the committee, including development and circulation of agenda, organizing candidate questionnaires, coordinating and scheduling candidate interviews, identifying potential elections the PAFC may be involved with, and other duties identified by the PAFC.
- E. The vice chair acts in the absence or disability of the chair and carries out any other duties voted upon by the PAFC.
- F. The secretary will keep a record of all proceedings, time and date of meeting attendance, quorum, and minutes of discussion and votes.
- G. The treasurer is responsible for ~~the~~ preparing a budget to be adopted by the committee and for signing checks, drafts, loans, notes and other documents on behalf of the PAFC.
- H. The treasurer, in consultation with the PAFC, will file or cause to be filed all legally mandated reports with the appropriate public agencies. The treasurer shall keep or cause to be kept all accounts of property and business transactions of the committee. The books of account shall be at all times open to inspection by any PAFC member. The treasurer, shall file or cause to be filed all legally mandated reports with the appropriate public agencies.
- I. The committee may engage the services of a professional treasurer to conduct political reporting and/or sign accounts on behalf of the PAFC.
 - 1. In such event, the committee shall annually review the contract for services, record a vote on its contract for services, and record a vote on its continuation.
 - 2. A professionally contracted treasurer shall not be eligible to vote on any committee business.

Section VIII. Procedures

- A. The chair, in consultation with the secretary, shall submit a semester calendar of regularly scheduled meeting dates, times, and locations.
- B. The chair and the PAFC shall develop and approve a tentative semester plan with stated priorities and intent language. This plan will be distributed to all PAFC members.
- C. PAFC shall hold at least two regularly scheduled meetings per fiscal year.
- D. Additional meetings may be convened by the chair or any three members of the committee.

- E. The chair, or designee, shall preside over all meetings and shall carry out any other duties voted upon by the committee.
- F. The vice chair shall act in the absence or disability of the chair and carry out any other duties voted upon by the committee.
- G. The secretary shall keep a record of all proceedings, time and date of meeting attendance, quorum, and minutes of discussion and votes.
- H. Unless otherwise stated, all votes during meetings of the committee shall be carried by the majority of those present at the time of the vote. In addition, the chair may, at the chair's or acting chair's discretion, conduct a vote by telecommunications/online.
- I. A quorum for all meetings of the PAFC shall be at least five (5) PAFC members, representing at least three (3) of the four (4) colleges.
- J. The first item of the agenda of each committee shall be approval of the agenda for that meeting.
- K. Robert's Rules of Order, Revised, shall govern all conduct so specified and voted upon by the committee.
- L. Any appointed member missing three regularly scheduled meetings in a 12-month period may be recommended for suspension of voting rights by the Executive Board from the PAFC.

Section IX. Authority

- A. The committee shall have the authority to do the following:
 - 1. develop a program of activities that aligns with the purposes of the PAFC;
 - 2. disburse funds to candidates seeking election to public offices in the State of California;
 - 3. endorse candidates seeking election to public offices in the State of California;
 - 4. disburse funds to ballot proposition campaigns consistent with the positions of the LRCFT Executive Board;
 - 5. engage in advocacy consistent with the positions of the LRCFT Executive Board and the LRCFT Vision for Success;
 - 6. solicit funds from the LRCFT general membership.

- B. The PAFC will vote upon all policies and procedures governing funding, solicitations and disbursements to candidates and ballot proposition campaigns, and methods for recommending endorsing or not endorsing candidates.
- C. The PAFC may authorize the formation of permanent and temporary subcommittees to carry out various activities.
- D. Committee appointees shall not be compensated for performing their duties without prior approval of the LRCFT Executive Board except for reimbursement of authorized expenses in carrying out those duties.
- E. PAFC must establish appropriate bank accounts for depositing all contributions, and must have a system of documenting deposits and expenditures. All funds must be maintained in a bank account separate and apart from the funds of LRCFT.
- F. PAFC must have its fiscal records audited every year. Copies of such audits will be distributed to each committee member and filed with the LRCFT executive director.
- G. The PAFC Treasurer must submit reports on activities as required by the State of California.

Section X. Fiscal Responsibilities

- A. PAFC shall cause to be established appropriate banking accounts for depositing all contributions and shall have a system of documenting deposits and expenditures. All funds shall be maintained in a bank account separate and apart from the funds of LRCFT.
- B. PAFC shall have its fiscal records audited once every fiscal year. Copies of such audits shall be available to each committee member and a copy maintained by the LRCFT executive director.
- C. PAFC shall submit reports on activities as required by the State of California.

Section XI. Financing

- A. The fund to support PAFC shall be based upon voluntary and solicited contributions allowed under California state law.
- B. PAFC, under authority of Article VII of the PAFC Constitution, may develop and adopt programs of solicitation of funds as deemed necessary and proper.
- C. No contributor shall have any rights to, or vested interest in, the funds held by PAFC by reason of her or his contribution thereto.

- D. Consistent with LRCF Board policy all expenditures over \$500 must be approved one month in advance by the PAFC.

Section XII. Liability

- A. PAFC members shall be liable only for their individual gross negligence, recklessness or misconduct in the administration of the committee's monies; fraud; or willful breach of trust embodied in the mission.
- B. No PAFC member shall be held liable for any action taken or omitted in good faith, nor for acts of any agent of the committee, nor for any act or omission of any other committee member, nor for anything done or omitted in the administration of the committee prior to the date of becoming a member, and the committee is authorized to represent and provide indemnification for any member of the committee from liability on any claims or proceeding instituted against him or her and arising out of acts described in these subsections, and to hold such persons harmless from any expenses connected to the defense, settlement, or payment of monetary judgments on such claims or proceedings, except in cases of conduct falling under Article IX.A.
- C. By vote of the committee, legal counsel may be employed for the committee, and these costs shall be a proper charge against the committee's assets.
- D. Written financial reports of income and expenditures shall be available to the PAFC at each regularly called meeting.

Section XIII. Conflict of Interest

Any member of the PAFC who has a financial, personal, or official interest in or conflict or appearance of a conflict of interest with any matter pending before the PAFC, that prevents or may prevent that member from acting or serving in an impartial manner, is obligated to disclose that conflict of interest or appearance of conflict to the PAFC. The PAFC shall then recuse the member from participating in any discussion, decision-making, or vote regarding the matter for which the member has a conflict.

Section XIV. Miscellaneous Provisions

- A. If any of these provisions is so construed by a court or agency of the State of California to be invalid, the committee shall amend these bylaws in conformity with the requirements of California state laws and regulations, to preserve the sponsored existence of the PAFC.
- B. The committee may vote to amend these bylaws by a two-thirds vote; such action must be approved by a majority of the LRCFT Executive Board.