

**FACCC PAC BYLAWS  
ADOPTED JUNE 25, 2011**

**I. PREAMBLE**

Faculty Association of California Community Colleges Political Action Committee (aka “FACCC PAC”) advocates exclusively on behalf of the professional needs of community college faculty. It supports candidates and ballot propositions that advance those needs and engages faculty members in political action.

**II. NAME**

The political action committee for the Faculty Association of California Community Colleges, a California non-profit corporation (hereinafter “FACCC”), shall be formally called Faculty Association of California Community Colleges Political Action Committee.

The common designation for this committee shall be FACCC PAC.

**III. GOVERNING AUTHORITY**

FACCC PAC, 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.

**IV. PURPOSES**

FACCC PAC shall serve the following purposes:

1. To help elect candidates who support the goals and objectives of California community college faculty as determined by FACCC.
2. To help support or oppose ballot propositions according to the goals and objectives of California Community College faculty as determined by FACCC.
3. To establish a continuing political campaign fund managed and operated in accordance with the terms of these by laws.
4. To promote FACCC member education and mobilization of lawful political action among California community college faculty, including seeking elective or appointive political office.

## **V. RELATIONSHIP BETWEEN FACCC AND FACCC PAC**

1. FACCC PAC shall exist at the pleasure of the FACCC Board of Governors.
2. FACCC shall serve as the sponsoring association for FACCC PAC, and any action undertaken by FACCC PAC may be reviewed and discussed by the FACCC Board of Governors.
3. FACCC PAC shall submit an annual fiscal report to the FACCC Board of Governors.
4. FACCC PAC may seek and utilize administrative support from FACCC.
5. No section of these by laws shall be construed to authorize or acknowledge any control by FACCC over actions taken by the FACCC PAC or to impose any responsibilities or duties upon FACCC of the actions taken by FACCC PAC or its members during their terms in office.
6. In the event that the FACCC Board of Governors terminates FACCC PAC, all the remaining assets and property of the PAC, after payment of all liabilities and necessary expenses, shall be distributed to such organizations consistent with the purposes stated in these by laws, 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 FACCC PAC Committee.

## **VI. POLITICAL ACTION COMMITTEE ORGANIZATION**

1. FACCC PAC shall be organized as a committee.
2. The committee shall be composed of no fewer than five members, with representation from both major political parties. A reasonable attempt will be made for committee appointments to reflect the geographic, ethnic, and gender diversity of the state, as well as the interests of full- and part-time faculty. Committee members must be current members of FACCC and contributors to FACCC PAC in an annual amount to be determined by the committee.
3. At least one committee member shall also be a member of the FACCC Board of Governors.
4. The committee shall meet at least twice per calendar year.
5. Meetings can be called by the chair or any three members of the committee.

6. The officers of the committee shall be: chair, vice chair, secretary/fiscal officer, and treasurer, and shall be elected by the members of the committee at the final meeting of the committee for the successive committee year. "Committee year" is defined as the year in which committee members are appointed by the FACCC Board of Governors to serve on the FACCC PAC.

A. The chair may convene and shall preside over all meetings, and shall carry out any other duties voted upon by the committee.

B. The vice chair shall act in the absence or disability of the chair and carry out any other duties voted by the committee.

C. The secretary/fiscal officer shall keep a record of all proceedings, time and date of meeting attendance, quorum, and minutes of discussion and votes.

The secretary/fiscal officer 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 committee member or any member of the Board of Governors of FACCC.

The secretary/fiscal officer shall be responsible for the preparation of a budget to be adopted by the committee.

D. The Treasurer shall file or cause to be filed all legally mandated reports with the appropriate public agencies.

1) The committee may engage the services of a professional treasurer to conduct political reporting, and/or sign accounts on behalf of the PAC. In such event, the committee shall annually review the contract for services, and annually record a vote on its continuation.

2) A professionally contracted treasurer shall not be eligible to vote on any committee business.

7. 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 telecommunication.

8. A quorum for all meetings of the committee shall be a majority of the members appointed unless previously determined otherwise by the committee.

9. The first item of the agenda of each committee shall be approval of the agenda for that meeting.

10. Except for amendments under Article XI, Robert's Rules of Order shall govern all conduct so specified and voted upon by the committee.
11. Any member missing three meetings in a twelve month period will be recommended for removal by the Board from the Committee.

## **VII. FACCC PAC COMMITTEE AUTHORITY**

1. The committee shall have the power to:
  - a. design and promulgate a program of activities deemed as desirable, necessary and lawful in order to carry out the purposes of FACCC PAC;
  - b. solicit and disburse funds to candidates seeking election to public offices in the State of California;
  - c. endorse candidates for the State Legislature following an opportunity for comment by the FACCC Board of Governors;
  - d. solicit and disburse funds to ballot proposition campaigns consistent with the positions of the FACCC Board of Governors;
  - e. solicit and disburse funds for candidates to the CalSTRS Teachers' Retirement Board consistent with the positions of the FACCC Board of Governors;
  - f. engage in issue advocacy consistent with the positions of the FACCC Board of Governors; and,
  - g. carry out other activities designed to advance the purposes set forth in Article IV of these by laws;
2. The committee shall vote upon all major policies and procedures governing funding, solicitations and disbursements to candidates and ballot proposition campaigns, and methods for recommending endorsing or not endorsing candidates.
3. The committee may appoint permanent and temporary subcommittees to carry out various activities.
4. Committee appointees shall not be compensated for performing their duties except for reimbursement of authorized expenses in carrying out these duties.

## **VIII. FACCC PAC COMMITTEE RESPONSIBILITIES**

1. The committee shall designate the appropriate committee member or delegate with responsibility for signing checks, drafts, loans, notes and other documents on behalf of the committee.

2. There shall be no commitment of funds in excess of \$200.00 without specific committee action.
3. The committee 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 FACCC.
4. The committee shall have its fiscal records appropriately reviewed no fewer than once every three years. Copies of such reviews shall be distributed to each committee member and filed with the President of FACCC.
5. The committee shall submit necessary reports on activities as required by the State of California.

#### **IX. FINANCING**

1. The fund to support FACCC PAC shall be based upon voluntary and solicited contributions allowed under California State law.
2. The committee, under authority of Article VII, may develop and adopt programs of solicitation of funds as deemed necessary and proper.
3. No contributor shall have any rights, to, or vested interest in the funds held by FACCC PAC by reason of his/her contribution thereto.

#### **X. LIABILITY**

1. Committee members shall be liable only for their individual gross negligence or misconduct in the administration of the committee's monies, fraud, or willful breach of trust embodied in the mission.
2. No committee 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 provide indemnification for any member of the committee from liability on any claims or proceedings instituted against him or her and arising out of acts described in this subsection, and to hold such persons harmless from any expenses connected the defense, settlement, or payment of monetary judgments on such claims or proceedings.
3. 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.

4. Written financial reports of income and expenditures shall be available to the committee at each regularly called meeting.

## **XI. MISCELLANEOUS PROVISIONS**

1. 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 by laws, in conformity with the requirements of California state laws and regulations, to preserve the sponsored existence of FACCC PAC.
2. The committee may vote to amend these by laws by a two-thirds vote. Such action must be approved by a majority of the FACCC Board of Governors.