



# **BY LAWS**

**Revised 9/25/2019**

## **MISSION STATEMENT**

The Mission of the Association of Latino Employees (ALE) is to empower and engage Latina/o/x employees at Pasadena City College (PCC) by developing, advocating and responding to the academic, social, political and economic needs of the community.

## **PURPOSE**

The Association of Latino Employees (ALE) was established in April 2012 to support the needs and interests of Latina/o/x employees at Pasadena City College (PCC). ALE shall promote the concerns of the College's Latina/o/x employees and serve as a voice for Latina/o/x employees. ALE shall support the mission and integrity of PCC.

ALE shall:

- Actively participate in public service designed to assist Latinas/os/xs and the community at large through compassionate mentorship
- Provide representation of Latina/o/x interests in College committees
- Promote equity in hiring Administration, Faculty, and Staff
- Educate campus community related to Latina/o/x issues
- Enhance the recruitment of prospective Latina/o/x students and the retention of Latina/o/x students attending Pasadena City College
- Cultivate a sense of community among campus Latina/o/x employees
- Provide opportunities for social and professional networking
- Strengthen communication and collaboration with various campus groups with similar goals and objectives
- Support outreach initiatives as determined by ALE

## **BY LAWS**

### **Article I - Name**

The name of this association shall be Association of Latino Employees (ALE), hereinafter referred to interchangeably as The Association or ALE within this document.

### **Article II - Membership**

#### **Section 1: Classification**

- a. Regular Membership in ALE shall be open to all current PCC full-time and part-time employees whose primary role at the college is as an employee, and who have completed, signed, and submitted the necessary application form and paid the applicable annual non-refundable membership fee.
- b. Associate Membership in ALE shall be open to anyone not mentioned in the Regular Membership description, who supports the mission and purpose of ALE, and has completed, signed, and submitted the necessary application form and paid the applicable annual non-refundable membership fee. This category is a non-voting member.

#### **Section 2: Qualifications for Membership**

Anyone who supports the goals and objectives of ALE is eligible to become a member.

### Section 3: Voting Rights

Only those identified as regular members of ALE are eligible to vote.

### Section 4 : Termination

- a. A member will receive notification from the Treasurer at least one month before the expiration of their annual membership fees as a renewal reminder if the member is interested in continuing as an ALE member. They will have a one month grace period after the expiration date of their annual membership to pay their new annual membership fee, which would commence on the day after their previous membership expired. After the grace period, a membership shall officially terminate upon nonpayment of their annual membership fee.
- b. A membership may also be self-terminated by the individual opting-out via non-payment of annual membership fees.
- c. The Governing Board may terminate memberships by 2/3 vote based on what the Board deems unbecoming actions not aligned with the mission and purpose of ALE.

## **Article III - Governing Board**

### Section 1-Governing Board Duties

- a. Shall conduct, manage, and control the business of this Association during the periods between the business meetings of this Association.
- b. Shall meet at least once per month at a time to be determined by the Board at its first meeting following annual elections. Other meetings of the Governing Board may be called by the President or at the request of a simple majority of the Governing Board membership. All Governing Board meetings shall be open to the membership.
- c. ALE Board members shall attend all Board and General meetings, unless a unique circumstance prevents them from doing so. In the event an ALE Board member cannot attend a meeting, they will be expected to share a report-out of their ALE-related activities/projects via the Vice President. A Board member who misses two (2) consecutive Board meetings without notifying the President in advance will be considered inactive, and their position on the Board will be considered vacant.

### Section 2- Duties of Elected Officers

- a. President: In the initial year, the President shall begin their tenure upon election. It shall be the duty of the President to preside at all business meetings and all other general meetings of ALE and the Governing Board of ALE; to consider all motions regularly made; and to call special meetings. The President or their designee shall also be the representative of this Association on appropriate college/community committees, task forces, and boards. The Vice-President shall automatically become President of ALE upon the resignation, termination at the College, or in the event that the President is unable to continuously serve.
- b. Vice-President: Shall assume the duties of the President in the event the President is unable to serve. In the event the position of President is considered vacant, the Vice-President shall assume the position of President for the remainder of that elected term. Shall accept special assignments as requested by the President.

- c. Secretary: Shall maintain appropriate records and documents and prepare for the Board's review copies of the minutes from the previous meeting, and have them ready at least 72 hours before the next Board meeting. They shall be responsible for maintaining and continuously improving the ALE website. They shall manage social networks, paperless processes, facilitate file sharing, create, manage and maintain the ALE listserv.
- d. Treasurer: Shall receive all monies belonging to this Association; keep an account of all receipts and expenditures; pay all approved bills charged against ALE; present in writing a quarterly financial report and at the end of each fiscal year and/or at any other time upon request of the Governing Board.
- e. Social/Fundraising Events Chair: Shall be responsible for identifying, planning and executing fundraising and social events that would generate revenue to support Latina/o/x efforts deemed appropriate by the Governing Board. Social events will be conducted to promote community building for all ALE members. Shall establish a committee to assist in carrying out the functions of said events.
- f. Scholarship Program Chair: Shall create ALE scholarship program including an application with protocols and requirements. Shall lead advertisement, application, and selection processes each spring semester through the establishment of a committee, and in a timely fashion that allows for the ALE scholarship(s) to be awarded at the annual Noche de Excelencia Scholarship Dinner.
- g. Community Relations Chair: Shall market ALE, serve on the President's Latino Advisory Committee (hereinafter referred to as PLAC), share community events and issues, and serve as an ALE representative in the community as needed. Shall establish a committee to assist in carrying out the functions of said events.
- h. Educational Awareness Chair: Shall partner with appropriate programs/departments (including, but not limited to, Professional Development, Student Equity, Cross Cultural Center, and College Diversity initiative) to support and/or organize workshops at PCC that affirm Latina/o/x culture, issues, needs and development from an intersectional perspective. Encourages the professional growth of ALE members through the support of existing or creation of new resources at PCC. Shall establish a committee to assist in carrying out the functions of said events.
- i. Classified Representative: Shall inform classified staff about ALE activities and actively recruit new members. Attends Classified Senate meetings on a regular basis.
- j. Faculty Representative: Shall inform Faculty about ALE activities and actively recruit new members. Attends Academic Senate and Faculty Association meetings on a regular basis.
- k. Management Representative: Shall inform managers about ALE activities and actively recruit new members. Attends Management Association meetings on a regular basis.

### Section 3: Vacancy

In accordance with Article III.1.c, if a vacancy occurs among the elected officers, other than the President, the President shall appoint a person from the general membership, subject to the approval of the Governing Board, to complete the vacated term of office. Per Article II.3.b, if a vacancy occurs for the position of President, the Vice President shall automatically assume the position of President to complete the vacated term of office.

### Section 4: Elections of Governing Board

- a. Officers of this Association shall be elected by mail/e-mail ballot by all dues-paying members of ALE. Election shall be determined by plurality of votes cast.
  - i. Method: Elections shall be conducted by a committee appointed by the President and chaired by the Vice President. It shall be held by written ballot, which may be electronically mailed and returned; or a printed ballot may be inter-campus-mailed and returned to the ALE mailbox on the PCC Colorado campus.
- b. The elected officers shall serve a two-year term, which shall coincide with the fiscal year (July 1- June 30).
- c. In an effort to maintain continuity amongst the Governing Board, no more than 3/4 of the board positions shall be open for elections.
- d. Eligibility: Any dues-paying regular member is eligible to run for office.

### Section 5: Authority of Governing Board

The Governing Board is authorized to make expenditures on behalf of the Association.

### Section 6: Advisory Council:

- a. An advisory council shall consist of 3-5 individuals (who do not currently hold office of President or Vice-President), appointed by the President (or Governing Board) as a separate body to provide advice, guidance, and leadership as deemed necessary by the Governing Board.
- b. It shall consist of at least one administrator, one former ALE president, one faculty member, one student representative and two other active or retired member(s), who have demonstrated strong leadership, sound judgment and effective decision-making.

### Section 7: Committees

Committees are formed through the President. The duty of the committee is to make recommendations to the Governing Board with the final approval resting on the Governing Board.

- a. Ad hoc Committees: The President may create ad hoc committees as needed to carry out specific tasks and responsibilities of a given activity, event or process. The President shall appoint a chair and delegate the appointment of Committee members.

## **Article IV – Dues**

Changes to dues shall be recommended by the Governing Board and voted on at a general meeting. Approval of dues will require a majority vote of members present at that meeting.

- a. Regular membership dues shall be \$25.
- b. Associate membership dues shall be \$10.
- c. All elected officers must be dues-paying members at the time of their election/appointment and through the end of their term.

## **Article V - Fiscal Matters**

### Section 1: Fiscal Year

The fiscal year of this Association shall be from July 1 to June 30.

### Section 2: Budget

Annual income and expense budgets shall be drafted by the Treasurer and submitted to the Governing Board for its formal approval at its first meeting of the fiscal year.

### Section 3: Audit

A Committee of three (3) will be appointed by the President to conduct an annual audit.

## **Article VI - Meetings**

### Section 1: Regular monthly meetings

Monthly meetings shall be held during the academic year at a time, date and location convenient to the membership as defined by the Governing Board. The agenda and meeting time and location should be distributed to the membership at least 72 hours prior to the meetings.

### Section 2: Special Meetings

The President is authorized to call special meetings of the Governing Board and/or of the general membership. A simple majority of the Governing Board must be present to constitute a quorum for special meetings.

- a. If physical meetings are not able to take place, electronic communication may suffice for discussion and voting amongst board members as long as a simple majority is active in the communication.

### Section 3: Conduct of Meetings

The latest edition of Robert's Rules of Order shall govern the conduct of meetings.

### Section 4: Quorum

A simple majority of Governing Board members must be in attendance in order to call an official meeting.

### Section 5: Majority Vote

A simple majority of those present is required to conduct official business.

## **Article VII - Dissolution of ALE**

Upon dissolution of ALE, none of its property shall be distributed to any members, and all of such property shall be transferred to such other organization or organizations as the Governing Board shall determine to have purpose and activities most nearly consistent with those of ALE.

## **Article VIII - Amendments**

### Section 1: Proposals

Proposed amendments to the ALE By-Laws require a 2/3 majority vote of the Governing Board.

### Section 2: 30-Day notice

The membership must be advised in writing of the nature of the proposed amendments 30 days prior to the vote.

### Section 3: Voting Time

The membership shall be informed of the date, time and location when the amendment is to be voted on.

### Section 4: Voting Majority

The vote may be conducted by intercampus or electronic mail provided that 30 days advance notice is given. A simple majority of those voting is required to pass the amendment.

### Section 5: Date of Effect

Date of Effect These By-Laws and any amendments thereto become effective immediately upon adoption by a majority vote of the membership, as specified in Article II, Section 3.

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