

[Constitution Article V:]

Section 9. Terms of Officers: Elected **and appointed** officers, including the immediate past president, shall serve for a period of one year. All ~~elected~~ officers shall begin their terms the last day of the spring semester.

Section 10. Vacancies on the Executive Committee:

A. President: If for any reason the office of President is vacated, the First Vice President shall fill the unexpired term.

B. Other Elected Offices: If any elected office is vacated, other than the President (or the immediate Past President), the Guild membership shall designate by motion and majority vote one of its members to complete the remainder of the term of the office or shall, by majority vote, call a special election by secret ballot (and majority vote) to fill the vacancy.

C. An elected or appointed officer of the Guild who resigns from their office shall forfeit their assigned released time. An elected or appointed officer of the Guild who is recalled by either the membership or the executive committee shall continue to receive their assigned released time until the end of the semester from which they were recalled.

Section 11. Recall:

A. Recall of an **elected** officer(s) shall be accomplished by a majority of votes cast by the general membership. Recall elections may be requested by a petition of twenty (20) percent of the general membership, and shall be conducted by the Elections Committee according to the Constitution and By-Laws of the GCC Guild.

B. Recall of an appointed officer shall be accomplished by a majority of votes cast by the Executive Committee.

[Constitution, Article V, Section 12:]

D. Secretary: It shall be the duty of the Secretary:

~~1. To distribute or supervise the distribution of written communications to Guild members.~~

1. To serve as a resource during meetings of the membership and of Executive Committee with regards to parliamentary order.

2. To conduct all polls of the Guild membership.

3. To complete or supervise the completion of the minutes of all Guild meetings and to take minutes at all Guild Executive meetings.

~~4. To maintain or supervise the maintenance of all Guild records and archives.~~

~~5. To prepare or supervise the preparation of all Guild correspondence, reports, press releases, certificates, awards, etc.~~

E. **Operations Officer:** It shall be the duty of the ~~Treasurer~~ **Operations Officer:**

1. To serve as membership officer of the Guild.

2. To collect, deposit, disburse, and account for all funds of the Guild under the direction of the Executive Committee as specified by the Annual Guild Budget.

3. To prepare an Annual Financial Statement, detailing account balances and annual revenue/expenditure totals for the fiscal year and present it to the membership at the first general meeting of the school year. The ~~Treasurer~~ **Operations Officer**, in consultation with the Executive Committee, will prepare the next Annual Guild Budget for review and approval of the membership at the last general meeting of the school year. The ~~Treasurer~~ **Operations Officer** is authorized to make the necessary day-to-day disbursements according to the approved Annual Budget guidelines.

4. To serve as liaison between the financial officers of the CFT and the AFL-CIO.

5. To serve as liaison between the GCC Guild, the District payroll office and all other financial institutions and agencies.

6. To oversee and distribute information pertaining to the fringe benefits and special discounts of union membership.

7. To track fair-share fee payers and reduced fee payers.

8. To manage the Guild's accounts, legal documents, tax returns, employer paperwork, and all other business pertaining to the Guild as an employer and legal entity.

9. To serve as the Treasurer of PQE, and to be responsible for all official filings related to PQE.

10. To distribute or supervise the distribution of written communications to Guild members.

11. To maintain or supervise the maintenance of all Guild records and archives.

12. To prepare or supervise the preparation of all Guild correspondence, reports, press releases, certificates, awards, etc.

[Note: these changes would take effect in June, 2011]

[Constitution, Article V:]

Section 3. Executive Committee Officers: The officers shall be the President, First Vice President, Second Vice President, Secretary, ~~Treasurer~~ **Operations Officer**, Grievance Officer, Public Information Officer, Chief Negotiator, Budget Committee Representative, the Garfield Campus Steward and the immediate Past President. The officers shall compose the Executive Committee.

Section 5. Selection of Executive Committee:

A. The President, First Vice President, Second Vice President, Secretary, ~~Treasurer~~ **Operations Officer**, Public Information Officer, Garfield Campus Steward and Grievance Officer shall be selected by a majority vote and secret ballot of the general membership in accordance with the By-Laws of The Glendale College Guild.

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[By-Laws, Article I:]

Section 1. Solicitation of Faculty: The ~~Treasurer~~ **Operations Officer** or designee shall distribute membership information to new full-time and adjunct faculty members during the orientation meetings at the beginning of the school year and/or during the first month of the fall and spring semesters. At any time during the year prospective members may receive enrollment information and submit the enrollment form to the ~~Treasurer~~ **Operations Officer** in order to become Guild members. Membership is granted on the day that payment of dues begins, and continues unless dues are not paid for the months of October or March. Membership can be regranted once payment of dues resumes. Dues/fair share fees may be paid through a monthly payroll deduction or one check for the full annual dues/fair share fees amount.

Section 2: Benefits: A member of the Glendale College Guild is automatically a member of its affiliates, the California Federation of Teachers and the American Federation of Teachers, and is entitled to all benefits of membership in all three organizations. The ~~Treasurer~~ **Operations Officer** or designee will distribute to all Guild members, information on benefits available to members.

Section 3: Distribution of Membership Roster: The ~~Treasurer~~ **Operations Officer** shall distribute the membership roster to AFT or CFT officials, the Guild President and Secretary, and any other guild officers, members, consultants, or support staff who may need access to this roster to conduct Guild business.

[By-Laws, Article IV:]

Section 2. Guild Budget: As provided in Article V, Section 12, E of the Guild Constitution, it shall be the duty of the ~~Treasurer~~ **Operations Officer**, in conjunction with the Executive Committee, to prepare an Annual Guild Budget. Any disbursements that exceed the approved Annual Budget Categories by more than 20% must be pre-approved at a membership meeting by a vote of the membership. The Guild Executive Committee is authorized to approve expenditures up to \$5000 more than the total approved in the Annual Budget for extraordinary legal advice required in order to deal with confidential matters. Any additional funds required for this purpose must be approved at a membership meeting.

Section 5. Expenditure Procedures: The following procedures shall be used by the Guild Executive Committee:

- a) The signatures of both the President and ~~Treasurer~~ **Operations Officer** shall be required on all Guild checks.
- b) Unbudgeted expenditures up to \$500 may be approved solely by the President and ~~Treasurer~~ **Operations Officer**.

Section 7. Compensation for Staff:

- a. Three hours of non-instructional pay per week during Fall and Spring semesters shall be considered the equivalent of 10% released time, for both adjunct and those contract faculty who elect to take some of their released time as extra pay.
- b. The Guild President shall receive 70% released time.
- c. The ~~Treasurer~~ **Operations Officer** shall receive 50% released time.

Section 8. Compensation for ~~the Guild President and Treasurer~~ **Guild Officers** during Summer: The Guild President and ~~Treasurer~~ **Operations Officer** shall be paid for work performed during the Summer, up to 150 hours each, at the non-instructional hourly rate of pay. The remaining hours, up to 100 may be used by others doing Guild work during the Summer to be decided by Guild Executive.

[By-Laws, Article III]

Section 6 - B. Other Regular and Special Meetings: The ~~Secretary~~ **President** shall notify all members in writing at least three days prior to a special meeting or regular meetings not on the established calendar of meetings.

Section 7 - A - 2. Distribution: The ~~Secretary~~ **President** shall distribute an agenda to all members at least two days prior to any meeting. Extra agendas shall also be available at the beginning of each meeting.

Section 7 - B - 2. Distribution: The ~~Secretary~~ **President** shall distribute an agenda to all members at least two days prior to any meeting. Extra agendas shall also be available at the beginning of each meeting.

