BYLAWS

OF

The Yosemite Faculty Association

YFA

7. OFFICERS

7.1 Officers Specified
The officers of the Association shall be a President, a Vice President for Columbia College, and a Vice President for Modesto Junior College, a Secretary, and a Treasurer.

7.2 Qualifications
These officers shall be and remain currently paid-up members of the Association as a condition for nomination to and service in their respective positions during their terms of office.

7.3 Responsibility to Represent Faculty in Bargaining Unit
It shall be the responsibility of the Association officers to represent the interests of the entire bargaining unit in carrying out their duties.

7.4 Terms of Officers
An officer shall be elected for a term of two (2) years.

7.4.1 Terms Begin on May 1
Their terms of office shall begin on May 1.

7.4.2 Terms are Staggered
The terms shall be staggered. The President, Vice President for Columbia, and the Treasurer shall be elected in March of odd-numbered years. The Vice President for Modesto and the Secretary shall be elected in March of even-numbered years.

7.5 Vacancy
A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. (See Section 11.9)

7.6 The President Shall
The President shall be the Chief Executive Officer of the Association and its policy leader. The President shall:

7.6.1 Preside Over Association, Representative Council, and Board Meetings
Preside at all meetings of the Faculty, the Association, the Representative Council, and the Executive Board.

7.6.2 Prepare the Agenda for Association, Representative Council, and Board Meetings
Prepare the agenda for the meetings of the Faculty, the Association, the Representative Council, and the Executive Board.

7.6.3 **Be the Official Spokesperson for the Association**
The President shall:
Serve on the following:
MJC College Council
YCCD District Council
Workload Appeals Committee
Employee/Employer Relations (EER) Committee meetings

Attend the following:
Board of Trustees meetings

Lead:
YFA Office Hours or General Meeting once per semester at Columbia College.

Other responsibilities may include:
Establishing standing meetings with the Columbia College and MJC Presidents and the YCCD Chancellor.

Attending meetings of the Bay Area Faculty Association (BFA) and the California Community College Independents (CCCI)

7.6.4 **Know Governance Documents**
Be familiar with the governance documents of the Association.

7.6.5 **Appoint Committee Chairpersons and Members**
Appoint all Chairpersons and members of appointed committees and the Bargaining Committee with the approval of both the Executive Board and the Representative Council.

7.6.6 **Sign Checks**
Co-sign checks drawn upon the treasury. (YFA checks require the signature of two of the following officers: President, First Vice President, and Treasurer.)

7.6.7 **Call Meetings of Faculty, Association, Representative Council, and Board**
Call meetings of the Faculty, the Association, the Representative Council, and the Executive Board.

7.6.8 **Suggest Policies for and be Held Responsible for Work of the Association**
Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association.

7.7 **The Vice Presidents Shall**

7.7.1 **Serve as Assistant to the President**

7.7.2 **Serve as the Primary Grievance Officer for their Respective Campuses**
7.7.3 Be Responsible for YFA Representation on the Academic Calendar Committee, Workload Appeals Committee, and Employee/Employer (EER) Committee meetings.

7.7.4 The Vice President for Columbia Serves as the YFA Representative to the Columbia College Council

7.7.5 The Vice President for MJC Serves as the Whistleblower officer
   The Vice President for Columbia College will be the alternate.

7.7.6. The First Vice President Shall
7.7.6.1 Serve in the Absence of the President
   The first Vice President is elected by the Executive Board at the first Fall meeting of the school year and shall assume the duties of the President in the absence of the President.

7.7.6.2 Sign Checks
   Co-signs checks drawn upon the treasury. (YFA checks require the signature of two of the following officers: President, First Vice President, and Treasurer.)

7.8 The Secretary Shall:

7.8.1 Assist the YFA Executive Secretary in Maintaining Accurate Records of Association, Representative Council, and Board Meetings
   Ensures that a careful and accurate record of proceedings, whether a regular or special meeting of the YFA Representative Council, is being kept.

7.8.2 Maintain Membership Dues Rosters
   Coordinate with the YFA Treasurer, the YCCD Payroll Department, and YCCD IT office to maintain a roster of those who have paid their annual dues (see Section 4.3). Generate automated membership dues rosters as needed.

7.8.3 Generate Mailing Labels for YFA Elections and Ratifications
   Utilize the automated membership roster program to generate mailing labels as directed by the YFA Executive Secretary.

7.8.4 Maintain a YFA Website
   Ensure the accuracy and timeliness of the YFA website by posting all pertinent documents as they become available.

7.8.5 Oversee Publication of the YFA Newsletters

7.9 The Treasurer shall

7.9.1 Receive and be Responsible for All Funds
   Receive all funds belonging to the Association and be responsible for their safekeeping and accounting. Oversee various checking, savings and CD accounts.

7.9.2 Pay Out Funds and Sign Checks
Pay out such funds upon orders of the President. Co-sign checks drawn upon the treasury. (YFA checks require the signature of two of the following officers: President, First Vice President, and Treasurer.)

7.9.3 Prepare Written Financial Reports
Prepare a written financial report for each regular meeting of the Representative Council and Executive Board. Prepare and maintain YFA budget, present to the Executive Board and Representative Council for approval and provide updates. Present bank reconciliations to the Executive Board on a monthly basis.

7.9.4 Be Responsible for Audit
Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the membership.

7.9.5 Submit Financial Reports
Submit membership and financial reports to government agencies.

7.9.6 Be the Liaison to YFA Accountant
Act as liaison/courier to accountant to arrange payment of bills, bank reconciliations, preparation of taxes, and annual audit.