



BY LAWS

Revised 5/23/2012

MISSION STATEMENT

The Mission of the Association of Latino Employees (ALE) is to empower and engage Latino employees at Pasadena City College 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 Latino employees at Pasadena City College. ALE shall promote the concerns of the College's Latino employees and serve as a voice for Latino employees and students. ALE shall support the mission and integrity of Pasadena City College (PCC).

ALE shall:

- Actively participate in public service designed to assist Latinos and the community at large through compassionate mentorship
- Provide representation of Latino interests in college committees
- Promote equity in hiring Faculty, Staff and Administration
- Educate campus community related to Latino issues
- Enhance the recruitment of prospective Latino students and the retention of Latino students attending Pasadena City College
- Cultivate a sense of community among campus Latino 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 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 students, student employees, other employees not mentioned in the Regular Membership description, a retiree of PCC, PCC Alumni and to organizations/community members who makes a contribution, monetary or otherwise, to the ALE scholarship fund through sponsorship, time or service and who supports the mission and purpose of ALE. This category is not a dues-paying member.

Section 2: Qualifications for Membership

Anyone who supports the goals and objectives of ALE is eligible to become a member, but only current staff, faculty and administrators are eligible to become regular members.

Section 3: Voting Rights

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

Section 4 : Termination

A membership shall terminate upon the death of a member or his/her resignation from this Association. Membership may also be terminated by action of the Governing Board after due and proper investigation of a member who is found to be in flagrant and/or continued violation of recognized professional standards; convicted of a felony involving moral turpitude, or misuse of the name, assets, or property of this Association.

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 committee 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.

Section 2- Duties of Elected Officers

- a. President: In the initial year the President shall begin his/her 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 his/her 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, and will accept special assignments as requested by the President. The Vice-President shall serve as an ex-officio member of all committees.
- c. Secretary: Shall maintain appropriate records and documents and prepare for the Board's review copies of the minutes from the previous meeting. He/she shall be responsible for maintaining and continuously improving the ALE website, using latest technology available for ease of acquiring information. He/she shall manage social networks, paperless processes, facilitate file sharing, create, manage and maintain multiple listservs, i.e., ALE, Latino Grad, etc.
- d. Treasurer: The 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. Fundraising: Shall be responsible for identifying, planning and executing fundraising events that would generate revenue to support Latino efforts such as: scholarships, naming opportunities (Arts Building Room), conference registration fees for professional development opportunities, community events and as deemed appropriate by the Governing Board. Shall establish a committee to assist in carrying out the functions of said events.
- f. Scholarship Program Chair: Shall create ALE scholarship program, lead scholarship selection process through the establishment of a committee and application with protocols and requirements.
- g. Community Relations: Marketing ALE, serve on the Presidents Latino Advisory Committee (hereinafter referred to as PLAC), share community events, issues, serve as rep in the community as needed. Shall establish a committee to assist in carrying out the functions of said events.
- h. Educational Events: Keep members aware of current/changes of on campus and community workshops and events. Shall organize workshops for campus such as, but not limited to, California Dream Act, How to Obtain a Job (for students), Shared Governance AB1725, Latino Success Stories to share with students--tips on how to succeed, History of Latinos in Pasadena. Shall establish a committee to assist in carrying out the functions of said events.
- i. Social Events: Organize social events, on campus and community mixers, making connections with the fundraising chair to ensure funds are collected and disbursed appropriately. Shall establish a committee to assist in carrying out the functions of said events.
- j. Professional Development: Keep members aware of professional development opportunities, currency/changes of human resource policies, share job announcements (continuing education unit opportunities, how to advance, etc.). Shall establish a committee to assist in carrying out the functions of said events.
- k. Classified Representative: Inform Classified Staff about ALE activities. Attend classified senate meetings.
- l. Faculty Representative: Inform faculty about ALE activities. Attend Academic Senate and Faculty Association meetings.
- m. Management Representative: Inform Managers about ALE activities. Attend Management Association meetings.

Section 3: Vacancy

If a vacancy occurs among the elected officers, other than the President, the President shall appoint, subject to the approval of the Governing Board, a person 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.
- b. The elected officers shall serve a two-year term which shall coincide with the fiscal year (July 1- June 30). The officers elected in 2012, the initial year of ALE, shall serve from the date of election through June 30, 2014.
- c. In an effort to maintain continuity amongst the governing board, the position of Vice President may be the only position that will serve a sequential term, which the effective date of term shall coincide with the college's fiscal year.
- d. Eligibility: Any dues-paying regular member is eligible to run for office.
- e. 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

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. Standing Committees:
 - i. Fundraising
 - ii. Scholarship
 - iii. Community Relations
 - iv. Educational Events
 - v. Social Events
 - vi. Professional Development:
- b. 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

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. All elected officers must be dues-paying members at the time of their election/appointment, except in the initial year. Dues will be collected beginning May 10, 2012.

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 five days 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.

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, provided that such other organizations shall be exempt under Section 501(c) (3) of the Internal Revenue Code, or corresponding provisions of the Internal Revenue Laws.

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 I, Section 3.

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