

Southwestern College Education Association

Political Action Committee - SCEA PAC

By-Laws

Article I: Name and Purpose

- 1.1 The Southwestern College Association **SCEA Political Action Committee** will be known as the **SCEA PAC**.
- 1.2 The purpose of the **SCEA PAC**-to act on behalf, and in collaboration, with **SCEA** in political matters that directly impact the Southwestern College faculty. This includes, but is not limited to, the endorsement and/or election of governing board members, local community political offices, statewide political offices, and other activities deemed appropriate by **SCEA** membership.

Article II: Appointment to the SCEA PAC

- 2.1 The **SCEA PAC** Chair is appointed by the **SCEA** President.
- 2.2 The **SCEA PAC** chair will appoint officers to the **SCEA PAC** in consultation with the SCEA President.

Article III. SCEA PAC Officers

- 3.1 Chair: The chair shall convene and preside at all **SCEA PAC** meetings and be responsible for reporting activities to the membership at Representative Council-meetings; attend relevant meetings or appoint a designee to attend; serve as liaison between the **SCEA PAC** and outside agencies and individuals; solicit help from SCEA for political activities, maintain ongoing membership with various political support groups.
- 3.2 Vice-Chair: Works closely with the Chair to carry out the functions of the **SCEA PAC**, takes the lead on updating the **SCEA PAC** By-laws and acts on behalf of the Chair as needed.
- 3.3 Treasurer: shall maintain, receive, record, and deposit all **SCEA PAC** funds; keep accurate records consistent with the requirements established by the State of California; keep the general membership informed of the financial position by means of periodic reports at

Representative Council, and be responsible for all relevant filings with the county, state, and federal agencies.

- 3.4 Secretary: is responsible for taking minutes of all **SCEA PAC** meetings, keeps records of all politically-related, maintains candidate information; maintain the **SCEA PAC** calendar of events.

Article IV. Scheduling SCEA PAC meetings

4.1 The **SCEA PAC** meetings shall be held as needed, with members given no less than 48 hours prior notice.

4.2 Within a reasonable time prior to the election the **SCEA PAC** will meet to plan and coordinate the upcoming election(s).

Article V. Funding/SCEA contributions to the PAC

5.1 **SCEA** will fund the **SCEA PAC** annually. These monies will remain segregated from the general **SCEA** accounts and will be used solely for approved political activities.

5.2 Faculty donations to the **SCEA PAC** will consist of a voluntary payroll deduction. The voluntary contribution forms are available at the **SCEA** office.

5.3 Donations from other Southwestern College employees, community members, or anyone else can be made to the **SCEA PAC**.

5.4 Expenditures of over \$500.00 of **SCEA PAC** funds must be approved by vote at a Representative Council meeting.

5.5 **SCEA PAC** money shall be used for non-partisan voter registration drives, Southwestern College Board of Trustee elections, state ballot propositions, and/or to assist in the organizing activities of California Teachers Association (CCA) or the National Education Association (NEA).

5.6 **SCEA PAC** monies may also be used for other political causes, candidates, or endeavors which are in concert with the mission of **SCEA**, subject to a vote at a Representative Council Meeting.

Article VI. Election Process /Solicitation of Potential Candidates

6.1 The **SCEA PAC** organizing committee will be responsible for informing **SCEA** membership regarding open seats or candidates up for re-election for the SWC governing Board; the committee will also inform

the campus community, and the community at large, regarding support for candidates running in other local elections.

6.2 Solicitation of potential candidates at “Meet and Greet forums” will be scheduled, when possible, within a 6-9 month period before the election.

6.3 Potential candidates will be invited to ongoing “Meet and Greets” which will be open to the district voting community.

6.4 The committee for vetting candidates will be made up of available **SCEA PAC** members, **SCEA** Executive Committee members, Academic Senate members, and any other **SCEA** members open to serving.

6.5 Potential candidates will be notified about the process in a timely manner.

6.6 The vetting process will start as soon as candidates can be identified.

6.7 **SCEA PAC** will develop or review the criteria for potential candidates, which includes interview questions. Candidates will be given the interview questions beforehand and shall also be asked for their curriculum vitae/resume.

6.8 **SCEA PAC** will interview all potential candidates in preparation for endorsement.

Article VII: Responsibilities of Endorsed Candidates

7.1 The endorsed candidates are responsible for their own campaigns including: organization, management, operation, fund-raising, and publicity.

7.2 It is not the responsibility of **SCEA PAC** to manage any campaign. This responsibility lies solely with the candidate(s).

Article VIII: SCEA PAC Responsibilities

8.1 The **SCEA PAC** is responsible for the vetting of all Southwestern College Governing Board candidates and making recommendation to the SCEA Rep Council.

8.2 The **SCEA PAC** will assist the endorsed candidate through publications, meetings with community groups, and political parties at its discretion.

- 8.3 The **SCEA PAC** will be responsible to run a campaign which reflects the best interests of SCEA.
- 8.4 The **SCEA PAC** will collaborate and consult with CCA/CTA for ongoing assistance in campaign and funding-related issues for elections. **SCEA PAC** will keep SCEA Executive Committee informed.
- 8.5 If a legitimate need arises during summer months when the **SCEA** Rep Council cannot be easily convened, the **SCEA PAC**, acting in consultation with the **SCEA** Executive Committee, can endorse vetted candidates on behalf of **SCEA** as long as good faith efforts are made to invite as many SCEA members as possible to convene and discuss possible endorsement.

Article IX. Amendments to SCEA PAC By-Laws

- 9.1 The By-Laws will be amended by **SCEA PAC** when necessary by a 2/3 majority vote by the **SCEA** executive Committee.

Last Revision 9/2014