



Foothill – De Anza Association of Classified Employees (ACE)
650.949.7789 | ace2@fhda.edu
www.acefhda.org

ACE Officer Elections

Nominations October 18 - 21. Elections held online Nov. 1 - 4.

We will be accepting nominations at your ACE General Membership Meeting on Oct 18th. After the meeting, you will receive an email with complete details on how to submit your nomination online.

The following positions are up for election:

- ◆ Chief Steward Central Services
- ◆ Board Member Central Services
- ◆ Chief Steward De Anza
- ◆ Board Member: De Anza, Seat 2
- ◆ Vice President Foothill
- ◆ Recorder
- ◆ Treasurer

Any member may nominate a candidate for recorder. Only De Anza members may nominate candidates for De Anza positions; only Central Services members may nominate candidates for Central Services; and only Foothill members may nominate candidates for Foothill positions.

Terms are two years in length and run from January 1 through Dec. 30. **A member is eligible to be a candidate if they are a non-probationary, permanent, classified employee in the District and is a member of ACE for one (1) full year.** The candidate must remain a member if nominated and elected for as long as he or she remains in the elected position.



Foothill – De Anza Association of Classified Employees (ACE)
650.949.7789 | ace2@fhda.edu
www.acefhda.org

All positions require subordination of personal interests to those that represent the highest good of the members. No officer shall have greater rights than any other member of ACE.

See Article 5 of the ACE Constitution for job descriptions.

Vice President: This position is done in addition to the incumbent’s permanent FHDA job. Release time is provided to attend to ACE business and requires a time commitment of approximately 10 hours per month. An elective stipend of \$200 per month is provided.

1. Upon approval of the Board, the Vice Presidents may be authorized to approve expenditures withdrawn on ACE funds in place of either the President or Treasurer and shall perform such other duties as assigned by the President or the Executive Board.
2. The Vice Presidents shall serve on the College Council, College Advisory Council, College Budget committees and other District committees as assigned.
3. The Vice Presidents shall hold and facilitate site meetings each month at their respective sites.
4. The Vice Presidents shall assign ACE representatives to hiring committees for classified workers in Unit 1 for their respective areas.

Chief Steward: This position is done in addition to the incumbent’s permanent FHDA job. Release time is provided to attend to ACE business and the time commitment varies. An elective stipend of \$250 per month is provided.

a. Duties of the Chief Stewards

1. Chair the Stewards Council and report activities of Stewards to the Executive Board in closed session.
2. Be responsible for recruiting stewards and presenting candidates to the Executive Board for approval.

b. Duties of the Chief Stewards and Steward(s)

1. Represent their respective jurisdiction in all membership meetings in the absence of the members.



Foothill – De Anza Association of Classified Employees (ACE)
650.949.7789 | ace2@fhda.edu
www.acefhda.org

2. Be the first line of contact with administrative or supervisory staff subject to this Constitution.
3. Be responsible for the enforcement of all applicable collective bargaining agreements in their respective jurisdictions.
4. Be responsible for holding management accountable for all applicable safety and occupational health laws, rules and regulations, and are responsible for notifying appropriate administrative or supervisory staff of unsafe working conditions.
5. Shall have copies of the Constitution and all necessary working agreements available at all times.

Board Member: This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and requires a time commitment of approximately 8 hours per month. An elective stipend of \$125 per month is provided

1. Ensure that the interests and directives of the General Membership are represented at Board Meetings.
2. Serve on two (2) College or District Committees pertinent to ACE business and report back to the Board. De Anza - Finance & College Operations Planning & Budget Team. Foothill - Voluntary Employees Benefit Association – VEBA Trust.
3. Attend the Classified Senate meeting at each location. At least one Board Member from each site should attend, but two (2) members should not serve on the same Senate.

Recorder: This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and the time commitment varies. An elective stipend of \$400 per month is provided.

Duties of the Recorder

The recorder shall act as the official record keeper of all ACE proceedings and meetings. The ACE board may allow a regular ACE member release time to accomplish the duties of the recorder or hire from an outside agency. If the ACE Board discovers a more efficient way of accomplishing the needs of ACE, they may take action to do so.

1. The recorder shall carry out the official correspondence of ACE as directed by the president or executive board.
2. Make available a draft copy of the meeting minutes within seven (7) working days following an executive board meeting and make corrections as directed by



Foothill – De Anza Association of Classified Employees (ACE)
650.949.7789 | ace2@fhda.edu
www.acefhda.org

- the president and the attorney. The final draft of minutes shall be distributed to the executive board at least five (5) working days prior to the next executive board meeting. After approval of the minutes by the Board, the recorder shall post them on the ACE Web site.
3. Shall notify the general membership of executive board meeting(s).
 4. Shall conduct preliminary election duties as described in Article 10.
 5. Shall regularly request updated lists of Unit 1 members from human resources, which shall include contact information in order to ensure that those who vote at all meetings are members in good standing.
 6. Shall maintain custody of official ACE records placed in such custody by the president, executive board or this Constitution, including financial records and any official signed document between ACE and the District or any other entity.

Treasurer: This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and the time commitment varies. An elective stipend of \$150 per month is provided.

Duties of the Treasurer

The treasurer shall present the executive board's recommended annual budget at the general membership meeting immediately following the board's creation of the budget. The recorder shall post the budget on the ACE website. Members can bring concerns regarding the budget at any time to the board at the next executive board meeting.

1. The treasurer shall receive ACE money and deposit all money so received in the name of ACE to a financial institution selected by the executive board.
2. Money so deposited shall be withdrawn only by authorization or direction of the president and treasurer after such expenditures are approved by the Board.
3. The treasurer shall disburse ACE funds for such purposes as required by this constitution or authorized by the membership or the Board.
4. The treasurer shall keep and accurately record receipts and disbursements.
5. The treasurer shall also submit to the executive board a monthly operating statement that contains records of ACE's financial transactions since the previous report.
6. The treasurer shall further arrange an annual audit of ACE finances as approved by the executive board, and shall report to the Board the results of such annual audit at the first board meeting after the audit is made.
7. The treasurer shall adhere to legal reporting requirements and arrange preparation and filing of all required federal and state tax reporting forms.
8. The treasurer shall present to the executive board a budget for the next year after closing of the fiscal year.



Foothill – De Anza Association of Classified Employees (ACE)

650.949.7789 | ace2@fhda.edu

www.acefhda.org