

New York State United Teachers
CONSTITUTION
for
ROCKLAND COMMUNITY COLLEGE ADJUNCT FACULTY ASSOCIATION

I. NAME

This organization shall be known as the Rockland Community College Adjunct Faculty Association.

II. OBJECTIVES

The objectives of this organization shall be:

1. To promote the unity and strength of its members;
2. To advance the standards of its members' professions;
3. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
4. To promote the welfare and well-being of its members;
5. To promote mutual assistance and cooperation with other organizations with which it is associated;
6. To promote the aims and objectives of the New York State United Teachers and its national affiliates;
7. To expose and fight all forms of racism and discrimination.

III. AFFILIATIONS

This organization, hereinafter referred to as "the Association," shall affiliate with the New York State United Teachers and its national affiliates.

IV. MEMBERSHIP

There shall be the following membership categories: Active and Special

1. Active: Active membership in the Association shall be open to any adjunct who is employed by Rockland Community College during a fiscal year September 1 – August 31.
2. Special: Special membership in this organization shall be open to adjunct instructors who may not be teaching in a given semester, but who have taught within the last three (3) years, as well as adjuncts who have retired. An adjunct may be considered retired if he/she has taught at Rockland Community College for a minimum of 10 semesters, is 55 years of age or more, and has declared him/herself retired from adjunct teaching. All provisions of current membership in NYSUT shall continue to be made available to members upon retirement.
3. Membership shall be obtained only through the payment of required dues.
4. A member may be expelled for an act detrimental to the Association upon presentation of written charges signed by at least 1/5 of the total membership and approved by at least 3/4 of the Executive

Committee. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members vote to reinstate.

V. DUES PROCEDURE

1. Yearly dues shall be determined by current NYSUT and national affiliate dues plus local dues to be set by the Rockland Community College Adjunct Faculty Executive Committee. Local dues may be changed by a majority vote of the general membership after reasonable notice of the intention to vote on such questions, or by majority vote of members in a membership referendum.

2. The Executive Board shall present a full budget to the membership to justify any Executive Committee proposal regarding a change in the dues structure.

VI. OFFICERS

1. The officers of the Rockland Community College Adjunct Faculty Association shall consist of President, Vice President, Secretary, Treasurer and eight(8) At-Large-Directors.

2. Duties of the President: The President shall

- a. be chief executive officer of the Rockland Community College Adjunct Faculty Association;
- b. administer all affairs and execute all policies of the Association;
- c. preside at all meetings of the Executive Committee and general membership;
- d. represent the Association with all external groups;
- e. appoint and establish the function of all committees with the approval of a majority of the other elected officers;
- f. call regular and special meetings of the Executive Committee and general membership;
- g. fulfill such other duties as the office requires and as are consistent with these bylaws.

3. Duties of the Vice-President: The Vice-President shall assume the duties and responsibilities of the President in his/her absence and shall perform such other duties as the president may designate.

4. Duties of the Secretary: The Secretary shall issue all notices, shall answer correspondence at the direction of the President and shall report outside correspondence to the President and the Executive Committee and shall be the custodian of the seal and charter of the Association. The Secretary shall record the minutes of the Executive Committee and of general membership meetings. A current membership list shall be made available to all members upon request.

5. Duties of the Treasurer: The duties of the Treasurer shall be:

- a. to receive, record, and deposit in the name of the Association all monies from dues and all other sources;
- b. to keep the membership roll, issue receipts and delinquent notices;
- c. to forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers and to other affiliated organizations to keep this Association in good standing at all times. Special care shall be taken to see that per capita tax through December 31 is sent to the national Office no later than 15 days prior to the opening date of the National Convention to make sure delegates from this Association may be seated;
- d. to present an annual report to all members;
- e. to keep adequate records available at all times for the Executive Committee;

- f. to pay all bills authorized by the budget and to retain voucher or invoice for same. Bills not authorized in the budget must be presented to the Executive Committee for authorization.

6. Nominations

- a. Each member shall be given reasonable opportunity to nominate candidates for office. A prospective candidate will have the opportunity to decline nomination.
- b. Notice of the offices to be filled, the right to make nominations and the time, place, and proper form for submission of nominations will be published in the Rockland Community College Adjunct Faculty Association publication and be prominently posted on the Association's bulletin boards.
- c. Nomination procedures shall be determined by the Executive Committee.
- d. Any member in good standing is eligible for nomination for office.

7. Elections

- a. Written notice announcing the time and place of elections shall be mailed to each member in good standing at his/her last known address at least fifteen (15) days prior to the election.
- b. Election shall be by secret ballot.
- c. The results of the election shall be published in the Rockland Community College Adjunct Faculty Association publication or posted prominently on the Association's bulletin boards.
- d. The secretary shall preserve all election records, including ballots, for a period of one (1) year.
- e. In the event that an Officer of the RCCAFA cannot serve until the next election, the President will appoint a replacement with the approval of members of the Executive Board. The new Officer will serve in that position until the next election. In the event that an At-Large position on the RCCAFA Executive Board occurs between elections, the following procedure will be used:

- 1. The President of the RCCAFA will appoint a committee of three members of the Executive Board to perform a search for a new member among the current active members of the RCCAFA.
- 2. The committee will present the candidate(s) to the Board at a Board meeting.
- 3. The Executive Board will vote on the candidate(s) and those receiving approval by at least $\frac{3}{4}$ of the Board present will be appointed to the Board for a term ending at the next regular scheduled Board election.

8. Removal from the Executive Board

- a. A board member may be removed from office if they do not attend at least 75% of the Executive Board meetings or acts in a manner that is detrimental to the RCCAFA as determined by the Executive Board. This action must be agreed to by at least 75% of the Executive Board members attending the meeting.

9. Terms of Office

Duly elected officers and members shall serve a three(3) year term commencing the first day of the month following the election until the last day of the month of the next election. Each elected officer and member shall remain in office until his/her successor assumes office.

10. Vacancies

- a. If the office of President becomes vacant, the Vice-President shall assume the office of President
- b. If any other office becomes vacant, it shall be filled by election by the Executive Committee until the next election is held by the general membership.
- c. In the event that a position on the RCCAFA Executive Board Occurs, the following procedure will be used.
 1. The President of the RCCAFA will appoint a committee of three members of the Executive Board to perform a search for a new member among the current active members of the RCCAFA.
 2. The committee will present the candidate(s) to the Board at a Board meeting.
 3. The Executive Board will vote on the candidate(s) and those receiving approval by at least $\frac{3}{4}$ of the Board will be appointed to the Board for a term ending at the next regular scheduled Board election.
 4. The newly elected members will serve a 90 day probationary period at the end of which they must receive a $\frac{3}{4}$ approval vote by the regularly elected members of Board to continue to serve.
 5. If a regular election occurs before the end of the probationary period, the probationary period is terminated and the results of the election apply. The probationary member may, of course, run for a regular seat on the Board in the election.

VII. EXECUTIVE COMMITTEE

1. The Executive Committee shall be composed of the duly elected officers and eight (8) Directors at large.
2. Duties. The Executive Committee shall:
 - a. approve an annual budget;
 - b. act upon expenditures as may be required;
 - c. act on policy matters for the Association between the meetings of the general membership;
 - d. make policy recommendations to the membership for their consideration.
3. The Executive committee shall meet monthly. The July meeting may be optional. Special meetings may be called by the President or by petition of a majority of the Executive Committee.

VIII. STANDING COMMITTEES

Subject to nomination by the President and the approval of a majority of the other elected officers, there shall be chairpersons of the following standing committees:

1. Negotiations and Contract
2. Grievance
3. Public Relations
4. Legislation/Political Action
5. Membership
6. Selected Representatives

The President shall be chairperson of the Negotiations and Contract Committee.

IX. REPRESENTATIVE TO REPRESENTATIVE ASSEMBLIES

Representatives to the NYSUT Representative Assembly and national governance bodies shall be elected by secret ballot in a manner not inconsistent with the Constitution and Bylaws of the appropriate state and national organizations and with the law.

X. GENERAL MEMBERSHIP MEETINGS

1. Meetings of the general membership may be called by the President, by a majority of the Executive Committee or by petition of ten (10) percent of the membership. Membership meetings shall be no fewer than two (2) times per year.
2. A quorum at a general membership meeting shall consist of ten (10) percent of the total membership of record at that time.

XI. PROTECTION OF RIGHTS OF MEMBERS

1. Every member of this Association shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referenda, to attend membership meetings, and to participate in deliberations and voting upon the business of the Association.
2. No member may be fined, suspended, expelled, or otherwise disciplined (except for nonpayment of dues) by this organization unless such member has been served with written specific charges and given a reasonable time to prepare his/her defense and afforded a full and fair hearing.
3. This organization shall show no discrimination toward any individual or group of individuals on the basis of sex, creed, color, race, national origin, age, or political activities and beliefs.

XII. RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS

Approval or disapproval of any Collective Bargaining Agreement with the employer shall be determined by a majority vote of the members of this Association, from the unit to which the Collective Bargaining Agreement applies either at a membership meeting called specifically for that purpose or by mail ballot.

XIII. AMENDMENTS

1. An amendment to this Constitution may be proposed by:
 - a. a majority of the Executive Committee;
 - b. no fewer than ten (10) percent of the membership.
2. A proposed amendment must be posted in a conspicuous place and distributed at a general membership meeting at least ten (10) days before the ratification vote.
3. An amendment may be ratified either by a two-thirds vote of those present at a general membership meeting or by a two-thirds vote of a mail-in ballot.

XIV. PARLIAMENTARY AUTHORITY

Meetings of all duly constituted bodies of this organization shall be governed by Roberts' Rules of Order, newly revised, except as otherwise provided in these Bylaws.