



# Constitution & Bylaws

## Faculty Association Suffolk Community College

533 College Road, Rm. H224J  
Selden, New York 11784  
631.451.4151

May 2015

# CONSTITUTION OF THE FACULTY ASSOCIATION SUFFOLK COMMUNITY COLLEGE

<i>ARTICLE I: NAME and Affiliation</i>	2
<i>ARTICLE II: OBJECTIVES</i>	2
<i>ARTICLE III: MEMBERSHIP</i>	2
<i>ARTICLE IV: OFFICERS AND ELECTIONS</i>	3
<i>ARTICLE V: GENERAL MEMBERSHIP MEETINGS</i>	4
<i>ARTICLE VI: AMENDMENTS</i>	5
<i>ARTICLE VII: RATIFICATION</i>	5
<i>ARTICLE VIII: AUTHORITY</i>	5

## **BYLAWS TO THE CONSTITUTION FACULTY ASSOCIATION SUFFOLK COMMUNITY COLLEGE**

<i>ARTICLE I: MEMBERSHIP</i>	6
<i>ARTICLE II: EXECUTIVE COUNCIL</i>	6
<i>ARTICLE III: ELECTIONS</i>	9
<i>ARTICLE IV: TERM OF OFFICE</i>	9
<i>ARTICLE V: VACANCIES</i>	9
<i>ARTICLE VI: REMOVAL FROM OFFICE</i>	9
<i>ARTICLE VII: QUORUMS</i>	10
<i>ARTICLE VIII: PROXIES</i>	10
<i>ARTICLE IX: AMENDMENT</i>	10
<i>ARTICLE X: COMMITTEES</i>	11
<i>ARTICLE XI: DUES AND COMPENSATION</i>	13
<i>ARTICLE XII: VOTE ON A PROPOSED CONTRACT</i>	13

## **ARTICLE I: NAME and AFFILIATION**

- A. The name of the organization shall be the Faculty Association of Suffolk Community College.
- B. The Faculty Association of Suffolk County Community College is affiliated with and therefore subject to the constitutions of the New York State United Teachers (NYSUT) and its national affiliates, The American Federation of Teachers (AFT), and the National Education Association (NEA).

## **ARTICLE II: OBJECTIVES**

- A. The Association shall foster educational excellence.
- B. The Association shall represent the community of interests of Unit III and the Association membership.

## **ARTICLE III: MEMBERSHIP**

- A. Membership in the Association shall be open to the following:
  - 1. Full-time Faculty.

Full-time faculty shall be defined as those designated as employees of bargaining Unit III in Resolution No. 187-1970 (March 10, 1970) of the Suffolk County Board of Supervisors.

Such faculty are:

    - Instructional Personnel: Professors, Associate Professors, Assistant Professors, Instructors, Professional Assistants, Specialists, Counselors, Librarians, Coordinators.
  - 2. Adjunct Faculty.

Adjunct faculty shall be defined as Those additional faculty designated as employees of bargaining Unit VII in Resolution No. 866-1975 (August 26, 1975) of the Suffolk County Legislature.

Such faculty are:

    - Faculty members employed as part-time faculty in the day, evening, summer, and special sessions at all campuses and all extension centers.
    - Those administrators teaching part-time designated as employees in the bargaining unit by Resolution No. 588-1976 (August 17, 1976) of the Suffolk County Legislature.
    - Any employees of Suffolk Community College not designated in Article III, Section I may petition the Association for membership as stated in the Bylaws of the Association and may be admitted to membership by majority vote of the membership.
- B. The Faculty Association of Suffolk Community College will not discriminate against any individual on the basis of sex, religion, color, race, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, political beliefs, or employment status.
- C. In all voting matters each member shall be afforded one vote.

## ARTICLE IV: OFFICERS AND ELECTIONS

A. The governing body of the Association shall be the Executive Council.

It shall consist of:

1. *Six (6) officers:*

- President
- Executive Vice President
- Secretary
- Treasurer
- Grievance Officer
- Adjunct Coordinator

2. *Immediate Past President*

3. *Three (3) college-wide Professional Assistant/Specialist Representatives, one in each of the following areas:*

- Technical Areas/Instructional Centers
- Programmatic
- Instructional Labs

4. *Two (2) Eastern Campus Representatives, one in each of the following areas:*

- Science, Math, Social Science, Business, Nursing, Culinary, PE,
- Library, Humanities, Counseling

5. *Six (6) Grant Campus Representatives, one in each of the following areas:*

- Nursing, Health Science, PE, Veterinary Science
- Business, HVAC, CIS, Technology, ETU Coordinator
- Library, Counseling, Media
- Social Sciences
- Natural Sciences, Math
- Humanities

6. *Eleven (11) Ammerman Campus Representatives, one in each of the following areas:*

- Library/Central
- Accounting/Business Administration/Business Information Systems/Business Law
- Engineering/Computer Science/Industrial Technology
- English
- Music/ Visual Arts/ Theatre/ Philosophy/Women's Studies
- Communications/ Languages/ Reading/ TV/ Radio/Film
- Nursing/Health and Human Services/Physical Education
- Biology/Physical Sciences
- Math
- Social Sciences/Behavioral Sciences/Criminal Justice
- Counseling/Co-op Education

7. *One (1) representative for each one-hundred (100) (or major fraction) part-time faculty members in good standing, but not less than one in the following college-wide constituencies:*

- English
- Math
- Science, Engineering, Automotive
- Business, Accounting, Communications, Telecom
- Nursing, PE, Health Science
- Humanities, Arts, Music, Philosophy
- Foreign Languages, ESL, ASL, Reading
- Social Sciences
- Counseling, Education, Freshman & College Seminar
- PA/Specialist- Skills centers
- PA/Specialist Instructional Labs
- Guild, Retiree, PA/Specialist- Programmatic
- Culinary, Fire Science, Library, Electrical Tech, Drafting, Interior Design

8. *Ex-Officio Members:*

- Director of Communications,
- Editor of the WORD
- Web Manager
- Chair of the Mediation Committee

B. Each Council Representative shall be elected by his or her constituency as stated in the Bylaws of the Association, except that Council Representatives of adjunct members and professional assistants/specialists shall be elected on a college-wide basis.

1. Election of officers shall be held during the spring semester of odd-numbered years, but not before April 10. At least two weeks' notice of the date of election shall be given.

a) All officers shall be elected on an at-large basis.

2. Election of Executive Council Representatives shall be held each spring semester, with one-half of the representatives being elected each year (for the first time, by lot). At least two weeks' notice of the date of election shall be given.

a) Members of the Executive Council shall serve for two years.

C. Officers and members of the Executive Council shall assume office on the date of the first Executive Council meeting following the certification of their election.

## **ARTICLE V: GENERAL MEMBERSHIP MEETINGS**

A. There shall be at least one (1) meeting each year designated as a General Membership Meeting at a time and place designated by the Executive Council.

B. Additional General Membership Meetings may be called by the President or the Executive Council.

C. Upon the petition of fifty (50) members, the President or the Executive Council shall call a meeting within thirty (30) days.

## **ARTICLE VI: AMENDMENTS**

- A. A proposed amendment to the Constitution may be submitted in writing to the Executive Council by any member in good standing at a regularly scheduled Executive Council meeting.
1. The amendment shall be discussed at the next regularly scheduled Executive Council meeting, and voted upon at that meeting. If two thirds (2/3) of the votes cast are in favor of the amendment, it shall be submitted to a vote of the general membership. A general membership informational meeting shall be held prior to such a vote, and at least two (2) weeks' notice shall be given prior to the vote.
  2. Alternatively, upon petition of one hundred members in good standing, the President or Executive Council shall call a general membership informational meeting to discuss a proposed amendment. The amendment shall then be submitted to a vote of the general membership. At least two (2) weeks' notice shall be given prior to the vote.
- B. If two-thirds (2/3) of the votes cast are in favor of the amendment, the Constitution shall be amended accordingly.

## **ARTICLE VII: RATIFICATION**

This Constitution shall take effect upon two-thirds (2/3) approval of the membership as stated in the Bylaws of the Association and shall supersede any previous Constitution.

## **ARTICLE VIII: AUTHORITY**

- A. Robert's Rules of Order, Newly Revised shall govern all general membership, Executive Council and committee meetings, where applicable and not inconsistent with the Constitution and Bylaws.
- B. The President may appoint and the Executive Council shall approve a Parliamentarian.

# BYLAWS TO THE CONSTITUTION FACULTY ASSOCIATION SUFFOLK COMMUNITY COLLEGE

## ARTICLE I: MEMBERSHIP

Any of those individuals described in Article III, Section A of the Constitution of this organization shall become members upon application and payment of dues. Members shall retain membership and good standing until submitting written notice of resignation to the Executive Council, or upon failure to maintain dues payment either by payroll deduction or, if cash paying, by paying one-half of the year's dues before September 1st and one-half before February 1st annually. A member who fails to meet the above requirement shall be so notified and shall be suspended from good standing. If, at the end of thirty days, such a member has not been reinstated in good standing, he/she shall be dropped from membership.

## ARTICLE II: EXECUTIVE COUNCIL

### A. Duties of Officers

#### 1. The President shall:

- a) Be the chief administrative officer and public representative of the Association.
- b) Preside at general membership meetings of the Association and at meetings of the Executive Council.
- c) Execute the policies established by the Executive Council.
- d) Be an ex-officio member of all standing committees of the Association.
- e) Serve as Chief Negotiator. If the President chooses not to serve as Chief Negotiator, he or she will recommend a negotiator for approval by the Executive Council.
- f) Sign negotiated agreements.
- g) Prepare the agenda for general membership and Executive Council meetings in consultation with the Secretary.
- h) Appoint the Director of Communications and Editor of THE WORD, Web Manager and the Mediation Committee, with the approval of the Executive Council.
- i) Serve as a Trustee to the Faculty Association Benefit Fund.
- j) Serve as ranking delegate to the NYSUT Representative Assembly and the AFT Convention.
- k) Attend meetings of the Executive Council.
- l) Perform other duties customary to the office or as assigned by the Executive Council.

#### 2. The Executive Vice President shall:

- a) Assume the duties of the President in the absence or disability of that officer.
- b) Assist the President in the performance of the duties of that office.
- c) Chair the College Personnel Committee.
- d) Be a member of the Budget Committee and a member of the Contract Negotiating Committee.
- e) Serve as Office Manager.
- f) Serve as a Trustee to the Faculty Association Benefit Fund.
- g) Serve as a delegate to the NYSUT Representative Assembly and the AFT Convention.
- h) Attend meetings of the Executive Council.
- i) Perform other duties customary to the office or as assigned by the Executive Council.

3. The Secretary shall:

- a) Publish notices and agenda of all general membership and Executive Council meetings.
- b) Record, correct, and keep in the Association office minutes of all general membership and Executive Council meetings.
- c) Ensure, in collaboration with the Treasurer, that a current listing of the membership of the Association is maintained.
- d) Chair the Elections Committee. (In the event that the Secretary is a candidate for election, the Elections Committee shall appoint an acting chairperson for the duration of the election.)
- e) Serve on the Budget Committee.
- f) Serve as a Trustee to the Faculty Association Benefit Fund.
- g) Serve as a delegate to the NYSUT Representative Assembly and the AFT Convention.
- h) Attend meetings of the Executive Council.
- i) Perform other duties customary to the office or as assigned by the Executive Council.

4. The Treasurer shall:

- a) Receive, hold, disburse, and maintain accurate records of all Association funds.
- b) Disburse funds through checks cosigned by the President or other designated officer.
- c) Chair the Budget Committee and prepare a proposed annual budget in conjunction with that committee, and submit a monthly financial statement to the Executive Council.
- d) Recommend acceptance or rejection of the proposed budget by the Executive Council.
- e) Ensure that each member receives a copy of the approved budget and of the annual financial report.
- f) Arrange for the annual auditing of the Association books.
- g) Supervise activities of the Faculty Association bookkeeper.
- h) Ensure in collaboration with the Secretary, that a current listing of the membership of the Association is maintained.
- i) Serve as a Trustee/Treasurer to the Faculty Association Benefit Fund.
- j) Serve as a delegate to the NYSUT Representative Assembly and the AFT Convention.
- k) Attend meetings of the Executive Council.
- l) Perform other duties customary to the office or as assigned by the Executive Council.

5. The Grievance Officer shall:

- a) Chair the Grievance Committee.
- b) Be available to advise faculty concerning seniority and other contractual rights.
- c) Prepare, process, and present grievances through all formal and informal stages of the grievance procedure, including a report to be submitted to the Executive Council.
- d) Serve as a Trustee to the Faculty Association Benefit Fund.
- e) Serve as a delegate to the NYSUT Representative Assembly and the AFT Convention.
- f) Attend meetings of the Executive Council.
- g) Perform other duties customary to the office or as assigned by the Executive Council.

6. The Adjunct Coordinator shall:

- a) Verify overload teaching assignments with the College administration.
- b) Be available to advise adjunct faculty concerning seniority and other contractual rights.
- c) Serve on the College Personnel Committee to represent the interests of adjuncts.
- d) Serve as a Trustee to the Faculty Association Benefit Fund.
- e) Serve as a delegate to the NYSUT Representative Assembly and the AFT Convention.
- f) Perform other duties customary to the office or as assigned by the Executive Council.

B. Duties of the Executive Council

1. Meet at least once each month during the academic year.
2. Make policy for the Association.
3. Uphold the terms of the contract and the Constitution and Bylaws.
4. Authorize in advance any formal negotiations between the Association and Suffolk County or the College administration designed to modify the current contract.
5. Approve the Editor of THE WORD, the Director of Communications, Web Manager, Mediation Committee and the Parliamentarian of the Association, and any other appointments.
6. Approve all committee appointments made by the President and all charges to committees.
7. Determine the number of delegates that shall attend local, regional, and national conferences under the auspices of the Association.
8. Approve the Association budget.
9. Certify election results.
10. Perform additional duties customary to the body.

C. Duties of Executive Council Representatives

1. Representatives shall hold and chair informational meetings for their constituents at least once a year.
2. Representatives shall distribute information as necessary.
3. Executive Council Representatives shall attend meetings of the Council.
4. Executive Council Representatives shall inform their constituents of actions taken by the Council.

## **ARTICLE III: ELECTIONS**

- A. All elections shall be conducted in accordance with the provisions of the FA Elections Procedures.
- B. Any member of the organization may be nominated for any at-large officer position of the FA. Nominations shall be solicited from the entire membership in the Election Committee's call for nominations.
- C. Any FA member of each Executive Council constituency is eligible to be nominated to represent that constituency. Nominations shall be solicited from the entire constituency.
- D. All elections shall be by secret ballot. The results shall be determined by a simple majority of votes cast. If a majority is not obtained on a first ballot, a runoff election between the two candidates receiving the highest number of votes shall be held.

## **ARTICLE IV: TERM OF OFFICE**

All officers and Executive Council Representatives shall be elected for two-year terms, and shall assume office on the date of the first Executive Council meeting following the certification of their election.

## **ARTICLE V: VACANCIES**

- A. In the event that there is a vacancy in any at-large office other than the Presidency, and less than one year has elapsed since the election, a special election will be held to fill the vacancy for the remainder of the unexpired term in conformity with the FA Elections Procedures. If more than one year has elapsed, then the President shall call a special meeting to notify the Executive Council of the vacancy and shall appoint a Search Committee to present candidates to the Executive Council for approval. The candidate chosen by the Executive Council shall serve the remainder of the unexpired term of office.
- B. Vacancy in the office of the President shall be filled by the Executive Vice President.

## **ARTICLE VI: REMOVAL FROM OFFICE**

- A. An officer of the Association may be removed from office in the following manner:
  - 1. A petition containing the signatures of at least one hundred (100) Association members eligible to vote shall be submitted to the Executive Council. The petition shall state the reasons for removal of the officer.
  - 2. The President or Executive Vice President or other appropriate officer shall then immediately notify the officer named in the petition and shall provide that officer with a copy of the reasons stated in the petition.
  - 3. The Executive Council shall designate one of its members as its Presiding Officer, who shall call a Removal-from-Office Hearing. The hearing shall be called within seven (7) business days of the receipt of the petition. At the hearing, the petition shall be presented to the membership and the officer shall have a full opportunity to respond to the reasons in the petition.

4. The officer shall be removed from office by a two-thirds (2/3) majority of the votes cast in a special recall election, held within seven (7) business days of the hearing, in accordance with the voting procedures established by the Elections Committee and approved by the Executive Council.

B. This procedure shall also be followed in respect to Executive Council Representatives, with the following exception: The recall petition shall bear the signatures of twenty-five percent (25%) of the members eligible to vote from that particular constituency.

## **ARTICLE VII: QUORUMS**

- A. At the Executive Council meetings, forty percent (40%) of the elected members shall constitute a quorum.
- B. At divisional, campus, and committee meetings, forty percent (40%) of the members shall constitute a quorum.
- C. At general membership meetings, fifty (50) members appearing in person shall constitute a quorum.

## **ARTICLE VIII: PROXIES**

- A. At the Executive Council and committee meetings no proxies shall be admitted.
- B. Email voting shall be allowed between on-site Executive Council and committee meetings.
- C. At general membership meetings, proxies shall be admitted in accordance with the following specifications:
  1. Before the meeting, the Secretary shall receive a signed authorization from the member seeking the proxy containing the name of the member authorized to cast the vote, the date of the meeting, and the date on which the authorization was given.
  2. Each member may cast only one proxy.
  3. No proxy shall be admitted during secret ballots.

## **ARTICLE IX: AMENDMENT**

- A. A desired amendment to the Bylaws may be submitted in writing to the Executive Council by any member in good standing.
  1. The amendment shall be presented to the Executive Council for discussion and vote at the next Executive Council meeting. If two-thirds (2/3) of the votes cast are in favor of the amendment, it shall be submitted to a vote of the general membership. A general membership informational meeting shall be held prior to such a vote, and at least two (2) weeks notice shall be given prior to the election.
- B. Alternatively, upon petition of one hundred (100) members in good standing, the President or Executive Council shall call a general membership informational meeting to discuss a proposed amendment. The amendment shall then be submitted to a vote of the general membership. At least two (2) weeks notice shall be given prior to the election.

C. If a simple majority of the votes cast are in favor of the amendment, the Bylaws shall be amended.

## **ARTICLE X: COMMITTEES**

### **A. Standing Committees**

The following list comprises the standing committees of the Association and their main duties. Committee members shall serve until the first Executive Council meeting of the new academic year, unless otherwise specified below or by the Executive Council.

#### **1. Budget Committee**

- a) The Committee shall be chaired by the Treasurer and shall consist of the Executive Vice President, the Secretary, and such other members as appointed by the Executive Council.
- b) The Committee and chair shall receive the proposed budget from the Treasurer; review the budget; make recommendations; and forward the budget to the Executive Council for approval.

#### **2. College Personnel Committee**

- a) The Committee shall be chaired by the Executive Vice President and shall consist of one representative from each constituency and campus, elected and serving according to procedures established by the Committee and approved by the Executive Council, except that the Adjunct Coordinator shall represent the adjunct faculty.
- b) The Committee shall formulate, implement, and publicize guidelines and procedures to discharge the Association's contractual responsibilities concerning hiring, promotions, continuing appointments, and terminations.
- c) The members of the Committee shall act as liaisons between individual Association members, Peer Personnel Committees, and appropriate administrators.

#### **3. Mediation Committee**

- a) The Committee shall be appointed with the approval of the Executive Council.
- b) The Committee shall develop, monitor and review a code of conduct for officers and members of the Association.
- c) The Committee shall mediate all internal disputes between Association members, when requested to do so by the members involved, and shall attempt to achieve informal resolution of disputes wherever possible.

#### **4. Elections Committee**

- a) The Committee shall be chaired by the Secretary. Each constituency shall be entitled to at least one representative on the Committee.
- b) The Committee shall recommend election procedures to the Executive Council, conduct Association elections according to the procedures approved by the Executive Council, tabulate election results, and arbitrate all election disputes.

#### **5. Grievance Committee**

- a) The Committee shall be chaired by the Grievance Officer and shall consist of members appointed by the Grievance Officer with the approval of the Executive Council. Members eligible for appointment to the Committee must hold elective office in the Executive Council, the College Personnel Committee, or a Peer Personnel Committee concurrently with their terms on the Grievance Committee.

- b) The Committee shall assist the Grievance Officer in investigating and processing grievances.

#### 6. Contract Negotiating Committee

- a) The Committee shall be chaired by the Chief Negotiator. If the Chief Negotiator is not the President, he or she serves at the pleasure of the Executive Council. If the Chief Negotiator is to be paid by the Association, a contract specifying the amount of compensation and the Chief Negotiator's authority and responsibilities shall be signed by the President and/or other appropriate officer, and the Chief Negotiator, with the approval of the Executive Council.
- b) The Committee shall consist of the President (if not the Chief Negotiator), the Executive Vice President, representatives from all three (3) campuses with at least one representative from each of the following areas:
  - Professional Assistants/Specialists
  - Adjuncts
  - English
  - Library
  - Speech/Theatre/ Broadcast Communications/Communications
  - Computer Science/Accounting/Business Administration/Business Law/Legal Studies/Office Technology
  - Math
  - Foreign Language/ESL/Sign Language/Music/Visual Arts/Philosophy/ Reading/Humanities
  - Nursing/Health Careers/Nutrition/Chemical Dependency/Early Childhood/ Physical Education/ College Seminar
  - Biology/Chemistry/Earth-Space Science/Fire Science/Culinary Arts/Physics/Automotive Technology/Engineering Technology
  - Economics/History/Political Science/Criminal Justice/ Psychology/ Geography/Anthropology/Sociology
  - Counseling
- c) The Committee shall be appointed by the Executive Council with the advice of the Association membership and the approval of the Chief Negotiator.
- d) The Committee shall represent the Association in contract negotiations with Suffolk County.

#### 7. Communications Committee

- a) The Committee shall be appointed by the Executive Council and shall include at least three (3) Officers, the Editor of THE WORD and the Director of Communications.
- b) The Committee shall oversee all official communications of the Association.
- c) The Committee shall define the duties of the Editor of THE WORD and the Director of Communications, with the approval of the Executive Council.

#### 8. Sabbatical Committee

- a) The Committee shall be appointed by the Executive Council.
- b) The Committee shall meet with the appropriate administrators to review applications for sabbaticals and to make recommendations to the College President, and shall make a report of its determinations to the Executive Council.

9. Contract Draft Committee

- a) The Committee shall be chaired by the President, and shall serve as a subcommittee of the Executive Council, appointed with the approval of the Council. The Chief Negotiator, if not the President, shall be a member of this committee.
- b) The Committee shall solicit proposals for contract negotiations from all constituencies and campuses; review all such proposals; and prepare and present a contract draft to the Executive Council.

10. Ad Hoc Committees

As the need arises, ad hoc committees may be either appointed or elected, according to the determination of the Executive Council.

## **ARTICLE XI: DUES AND COMPENSATION**

- A. Annual Association dues for full-time faculty members and full-time faculty members on sabbatical shall be one-half percent (.005%) of base salary in effect in the fall semester, plus current NYSUT/AFT per capita assessment.
- B. Semester dues for adjunct faculty members shall be one-half percent (.005%) of base salary, plus current NYSUT/AFT per capita assessment.
- C. Annual compensation may be paid by the Association, in amounts to be established by the Executive Council, to the officers, the Chief Negotiator, the Editor of THE WORD, the Director of Communications and/or the Web Manager.

## **ARTICLE XII: VOTE ON A PROPOSED CONTRACT**

- A. The Memorandum of Agreement between the Association and Suffolk County shall be distributed to members of the Association in conjunction with the announcement of a general membership meeting called for the exclusive purpose of discussing the proposed contract.
- B. At least seven calendar days shall intervene between the day of the above meeting and the day voting begins.
- C. The ratification vote shall be by secret mail ballot and shall be conducted by the Elections Committee in accordance with the procedures established by that committee and approved by the Executive Council in conformity with the FA Elections Procedures.
- D. The agreement shall be ratified by a majority of the total votes cast.