



## **CONSTITUTION & BYLAWS**

**FACULTY ASSOCIATION  
SUFFOLK COMMUNITY COLLEGE**

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SEPTEMBER 2004

**CONSTITUTION OF THE FACULTY ASSOCIATION  
SUFFOLK COMMUNITY COLLEGE<sup>1</sup>**

**ARTICLE I: NAME**

The name of the organization shall be the Faculty Association of Suffolk Community College.

**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:

a. Those additional faculty designated as employees of

1. Adopted April 4, 1973; incorporating all amendments through SEPTEMBER, 2004

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.

b. 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.

c. 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.

d. In all voting matters except in the Executive Council, full-time members shall be accorded one full vote; adjunct members and associate members shall be accorded one-half vote.

e. Associate Membership shall be open to the following:

1.) Any person who at one time was a full-time faculty member.

2.) Any person who at one time was an adjunct faculty member.

f. Notwithstanding Section d, above, Associate Members shall be entitled to all rights and benefits of membership except:

1.) They shall not have the right to vote on contract ratification.

2.) They shall be accorded 1/2 vote.

## **ARTICLE IV: OFFICERS AND ELECTIONS**

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

### **1. Six officers:**

President  
Executive Vice President  
Secretary  
Treasurer  
Grievance Officer  
Adjunct Coordinator

### **2. Immediate Past President**

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

1. Technical Areas/Instructional Centers
2. Programmatic
3. Instructional Labs

### **4. Two Eastern Campus Representatives, one in each of the following two areas:**

1. Counseling, Science, Math and Business
2. Library, Humanities and Social Science.

### **5. Four Grant Campus Representatives, in each of the following three areas, as designated:**

1. Liberal Arts, Counseling, Library (2 reps)
2. Business Programs (1 rep)
3. Natural and Health Sciences, Math and Technology, Physical Education (1 rep)

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

1. Library/Central
2. Accounting/Business Administration/Business Information Systems/Legal Studies
3. Engineering/Computer Science/Industrial Technology
4. English

5. Music/Visual Arts
6. Communications/Languages/Reading/Philosophy/Theater/TV/  
Radio/Film
7. Nursing/Health and Human Services/Physical Education
8. Biology/Physical Sciences
9. Math
10. Social Sciences/Behavioral Sciences
11. Counseling

**7. One representative for each seventy-five (75) (or major fraction) part-time faculty members in good standing, but not less than one in the following college-wide constituencies:**

1. PA/Specialists Instructional Labs
2. PA/Specialists Academic Skills Centers
3. PA/Specialists in any PA/Specialist category
4. SCC full-time retiree/full-time Guild member on overload (2 reps\*)
5. English/Library/Speech/Theatre/Broadcasting/Communications (2 reps\*)
6. Math
7. Computer Science/Accounting/Business Administration/  
Business Law/Office Technology
8. Foreign Language/ESL/Sign Language/Music/Visual Arts/  
Philosophy/Reading/Humanities (2 reps\*)
9. Nursing/Health Careers/Nutrition/Chemical Dependency/  
Ophthalmic Dispensing/Early Childhood/Physical Education/OS  
15 (2 reps\*)
10. Biology/Chemistry/Earth-Space Science/Fire Science/  
Horticulture/Physics/Automotive Technology/Engineering &  
Technology
11. Economics/History/Political Science/Criminal Justice/  
Psychology/Sociology/Anthropology/Geography/Counseling/  
Campus Activities (2 reps\*)

\* For the purposes of the Constitutional Amendment proposed in 2003-04, the number of adjunct representatives per adjunct constituency reflects the 2003-04 number of adjunct members in that constituency. The actual number of members and the number of adjunct representatives within that constituency may change periodically as membership fluctuates. Such changes, however, will only occur based on actual adjunct numbers prior to the specific adjunct constituency election.

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.

C. 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.

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

3. 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.

4. Members of the Executive Council shall serve for two years, except that the first election of Adjunct Representatives by constituencies (Spring 2004) shall have one-half of the representatives (as determined by lot) serving for three (3) years and the other half of the adjunct representatives serving for two (2) years. After two years, the election cycle of Adjunct Representatives shall follow the election cycle for other Executive Council Representatives described in Article IV, C, 3) above.

D. 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 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 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 weeks notice shall be given prior to the vote.

B. If two-thirds 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<sup>1</sup>**

**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.

1. Adopted April, 1974 ; incorporating all amendments through SEPTEMBER, 2004.

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) Recommend acceptance or rejection of the proposed budget by the Executive Council.

i) Appoint the Director of Public Relations and Editor of THE WORD, with the approval of the Executive Council.

j) Serve as a Trustee to the Faculty Association Benefit Fund.

k) Serve as ranking delegate to the NYSUT Representative Assembly and the AFT Convention.

l) Attend meetings of the Executive Council.

m) 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) Insure 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) Insure that each member receives a copy of the approved budget and of the annual financial report.
- e) Arrange for the annual auditing of the Association books.
- f) Supervise activities of the Faculty Association bookkeeper.
- g) Serve as a Trustee to the Faculty Association Benefit Fund.
- h) Serve as a delegate to the NYSUT Representative Assembly and the AFT Convention.
- i) Attend meetings of the Executive Council.
- j) 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) Maintain seniority lists and coordinate 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

The Executive Council shall:

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 and the Parliamentarian of the Association, and approve the appointment of the Director of Public Relations, 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. a) Representatives shall hold and chair informational meetings for their constituents at least once a year.

b) Representatives shall distribute information as necessary.

2. Executive Council Representatives shall attend meetings of the Council.

3. 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 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 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 majority of the votes cast in a special recall election, held within seven 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 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 members appearing in person shall constitute a quorum.

#### **ARTICLE VIII: PROXIES**

A. At the Executive Council and committee meetings no proxies shall

be admitted. Absentee ballots shall be admitted on motions made at a previous meeting.

B. 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 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 weeks notice shall be given prior to the election.

B. 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 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 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/  
Ophthalmic Dispensing/Early Childhood/Physical  
Education/OS 15
- Biology/Chemistry/Earth-Space Science/Fire Science/  
Horticulture/Physics/Automotive Technology/Engineering  
Technology
- Economics/History/Political Science/Criminal Justice/  
Psychology/Geography/Anthropology/Sociology
- Counseling

to be appointed by the Executive Council with the advice of the Association membership and the approval of the Chief Negotiator.

c) The Committee shall represent the Association in contract negotiations with Suffolk County.

#### 7. Publications Committee

- a) The Committee shall be appointed by the Executive Council and shall include the Editor of THE WORD and the Director of Public Relations.
- b) The Committee shall oversee all official publications of the Association.
- c) The Committee shall define the duties of the Editor of THE WORD and the Director of Public Relations, 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 Board of Trustees, 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 .5% of base salary, plus current NYSUT/AFT per capita assessment.

B. Semester dues for adjunct faculty members shall be .5% of base salary, plus current NYSUT/AFT per capita assessment.

C. Semester dues for associate Faculty Association members shall be .5% of the minimum adjunct professional assistant rate for 3 credit hours, plus the lowest current NYSUT/AFT per capita assessment.

D. 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, and/or the Director of Public Relations.

## **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.