

NASSAU COMMUNITY COLLEGE
ADJUNCT FACULTY ASSOCIATION
OFFICIAL BY-LAWS

ARTICLE ONE
Membership

Section 1. All members in good standing as provided for in the AFA Constitution, Article III, shall have the right to vote.

Section 2. Officers and representatives who, by reason of their constitutional right to vote, shall be understood to retain all Adjunct Faculty Association voting privileges.

ARTICLE TWO
Meetings

Section 1. There shall be two general membership meetings each year.

Section 2. General membership meetings shall take place in the fall and the spring at a time and place to be determined by the Executive Board.

Section 3. Ten (10) percent of the membership shall constitute a quorum at a general membership meeting.

ARTICLE THREE
Department Committees

Section 1. College departments may elect an alternate Department Representative.

Section 2. The alternate Department Representative may attend Representative Assembly meetings and may vote in the place of the Department Representative.

Section 3. Minutes of all Adjunct Faculty Association department meetings or department committee meetings should be kept on file in all departments. These minutes must be available to the Executive Board or to the Representative Assembly upon request.

ARTICLE FOUR
AFA Standing Committees

Section 1. The following shall be the standing committees of the Adjunct Faculty Association:

1. Political Action Committee
2. Public and Community Relations Committee
3. Grievance Committee

4. Elections Committee
5. Membership Committee
6. Scholarship and Grants Committee
7. Health and Safety Committee
8. Retirement Committee

Section 2. The Chair and members of each standing committee shall be appointed by the President subject to the advice and consent of the Executive Board

Section 3. Ad hoc committees may be formed as necessary for specific purposes and with a specific time limit. The Chair and members of these committees shall be appointed by the President subject to the advice and consent of the Executive Board.

Section 4. Any Adjunct Faculty Association member may self-nominate to join any open standing committee with a vacancy.

Section 5: Standing Committee members shall have a term of three years, or to the end of the President's term, whichever is shorter. If not replaced, member's terms will be automatically renewed. The Chairperson and members of a standing committee may be removed for cause by a majority vote of the Executive Board.

Section 6. Committee members shall be appointed within two (2) months of the commencement of the President taking office, or by April 1st, whichever is later.

Section 7. Each committee chair shall submit budget requests; prepare a budget for the upcoming year to be submitted to the President and Treasurer by October 1st for approval by the Executive Board prior to expenditures.

Section 8. **Political Action Committee**

a. There shall be at most 5 regular members of this Committee. Special meetings may be called at any time by the AFA President or the committee Chair. Additional members may be appointed as deemed necessary by the Executive Board.

b. The committee will formulate strategies to use in informing the local and state political leaders on issues of concern to the AFA and/or affecting the relationship between the AFA and Nassau Community College. It will recommend political action designed to advance the interests of the AFA action to the AFA President. The Committee will pursue political action strategies, upon the consent of the AFA President.

Section 9. **Public and Community Relations Committee**

a. There shall be at most five (5) regular members of this committee. The AFA Chief Information Officer and the Vanguard Editor-in-Chief shall serve as ex-officio members of this committee.

b. The committee will be responsible for creating and publicizing events to build mutually beneficial relationships between the AFA and the college, as well as the community we serve.

Section 10. **Grievance Committee**

a. The Chair shall be the Contract Administrator who shall be responsible for administering the AFA contract.

b. Members of the committee shall be the President, Vice President, and Contract Administrator.

c. The Contract Administrator will be appointed by the President subject to the advice and consent of the Executive Board

d. The committee will meet as needed with the College's contract administrator to discuss all matters

pertinent to the AFA contract, including but not limited to grievances, and new College policies.

Section 11. Elections Committee

- a. The Elections Committee shall be appointed by the Executive Board. The AFA President shall make recommendations to the Executive Board for their consideration
- b. The committee shall consist of a chair and at most three (3) members in good standing of the Association who are not candidates for AFA elective office.
- c. The committee shall be responsible for receiving petitions from the AFA membership to stand for office, and conducting any and all elections that are required.
- d. The committee shall also be responsible for developing a process and procedure for conducting elections subject to the ratification of the Executive Board. These procedures shall become part of the official By-Laws of the AFA. [see Article Six]
- e. The Committee shall serve for the term of the Executive Board, by dictate of the Executive Board.

Section 12. Membership Committee

- a. The Membership Committee shall be composed of the Chair and at most three (3) additional members.
- b. Members of the Committee shall have the responsibility for developing strategies to increase AFA membership as well as encourage Agency Shop Fee payers to become full members of the AFA.

Section 13. Scholarship and Grants Committee

- a. The Committee shall be comprised of at most 5 members, including the committee chair.
- b. Members of the committee will be responsible for publicizing the various scholarship and grant programs managed and/or sponsored by the AFA, distributing application forms to appropriate campus locations and soliciting applications, and reviewing applicant's documents and transcripts to determine recipients for each scholarship and grant following the process as established by the AFA.
- c. The Committee will conduct an appropriate awards ceremony to honor the award recipients.
- d. Recognition of Award Recipients will be publicized through local community papers, NCC publications, etc. In a timely manner, the Scholarship and Grant Committee Chairperson will provide the Public and Community Relations Committee Chairperson with information regarding the scholarship and grant awards ceremony, the recipients and all other relevant information.
- e. Each year the Committee shall recommend to the Executive Board at least one location where the Scholarship awards are to be given out to the Executive Board. The Executive Board shall choose the location where the scholarship awards are to be given out.
- f. The Committee may establish sub committees as needed to manage its charges.

Section 14: Health and Safety Committee

- a. The committee shall be comprised of at most 3 members, including the AFA President and the committee chair.
- b. The Committee will serve to receive comments from members of the AFA concerning issues that affect our health and safety as employees of Nassau Community College.
- c. The chair of the committee (or designee) shall meet with other campus health and safety representatives to make NCC aware of our concerns.
- d. Members of the committee may be encouraged to attend off campus health and safety conferences and seminars that have bearing on our work at NCC

Section 15. Retirement Committee

- a. The committee shall be comprised of at most 3 members, including the AFA President and the committee

- chair.
- b. The committee will be responsible for gathering information on retirement benefits and options for AFA members and disseminating such information by means of the AFA publications and website and via other AFA measures.
- c. The committee will receive inquiries from AFA members and pursue obtaining the most accurate answers to questions and recommending to the AFA Vice President measures to address problems and issues.

ARTICLE FIVE

Financial Control Procedures

Section 1. Financial Reports: At every regularly scheduled meeting of the Adjunct Faculty Association's Executive Board and Representative Assembly, the Treasurer shall provide a report in writing on finances. This report should highlight the major items on the current balance sheet, i.e., fund balance/net worth, cash balance, liabilities, etc.

Section 2. Annual Audit The annual outside audit of the AFA's finances should be distributed to all members by placing a year-end balance sheet/income statement in the AFA Vanguard.

Section 3. Cash Control: All checks disbursed by the union must have two (2) authorized signatures, those of the AFA's Treasurer, Vice President or President. All savings accounts in the union's name should also be dual signature accounts.

The Adjunct Faculty Association shall not issue either credit cards or bank cash cards to any member of the union. The AFA checkbook shall be reconciled monthly to the bank statements and any discrepancies resolved. The checkbook balance will also be reconciled to the cash account in the union's general ledger. All AFA checks must be pre-numbered and no checks are to be signed in advance of their use. The petty cash balance shall be minimal and all funds released from petty cash must be approved by the president. The petty cash disbursements shall be reviewed periodically by the Treasurer, and the President. Checks shall only be made out to individuals or to vendors. No checks payable to "cash" shall be issued. AFA inactive bank accounts shall be closed immediately and all checks destroyed. AFA cancelled checks shall be maintained for a period of not less than seven (7) years.

Section 4. Vouchers/Invoices: Vouchers containing the payee's name, the date the check was written, the amount of the check, what the check was for and the expense line that expenditure comes under shall be prepared for all expenses incurred by AFA members which require payment by the union. No check may be issued to any vendor unless said vendor presents an invoice. Payments of all vouchers and invoices will be considered properly authorized by the AFA President when he/she signs the check or authorizes electronic disbursements in a documented manner.

All vouchers and invoices must be properly authorized by the AFA President.
All invoices should be checked for their mathematical accuracy and no payment should be made until the union has received the goods or services indicated on the invoice.
Only original invoices or receipts shall be used to support disbursements.
Once an invoice or voucher is paid, it must be stamped "paid" indicating the date of the disbursement

Section 5. Cash Receipts: Deposits of cash and checks should be made as often as possible. The receipt of checks or cash shall be entered in the AFA's cash receipts journal. If cash is received, the Treasurer shall issue a

receipt. All checks received shall be stamped "for deposit only."

Section 6. A copy of the Cash Disbursements Journal for the month(s) after the last Executive Board meeting shall be distributed to the Board at each meeting of the Executive Board for review.

Section 7. AFA Annual Budget: The Treasurer and the AFA President shall prepare an annual budget for presentation to the AFA Executive Board. The Executive Board shall vote on the adoption of the annual budget at a meeting prior to the commencement of each fiscal year. During the fiscal year, the Executive Board should review the budget and compare it with the annual expenses of the organization. The annual budget once approved must be submitted to the Representative Assembly and posted to the membership by some effective means in a timely manner.

Section 8. Maintenance of Records: The AFA Treasurer shall be responsible for all AFA financial records. Such records should be stored in a safe place. Accounting records shall be maintained for a minimum of seven (7) years.

ARTICLE SIX

Elections

Section 1. All elections shall be supervised by the Executive Board as provided for in the Adjunct Faculty Association Constitution.

Section 2. All regular triennial elections shall be conducted by the Chairperson of the Elections Committee. The Elections Committee shall be appointed by the Executive Board. No member of this committee may be a party of direct interest in an election. In such case, the members shall recuse themselves and the Executive Board will appoint alternates. The Executive Board may at its option choose a recognized neutral agency to conduct any election. Persons who are principals in an election may witness the counting of ballots unless the election is held by a recognized outside neutral agency.

Section 3. A prescribed procedure for the conduct of all interim elections shall be established and promulgated. These procedures include:

- a) A general announcement of the existence of a vacancy shall be published and circulated in the AFA Vanguard or any other appropriate means. However, such notification shall be mailed to all members eligible to participate in a special election. Such announcement shall include the nature of the vacancy, the remaining time of office, the nominating procedure, and the final date for filing nominating petitions.
- b) Nominating petitions shall be made available to all interested candidates for a period of not less than fifteen (15) days from the time of publication of the vacancy. Prospective candidates shall be given a minimum of fifteen (15) days to secure the necessary signatures.
- c) All petitions shall be submitted to the Elections Committee which will turn them over to the Chief Information Officer, who shall be appointed by the AFA President with approval of the Executive Board, for verification of the eligibility of the prospective candidate and the eligibility of the signers of the petitions.
- d) All eligible candidates shall have the responsibility and shall be given the opportunity to submit to the Elections Committee a statement to be mailed with the ballot to all eligible Adjunct Faculty

Association members, the mechanics of this procedure to be established by the Elections Committee.

e) Upon verification of the petitions, the Elections Committee shall prepare official ballots which shall be distributed only to those members eligible to participate in the elections. The election period shall terminate five business days from its start. The Elections Committee shall take any necessary measures to assure the validity of the election.

f) The Elections Committee shall certify the outcome of the election and report the results to the Executive Board at its next regular meeting or at a special meeting called by the President.

g) Upon verification of the results of the election by the Executive Board, the Secretary shall be instructed to notify the successful candidate and membership immediately thereafter.

Section 4. Write-in ballots will not be considered in an AFA election.

Section 5. All ballots shall be counted in all elections whether or not an office is contested.

ARTICLE SEVEN

Release Time

Section 1. Release time to members serving the AFA shall be assigned by the AFA Executive Board.

Section 2. A member serving the AFA who is eligible for release time and who cannot use allotted contact hours of release time because the nature of the assigned courses would bring the member's hours above the limit, may defer allotted release time to the summer semester of the following year with the permission of the Executive Board.

Section 3. If release time is granted, priority appointments will not be granted unless the AFA Executive Board rules otherwise in individual cases. Under no circumstances should an individual eligible for a priority appointment and/or release time be denied the opportunity to accrue eighteen (18) contact hours in an academic year or a maximum of 8 (eight) contact hours in any semester.

ARTICLE EIGHT

Proxy Voting

Section 1. A proxy vote may be assigned by a member of the AFA Executive Board only under the conditions outlined in sections 2 and 3 of this article.

Section 2. The member issuing the proxy must have been in attendance for part of the meeting at which he or she wishes to vote by proxy.

Section 3. The proxy must address the issue(s) on which the vote must be cast for which the proxy has been issued.

ARTICLE NINE

Priority Appointments

Section 1. Adjunct Faculty Association priority appointments shall be assigned in the following order:

President
Vice President
Treasurer
Secretary
Department Representatives
Contract Administrator

Section 2 Adjunct Faculty Association priority appointments in excess of those set forth under Section 1, above, shall be assigned by a two-thirds (2/3) vote of the Executive Board.

Section 3. Department Representatives and officers shall be entitled to a priority appointment which shall give them choice of courses, sections, times and days within their departments. A priority appointment granted to a member who is not a Department Representative or elected officer shall carry the same entitlements as above, except for choice of courses, section, day or time.

Section 4. Members of the union who perform services on behalf of the union may be compensated by release time and/or monetary remuneration as determined by a two-thirds (2/3) vote of the Executive Board.

Section 5. Officers shall be compensated by release time, priority appointment and/or monetary remuneration as determined by a two-thirds (2/3) vote of the Executive Board.

Section 6. Members of the Negotiating Team may be compensated by release time and/or monetary remuneration as determined by a two-thirds (2/3) vote of the Executive Board.

ARTICLE TEN

Union Discipline

Section 1. It being deemed essential to maintain unit cohesion in the event of any proposed or initiated action by the Association, all members must be willing to engage in that action or provide alternate service as required. Members who are unwilling, or unable to provide such service may be disciplined by the Association through a fine assessment.

Section 2. The fine structure to be levied under this article must be approved by a majority of the Representative Assembly and communicated to the membership at least five (5) days prior to the initiation of any action.

Section 3. AFA members must have due notice of the commencement of any action and at least seven days from receipt of such notice to request alternate service. AFA members may appeal any assessment to the Executive Board who may waive assessments subject only to review by the Representative Assembly who may uphold or overturn decisions of the Executive Board.

ARTICLE ELEVEN

AMENDMENTS

Section 1. A proposed amendment to the By-Laws must be sponsored in writing by not less than one-half of the entire membership of the Executive Board or one-third (1/3) of the entire membership of the Representative

Assembly or ten (10) percent of the general membership of this association.

Section 2. Amendments to the bylaws are to be adopted by a two-thirds vote of the entire membership of the Representative Assembly

Section 3. Approved amendments to the By-Laws shall go into effect immediately upon adoption by the Representative Assembly.

This version of the Bylaws adopted by the AFA Representative Assembly 8-13-16