ULSTER COUNTY COMMUNITY COLLEGE
FACULTY ASSOCIATION
CONSTITUTION

Article I – Name and Purpose

The name of the Organization shall be the Ulster County Community College Faculty Association. Its purpose shall be:

1. To represent its membership and the faculty of the college for the purpose of negotiation collectively with its employer in the determination of their terms and conditions of employment and the administration of grievances arising thereunder.

2. To provide an organizational and negotiating framework that will protect the public against the interruption or impairment of essential educational services.

3. To enter into written, collectively negotiated agreements with the employer pursuant to the provisions of the Public Employee's Fair Employment Act.

4. To encourage, develop, and reinforce those ethical practices, personnel policies, and standards of preparation and participation which are intrinsic to the teaching profession in exercising its educational responsibility to the community.

Article II – Membership

Membership in the Ulster County Community College Faculty Association shall be limited to:

Full-time Faculty – Professional teaching staff holding academic rank, assigned to an academic Division or Department within the College, and

Adjunct Faculty – Professional teaching staff employed as part-time faculty.

1. "Academic Rank" shall include Instructor, Assistant Professor, Associate Professor, and Professor.

2. "Full-time" shall mean those staff members whose teaching and/or other duties entitle them, under current personnel policies, to a full annual compensation rate.

3. "Academic Division or Department" shall include those units of the College offering courses which are an integral part of any Degree or Diploma program available to students.

4. Department chairs, coordinators, or other administrators whose positions are shared with teaching duties are specifically included in the membership of this organization as full-time if and only if they teach at least 20% of what would be their normal full time teaching load of credit courses per academic year.

5. Adjunct faculty shall be defined as those who teach part time and are not eligible by virtue of other criteria to be full-time.

6. Adjuncts shall not lose seniority through non-continuity of employment, nor should full-time teachers.
7. The following professional staff members are specifically excluded from membership in this organization:
   a. President of the College and members of the professional staff of that office.
   b. Vice President of College.
   c. Dean of Faculty and members of the professional staff of that office.
   d. Dean of Instruction.
   e. Director of Library Services and members of the professional staff of that office.
   f. Director of Continuing Education and members of the professional staff of that office.
   g. Dean of Student Development and members of the professional staff of that office.
   h. Dean of Administration and members of the professional staff of that office.
   i. Or any persons under similar titles and/or having similar duties.

8. Any other professional staff members not specifically excluded in Article II, Section 5 above will be excluded if they do not meet membership qualifications as stipulated in this Article.

Article III – Officers

The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer and all but one, other than the President, shall be drawn from the full-time membership. The President shall be drawn from the full-time membership.

Article IV – Executive Committee and Past-Officers Council

The Executive Committee shall consist of the officers of the Ulster County Community College Faculty Association and the immediate past-President and one adjunct representative. Each of those members of the Executive Committee may exercise the vote in committee decisions. If there is no immediate past-President available, the position will be filled in a membership election. All former officers of the association will be members of the Past-Officers Council who will usually be serving as non-voting advisors except as stated in Article V, Section 7.

Article V – Duties and Powers of the Officers and the Executive Committee

1. President – Shall preside over all meetings of the Association and the Executive Committee, shall appoint special or ad hoc committees, will be an ex officio member of all committees, and shall be the administrative officer and official representative of the Association.

2. Vice-President – Shall assume the duties of the President in the absence or disability of that officer and shall perform such other duties as the President may delegate.

3. Secretary – Shall keep accurate minutes of all meetings of the Association and the Executive Committee, shall maintain official files, shall assist the President with correspondence and will prepare, publish and distribute to members the agenda offered by the President and the Executive Committee, shall prepare and distribute mail-in ballots.

4. Treasurer – Shall maintain the funds of the organization; prepare annual budget, year-end financial statements and annual Agency Fee Payor Notice; shall maintain the roll of Faculty Association members; and prepare financial records for annual review.
5. Immediate Past President – Shall assume the responsibilities of the president and Vice President at their request.

6. Executive Committee – Shall appoint and charge committees as needed in order to carry out the programs of the organization. It shall plan the agenda for all meetings. It shall exercise the full power of the Association between regular and/or special meetings; it shall not, however, modify any action taken by the full Faculty Association.

7. Past-Officers' Council – Shall act as non-voting advisors to the Executive Committee, may attend Executive Committee meetings in a non-voting capacity upon invitation of the officers, and they may attend the Executive Committee meetings as a proxy (voting) member if asked by any officer that cannot attend. Past officer's Council will be responsible for tallying ballots.

Article VI – Officer Elections and Terms of Office

1. Election of all officers of the Faculty Association shall be by secret ballot. Elections will be held during the final scheduled meeting of the Faculty Association or by mail ballot as provided in Article VI, Section 5.

2. Full-Time Faculty Association Officers shall serve for one year and may be re-elected. Adjunct Faculty Association Officers shall serve for two years and may be re-elected.

3. In the event of a vacancy in any office, the Executive Committee shall make an interim appointment until the next scheduled meeting, at which time a special election will be held.

4. Annual elections will be held during the last scheduled meeting of the membership for any academic year; successful candidates will take office immediately after adjournment of the election meeting, or upon the final count of the mail-in ballots by the members of the Past-Officers' Council as provided in Article V, Section 7.

5. In the event that a quorum is not obtained within 30 minutes of the start of the scheduled election meeting, the President shall request the Secretary to begin preparing a ballot by mail. Four days after campus distribution of the ballot packet, members of the Past Officer's Council will count the ballots in the presence of at least three members of the Faculty Association. An announcement of election results will be distributed to all faculty on campus.

6. An Adjunct Committee with its own separate committee structure, having a President, Vice President, and Secretary shall hold separate elections for its officers, members and business, voted in exclusively by adjuncts following the same procedures as outlined above.

7. For purposes of voting for Association wide officers and on any Association wide business, Full-time Faculty will have one vote and Adjunct Faculty will have one-half (1/2) vote. On Adjunct Committee elections and business, only adjuncts will vote and in that venue will have one vote.

8. The President of the Faculty Association shall not hold a Department Chair position at any time during the term of office.

Article VII – Meetings

1. The general membership of the Ulster County Community College Faculty Association shall meet in regular sessions at least four times each school year. Special meetings of the entire organization may be called when deemed necessary by action of the Executive Committee, or by a written request from at least 20% of the Association membership. If the latter case prevails such meeting will be held within two (2) weeks of such written request.
2. The Executive Committee shall meet at least four times a year at the call of the President, or at the request of three members of said Committee.

3. Twenty-five (25) percent of full time members shall be a quorum for all meetings of the general membership, the Executive Committee, and or special committees.

4. Business to be brought before the general membership, either at one of its regular or at a special meeting, should first be submitted to the Executive Committee for scheduling on the agenda. This must be at least ten days before the meeting. The Executive Committee may suggest a revision but may not prevent the business from being brought before the membership.

5. All meetings of the Association shall be considered "closed meetings"; that is, attendance and voting at meetings shall be restricted to voting members. Invited guests shall be approved in advance by the Executive Committee.

**Article VIII – Dues**

1. A dues/agency fee statement, including the amount of annual dues/agency fee, and the schedule for payment, shall be recommended by the executive committee in accordance with the needs of the organization and presented for approval or amendment by the Faculty Association. If, after the distribution of such statement on an agenda, no quorum is achieved in two consecutive meeting dates, the executive committee may vote to implement the dues/agency fee statement.

2. Dues will be paid through pay roll deductions.

3. Dues and/or agency fee shall be assessed in full for each faculty member of Ulster County Community College. Dues/agency fee shall remain the same each year unless duly changed by a motion and a vote of the Faculty Association.

4. Changes in dues/agency fee assessment may occur only during a meeting in which "dues" is listed on an agenda published and distributed by the secretary at least two days before the meeting when action will be taken.

5. Dues/Agency Fee shall not be assessed for a faculty member during an unpaid leave of absence. Voting privileges will also be suspended during this time.

6. Adjunct members will pay dues of $6 per credit hour taught. It would be expected that adjunct members dues changes would be pro-rated accordingly as full-time dues are changed.

**Article IX – Committees**

1. Special Committees

   At the discretion of the Executive Committee, special committees may be designated. Members of these committees will be appointed, and if necessary discharged, by the Executive Committee. Each committee will establish their own rules of operation and shall periodically report their deliberations to the Executive Committee and or the Faculty Association. Each committee shall maintain a record of its operations, a copy of which shall be placed on file with the Secretary of the Association.

2. Negotiation Committee

   a. Established to function as described in Article I, Section 1.

   b. Is empowered to act for the Association, its members, both Full-time and Adjunct, and other faculty covered by collective bargaining agreements under the Public Employees’ Fair Employment Act as
exclusive bargaining agent and representative in collective negotiations with respect to the terms and conditions of employment and settlement of any grievances.

c. The Chairman of the Negotiating Committee, principal spokesman for the Committee, will be appointed by the Executive Committee and may be a professional designate.

d. The Negotiating Committee, in its collective negotiations with designated County representatives, shall be responsible for developing the coordinated strategy it deems best to employ in seeking to maximize implementation of all proposals recommended by the Faculty Association and its committees.

e. Final approval of any agreement reached by the Negotiating Committee with the designated County representatives shall come from the Faculty Association.

f. At least one member of the Negotiating Committee shall be an adjunct.

Article X – Procedures

All business of the Faculty Association shall be conducted in accordance with the procedures established by the latest revised edition of Robert's Rules of Order where applicable and not inconsistent with the Constitution and Bylaws.

Article XI – Removal From Office

1. Any member(s) of the Executive Committee of the Faculty Association can be removed from office if a two-thirds majority of those members present at any Association meeting so approves.

2. Any member of the Faculty Association who believes that serious enough grounds exist to remove a member of the Executive Committee should so notify another member of the Executive Committee who will inform the person involved.

3. A motion to remove a member of the Executive Committee from office can be brought to the floor only provided that the individual involved has been given at least 30 calendar days prior written notice.

Article XII - Amendments

The Faculty Association may adopt an amendment to this Constitution by a two-thirds majority of those voting at any meeting provided that either of the following has been effected.

1. The proposed amendment has been introduced at the previous regular or special meeting, and notice and description of the amendment has been distributed to all members at least 15 days before a vote is called; OR,

2. The amendment has been brought to the Executive Committee at least 15 days prior to a meeting and copies of the proposals have been distributed to members at least 72 hours before the meeting that will call for a vote.

Article XIII - Financial Integrity

1. The Executive Committee should arrange for an outside auditor to do an annual review and deliver a report to the membership.

Article XIV – Peer Personnel Assistance

1. A person or committee shall be established to:
a. Make recommendations involving the process of hiring, promotions, dismissals and continuing appointments.

b. Identify faculty members who are in need of assistance.

c. Attempt to insure that all personnel actions are fair and unbiased.

d. Advise and assist faculty who are applying for promotion.

e. Act as an advocate to advance the interests of all teaching faculty members.

f. Orient new and prospective new faculty.