

NCCFT BY-LAWS 1987

Revised October 2002

ARTICLE I

PURPOSE: The following By-Laws are adopted for the purpose of carrying out the provisions of the Constitution of the Nassau Community College Federation of Teachers, Local 3150, as provided in Article XII of said Constitution.

ARTICLE II

ELECTION OF EXECUTIVE COMMITTEE: One month prior to the scheduled election of officers, as provided for in the Constitution, the Executive Committee shall designate and publicize the election date. Each candidate for office must be a dues paying member of the NCCFT with tenure at NCC prior to the petition date. Elections shall be held by mail ballot with the return procedures clearly indicated on the ballot. There shall be a minimum of 10 class days between the distribution of the ballots and the election deadline. Elections shall be conducted only during the spring and fall semesters. When feasible, the balloting shall be done through the campus mail. If no candidate receives a majority of the ballots cast, then a run-off shall be held between the top two candidates. The ballots shall be tabulated by the NCCFT Tellers Committee and the results shall be forwarded to the Executive Committee who shall inform the membership. In the event of a vacancy during the term of an officer, other than the President, it shall be at the discretion of the Executive Committee to appoint an interim replacement to fulfill the duties of that officer until a special election can be held. This election shall be held as soon as practicable, but in no case later than thirty (30) days following the occurrence of the vacancy. The procedures for this election shall be the same as those followed for the Election of the Executive Committee. In the event of a vacancy in the Presidency, the Vice President/Classroom Faculty shall serve as Acting President until an election can be held as provided above.

ELECTION OF EXECUTIVE BOARD: One month prior to the election of Executive Board members, as provided for in the Constitution, the Executive Committee shall notify each academic department, including the Professional Faculty Unit, as to the date elections are to be completed. Each candidate must be a dues paying member of the NCCFT for at least one year prior to the election.

If no candidate receives a majority of the ballots cast, then a run-off shall be held between the top two candidates. The ballots shall be tabulated by the department's Tellers Committee and the result shall be forwarded to the Executive Committee verifying that a bona fide election was held. Should a vacancy occur on the Executive Board, the original method of election must be used.

ARTICLE III

GENERAL MEMBERSHIP MEETINGS: General Membership Meetings shall be held at least once a semester unless special circumstances require additional meetings. In addition, upon petition by 10% of the general membership, the Executive Committee shall schedule, within a reasonable amount of time, a General Membership Meeting. The purpose for calling such a meeting should be clearly stated on the petition. A quorum of at least 15% of the membership is required to conduct business at a General Membership Meeting.

ARTICLE IV

STANDING COMMITTEES: All committees shall continue to function until the new members have been elected or appointed.

- A. **NEGOTIATING COMMITTEE:** Shall consist of the Executive Committee of the NCCFT and two (2) at-large members elected by and from the members of the Union. Of the two at-large members, one shall be a member of the classroom faculty and one shall be a member of the non-classroom/professional faculty. The election of the at-large members of the Negotiating Committee shall take place at least six (6) months prior to the expiration date of the contract. The Executive Committee shall set the date of such an election and the procedure shall follow that of the election of officers. The term of office of the at-large members shall terminate with the ratification of the contract. The President of the NCCFT shall act as the Chairperson of the committee.
- B. **POLITICAL ACTION COMMITTEE:** Will serve as liaison with the political committees established by the New York State United Teachers affiliated with the American Federation of Teachers. It will inform local politicians of the NCCFT views on issues affecting Nassau Community College. It will recommend and pursue political action designed to advance the interests of the NCCFT. All committee action shall be subject to review and approval by the Executive Committee. Members shall be appointed by the Executive Committee.
- C. **FRINGE BENEFITS COMMITTEE:** Will bring to the notice of the Executive Committee ways of maximizing contractual and non-contractual fringe benefits. It shall evaluate proposals made by outside brokers and make recommendations to the Executive Committee. Members shall be appointed by the Executive Committee.
- D. **TELLERS COMMITTEE:** Shall count all mail ballots required by the Constitution or the By-Laws of the NCCFT and verify membership and count votes at General Membership Meetings. It shall obtain a current list of dues paying members from the Treasurer prior to counting the ballots for each election in order to verify eligibility. The Committee shall establish mail ballot procedures which shall protect the anonymity of the voter and prevent ineligible persons from voting. These procedures shall be clearly

indicated on the ballot. The procedure for the election of the five members of the Tellers Committee shall follow that of the election of officers except that a petition will require only ten (10) signatures of dues paying members. Election will be by plurality of those voting. If an insufficient number of people apply for these positions, the Executive Committee shall have the right to appoint the remaining members.

E. RETIREMENT COMMITTEE: Will bring to the notice of the Executive Committee issues pertaining to retirement such as state retirement incentives, contractual benefits and early retirement incentives. The committee will maintain a retirement booklet which will be distributed to all faculty. The committee will schedule annual retirement and social security seminars.

F. SPECIAL EVENTS COMMITTEE: Will plan and host all social events such as end of the semester luncheons, dinner/opera and NCCFT retirement parties. They will hire caterers, plan menus and purchase party supplies.

G. HEALTH & SAFETY COMMITTEE: Will bring to the notice of the Executive Committee health and safety matters of concern to the members. The committee will meet with other campus health and safety representatives. The committee will recommend solutions to health and safety problems on campus. Committee members will be encouraged to attend off campus health and safety conferences and seminars.

H. JOSEPH F. CARLINO, JR. SCHOLARSHIP COMMITTEES:

Incoming Awards: The Scholarship Committee shall be comprised of faculty from the Math/Computer Science Department. The Committee shall publicize the scholarship, create the applications and send appropriate letters to Nassau County high schools. The Committee shall send application packets to eligible students and appropriate high school offices. The Scholarship Committee will notify the Executive Committee which applicants shall be awarded scholarships. Each semester, the Committee shall review the scholars' transcripts to determine the renewal of the award.

Graduating Awards: The Scholarship Committee shall be comprised of five faculty members appointed by the executive committee. The Committee shall publicize the scholarships, create the applications and send appropriate letters to eligible NCC graduating students. The Scholarship Committee will interview candidates and recommend scholarship recipients to the Executive Committee.

ARTICLE V

AGENCY FEE DUES REFUND: Any person making agency fee payments to the union in lieu of dues under agency shop provisions in the Union's collective bargaining agreement, shall have the right to object to the expenditure of his/her portion of any part of an agency shop fee deduction which represents the employee's pro rata share of expenditures by the organization in

aid of activities or cause of a political or ideological nature only incidentally related to terms and conditions of employment. Such objections shall be made, if at all, by the objector individually notifying the Union President and Treasurer of his/her objection by registered or certified mail, during the period between September 1 and 15 of each year. The approximate proportion of service fees spent by the Union for such purposes shall be determined annually, after each fiscal year of the Union, by the Union's officers. Rebate of a pro-rated portion of his/her service fees corresponding to such proportion shall thereafter be made to each individual who has timely filed a notice of such objection, as provided above.

APPEALS: If an objector is dissatisfied with the proportional allocation that has been determined on the ground that it assuredly does not accurately reflect the expenditures of the Union in the defined area, an appeal may be taken by such person to the Union Executive Board within thirty days following the receipt of such rebate or receipt of notice of such allocation. The Executive Board shall render a decision on such appeal within thirty days following its receipt. If the objector remains dissatisfied, he/she may file an appeal there-from to the Local's governing body by lodging the appeal with the President of the Union within thirty days following receipt of the Executive Board decision which appeal shall be heard at the next regular meeting of the governing body. The governing body shall render a decision within thirty days after hearing the appeal.

ARTICLE VI

MEMBERSHIP RESPONSIBILITIES: The general membership of the NCCFT has responsibilities to their fellow Union members. Among those are:

- A. Honoring any labor related actions authorized by the NCCFT.
- B. Honoring the contract agreement between the NCCFT and the County of Nassau/NCC.
- C. Reporting contract violations to their Executive Board member.
- D. To differentiate between personal views and official Union positions. Members may offer official positions only when authorized by the Executive Committee.
- E. Insuring the proper use of their membership card.
- F. Reporting the fraudulent receiving or misappropriation of any monies of the NCCFT.

ARTICLE VII

PROCEDURE TO AMEND BY-LAWS: In addition to the procedure outlined in the Constitution for amending the By-laws, the following shall apply: a petition signed by twenty-five (25) members to amend the By-laws may be initiated by any member. In addition, an amendment may be proposed by a member of the Executive Board.

The amendment must be presented to the Executive Board by a member of that body. The Executive Board will discuss the amendment. A majority vote is required for approval. The approved amendment will be presented by a member of the Executive Committee to a general membership meeting for a vote. A $2/3$ vote of this group is necessary for passage of the proposal with a quorum of at least 20% of the membership.

[Revised 10/15/02]