

NCCFT CONSTITUTION

Revised September 2002

ARTICLE I..... NAME AND AFFILIATION:

The name of this local shall be the Nassau Community College Federation of Teachers, Local 3150. This Local is affiliated with the New York State United Teachers and its affiliated organizations and their successor organizations.

ARTICLE II..... OBJECTIVES:

A. To further the development of Nassau Community College as an institution of higher learning serving students and the community.

B. To aid in providing the faculty (herein faculty shall mean classroom faculty and non-classroom/professional faculty as per Contract) with optimum conditions with regard to terms and conditions of employment and in the following areas:

1. An atmosphere of academic freedom for faculty and students in the teaching-learning process, with respect to the pursuit of knowledge and the acquisition of values and skills.
2. Faculty participation in policy-making areas as described by Contract between the NCCFT and the County of Nassau/Nassau Community College.
3. Tenure rights to provide fair and impartial protection of position, as well as protection of tenured and non-tenured members of the faculty.
4. Establish fair and adequate grievance procedures.
5. Contract enforcement for the defense of faculty against contractual violations or harassment.
6. Collective bargaining as the process of establishing equality and justice in negotiating the personnel conditions for the faculty.
7. Adequate compensation and a fair promotion policy which will attract and hold competent faculty and permit them to advance economically with service.
8. A reasonable workload in terms of hours, workweek, number of preparations, class size, and extra curricular responsibilities.
9. Adequate leave time.

ARTICLE III..... MEMBERSHIP:

Membership in this Local shall be open to all who qualify as members of the bargaining unit, as defined by the Public Employment Relations Board of Nassau County, and who pay dues to the NCCFT as stated below under the heading DUES. Every dues paying member in good standing will have voice and vote. Any contract negotiated by the Negotiating Committee shall be submitted to all dues paying members for majority approval of those voting. In addition, members of the Local who have retired from the College shall be eligible for retiree membership upon payment of dues as stipulated by the Local. Retired members shall not have voting privileges.

ARTICLE IV..... DUES:

Dues shall be established by the membership. Dues may be changed with the approval of the Executive Board followed by the approval of a majority of those voting at a regular or special meeting. Dues for retirees shall be set by the Treasurer upon the advice of the Executive Committee and with the approval of the Executive Board.

ARTICLE V..... OFFICERS

The officers of the Local shall be the President, Vice President-Classroom Faculty, Vice President-Non Classroom/Professional Faculty, Secretary and Treasurer. The officers shall receive annual compensation to be established by the Executive Board followed by the approval of a majority of those voting at a regular or special meeting.

The **President** shall call and preside at all General Membership, Executive Committee and Executive Board meetings, and shall be an ex officio member of all NCCFT committees. The President shall be the Contract Administrator and shall act as liaison with the state and national affiliate organizations. The President shall act as the Chief Executive Officer of the organization and as the Chief Contract Negotiator. The President shall be authorized to sign checks.

The **Vice President-Classroom Faculty** must be so classified. He/She shall serve in the absence of the President, assuming the duties of the President. The Vice President-Classroom Faculty shall act as liaison with NCCFT committees and shall perform any duties assigned by the Executive Committee. The Vice President – Classroom Faculty shall serve on college-wide search committees as assigned by the Executive Committee. The Vice President-Classroom Faculty shall be authorized to sign checks.

The **Vice President–Non-Classroom/Professional Faculty** must be so classified. He/She shall serve in the absence of both the President and Vice President/Classroom Faculty. The Vice President-Non-Classroom/Professional Faculty shall act as liaison with NCCFT committees and shall perform any duties assigned by the President. The Vice President-Non-Classroom/Professional Faculty shall serve on college-wide search committees as assigned by the Executive Committee.

The **Secretary** shall record and distribute Minutes of General Membership, Executive Committee, and Executive Board meetings. The Secretary shall maintain membership records and shall be responsible for preparing summaries of meetings held with the college administration, elected public officials, and

representatives from the state and national affiliate organizations. The Secretary shall keep a record of all Negotiating Committee Meetings.

The **Treasurer** shall: (1) maintain records of all receipts and disbursements; (2) be responsible for collecting monies and paying bills; (3) keep records of all savings and checking accounts and file state and federal forms required by law; (4) submit semi-annual financial reports to the Executive Board and a yearly financial report to the membership; (5) maintain all records relating to the Joseph F. Carlino, Jr. Scholarship Fund and prepare an annual fund report; (6) prepare an annual NCCFT budget which will be submitted to the Executive Board for approval.

The Treasurer shall be authorized to sign checks.

Officers of the Local shall be delegates to meetings of the state and national affiliate organizations.

ARTICLE VI..... EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the officers of the Local. In addition to the duties stipulated in the Constitution and By-Laws, the Executive Committee shall carry out Local policy, coordinate activities of the Local's committees, and meet monthly (September-May) with the Executive Board or at other times deemed necessary. The Executive Committee shall set the Agenda for Executive Board meetings. Any Executive Board member wishing to place an item on the Executive Board Agenda may do so by notifying the NCCFT Office prior to the scheduled meeting. Additional items may be brought up under Good of the Order.

ARTICLE VII.....EXECUTIVE BOARD:

The Executive Board shall be comprised as follows:

One member from each academic department, to be elected by secret ballot by the Union members in good standing in each department.

One member from the Professional Faculty Unit to be elected by secret ballot by the union members in good standing in that unit.

Each academic department and the Professional Faculty Unit shall also elect an alternate Board Member who shall have voice but no vote except when replacing the elected Board Member. If the delegate and the alternate are unable to attend a meeting, the delegate may designate any NCCFT departmental member to attend with voice, but no vote.

The NCCFT officers shall be non-voting members of the Executive Board.

The Executive Board shall formulate policy, approve the annual NCCFT budget, oversee the operation of the Local, serve as a forum for ideas and provide a communication channel within the Local. In addition, the Executive Board shall approve the final contract proposal prior to its submission to the College/County. The Executive Board may reverse an action of the Executive Committee only by a two-thirds vote of the entire Executive Board.

In the event that the Local is granted additional delegates to meetings of the state and national affiliate organizations, nominations will be made by the Executive Board and approved by the membership.

ARTICLE VIII COMMITTEES:

A. NEGOTIATING COMMITTEE:

As prescribed by By-Laws.

B. STANDING AND AD HOC COMMITTEES:

The Executive Committee is empowered to establish committees. Committees must submit written reports to the Executive Committee of all recommendations and of all actions taken. All committee actions are subject to review and approval by the Executive Committee.

Committees are to be constituted as follows:

1. Method of selection of members for Standing Committees shall be prescribed in the By-Laws unless otherwise stated below.
2. The duties and composition of Standing Committees will be set forth in the By-Laws.
3. All active members are eligible to serve on NCCFT committees.
4. The term of office for committee members shall be prescribed by the By-Laws.
5. Each committee shall elect its own Chairperson subject to the approval of the Executive Committee unless otherwise noted.
6. Ad Hoc Committees may be appointed as needed and serve at the pleasure of the Executive Committee.

There shall be the following Standing Committees:

Negotiating Committee	Health & Safety Committee
Political Action Committee	Special Events Committee
Fringe Benefits Committee	Carlino Scholarship Committees
Tellers Committee	Retirement Committee

ARTICLE IXELECTIONS:

The term of office of the officers of the Local shall be three (3) years and shall run from June 1 to May 31.

Nominations of the officers of the Local must be by petition. The petitions must bear the name of the nominee, the office sought, and the names of 25 active members.

The election of the Executive Board members shall take place during the same month as that of the Executive Committee, and term of office shall run concurrently with that of the officers of the Local.

ARTICLE X..... MEETINGS :

General membership meetings shall be held at least once a semester unless special circumstances require additional meetings.

ARTICLE XI.... AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution may be made only by a two-thirds vote of those present at a regular membership meeting provided that both written and e-mail notifications have been given at least ten class days in advance.

ARTICLE XII BY-LAWS

The Executive Committee may propose changes to the By-Laws for the specific purpose of carrying out the provisions of this Constitution. Changes in the By-Laws may be made only by a two-thirds vote of those present at a regular membership meeting provided that both written and e-mail notifications have been given at least ten class days in advance.

ARTICLE XIII.... CONDUCT OF MEETINGS:

Meetings will be conducted as per Roberts Rules of Order, New and Revised Edition.

[Revised 9/10/02]