

**BY-LAWS OF
THE FACULTY ASSOCIATION
BROOME COMMUNITY COLLEGE**

ARTICLE I - PURPOSE

These by-laws have been adopted to carry out the provisions of the constitution of the Faculty Association of Broome Community College.

ARTICLE II - GOVERNANCE

Section 1. The duties of the officers shall be as follows:

- A. The duties of the President are to
 1. be the chief executive officer of the Association;
 2. administer all affairs and execute all policies of the Association;
 3. be financially responsible for the assets of the Association, and authorized to co-sign financial instruments and make regular and usual disbursements of funds, as approved by Rep Council;
 4. preside over meetings of the Executive Committee, Rep Council, and Membership;
 5. represent the Association to all external groups;
 6. appoint and establish the function of committees with the approval of Rep Council;
 7. call regular and special meetings of the Membership, Executive Committee, and Rep Council;
 8. make an annual report to the Membership; and
 9. fulfill other such duties as are required by the office and as are consistent with these by-laws.

- B. The duties of the Vice-president/Grievance Chairperson are to
 1. assume the duties of the President if the President is absent;
 2. be financially responsible for the assets of the Association, and authorized to co-sign financial instruments and make regular and usual disbursements of funds, as approved by Rep Council, in the absences of the President or Treasurer;
 3. chair the Grievance Committee, representing the Association in all grievances with Broome Community College; and
 4. fulfill other such duties as are required by the office and as are consistent with these by-laws.

- C. The duties of the Secretary/Parliamentarian are to
 1. maintain the non-financial records and files of the Association;
 2. maintain accurate membership records, in cooperation with the Treasurer;
 3. be the custodian of the seal and charter of the organization;
 4. chair and oversee the work of the Nominations and Elections Committee;
 5. record minutes of all meetings of the Executive Committee, Rep Council, and the Membership;
 6. disseminate these minutes to the Executive Committee, Rep Council, and Membership, as required;
 7. provide guidance on parliamentary procedure at meetings, when required; and
 8. fulfill other such duties as are required by the office and as are consistent with these by-laws.

- D. The duties of the Treasurer are to
1. receive, record, and deposit all monies and other income in the name of the Association;
 2. maintain all financial records of the Association;
 3. maintain accurate membership records, in cooperation with the Secretary/Parliamentarian;
 4. be financially responsible for the assets of the Association, and authorized to co-sign financial instruments and make regular and usual disbursements of funds, as approved by Rep Council;
 5. arrange for an annual independent audit of the finances of the Association, and make the results of that audit available to the Executive Committee and Rep Council;
 6. oversee the operation of insurance coverage (e.g. Dental or Optical insurance) provided by the Association to the Membership; and
 7. fulfill other such duties as are required by the office and as are consistent with these by-laws.

Section 2. The membership of the Representation Council shall include:

- A. All elected officers
- B. Representatives, who shall be elected from the following constituencies
 1. Business and Public Services Faculty
 2. Health Sciences Faculty
 3. Liberal Arts Faculty
 4. Science, Technology, Engineering, and Math (STEM) Faculty
 5. Full-time adjunct instructors
 6. Non-classroom Professionals and Technical Assistants: 12 Month
 7. Non-classroom Professionals and Technical Assistants: 10 Month
- C. The past President and Vice President
- D. Unless and until part-time adjuncts are represented by a duly elected representative, they shall enjoy one representative, appointed by Rep Council.

Section 3. Removal of officers or members of Rep Council

- A. An officer shall be considered to be removed when a petition for such removal has been signed by a majority of the Members. The petition must be received by the President or Secretary/Parliamentarian. The Nominations and Elections Committee must then arrange for a new election within two (2) weeks.
- B. A representative shall be considered to be removed when a petition for such removal has been signed by a majority of the Association members from that representative's constituency. The petition must be received by the President or Secretary/Parliamentarian. The Nominations and Elections Committee must then arrange for a new election within two (2) weeks.

Section 4. Vacancies

- A. Vacancies shall be filled by majority vote of Rep Council.
- B. Vacancies with more than one year remaining in the term of office shall be filled by normal voting procedures at the next Rep Council election. A special election for such Executive Committee offices shall be held at that time.
- C. Vacancies on committees shall be filled by majority vote of the Rep Council.
- D. Individuals filling vacancies either through appointment or special election shall serve the remainder of the term for which they were appointed or elected.

Section 5. Polity

- A. Polity may be called for the following reasons: to challenge a decision of Rep Council; to assist Rep Council to make a decision; to discuss concerns not addressed by Rep Council; to disseminate information; to nominate officers; to discuss constitutional changes.
- B. Polity may be called by: the President of the Association; Rep Council, in a majority vote; written request from ten (10) Association members, of which four (4) members must be from four (4) different representative constituencies. The request must be made to the President.
- C. Decisions shall be by majority vote of those present. A quorum, a simple majority, shall be assumed unless a member calls for a quorum count.
- D. When a valid call for a Polity is received, Polity must be called no earlier than five (5) working days, and no later than ten (10) working days, from the receipt of the call.
- E. A new Polity may not be called to challenge a decision of a prior Polity within a period of one calendar month from the date of the prior Polity.
- F. Polity meetings shall be conducted according to Roberts' Rules of Order, Revised.

ARTICLE III – ELECTIONS**Section 1. Officer Elections**

- A. Any member of the Association is eligible for election to an office. Candidates for President shall have served on the Representative Council within five (5) years prior to their nomination.
- B. Officers shall be elected for a period of two (2) years and take office on June 1.
- C. The nomination of officers shall be held annually during the Spring semester. The Nominations and Elections Committee will solicit nominations from Members for the ballot, and will prepare the ballot for the election.
- D. The election of officers shall be by secret ballot of members. Valid ballots must retain the mailing label or signature to ensure a valid vote.

Section 2. Representation Council Elections

- A. Representatives shall be elected by ballot and serve for one (1) year. The Nomination and Election Committee shall be responsible for the coordination of the election from each constituency. The Nomination and Election Committee will solicit nominations from the members of each constituency and will prepare ballots for each constituency.
- B. Representatives shall be elected annually from each representative area according to the following formula: one representative for every fifteen (15) full time faculty unit members. At least eight (8) full time faculty unit members are required to receive an additional representative from any area. Each area shall have at least one member.
- C. All members of a constituency may vote in the election of the representatives from that constituency.

ARTICLE IV - AMENDMENTS AND CHANGES TO THE BY-LAWS

- Section 1.** Voting on amendments and changes to these by-laws shall be by mail ballot no earlier than one (1) week from a Polity where the changes were discussed, and no later than three (3) weeks from that Polity.
- Section 2.** Balloting shall be supervised by an officer of the Association. Valid ballots must retain the mailing label or signature to ensure a valid vote.
- Section 3.** A simple majority of the members of the Association must approve amendments and changes to these by-laws.

Approved by Executive Committee: Wednesday, 6 April 2011
Approved by Representative Council: Monday, 28 March 2011
Approved by Members, _____