

CONSTITUTION AND BY-LAWS
OF THE
LONG ISLAND UNIVERSITY FACULTY FEDERATION
REVISED December 2013

Article I - Name

The name of this Local shall be the Long Island University Faculty Federation, Local No. 3998 of the American Federation of Teachers (AFL-CIO).

Article II -- Objectives

Section 1. To further the development of the Brooklyn Campus and of the University as a comprehensive institution of higher learning.

Section 2. To improve the instruction and the support therefore (including the instructional facilities) at the Brooklyn Campus.

Section 3. To advance the professional interests of the members of the bargaining unit.

Section 4. To obtain for the members of the bargaining unit the rights and protection to which they are entitled.

Article III - Membership

Section 1. Membership shall be open to:

- a. All full-time faculty
- b. All adjunct faculty
- c. All administrative officers not excluded from the bargaining unit;

d. Any other category of employees of the Brooklyn Campus which, in the opinion of the Local, as reflected in a majority vote of the total membership, warrants membership.

Section 2. Emeritus membership may be awarded to all former members who have retired by reason of age and who have been members of the Local for at least 2 years in good standing. Emeritus members who are no longer teaching shall have the right to attend all regular Local meetings, to participate in decision, to vote, and to hold office. Dues shall be

prescribed for that category of membership. Intent to apply for emeritus membership shall be communicated to the Local Treasurer in writing prior to the effective date of retirement.

Section 3. Membership of record: In order to participate in balloting, membership of record of at least one month prior to the issuance of the ballot is required.

Section 4. In good standing: In order to participate in balloting, members must be in good standing. "In good standing" is defined as current in Local dues and special assessments.

Article IV - Officers and Delegates

Section 1. The Executive Committee of the Local shall consist of the Officers (President, Vice-President, Secretary, Treasurer, and Grievance Chairperson), Delegates, and, serving ex-officio without voting privilege, the chairpersons of standing committees and representatives to the NYSUT Representative Assembly. Fifteen Delegates shall be elected; normally each academic unit shall be represented by at least one Delegate or Officer. Normally, at least one Delegate or Officer shall be from the ranks of the adjunct faculty.

Section 2. a. All Officers and Delegates shall be elected by the membership, as provided for in Article VI; shall serve for a period of two years; and are eligible for re-election. The President, Vice-President, Secretary, Treasurer, and Grievance Chairperson shall be elected in even-numbered years, and the Delegates in odd-numbered years.

b. The two-year term shall begin on June 1 and end on May 31, or until replaced by a duly administered election.

c. All Officers, upon completing a term, shall remain members of the Executive Committee with voting privilege for the following year.

Section 3. All Officers and Delegates shall be subject to recall. This procedure may be initiated by the written recommendation of 15% of the membership. The membership will then be polled by secret mail ballot. The approval of over 50% of the membership is necessary for recall motions to pass.

Section 4. If a vacancy on the Executive Committee occurs, the Executive Committee may nominate a replacement to complete the unexpired portion of the term. Such person shall not have the privilege of voting until the nomination is ratified by the membership.

Section 5. In order to be eligible for membership on the Executive Committee, a member must have been in good standing for at least one year. In order to serve, the member must remain in good standing for the duration of the term.

Article V - Duties of Officers

Section 1. The President as the chief executive officer of the Local shall preside at all Local, Executive Committee, and Steering Committee meetings.

Section 2. The Vice-President shall assist the President and is responsible for whatever specific duties the President or the Executive Committee may specifically delegate to him or her. In the absence of the President, the Vice-President shall preside at Local, Executive Committee, and Steering Committee meetings.

Section 3. The Secretary shall record and distribute the minutes of Executive Committee and Local meetings and inform the membership of all such meetings. The Secretary shall also conduct Local correspondence and keep the membership as fully informed as possible.

Section 4. The Treasurer shall assist in the collection of all Local dues and special assessments which are in default, maintain and supply membership information, keep records of all Local funds, be responsible for their distribution, supervise all financial collections for social affairs and similar Local functions, and handle all other financial matters for the Local.

Section 5. The Grievance Chairperson shall chair the Local's Grievance Committee and serve as the Local's representative in grievance actions.

Article VI - Election of Officers and Delegates

Section 1. Nominations

a. The Executive Committee shall elect prior to the end of the Fall semester a Nominating Committee which shall nominate by March 15 one or more candidates for positions on the Executive Committee.

b. The Nominating Committee elected by the Executive Committee shall consist of 5 members, 2 of whom shall be and 3 of whom shall not be members of the current Executive Committee.

c. Additional nominations for candidates may be made by the direct petition of 5% of the members. Nominating petitions will be distributed to all members during . . February

by the Nominating Committee and must be submitted to the President no later than the last week of February. The Executive Committee shall validate the nominations, elect an Elections Committee, and authorize said Elections Committee to prepare a ballot no later than the second week in April.

Section 2. No person may be simultaneously a candidate for more than one position on the Executive Committee or hold more than one position at the same time. In the event that an office is vacated, however, with the approval of the Executive Committee any member of the Executive Committee (Delegate or Officer) may hold another position temporarily in order that the office may be filled. Article IV, Section 4, shall then apply.

Section 3. During a general membership meeting which shall occur at least 15 days after the distribution of the nominating petitions and no later than the third week in April the candidates shall be introduced to the members and given an opportunity to address them.

Section 4. The Executive Committee shall instruct the Elections Committee, no later than the second week in April, to send each member a ballot listing the candidates, along with a brief written statement from each, should they wish to submit one.

Section 5. The membership shall have at least 15 days to return the secret mail ballot, which shall be opened and counted at a location designated by the Executive Committee by at least two members of the Local who are not candidates for election. Candidates shall have the right personally to observe or appoint someone to observe the actual counting of the ballots. The ballots will be tallied in such a way that complete secrecy of the voter shall be observed.

Section 6. The candidates receiving a majority of the votes shall be declared elected, with the qualifications provided in Article IV, Section 1 for Delegates.

Section 7. In cases in which no candidate receives a majority of the votes cast, a run-off election shall be held between the two candidates receiving the highest vote total. Section 5 shall apply.

Article VII - Executive Committee

Section 1. The Executive Committee shall consist of:

- a. The Officers
- b. Delegates
- c. Chairpersons of standing committees serving ex-officio without vote.

d. Representatives to the Representative Assembly of N.Y.S.U.T. serving ex-officio without vote.

Section 2. The Executive Committee:

- a. Shall have primary authority to supervise the implementation of the Contract (the Agreement).
- b. Shall carry on the business of this organization between meetings of the Local and is empowered to act in emergency situations when it is not feasible to call a meeting. All actions of the Executive Committee are subject to review by the Local membership in the manner provided for in Article IX.

Section 3. The Executive Committee shall meet at least once a month during the academic year. Additional meetings may be convened by the President at his or her discretion or by 1/4 of the members of the Executive Committee.

Section 4. A quorum for all Executive Committee meetings shall be 40%. The Executive Committee may, however, reduce this to 25% for the months of June, July, and August.

Section 5. The Executive Committee may, by a vote of its members present, declare vacant the position of any member who shall have been absent from either 3 consecutive meetings of the Committee or a total of 4 during the year.

Section 5. The Executive Committee shall have primary responsibility for developing its own rules of order, except when contradicted by the constitution of NYSUT.

Article VIII – Committees

Section 1. The standing committees shall be Steering, Grievance, Editorial, Membership and Negotiating. Other permanent committees may be established by the local.

Section 2. The chairperson and members of all standing committees, except the Steering Committee, shall be appointed by a majority vote of the Executive Committee. Unless otherwise qualified to vote, the chairpersons shall be ex-officio non-voting members of the Executive Committee. The President of the Local shall chair the Steering Committee.

Section 3. The Steering Committee shall be composed of the Officers of the Local.

Section 4. Special or ad hoc committees as required may be established by the Executive Committee.

Section 5. The duties and responsibilities of the standing committees shall be as follows:

- a. Steering Committee: shall set the agenda for Executive Committee meetings and formulate proposals for action by the Executive Committee. The Steering Committee may, if authorized by the Executive Committee, act on behalf of the Executive Committee provided no alternative appears feasible, the policies of the Executive Committee are scrupulously adhered to, and the Steering Committee reports each such action to the Executive Committee at its next meeting for approval. It is understood that under no circumstances will the Steering Committee set policy, and that all its actions must be ratified by the Executive Committee at the subsequent Executive Committee meeting.
- b. Grievance: shall provide all faculty with access to the formal grievance procedure, give counsel, and assist in the proper distribution of grievances.
- c. Editorial: shall be responsible for the production and dissemination of the Local Newsletter and maintenance of the LIUFF bulletin board. The composition of the Newsletter shall accurately reflect the philosophy of the Local, the mechanisms of its procedures, and the work of its committees. The President shall have ultimate authority for assuring that the Newsletter articulates the views of the Executive Committee and of the Local.
- d. Membership: shall be responsible for maintaining cordial relations among the members, conducting social functions, and recruiting new members.
- e. Negotiating: shall be responsible for the Contract (Agreement) negotiations and shall serve as the Executive Committee's representatives to the contract talks. The Negotiating Committee shall have no fewer than four members and shall be nominated by the Executive Committee and elected by the membership, ordinarily during the period established for Executive Committee elections . The Negotiating Committee shall report directly and frequently to the Executive Committee during contract negotiations and will receive policy direction from it. However, the Negotiating Committee may set its own negotiating strategies consistent with the policy direction of the Executive Committee and may otherwise act freely on particular issues for which prompt action is needed provided such strategies and actions are supported by the Executive Committee

at the next Executive Committee meeting. The Executive Committee may at any time recall or replace the Negotiating Committee. The Negotiating Committee may elect its own chairperson. During contract negotiations, members of the Negotiating Committee who are not members of the Executive Committee shall be invited to attend as non-voting participants those Executive Committee meetings concerned with negotiations.

Article IX – Local Meetings

Section 1. Local meetings shall be held at least once in each semester.

Section 2. To insure parliamentary procedure, Robert’s Rules of Order (Revised) shall govern the conduct of all meetings unless otherwise specified.

Section 3. A quorum shall exist if 25% of the membership is present.

Section 4. The members have the right to:

- a. Approve or reject, by simple majority of those attending a regular or special meeting fulfilling the requirement of quorum, proposals submitted by the Executive Committee.
- b. Initiate a secret mail ballot referendum of the entire membership on any issue.
- c. Call a special meeting by petition of 10 members or 10% of the membership, whichever is higher, such meeting to be held no later than 7 school days thereafter. The Secretary shall cooperate by giving such notice as may be required.

Section 5. A written agenda shall be distributed before regular meetings.

Section 6. A secret mail ballot referendum of the entire membership on any issue may be initiated by a majority vote at a meeting or by a petition signed by 20% of the membership. Space shall be made available to varying viewpoints in materials to be distributed by the membership.

Article X – Dues and Assessment

Section 1. Dues, as established by the Local, are payable by check-off to LIUFF.

Section 2. Local special assessments shall be specified by the By-Laws and shall be paid to the Local’s Treasurer.

Section 3. Assessments for unusual expenditures may be levied by the Executive Committee subject to ratification by the membership.

Article XI – Contract (Agreement) Negotiations

Section 1. Amendments to the Constitution may be proposed by 50% of the Executive Committee or by petition supported by 20% of the membership.

Section 2. Proposed amendments must be submitted in writing to all members of the Local at least two weeks prior to the membership meeting at which they will be discussed.

Section 3. In order for amendments to be adopted, they must receive at least 2/3 of the votes cast in a referendum.

Article XIII – Ballots and Results of Balloting

Section 1. Ballots and Results of Balloting:

- a. Each ballot shall contain a space for acceptance and a space for rejection, but none for abstention.
- b. Should more than 50% of the ballots returned indicate neither acceptance nor rejections, the issue shall be reconsidered by the Executive Committee.
- c. Other than as qualified by (b), an issue shall be determined by the number voting for acceptance or rejection.