

**CONSTITUTION
and
BY-LAWS
of the
ADELPHI UNIVERSITY CHAPTER
of the
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

CONSTITUTION

**ARTICLE I
NAME AND OBJECTIVES**

1. The name of this organization shall be the Adelphi University Chapter of the American Association of University Professors. This Chapter is a local affiliate of the national organization of AAUP.
2. Its objectives shall be:
 - a. to represent the professional interests of the Faculty and to advance the standards and ideals of the profession through the American Association of University Professors;
 - b. to improve the terms and conditions of employment of the Faculty through the process of collective bargaining; and
 - c. to further higher education and research in the University in concert with Students, Administration, and the Board of Trustees.

**ARTICLE II
MEMBERSHIP AND ASSOCIATION**

1. There shall be four categories of membership: Active, Special, Graduate Student, and Emeritus. Membership is contingent upon payment of appropriate national and local dues and/or fees. All members of the Chapter must be members of the National AAUP. Eligibility requirements for each of these categories and the extent of membership rights are as follows:
 - a. Active Members. Any member of the Adelphi University Faculty who is included within the collective bargaining unit as determined by National Labor Relations Board certification and/or as modified by the parties in negotiation. Active members shall have full rights to vote on initiation of membership and to hold office after six months of membership.

- b. Special Members. Any member of the Adelphi University Faculty who is not included within the collective bargaining unit. Special Members shall have voting rights on all Chapter matters except those concerned with collective bargaining. They are not eligible for service on the Executive Council, Steering Committee, Liaison Committee, or Negotiating Team.
 - c. Graduate Student Membership. As defined by the National AAUP Graduate Student Members shall have voting rights on all Chapter matters except those exclusively concerned with collective bargaining.
 - d. Emeritus Members. Any member retiring for age or disability may be transferred at his own request to Emeritus Membership with the approval of the Executive Council. Emeritus Members shall have no voting rights, shall not hold office, and shall pay no dues.
- 2. Associates. Any former Faculty Member at Adelphi University or elsewhere who loses his Faculty status by virtue of becoming an Administrative Officer may, with the approval of the Executive Council, participate as an Associate without rights to vote, hold office, serve on committees, or attend certain meetings.
 - 3. Members of the collective bargaining unit as determined by National Labor Relations Board certification and/or as modified by the parties in negotiations may refuse membership in the Chapter on the basis of conscientious objection to collective bargaining. These individuals shall pay no dues, have no vote, nor shall they be eligible to hold office.
 - 4. Persons eligible for Active Membership who have declared their conscientious objection to collective bargaining cannot become Active Members, but may become Special Members of the Chapter, subject to and meeting conditions imposed by the Executive Council.

ARTICLE III OFFICERS

- 1. The officers of the Adelphi University Chapter shall be a President, a First Vice-President for Collective Bargaining, a Second Vice-President for Grievance, a Secretary, and a Treasurer. The Executive Council shall consist of these five officers plus the most immediate Past President. The Immediate Past President shall be defined as a person who served as President in either of the two preceding years, the most recent having precedence in eligibility. In the event that the Immediate Past President cannot serve, or no person qualifies for such title, the sixth Executive Council position shall be filled by election for a one-year term.

2. The term of office of these officers shall be for two years, except as provided with regard to the sixth Executive Council position and in the By-laws for the first election under this Constitution. Except for the Immediate Past President, they shall be elected by secret ballot of the membership. Elections shall take place as provided in the By-laws.
3. In case of a vacancy in the office of President, the First Vice-President shall succeed to that office until an election can be conveniently held within a period not to exceed four months to fill the remainder of the unexpired term.
4. In case of a vacancy in any other Executive Council office, the President shall call a special election to fill the vacancy. The President may make an interim appointment of six months or less until an election can be conveniently held to fill the remainder of the unexpired term.
5. Incumbents are eligible for reelection.
6. Elected officials may be removed in accordance with the By-laws.

ARTICLE IV THE EXECUTIVE COUNCIL

1. The Executive Council shall be responsible for carrying out the general purposes of the Chapter as defined in Article I.
2. It shall have authority to delegate specific responsibility to any committees it may appoint or which may be established by the membership.
3. It shall have authority to approve expenditures and to reimburse officers and other members for expenses incurred in the conduct of Chapter activities.
4. Any action taken by the Executive Council may be over-ruled by a two-thirds vote of the membership.
5. The Executive Council shall call at least two regular meetings of the Chapter during the Academic Year, plus any special meetings that may be required. Adequate notice of the time and place of meetings shall be provided. Upon petition of any twenty members of the Chapter, the Council shall call a special meeting of the Chapter.

ARTICLE V
ORGANIZATIONAL STRUCTURE FOR COLLECTIVE BARGAINING PURPOSES

1. Steering Committee. The Steering Committee to direct collective bargaining activities shall consist of the Executive Council and five elected members.
 - a. It shall have the power to make policy decisions and to manage the affairs of the AAUP in connection with collective bargaining. It shall act as authorized by the Active Membership and with advice of legal counsel.
 - b. Five committee members, one of whom shall be a part-time faculty member, shall be elected at-large by the entire Active Membership. Only Active Members may serve on the Steering Committee. The terms of office shall be for two years, except as provided in the By-laws for the first election under this amended Constitution.
 - c. The Steering Committee shall have authority to appoint special service committees, standing or ad hoc, for detailed research, analysis, and recommendations on any subject related to collective bargaining.
2. Negotiating Team. A Negotiating Team shall be established as provided for in the By-laws.
3. Membership Authorization and Approval. In preparing for, and during the course of, negotiations, when possible, the members' views shall be solicited, and members shall be apprised of developments. A majority vote by mail ballot of the Active Members voting, or a majority vote of the Active Members present at a regular or special meeting called for that purpose, shall be necessary to ratify contract terms agreed to after negotiations, and to authorize any job action.

ARTICLE VI
LIAISON COMMITTEE

1. A Liaison Committee shall consist of representatives elected by and from the Active Membership of each School and Department and the Library of the University. Each School and Department and the Library shall elect one representative.
2. Representatives shall serve in communication and advisory roles between the Active Membership of their Schools or Departments or the Library and the Executive Council or the Steering Committee for discussion and information. Representatives may serve as conduits of grievance problems within their Schools or Department or the Library to the Second Vice-President.
3. The Liaison Committee shall provide advice and assistance to the Steering Committee in preparing collective bargaining proposals for negotiation, including a

discussion of the final draft. During the negotiation period the Chairman of the Liaison Committee shall call meetings at least monthly, at which representatives of the Steering Committee and/or Negotiating Team shall report on the state of negotiations, answer questions from Liaison Committee members, and solicit their opinions and advice on the conduct of negotiations.

ARTICLE VII BY-LAWS

1. Matters regarding procedures shall be provided in the By-laws to this Constitution, and shall be subject to revision or addition as set forth in the By-laws.

ARTICLE VIII AMENDMENTS

1. Amendments to the Constitution may be proposed by the Executive Council, or, in writing, by no fewer than two members to the Executive Council. A proposed text shall be circulated by the Executive Council, with its recommendation, to the membership for information and response, fifteen days prior to submission to the membership of the final text for voting. Recommendations for further submission and/or revisions may be submitted to the Executive Council during this 15-day period. The Executive Council shall have the right of final decision on these additional submissions and/or the revision for purposes of presentation and vote. Voting upon the amendment(s) shall take place after thirty days' notice to the total eligible membership. Two-thirds vote of those voting either by mail ballot, circulated to the total eligible membership, or of the members present at a regular or special meeting called for that purpose, shall be necessary for approval.

ARTICLE IX RATIFICATION OF CONSTITUTION AND BY-LAWS

1. This Constitution and By-Laws shall be in force upon ratification by a two-thirds majority of all members voting, either by mail ballot circulated to the total eligible membership, or of the members present at a regular or special meeting called for that purpose.

BY-LAWS

1. Nomination for office.

In October the Executive Council shall mail to each member at his/her last known address a notice of election and a form soliciting nominations for office, setting forth the names of eligible members and the date required for return of the nominating form, such date to be at least ten days after circulation and no later than October 24. All nominators shall seek assurance that the nominees will be willing to serve if elected. The Executive Council shall furnish by campus mail to each member, not later than November 1st, a nominating ballot containing the names of all nominees, including those added by the Executive Council. Each voter shall return to the Secretary, his nomination ballot marked in the appropriate place(s). The Executive Council shall notify the membership by campus mail not later than November 20 of the two persons receiving the largest number of nominations for each office in that particular election.

2. Election of Officers and Steering Committee Members-at-Large.

Officers and Steering Committee Members-at-Large shall be elected not later than December 10 by secret ballot after appropriate notice of at least fifteen days of the nominees for each office has been received. They shall take office immediately upon election. The five officers shall be elected for staggered terms. The timetable of elections of the By-laws of the Constitution as amended May 10, 1973, shall be used for the first regular election following this amendment of the fall, 1976. Thereafter the new amended timetable for elections shall be used. In the election of Spring 1977 the two Vice-Presidents and the Secretary shall be elected for terms of office to expire December 10, 1978. The terms of office for the incumbent President and Treasurer shall expire December 10, 1977. Election for these offices shall take place in the fall of 1977 for two-year terms. In subsequent elections, all five officers will be elected for two-year terms. Steering Committee members elected in May 1977 will serve in office until December 10, 1978. In subsequent elections Steering Committee members shall be elected for one-year terms. When an office becomes vacant before the regular expiration date, the election shall be for the remainder of that term. For the election of at-large Steering Committee members in November 1985 the four (4) full-time faculty members receiving the largest number of votes shall be elected. Two of these shall serve two year terms and two shall serve one year terms. The determination of the length of term shall be made by lot. The part-time faculty member receiving the largest number of votes shall be elected to a two year term.

3. Responsibility of Officers.

a. The President. The President shall assume executive responsibility for all Chapter activities. He shall act as chairman of the Executive Council, and shall

preside at meetings of the Executive Council, Steering Committee, and the Chapter. He or his designated alternate shall serve as spokesman for the Chapter. He and/or his appointee(s) shall represent the Chapter at national and regional AAUP meetings.

- b. The First Vice-President. The First Vice-President shall be responsible for coordination of activities of the Chapter for collective bargaining. He shall serve as Chairman of the Liaison Committee, and "ex-officio", on standing or "ad hoc" committees on salaries, work loads, and other matters subject to contract negotiation. In the absence of the President, he shall preside at meetings of the Executive Council, the Steering Committee, and the Chapter.
- c. The Second Vice-President. The Second Vice-President shall be primarily responsible for grievance matters.
- d. The Secretary. The Secretary shall be responsible for the arrangement of elections, and balloting, and for the records of meetings of the Executive Council, the Steering Committee, and the Chapter. He shall conduct all routine correspondence and maintain a file of all Chapter correspondence.
- e. The Treasurer. The Treasurer shall receive all monies due the Chapter and deposit them in the name of the Chapter. He shall pay all bills approved by the Executive Council or Steering Committee. He shall keep all Chapter accounts and arrange for a yearly audit of them. He shall be responsible for membership recruitment and records.
- f. Immediate Past President. The Immediate Past President shall assist the officers of the Executive Council in their deliberations and duties as his prior executive experience may indicate.

4. Election of Liaison Committee.

Members of the Liaison Committee shall be elected for a term of one year by and from the Active Members of the Chapter in each School and Department and the Library by secret ballot no later than September 20 of each academic year. When a vacancy occurs, election shall be for the remainder of that term.

5. Negotiating Team.

A Negotiating Team shall consist of the First Vice-President for Collective Bargaining and four Active Members appointed by the Steering Committee from

among the members of the Steering Committee and/or from the Active Membership.

- a. The Negotiating Team shall sit in negotiation sessions. The Team may be advised and/or accompanied by legal counsel.
- b. The Chapter President may participate in planning and negotiation whether or not he has been appointed to the Team.
- c. The Negotiating Team may invite other members to assist as needed.
- d. Members of the Negotiating Team may be removed by vote of the Steering Committee.
- e. If negotiations are in process at the time of election of officers and Steering Committee members, that Negotiating Team shall normally continue negotiations to completion of contract agreement.

6. Meetings.

- a. Chapter Meetings. One-fifth of the total Active and Special Membership shall constitute a quorum at all Chapter meetings. Non-members may be admitted as observers upon approval of a majority of the members present. Permission to speak shall be granted to non-members by majority vote of those members present. Anyone disrupting a meeting may be ordered by the President to leave. *Robert's Rules of Order, Revised* shall determine parliamentary questions and procedures.
- b. Meetings called for the purpose of discussion of collective bargaining matters shall be limited to Active Members.
- c. Council and Committee Meetings. Meetings of the Executive Council and of all committees shall be closed except upon invitation.

7. Dues, Fees, and Assessments.

- a. Effective January 1, 1992, dues of Active Members shall be charged at the rate of 1% of their Base Salary that was established on September 1, 1991. Thereafter the rate of 1% shall apply to the Base Salary that is established on September 1st of the new academic year. The dues shall be distributed to a National AAUP fund, a Collective Bargaining fund, and a local chapter and State Conference fund. The distribution ratio shall be determined annually by the Officers and Steering Committee Members-at-Large of the Adelphi Chapter.

- b. Special Members (as defined in Article II of the Constitution) shall have the option of paying 1% of Base Salary or \$150.00 per year to the Chapter. Part-time faculty eligible for membership in the Collective Bargaining Unit shall pay \$30.00 per year to the Chapter.
 - c. Graduate Student Members shall remit annual National dues directly to the National AAUP, and for Chapter membership shall pay \$1.00 per year directly to the Chapter.
 - d. Emeritus members and retired members engaged as part-time faculty shall pay no dues.
 - e. Dues may be collected by a voluntary check-off arrangement in accordance with law. Dues and allocations may be changed by majority vote by secret ballot of the eligible members voting at a regular or special meeting, after reasonable notice of at least fifteen days of the intention to vote upon such question, or by majority vote of the eligible members voting in a membership referendum conducted by secret ballot. No assessments, fines, or fees shall be levied for any purpose against any member or members except by majority vote of the eligible members voting at a regular or special meeting. No assessments, fines, or fees for political purposes may be levied under any circumstances.
 - f. Revocation of dues check-off. Revocation of a signed check-off authorization shall be effective for the subsequent academic year commencing September 1 upon the submission of a signed revocation submitted to the Treasurer.
 - g. In the event of the dissolution of the Adelphi University Chapter AAUP any moneys remaining shall be given to the National AAUP organization.
8. Contributions. The Chapter is authorized to receive contributions from any donor.
 9. Discipline and Due Process. No member tendering his dues may be expelled from the Chapter for any reason so long as he retains his Faculty status.
 10. Removal of Officers. Officers may be removed for misconduct or dereliction of duties. In the event proceedings are instituted, the accused officer shall have a full opportunity to present a defense against the charge(s) both before the Executive Council, which shall make a recommendation to the membership, and before the membership at a special meeting which shall be convened by the Executive Council after reasonable notice of at least fifteen days. A majority vote of the membership present and voting shall be required to remove an officer. In the event an officer resigns during his term of office, or is removed as above provided, Article III, sections 3 and 4, of the Constitution shall apply.
 11. Revisions or additions to By-laws. Revisions or additions to the By-laws may be

proposed by the Executive Council, or, in writing, by any member of the Chapter to the Executive Council. A proposed text shall be circulated by the Executive Council, with its recommendation, to the membership for information and response, fifteen days prior to submission to the membership of the final text for voting. Recommendations for further submission and/or revisions may be submitted to the Executive Council during this fifteen (15) day period. The Executive Council shall have the right of final decision on these additional submissions and/or the revisions for purposes of presentation and vote. Voting upon changes in the By-Laws shall take place after fifteen (15) days' notice to the total eligible membership. A majority vote of those voting either by mail ballot circulated to the total eligible membership, or of the members present at a regular or special meeting called for that purpose, shall be necessary for approval.

Adopted February 28, 1973
Amended May 10, 1973
Amended January 4, 1977
Amended December 10, 1980
Amended December 10, 1981
Amended October 2, 1985
Amended December 11, 1991