

# JCC Faculty Association Constitution and Bylaws

## CONSTITUTION of the JOHNSTON COMMUNITY COLLEGE FACULTY ASSOCIATION

### **MISSION:**

The mission of the JCC Faculty Association is to represent the common interests of faculty to the administration and Board of Trustees regarding educational priorities, employment rights and responsibilities, and employment conditions and salaries.

### **PURPOSE:**

The purpose of the Johnston Community College Faculty Association is to promote professionalism through the pursuit of excellence and competency in teaching, to serve as the voice of the faculty in decision making, to provide an open forum for the free discussion of academic and professional issues, and to support the overall mission of Johnston Community College.

### **ARTICLE I:**

#### **MEMBERSHIP**

The membership of the JCC Faculty Association is comprised of all full-time and part-time faculty members.

### **ARTICLE II:**

#### **OFFICERS AND ELECTIONS**

**Section I:** The general officers of the Johnston Community College Faculty Association shall be a president, vice-president, secretary, and treasurer.

**Section II:** The general officers shall be chosen for a two year term of office by secret ballot of the majority voting membership of the association. Regular election of the president and the vice-president and of the secretary and treasurer shall occur in alternate years so that each officer's term will alternate that of the other. No officer shall serve for more than two consecutive terms in the same office.

**Section III:** The president and the secretary shall be elected on odd years. The vice-president and the treasurer shall be elected on even years.

**Section IV:** Election of the association's general officers shall be held annually following the association's regularly scheduled annual spring semester meeting. The election shall be conducted by the Nominating & Elections Committee.

**Section V:** Newly elected officers shall take office at the beginning of the following fall academic semester according to the school's published schedule.

## **ARTICLE III:**

### **FACULTY SENATE**

**Section I:** There shall be a Faculty Senate comprised of the associations' elected general officers and at-large members chosen by each of the Faculty Divisions/Departments.

**Section II:** The Faculty Senate shall meet at the call of the president.

**Section III:** The Faculty Senate shall conduct and determine the agenda of each general association meeting.

**Section IV:** The Faculty Senate shall act for the faculty association between association meetings.

## **ARTICLE IV: STANDING COMMITTEES**

**Section I:** Standing committees and their membership shall be chosen by the faculty members voting at the annual association spring semester meeting. These committees shall take office at the beginning of the following academic semester according to the school's published schedule. Each standing committee, except for the By-laws Committee whose chairperson will be the association vice-president, shall choose its chairperson by majority vote of the members present.

## **ARTICLE V: SPECIAL COMMITTEES**

**Section I:** Special Committees shall be designated as needed by the Faculty Senate. Purpose, size, and term of the committee shall be determined by the Faculty Senate. Membership and chairperson shall be designated by the association president with the advice and assistance of the Faculty Senate. Special Committees shall report to and be supervised by the Faculty Senate.

**Section II:** A Nominating & Elections Committee shall be created no later than one (1) month before the regularly scheduled spring semester association meeting. It shall include the currently elected general officers of the association and four (4) representatives chosen from the faculty membership by the Faculty Senate. One of the at-large representatives shall be chosen by the committee as chairperson. The Nominating Committee shall canvass for and recommend to the association candidate(s) for each general officer position for the forthcoming election, shall conduct the election, and shall certify its results to the association. Recommended candidates will be published to the association membership in writing at least ten (10) school days before the regularly scheduled spring semester association meeting.

**Section III:** Members of the special committees shall determine their own quorum for the transaction of business.

## **ARTICLE VI: REMOVAL AND REPLACEMENT OF OFFICERS**

**Section I:** Officers of the Faculty Association may be removed when a specific complaint charging either dereliction of duty or failure to fulfill the obligations of the position to which they have been chosen has been submitted in writing to the full membership, debate has taken place at a special meeting called for the purpose, and two-thirds of those members present and voting by secret ballot agree with the complaint. The accused officer shall be able to respond to the complaint. Such meeting shall be conducted by the Faculty Senate. If the complaint is brought against the president, the vice-president shall preside during debate over the complaint.

**Section II:** In the event that an office is vacated then that office shall be filled for the duration of that term according to the following schedule:

1. If the office of president is vacated, the vice-president shall assume the duties of the president for the remainder of the predecessor's term.
2. If the office of the vice-president, the secretary, or the treasurer is vacated, the Faculty Senate shall choose a replacement from the faculty, by majority vote of committee members voting; to serve until the

next annual election. At that time, a candidate will be chosen to complete the remainder of the vacated term or to assume the next normal two-year term (as appropriate) according to the regular election process for association general officers.

3. If the office of a member of a Standing Committee is vacated, the president shall appoint a replacement from the association membership.

4. If the office of a Standing Committee Chairperson is vacated, a replacement shall be chosen by majority vote of the respective committee membership.

5. If the office of an at-large Faculty Division member of the Faculty Senate is vacated, a caucus of that Faculty Division shall choose a replacement by majority members voting.

## **ARTICLE VII: ASSOCIATION MEETINGS**

**Section I:** The Johnston Community College Faculty Association shall meet upon the call of the president, no less than twice annually, once in the fall academic semester and once in the spring academic semester. Members present at meetings of the Association shall constitute a quorum for the transaction of business.

**Section II:** The meeting agenda shall be determined by the Faculty Senate and published to the membership at least ten (10) school days before the scheduled meeting.

**Section III:** All general and special association and all committee meetings shall be open to all association members.

**Section IV:** The president shall call a for special meeting of the association within ten (10) school days of the receipt of a written petition signed by no less than ten percent (10%) of the faculty members. Such petition should state the agenda for the meeting which will be communicated, along with the meeting announcement, to the faculty.

## **ARTICLE VIII: RATIFICATION AND AMENDMENTS**

**Section I:** Ratification:

1. This constitution shall take effect immediately upon its ratification by a two-thirds (2/3) majority of the faculty voting by secret ballot in a special election to be held within ten (10) school days following its presentation to and discussion in a faculty meeting scheduled for that purpose.

2. All faculty members as defined in Article I of this constitution shall be eligible to vote for its ratification.

3. The ratification election shall be conducted by and the results shall be certified to the membership by the faculty Steering Committee chosen to establish the Faculty Association.

**Section II:** Amendment: 1. Amendment to this constitution must be approved by two-thirds (2/3) majority vote by secret ballot of the faculty voting and will take effect upon certification of faculty approval in writing by the By-laws Committee to the Faculty Senate, unless the motion to adopt specifies another time for it to go into effect.

2. All faculty members as defined in Article I of this constitution shall be eligible to vote on amendments to this constitution.

# **BY-LAWS of the JOHNSTON COMMUNITY COLLEGE FACULTY ASSOCIATION**

## **ARTICLE I: OBJECTIVES**

The objectives of the Faculty Association shall be as follows:

1. To be a medium through which the faculty participates in decision making and in the formation, review and implementation of College policy.
2. To provide an open forum for the free discussion of faculty and institutional issues.
3. To encourage professional development.
4. To promote intra-faculty communication throughout the College.
5. To be a medium through which the faculty communicates with the administration regarding matters directly relating to faculty.
6. To promote the general welfare of the faculty.
7. To support the overall mission of the College to the benefit of its students, staff, faculty, administration, and community.
8. To support the objectives of the North Carolina Community College Faculty Association.

## **ARTICLE II: MEMBERSHIP**

**Section I:** Faculty, for purposes of membership, shall include: 1. All teaching faculty employed on a 9- to 12-month contract.

**Section II:** Part-time and adjunct instructors and administrators with teaching responsibilities who supervise other faculty will be considered for membership upon the completion of the school's current reorganization of staff and faculty contracts. It is the intention of the association to include all persons with significant teaching duties in its membership.

## **ARTICLE III: DUTIES OF THE GENERAL OFFICERS**

**Section I:** The president shall:

1. Call and preside at all meetings of the association and the Faculty Senate.
2. Act as official representative of the association whenever the need arises; or assign a representative to serve, in his absence, as requested.
3. Assess the number of full time faculty in each department and division annually to determine proper representation on the Faculty Senate.
4. Serve as chairperson and a voting member of the Faculty Senate.
5. Appoint all Special Committees and assign them their duties with the advice and assistance of the Faculty Senate or the association, as appropriate.
6. Assume all other duties assigned the office of president by either the Faculty Senate or the association.
7. Serve as a voting member of the Faculty Issues standing committee and serve as reporter to the Faculty Senate.

**Section II:** The vice-president shall:

1. Assist the president in performance of all duties and preside in the absence of the president.
2. Serve as a voting member of the Faculty Senate.
3. Preside as chairperson of the By-laws Committee and serve as reporter to the Faculty Senate.
4. Perform such other duties as the president or the association may direct.

**Section III:** The secretary shall:

1. Keep accurate minutes of all Faculty Association and Faculty Senate meetings.
2. Distribute copies of minutes and the agenda to all members as appropriate.
3. Maintain all official records and documents of the association and the Faculty Senate.
4. Issue notice of all Faculty Association and Faculty Senate meetings to members.
5. Serve as a member of the Publications & Information standing committee and serve as reporter to the Faculty Senate.
6. Maintain a roster of membership of the faculty association.
7. Conduct necessary correspondence.
8. Perform such other duties as the president or the association may direct.

**Section IV:** The treasurer shall:

1. Receive all money that may be paid to the association and deposit it in such banking institution(s) as the Faculty Senate shall direct, pay all bills authorized by the Faculty Senate, prepare financial statements for all regular meetings of the association as well as an annual report for the annual spring association meeting, prepare the annual budget (as appropriate), and ensure that the association's management of funds complies with all applicable college policies and regulations and with state law.
2. Perform such other duties as the president or the association may direct.
3. Serve as voting member of the Membership standing committee and serve as reporter to the Faculty Senate.

**ARTICLE IV: MEMBERSHIP AND DUTIES OF THE FACULTY SENATE**

**Section I:** The Faculty Senate shall consist of the elected general officers of the association and at-large representative of each of the Faculty Divisions/Departments. The president shall act as chairperson of the Faculty Senate.

**Section II:** Faculty Senate members shall be chosen as follows:

1. General officers and Faculty Senate representatives shall be chosen in an annual election by secret ballot of the association membership.
2. Chairpersons of Standing Committees shall be chosen by majority vote of committee members present.
3. Nominations for at-large representatives of the Faculty Divisions/Departments shall be chosen annually by caucus of the respective division/department membership prior to elections for association general officers and Faculty Senate representatives.

4. All officers and Faculty Senate members shall initially take office at the beginning of the following fall academic semester according to the school's published schedule.

**Section III:** The duties of the Faculty Senate shall be:

1. To select four (4) at-large representatives from the faculty membership for the annual Nominating & Elections Committee and supervise its conduct of the annual election of association general officers.
2. To receive requests from the members that call for study and action by the association.
3. To act for the association on matters which need attention between scheduled association meetings.
4. To set and publish the agenda before any scheduled association meeting.
5. To schedule and conduct any special association meeting necessary to consider the removal of general or other association officer. Specifications of the complaint and the rules and agenda of the meeting shall be distributed to faculty members ten (10) school days before the meeting. The collection, counting, and certification of secret ballot vote shall be conducted by the Faculty Senate.
6. To receive and review recommended Constitution amendments and By-law changes from the By-laws Committee; to add them to the agenda of the next scheduled association meeting; and to present them to the association membership for vote.

**Section IV:** Members present at meetings of the Faculty Senate shall constitute a quorum for the transaction of business.

## **ARTICLE V: ELECTIONS**

**Section I:** Elections for association general officers shall be held within one (1) month following the annual spring association meeting. The elections will be supervised by and the results will be certified to the association by the Nominating & Elections Committee.

**Section II:** All voting for the general officers will be by the faculty members by secret ballot.

**Section III:** Association general officers chosen to complete the second year of a vacated term of office shall be chosen and elected according to the regular election process, but for only a one (1) year term.

**Section IV:** Candidates for election will be chosen by the association in the annual spring meeting from those candidates recommended by the Nominating & Elections Committee. Other nominations may be made from the floor by the faculty membership attending. Nominees for office must accept nomination before their names are listed on the ballot.

**Section V:** The final slate of candidates, to be included on the ballot that will be presented to the membership for secret ballot election, will be determined by majority vote of the association membership present at the annual spring association meeting. No candidate can stand for more than one (1) office at a time.

**Section VI:** Those candidates certified to have received the highest number of votes for the office to which they were a candidate shall assume office at the beginning of the following fall academic semester according to the school's published schedule. If no candidate for an office receives a 50% majority of the votes cast, a run-off election will be held within one (1) week of the general election. Only those two (2) candidates who received the highest total of votes in the election will be listed on the run-off ballot.

**Section VII:** The Nominating & Elections Committee shall schedule the date and determine the manner ballots will be distributed and the date and manner they must be returned to the committee. Only those ballots returned according to the accepted rules of the election will be counted. Such rules shall be published to all faculty members at the time the ballots are distributed to the membership.

**Section VIII:** Any challenge to an election or the results of an election shall be heard by and adjudicated by the Faculty Senate in a public meeting. Any challenge must be presented to the Faculty Senate in

writing within ten (10) school days following the certification of the results of the election by the Nominating Committee.

**Section IX:** The initial association president and secretary (1999-2000 school year) shall be elected for a two-year term and the initial vice-president and treasurer (1999-2000 school year) shall be elected for a one-year term to insure alternating terms for general officers.

## **ARTICLE VI: FACULTY DIVISIONS**

**Section I:** Each of the faculty divisions/departments shall choose at-large representatives for the Faculty Senate. The number of representatives shall equal four (4) representatives per division/department.

Arts, Sciences & Academic Enrichment

Health Sciences and Early Childhood

Business, Public Service & Technology

Community Development and Life-Long Learning

**Section II:** Each faculty division/department shall meet and nominate at least four (4) at-large representatives to be added to the annual JCCFA election ballot.

**Section III:** Any at-large representatives chosen to fill a vacancy shall be chosen in like manner as included in Article IV Section II above.

## **ARTICLE VII: STANDING COMMITTEES**

**Section I:** The By-laws Committee shall:

1. Review the association Constitution and By-laws as appropriate and recommend changes to the Faculty Senate and association membership.
2. Receive and review amendments recommended by association members and present and recommend them to the Faculty Senate.
3. Conduct the secret ballot referendum for all constitution amendments and certify the results to the Faculty Senate and the association.
4. Interpret and adjudicate, with the supervision of the Faculty Senate, all controversies and violations of the association Constitution and By-laws.
5. Be chaired by the association vice-president.

**Section II:** The Publications & Information Committee shall:

1. Administer the Faculty Association web site and other official means of faculty publication.
2. Assist the association secretary with communications between the faculty and other organizations and within the faculty membership.
3. Evaluate and maintain communication networks within the organization.
4. Include the association secretary as a voting member, who cannot be chosen as chairperson.

**Section III:** The Membership Committee shall:

1. Use criteria chosen by the association to determine membership qualifications and publish membership rolls from lists of faculty obtained from academic deans at the beginning of each semester.
2. Receive and review written complaints seeking removal of any association officer, investigate the circumstances of the complaint, and submit the complaint to the Faculty Senate for action.
3. Study, evaluate, and advise the Faculty Senate and the association on any matters relating to association membership, fees, assessments, etc.
4. Include the association treasurer as a voting member.

**Section IV:** The Faculty Issues Committee shall:

1. Study and evaluate programs to promote the welfare of the faculty and related college personnel, including salary, benefits, and working conditions.
2. Study and evaluate school calendar, curriculum, and instructional support issues and make appropriate recommendations to the Faculty Senate and the association.
3. Identify faculty in-service training needs, study and recommend means of developing and improving faculty capabilities, and encourage the publicizing of faculty achievements.
4. Review evaluation procedures of faculty and recommend additional or new methods of performance evaluation.
5. Include the association president as a voting member.

**Section V:** Members present at meetings of the standing committees shall constitute a quorum for the transaction of business.

**ARTICLE VIII: RATIFICATION AND AMENDMENT**

**Section I:** Ratification:

1. These by-laws shall take effect immediately upon their ratification by a two-thirds (2/3) majority of the faculty voting by secret ballot in a special election to be held within ten (10) school days following its presentation to and discussion by a faculty meeting scheduled for that purpose.
2. All faculty members as defined in Article I of this constitution shall be eligible to vote for its ratification.
3. The ratification election shall be conducted by and the results shall be certified to the membership by the faculty Steering Committee chosen to establish the Faculty Association.

**Section II:** Amendment:

1. Amendment to the by-laws shall be approved by simple majority of the faculty voting in a general or special association meeting and will take effect upon certification of faculty approval by the Faculty Senate, unless the motion to adopt specifies another time for it to go into effect.
2. All amendments to the by-laws must be submitted in writing to the By-laws Committee and be scheduled by the Faculty Senate for consideration on the agenda of the faculty meeting at which they are to be considered for adoption. This requirement may be waived by a two-thirds (2/3) majority of the faculty voting in a general or special association meeting.
3. All faculty members as defined in Article I of this constitution shall be eligible to vote on amendments to the by-laws.

*Articles in Addition to, and Amendment of, the By-laws of the Johnston Community College Faculty Association, Proposed by the Executive Committee/ Faculty Senate, and Ratified by the Association, Pursuant to the Eighth Article of the Original By-laws.*

**ARTICLE I: GENERAL ASSOCIATION MEETINGS:**

**Section I:** In all matters not covered under the Constitution, all general association meetings shall be conducted according to *Robert's Rules of Order*, applied in a judicious and reasonable manner.

**Section II:** The Association vice-president shall act as Parliamentarian advising any other officer or faculty member who has questions about the meaning of the Constitution and By-laws or the application of *Robert's Rules of Order*.

**Section III:** Meeting procedures under the accepted rules of order may be suspended during any general association meeting by two-thirds vote of the faculty members present.