

**CONSTITUTION
and
BYLAWS

of the
ADELPHI UNIVERSITY CHAPTER
of the
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

CONSTITUTION

**ARTICLE I
NAME AND MISSION**

1. The name of this organization shall be the Adelphi University Chapter of the American Association of University Professors, hereinafter referred to as “the Chapter.” The Chapter is a local affiliate of the national American Association of University Professors (hereinafter referred to as “AAUP”).
2. The mission of the Chapter shall be:
 - a. to represent the professional interests of all Faculty of Adelphi University, hereinafter referred to as “the Faculty” and to advance the standards and ideals of the profession through the AAUP;
 - b. to improve the terms and conditions of employment of the Faculty through collective bargaining; and
 - c. to further higher education and scholarly activities such as research and creative work at Adelphi University, hereinafter referred to as “the University” in concert with students, staff, administration, and the Board of Trustees.

**ARTICLE II
MEMBERSHIP AND ASSOCIATION**

1. There shall be three categories of membership contingent upon payment of Chapter dues: Active, Special, and Emeritus. All members of the Chapter are members of the AAUP. Eligibility requirements for each category and corresponding membership rights are as follows:
 - a. Active Members: Any member of the Faculty who is a member of the Collective Bargaining Unit in the Collective Bargaining Agreement between the Chapter and the

University. Active Members shall have full rights to vote, upon initiation of membership, and to hold Chapter 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 (e.g. department chairs). Upon initiation of membership, Special Members shall have voting rights on all Chapter matters except those concerned with collective bargaining. Special Members are not eligible to hold Chapter office or to serve on Chapter committees.
 - c. Emeritus Members: All retired Faculty are Emeritus Members. Emeritus Members shall have no voting rights, may not hold office, and shall pay no dues.
 - d. Full time Adelphi University administrative personnel, who engage in teaching, are not eligible to join the AAUP, hold Chapter office, to serve on chapter committees, vote or participate in any AAUP union and/or collective bargaining activities.
2. Faculty who are recognized as part of the Collective Bargaining Unit as determined by the parties in collective bargaining negotiations may refuse membership in the Chapter. These individuals shall not have voting rights and are not eligible to hold Chapter office.

ARTICLE III OFFICERS

1. The Officers of the Chapter shall be a President, a First Vice President for Collective Bargaining, a Second Vice President for Grievances, a Secretary, and a Treasurer. The Executive Committee shall be composed of these five Officers and the most Immediate Past President who shall serve as a non-voting member. 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 was removed from office, the Executive Committee shall consist of five members as described above.
2. The term of office shall be for two years, except as provided with regard to the Immediate Past President who shall serve for one year. Officers shall be elected by a secret ballot of the membership, except for the Immediate Past President. Elections shall take place as provided in the Bylaws.
3. In the event of a vacancy in the office of President, the First Vice President for Collective Bargaining shall serve as Interim President until an election can be conveniently held within a period not to exceed six months. If the First Vice President is unable/unwilling to serve as President, the Executive Committee shall select an alternative successor from among the Officers who will serve as Interim President until an election can be

conveniently held within a period not to exceed six months. The newly elected President shall then fill the remainder of the unexpired term.

4. In the event of a vacancy in any other Executive Committee office, except for that of the Immediate Past President, the President may make an interim appointment until an election can be conveniently held within a period not to exceed six months, unless such an interim appointment is disapproved by a majority of the Executive Committee. The newly elected Officer shall then fill the remainder of the unexpired term.
5. Incumbents are eligible for reelection.
6. Elected Officers may be removed in accordance with the Bylaws.

ARTICLE IV THE EXECUTIVE COMMITTEE

1. The Executive Committee shall be responsible for carrying out the mission of the Chapter as defined in Article I.
2. The Executive Committee shall appoint a Diversity Officer from the active membership. The Diversity Officer will monitor the demographic information of the members of the full leadership team, and make a good faith attempt to recruit candidates from underrepresented groups within the university and/or AAUP Adelphi Chapter. The Diversity Officer may be aided by chapter staff.
3. The Executive Committee shall have the authority to determine Chapter staffing needs and responsibilities (including job descriptions), as well as the hiring, compensation, and oversight of Chapter staff.
4. The Executive Committee shall have the authority to approve expenditures and to reimburse Officers and other members for expenses incurred in the conduct of Chapter activities.
5. Any action taken by the Executive Committee may be overruled by a two-thirds vote of the membership.
6. The Executive Committee 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 Executive Committee shall call a special meeting of the Chapter.

**ARTICLE V
ELECTED REPRESENTATIVES**

1. Elected Representatives shall number no fewer than five, selected by and from the Active Membership. One Representative shall be a part-time faculty member.
2. The Executive Committee may appoint up to three additional Representatives to serve in the Full Leadership, with the goal of increasing representation across all academic units of the University.
3. Representatives shall serve in communication and advisory roles between the Executive Committee and Active Membership. Representatives, in consultation with the Executive Committee, shall establish practices to facilitate such communication among all Faculty.
4. Representatives shall serve as conduits of information, especially for information that might relate to violations of the CBA or any potential grievance problems.
5. Representatives shall be responsible, together with the VP of Collective Bargaining, for implementing a plan to organize and mobilize the membership.
6. The Elected Representatives shall elect a Chair of the Representatives who will plan organizing activities closely with the VP of Collective Bargaining and the rest of the Executive Committee.
7. The term of office for Representatives shall be for two years. Selection shall take place as provided in the Bylaws.
8. In the event that an elected Representative can no longer serve, the remaining Representatives, with the approval of the Executive Committee, may make an interim appointment from the Active Membership until an election can be conveniently held within a period not to exceed six months. The newly elected Representative shall then fill the remainder of the unexpired term.
9. Incumbents are eligible for reelection.
10. Representatives may be removed in accordance with the Bylaws.

**ARTICLE VI
ELECTION COMMITTEE**

1. An Election Committee shall be composed of three members, selected by and from the Active Membership. Members of the Full Leadership are not eligible to serve on the Election Committee.
2. Elections for the Election Committee shall be held in December of even numbered years. The term of office for Election Committee members shall be for two years. Elections shall take place as provided in the Bylaws
3. In the event that fewer than three Active Members are willing to stand for election to the Election Committee, the Full Leadership shall appoint such members as is necessary to constitute a full Committee.
4. The Election Committee shall determine and conduct all aspects of elections of Chapter officers. This shall include, but is not limited to, the scheduling of all election-related deadlines consistent with this Constitution and the Bylaws, the drafting of the notice of nominations and elections, the preparation and dissemination of nominating petitions, the determination of eligibility of nominees for office, the drafting and design of ballots, and the investigation and determination of any and all objections, challenges and complaints relating to such elections.
5. The Election Committee shall be assisted by the Chapter's office staff. The Committee may require the Chapter's retention of an outside entity to conduct specified parts of an officer election including the preparation and mailing of ballots, the receipt and custody of ballots cast, the counting of ballots and/or the certification of the results of an election.
6. In the event that an Election Committee member can no longer serve, the Executive Committee shall make an interim appointment from the Active Membership. The newly appointed Election Committee member shall then fill the remainder of the unexpired term.
7. Incumbents are eligible for reelection.
8. Election Committee members may be removed in accordance with the Bylaws.

ARTICLE VII ORGANIZATIONAL STRUCTURE

1. Leadership. The leadership shall consist of the Executive Committee and the Representatives, hereinafter referred to as the "Full Leadership."
 - a. The Executive Committee, in consultation with the Representatives, shall have the power to make policy decisions and to manage the affairs of the Chapter. It shall act

as authorized by the Active Membership and with the advice of legal counsel.

- b. The Executive Committee, in consultation with the Representatives, shall have authority to appoint special service, standing, or ad hoc committees, for detailed research, analysis, and recommendations on any subject.
2. Negotiating Team. A Negotiating Team shall be established as provided for in the Bylaws. The Representatives shall provide advice and assistance to the Executive Committee and the Negotiating Team in preparing collective bargaining proposals for negotiation, including a discussion of the final draft.
3. During the period of active contract negotiations, the Executive Committee shall call membership meetings at least monthly, at which Representatives of the Negotiating Team shall report on the state of negotiations, answer questions from Representatives, and solicit the opinions and advice of Representatives and members on the conduct of negotiations.
4. 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. As determined by the Executive Committee, 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 VIII BYLAWS

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

ARTICLE IX AMENDMENTS

1. Amendments to the Constitution may be proposed by the Executive Committee, or, in writing to the Executive Committee, by no fewer than two members. A proposed text shall be circulated by the Executive Committee, with its recommendation, to the membership for information and response, fifteen (15) 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 Committee during this fifteen (15) day

period. The Executive Committee 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 fifteen (15) days' notice to the total Active Membership. Two-thirds vote of those voting by ballots sent to the full Active Membership, shall be necessary for approval.

ARTICLE X RATIFICATION OF CONSTITUTION AND BYLAWS

1. This Constitution and Bylaws shall be in force upon ratification by a two-thirds majority of all members voting, by balloting conducted among the full Active Membership.

BYLAWS

1. **Nomination for office.** All Active Members in good standing are eligible to be nominated and elected. Those nominated shall give timely assurance, in writing, that they will serve if elected. The Election Committee shall notify the membership, by email, of all persons nominated and certify each nominee's eligibility for office, not later than November 15 or at least fifteen (15) days prior to the election date as required by the Labor-Management Reporting and Disclosure Act of 1959 (29 USC 481). A ballot containing the names of all candidates, including those added by the Executive Committee, and outlining the process for returning the ballot, shall be sent to the last known address of each member who is eligible to vote. The Election Committee shall certify the results of the election, and notify the membership of those results by email, within 24 hours of the certification of the results. Any challenge to the results of an election must be filed with the Elections Committee within ten (10) days of the certification of results.
2. **Election of Officers and Representatives.** Officers and Representatives shall be elected not later than December 10, every two years, as of December 10, 2019, by secret ballot after appropriate notice of at least fifteen days of the nominees for each office has been received. Officers and Representatives shall take office immediately upon election. Any challenge to the results of an election must be filed with the Elections Committee within ten (10) days of the certification of results.
3. **Responsibility of Officers.** Officers are expected to attend all meetings of the Executive Committee and the Full Leadership, and demonstrate a commitment to their responsibilities outside of such meetings. Officers elected by secret ballot shall also serve as Chapter delegates/alternates to AAUP meetings and any applicable AAUP state conference meetings in the order listed below.

- a. **The President.** The President shall assume executive responsibility for all Chapter activities. The President shall act as chair of the Executive Committee, and shall preside at meetings of the Executive Committee, Full Leadership, and the Chapter. The President or a designee alternate shall serve as spokesperson for the Chapter.
 - b. **The First Vice President for Collective Bargaining.** The First Vice President for Collective Bargaining shall primarily be responsible for coordination of activities of the Chapter for collective bargaining during the period of active contract negotiation and the period leading up to it. The First Vice President for Collective Bargaining shall serve as the main Executive Committee contact with the Representatives, during these periods. In the absence of the President, the First Vice President for Collective Bargaining shall preside at meetings of the Executive Committee, the Full Leadership, and the Chapter.
 - c. **The Second Vice President for Grievances.** The Second Vice President for Grievances shall be responsible for grievance matters and disciplinary issues. The Second Vice President for Grievances will prepare, counsel, and advocate for Faculty, engage in fact-finding, and coordinate activities with the President and Chapter staff.
 - d. **The Secretary.** The Secretary shall be responsible for the records of meetings of the Executive Committee, the Full Leadership, and the Chapter. The Secretary shall conduct, or delegate as appropriate, routine correspondence and the maintenance of all Chapter correspondence.
 - e. **The Treasurer.** The Treasurer shall coordinate the receipt and deposit of all monies due the Chapter, in the name of the Chapter, shall oversee the payment of expenses approved by the Executive Committee or Full Leadership, shall keep records for all Chapter accounts held by financial institutions, and shall arrange for a yearly audit of those accounts. The Treasurer shall be responsible for membership recruitment and maintaining membership records, and shall oversee filings required by the U.S. Department of Labor, the Internal Revenue Service and any other required filings with governmental agencies.
 - f. **Immediate Past President.** The Immediate Past President shall serve as a non-voting member of the Executive Committee for one year to commence with the completion of their term as President to assist the Officers of the Executive Committee in their deliberations and duties as their prior executive experience may indicate.
4. **Negotiating Team.** A The Negotiating Team shall comprise the First Vice President for Collective Bargaining and four Active Members appointed by the Full Leadership from among the Representatives and/or from the Active Membership.

- a. The Negotiating Team shall attend 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 the Chapter President has been appointed to the Negotiating Team.
 - c. The Negotiating Team may invite other Active Members to assist as needed.
 - d. Members of the Negotiating Team may be removed by a vote of the Full Leadership.
 - e. If negotiations are in process at the time of election of Officers and Representatives, the Negotiating Team in place before the election shall continue to serve through the ratification of a contract. However, if a new VP of Collective Bargaining is elected they will be added as a member of the Negotiating Team.
5. **Membership Meetings on Proposed Amendments to the Constitution and/or Bylaws.**
- a. Membership meetings may be held in multiple sessions to be considered one singular meeting. All such sessions shall be held in a total period of time no greater than 36 hours. In the event of multiple sessions, The aggregate attendance of all sessions will be used for purposes of establishing a quorum. Fifty Active Members shall constitute a quorum. Nonmembers 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. The President may order anyone disrupting a meeting to leave the meeting. *Robert's Rules of Order, Revised* shall be used to resolve parliamentary questions and procedural issues.
 - b. Voting on proposals made at such membership meetings shall require a majority of Active Members, and Special Members where eligible, voting by paper ballot. Any such ballot will be distributed to the membership within 48 hours of the membership meeting at which the vote was called.
6. **Other Membership Meetings**
- a. Meetings called to discuss collective bargaining matters shall be limited to Active Members.
 - b. Executive Committee, Full Leadership, and Committee Meetings. Meetings of the Executive Committee and of all committees shall be closed except upon invitation by the President, for Executive Committee and Full Leadership meetings, or by the relevant Committee Chair for Committee meetings.
7. **Dues, Fees, and Assessments.**

- a. Dues of each Active Member shall be charged at the rate of no greater than 1% of base salary. The rate shall apply to each individual's base salary in effect on September 1 of each academic year. Starting 9/1/2022, dues for part time members shall not exceed 0.7% of the yearly teaching salary. The dues shall be distributed to the National AAUP, the Collective Bargaining Congress (CBC) and the New York State Conference, all on a per capita basis.
 - b. Special Members shall have the option of paying 1% of their base salary or \$150.00 per year to the Chapter.
 - c. Dues shall be collected by a voluntary checkoff arrangement in accordance with the applicable Collective Bargaining Agreement. Dues may be changed by majority vote by secret ballot of the Active 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 Active Members voting in a membership referendum conducted by secret ballot. No assessments or fees shall be levied for any purpose against any Active Member or Members except by majority vote of the Active Members voting at a regular or special meeting.
 - d. In the event of the dissolution of the Adelphi University Chapter of the AAUP, any moneys remaining shall be transferred to the National AAUP organization, immediately prior to the date of the dissolution.
8. **Contributions.** The Chapter is authorized to receive contributions from any donor.
 9. **Discipline and Due Process.** Discipline, including fines, suspension or expulsion, may be imposed on a member by a Disciplinary Committee in accordance with procedures required by Federal law.
 10. **Removal of Officers, Representatives, and Election Committee Members.** Officers, Representatives, and Election Committee members may be removed for misconduct or dereliction of duties. In the event proceedings are instituted, the accused Officer, Representative, or Election Committee member shall have a full opportunity to present a defense against the charge(s) both before the Executive Committee, which shall make a recommendation to the membership, and before the membership at a special meeting, which shall be convened by the Executive Committee after reasonable notice of at least fifteen days. A majority vote of the membership present and voting shall be required to remove an Officer, Representative, or Election Committee member. In the event an Officer, Representative, or Election Committee member is removed, the relevant articles of the Constitution pertaining to filling a vacancy shall apply.

11. **Revisions or additions to Bylaws.** Amendments to the ByLaws must be made and approved in the same manner as Amendments to the Constitution.

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

Amended October 19, 2019

Amended June 16, 2022

Amended June 23, 2023