

**Hofstra University Chapter  
American Association of University Professors  
Hempstead, New York 11549**

**Constitution**

**Article I - Name and Objective**

1. The name of this organization shall be the Hofstra University Chapter of the American Association of University Professors. This chapter is a local affiliate of the national organization of A.A.U.P.
2. Its objective shall be:
  - a. to maintain and further develop a climate conducive to supporting a quality program of teaching, research and public service.
  - b. 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.
  - c. to improve the terms and conditions of employment of the Faculty through the process of collective bargaining.

**Article II - Membership and Association**

1. There shall be three categories of membership: Active, Special, 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 A.A.U.P. Eligibility requirements for each of those categories and the extent of membership rights are as follows:
  - a. **Active Members.** Any member of the Hofstra University Faculty who is included with the collective bargaining unit as determined by the National Labor Relations Board certification and/or as modified by the parties in negotiation. Active members shall have full rights to vote. An active member shall be eligible to hold office after one (1) year of membership.
  - b. **Special Members,** such as department chairpersons, teaching deans, Law School Faculty. Any member of the Hofstra University Faculty who is not included in the collective bargaining unit. Special Members shall have voting rights on all Chapter matters except those concerned with collective bargaining.

They are eligible for serving on the Executive Committee but not on the Executive Council. They may not participate in matters pertaining to collective bargaining.

Emeritus Members. Any member retiring for age or disability may be transferred at his/her 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 chapter dues.
2. **Associates.** Any former faculty Member at Hofstra University or elsewhere who loses his/her 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 collective bargaining committees, or attend certain meetings.

**Article III - Executive Council (Officers)**

1. The Officers of the Hofstra University Chapter shall be a President, a First Vice-President (for

Grievances), a Second Vice-President (for Collective Bargaining), a Recording 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 a title, the sixth Executive Council position shall be filled by the most immediate past officers with precedence being given according to the order in which officers are listed at the beginning of this paragraph.

2. The terms 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 of four months to fill the remainder of the unexpired term. Elections will be held in accordance with procedures outlined in the By-laws except for the dates stipulated.
4. In the case of a vacancy in any other Executive Council office, the President shall call a special election of the membership 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 Officers may be removed in accordance with the By-laws.

#### **Article IV - Executive Officer's Council and Executive Committee**

1. As its first order of business upon assuming office, the Executive Council shall appoint chairpersons of standing committees who will serve the Council in an advisory capacity and who shall sit with the Council as an Executive Committee.
2. The Executive Council shall meet a minimum of once each month during the academic year.
3. The Executive Council shall be responsible for carrying out the general purposes of the Chapter as defined in Article I.
4. The Executive Council shall have authority to delegate specific responsibility to any committee it may appoint or which may be established by the membership.
5. The Executive Council shall have the authority to approve expenditures and to reimburse officers and other members for expenses incurred in the conduct of chapter activities.
6. Any action taken by the Executive Council may be overruled by a two-thirds vote of the membership.
7. The Executive Council shall call at least one regular meeting during each regular semester of the academic year, to take place no later than sixty days after the start of each academic semester. They shall also call any special meetings that may be required. Adequate notice of the time and place of such meetings shall be provided. Upon petition of any twenty members of the Chapter, the Council shall call a special meeting of the chapter.

8. The Executive Council shall arrange a periodic audit of financial records.
9. The Executive Council may conduct referenda on matters of great importance and the results are to be binding.

#### **Article V - Organizational Structure for Collective Bargaining Purposes**

1. Steering Committee. The Steering Committee to direct collective bargaining activities shall consist of ten people composed as follows: From the Executive Council - the President, the two Vice-Presidents, and the recording secretary; three members to be elected by the membership at large; three members to be elected by the Executive Committee. The Steering Committee is to be chaired by the Second Vice-President.
2. 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.
3. Negotiating Team. A Negotiating Team shall be established as provided for in the By-laws.
4. Membership Authorization and Approval. In preparing for, and during the course of negotiations, when possible, the member's views shall be solicited, and members shall be appraiser of developments. There shall be a distribution of a summary of any contract proposed for ratification normally no later than one week prior to the ratification vote, and an informational meeting shall normally take place within one week of the date of ratification. A majority vote by mail ballot of the Active Members voting or a majority 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, or to authorize any job action. Such ratification or authorization shall be by secret ballot.

#### **Article VI - Liaison Committee**

1. A Liaison Committee shall consist of representatives elected by and from the Active membership of each School (including the Library) and academic division of HCLAS. One representative will be elected from each of the above constituencies. Each divisional representative shall in turn arrange for departmental representation on the Committee.
2. Representatives shall serve in communication and advisory roles between the Active membership of their Units and the Executive Committee or the Steering Committee for discussion and information. Representatives may serve as conduits of grievances within their Units to the First Vice-President.
3. The Liaison Committee shall provide advice and assistance to the Steering Committee in preparing collective bargaining proposals for negotiation. During the negotiation period the second Vice-President 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. There shall be at least one meeting before negotiations are undertaken.

#### **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 to the Executive Council in writing, by no fewer than two members. A proposed text shall be circulated by the Executive Council with its recommendations, to the membership for information and response at least 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 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 the amendments shall take place after thirty-days notice to the 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. The vote shall be by secret ballot.

### **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, provided that those voting constitute at least fifty percent of the eligible membership. The vote shall be by secret ballot.

### **By-laws**

1. Nominations for Office. At some time during the first two weeks of March the Executive Council shall send through campus mail a form soliciting nominations for office and setting forth the latest date required for return of the nominating form, such date not to be less than two weeks after the mailing of the solicitation for nominations. Nominations will only be accepted from members in good standing as of the date by which the nomination is returned. All members in good standing as of the close of nominations shall be eligible to stand for office. The Executive Committee shall determine the eligibility of nominees and ascertain their willingness to run. All eligible nominees willing to run will appear on the ballot. The Executive Committee shall notify the membership by campus mail, within three weeks after the closing date for receipt of nominations but no later than the end of the third week in April of the names of the members accepting nominations for each office in that particular election.
2. Election of Officers and Steering Committee Members-At Large. No later than April 25<sup>th</sup>, ballots for election of Officers and Steering Committee members shall be sent to the membership by first-class mail. The membership will be given at least three weeks from the date of mailing in which to cast their ballots. To ensure that only AAUP members vote and that the confidentiality of their votes is preserved, the following double-envelope process shall be used. The mailing will include two envelopes; a secret ballot envelope in which the voted ballot is to be inserted, and a return envelope in which the sealed secret ballot envelope is to be inserted for return. The return envelope will include the member's identification number and will require the member's signature. The ballot will contain, in addition to the names of the nominees, the date by which the ballot is due. Only ballots in sealed secret ballot envelopes that are received at the AAUP Office by the due date in signed return envelopes with an identification number shall be counted. Each candidate or his/her designate may be present at the opening and counting of the ballots. At the counting, all the return envelopes will be opened and separated from all the secret ballot envelopes before any

secret ballot envelope is opened. The election process for the offices and Steering Committee members-at-large shall be completed by May 10. The elected officers shall take office immediately upon election. During those years in which a Collective Bargaining Agreement is being negotiated, elections shall be postponed until negotiations are completed and the agreement has been ratified by the membership.

3. Election for President and Second Vice-President shall take place in even-numbered years; election for First Vice-President, Recording Secretary and Treasurer will take place in odd-numbered years.
4. Responsibilities of Officers.
  - a. The President. The President shall assume executive responsibility for all Chapter activities. The President shall act as chairperson of the Executive Council and of the Executive Committee and shall preside at Chapter meetings. The President or the President's alternate shall serve as spokesperson for the Chapter and shall represent the Chapter at A.A.U.P. national, regional, and collective bargaining caucus meetings.
  - b. The first Vice-President. The First Vice-President shall be primarily responsible for grievance matters and shall serve as chairperson of the Liaison Committee. He or she shall work on all problems involving tenure and academic freedom, shall advise members of the bargaining unit in their individual grievance, and shall help solve all tenure, academic freedom or grievance matters through the use of existing procedures, including advising members of the bargaining unit who may choose to utilize the formal University, college, school departmental or contractual grievance procedures. In the absence of the President, she or he shall preside at meetings at which the President normally presides.
  - c. The Second Vice-President. The Second Vice-President shall be responsible for coordination of activities of the Chapter for collective bargaining and shall serve ex-officio on standing or ad hoc committees on salaries, work load, and other matters subject to contract negotiations. The Steering Committee shall be chaired by the Second Vice-President.
  - d. The Recording Secretary. The Recording Secretary shall be responsible for the records of meetings of the Executive Council and the Executive Committee and the Steering Committee. The Recording Secretary shall receive and keep minutes of all committee meetings dealing with A.A.U.P. matters.
  - e. The Treasurer. The Treasurer shall keep all Chapter accounts. The Treasurer shall be bonded by a corporate surety company for not less than ten percent of the funds he or she annually handles. All checks shall be signed by the Treasurer and checks over \$300 shall be countersigned by the President.
  - f. Immediate Past President. The immediate Past President shall assist the officers of the Executive Council in their deliberations and duties as prior executive experience may indicate.

5. 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 academic units by secret ballot. When a vacancy occurs, elections shall be for the remainder of the term.

6. Negotiating Team

A Negotiating Team shall consist of the Second Vice-President for Collective Bargaining and four active members appointed by and responsible to the Steering Committee from among the members of the Steering Committee and/or from the Active Membership.

- a. The Negotiating Team shall sit in negotiations sessions. The team may be advised and/or accompanied by a legal counsel.
- b. If the Chapter President is not on the Negotiating Team, he/she shall participate in planning and negotiating as an ex-officio member of the Team.
- c. The Negotiating Team may invite other members to assist as needed.
- d. Members of the Negotiating Team may be removed by majority vote of the Steering Committee.
- e. The Steering Committee will appoint an alternative member of the team who shall act in the event that one of the members of the team cannot be present at one or more negotiating sessions.

7. Standing Committees.

- a. Grievance Committee. There shall be a Grievance Committee chaired by the First Vice-President. It shall receive all grievances directed to the A.A.U.P. and when warranted act in a manner for most appropriate redress of the grievance.
- b. Committee on Part-timers. There shall be a committee which shall concern itself with the interests of the part-time faculty at Hofstra University.
- c. Committee on Women and Minorities. There shall be a committee which shall concern itself with the interests of women and minority faculty members at Hofstra University.
- d. Committee on the Non-tenured. There shall be a committee which shall concern itself with the interests of non-tenured faculty members at Hofstra University.
- e. Committee on Membership. There shall be a committee which shall concern itself with propagating and maintaining a viable dues paying membership.
- f. Committee on Benefits. There shall be a committee which shall be responsible for investigating issues relating to faculty benefits and making recommendations regarding such issues to the Executive Council.

8. Meetings

- a. Chapter meetings. Fifteen percent of the total Active and Special Membership constitute a quorum at all Chapter meetings. Non-members may be admitted as observers upon approval of a majority of the members present.

Anyone disrupting a meeting may be ordered by the President to leave. Robert's Rules of Order 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.
- d. Voting on a motion at any chapter meeting shall occur only under the following circumstances:
  - 1. If the motion has been placed on the agenda of the meeting, and submitted to the membership at least five days prior to the meeting, or
  - 2. at least twenty-five percent of the Active Membership is present at the meeting, or
  - 3. if the motion on the floor is the submission of a question to the membership by mail, then the mailing shall take place within a week if the motion carries.

9. Dues, Fees, and Assessments.

Changes in the dues structure may be recommended by the Executive Council and will become effective upon approval by the majority of the members voting either at a general membership meeting or by mail. Emeritus Members shall pay no chapter dues. 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 questions, 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.

10. Contributions

The chapter is authorized to receive contributions from any donor provided that the Executive Council determines that the conditions or purposes of any such contribution are not inconsistent with this Constitution or the general purposes of the Chapter.

11. Discipline and Due Process

Members not tendering dues may not be expelled from the Chapter for any reason so long as such members retain Faculty status. However in the event proceedings are instituted for any cause, the accused member shall have a full opportunity to present defense against the charge(s) both before the Executive Council, which shall make a recommendation for appropriate action 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 discipline a member.

12. 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/her term of office, or is removed as above provided, Article III, Sections 1 and 3 and 4 of the Constitution shall apply. Proceedings may be initiated upon petition of a minimum of fifty (50) active members or by the unanimous recommendation of the remaining officers.

13. Affirmation of Full Disclosure

Every member has the right to information concerning rules, actions, and other matters affecting the membership of the Chapter. The Chapter shall make available, upon request, a copy of each collective bargaining agreement to those members whose rights are directly affected by it, shall make available to each member an up-to-date copy of the constitution and the By-laws of the Chapter, shall permit any member to examine the accounts and minutes of the Chapter and the Executive Council and Committee as well as the list of names and addresses of the membership.

14. Revision 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 the recommendations to the membership for information and response at least 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 period. The Executive Council shall have the right of final decision on these additional submissions and/or revisions for purposes of presentation and vote. Voting upon changes in the By-laws shall take place after at least fifteen 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.