

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

Existing Financial Procedures

From the Hofstra-AAUP Constitution:

Article IV - Executive Officer's Council and Executive Committee

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.
8. The Executive Council shall arrange a periodic audit of financial records.

From the By-Laws:

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.

New procedures:

Going forward, we have set in place (or reinforced) procedures that will ensure that something like this never happens again:

- 1) Only the President and Treasurer are authorized to sign checks. All checks in excess of \$300 must be hand-signed by both the Chapter President and Treasurer. Checks for amounts below \$300 do not require double signatures, but no Officer may authorize a single signature check if h/she is also the intended payee. Approved disbursements will be paid by check or debit card from the Chapter's checking account. Personal credit card charges will only be accepted in verifiable emergencies.
- 2) A third officer on the Executive Council, the Recording Secretary, will now review the Chapter's bank account status each month. The Recording Secretary will certify the Treasurer's report at Executive Council meetings.
- 3) Biennial audits by an independent certified public accounting firm. All bank account balances will be reviewed by the Executive Council at least once per quarter. All Internal Revenue Service (IRS) and Department of Labor (DOL) filings will be reviewed by the Executive Council each year. A report of the Chapter's finances will be presented to the general membership once per year.
- 4) As of September 1, 2010, the Executive Council employs a full-time, Managing Director to provide more comprehensive support for our membership. The Managing Director, with professional labor union experience, reports to the Chapter President and Executive Council to enforce our contract, to communicate with our members and respond to member inquiries, and to design educational outreach efforts. The Managing Director will liaise with our Chapter attorneys and accountants and will also recruit and

supervise additional part-time help that we may require from time to time to help us manage the Chapter.

- 5) The Executive Council (President, 1st Vice President for Grievances, 2nd Vice President for Collective Bargaining, Recording Secretary, and Treasurer) has fiduciary responsibility for the Chapter's finances. It is also responsible for the administrative supervision of the Managing Director and/or any part-time employees that the Chapter may hire. Members of the Executive Council and/or the Managing Director shall not hire any close relative(s) to work for the Hofstra-AAUP, such as a parent, child, spouse, same sex spousal equivalent, sibling, parent-in-law, child-in-law, or stepchild.