

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

Constitution - REVISED 2019

Article I - Name and Objective

1. The name of this organization shall be the Hofstra University Chapter of the American Association of University Professors (Chapter). This Chapter is a local affiliate of the national organization of the American Association of University Professors (A.A.U.P.)
2. Its objectives shall be:
 - a. To maintain and further develop a climate conducive to supporting quality program of teaching, research and service.
 - b. To represent the professional interests of the faculty and to advance the standards and ideals of the profession through the A.A.U.P.
 - 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:
 - I. 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.
 - II. Special Members, such as department chairpersons and 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 to serve on the Executive Committee but not on the Executive Council. They may not participate in matters pertaining to collective bargaining.

- III. Emeritus Members. Any member retiring for age or disability may be transferred at his/her own request to Emeritus Membership status with the approval of the Executive Council. Emeritus Members shall have no voting rights, shall not hold office, and shall not pay Chapter dues.

Article III - Executive Council (Officers)

1. The Officers of the Chapter shall be 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 Officer of the Chapter. The Immediate Past Officer of the Chapter serves only in an advisory role to the Executive Council and shall not have a vote on the Executive Council. The Immediate Past Officer shall be defined as the highest ranking officer, based on the order in the list at the beginning of this article, who is not currently elected into office either due to declining to run or election of an opponent. However, in the event that person is incapable or unwilling to serve, the 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 subsection. Eligibility for this position includes only those officers who have won an election in the past three years.
2. The terms of office of the Executive 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. Voting members of the Executive Council shall be elected by secret ballot of the membership. Elections shall take place as provided in the By-Laws.
3. In the case of a vacancy in the office of the President, the First Vice-President shall succeed temporarily to that office. An election must be held as soon as practicable, but not longer than six months from the date the vacancy occurs to fill the remainder of the unexpired term. These elections shall be held in accordance with the 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 to fill the vacancy. An election must be as soon as practicable, but not longer than six months from the date the vacancy occurs to fill the remainder of the unexpired term. These elections shall be held in accordance with the procedures outlined in the By-Laws, except for the dates stipulated.
5. Incumbent Officers are eligible for reelection. The maximum consecutive years any member can serve in a single role on the Executive Council is eight years.
6. Elected Officers may be removed from his/her position in accordance with the terms and procedures set forth in the By-Laws.

Article IV – Executive Officer Council and Executive Committee

1. As its first order of business upon taking office, the Executive Council shall approve chairpersons of standing committees who will serve the Council in an advisory capacity and who shall serve 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 objectives of the Chapter as defined in Article I.
4. The Executive Council shall have the 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 Chapter membership.
7. The Executive Council shall call at least one regular meeting during each regular semester of the academic year and such meeting shall take place no later than sixty days after the start of each academic semester. The Executive Council shall also call any special meetings that they deem necessary. Upon petition of any ten members of the Chapter, the Executive Council shall call a special meeting of the Chapter. Adequate notice of the time and place of such meetings shall be provided to the Chapter membership.
8. The Executive Council shall arrange for a periodic outside audit of the financial records of the Chapter. At a minimum, said audits shall be conducted annually and the results of said audits shall be communicated to the Chapter membership within thirty days of its completion. The name of the auditor shall be communicated to the Chapter membership immediately upon its retention by the Chapter.
9. The Executive Council may conduct referenda of the Chapter membership on matters impacting any one or more of the objectives in Article I, and the results of the referenda shall be binding upon the Chapter.

Article V – Organizational Structure for Collective Bargaining Purposes

1. Steering Committee. The Steering Committee to direct collective bargaining activities shall be chaired by the Second Vice-President of the Executive Council and shall consist of nine people, composed as follows:

- a. The President of the Executive Council;
 - b. The two Vice-Presidents of the Executive Council;
 - c. The Recording Secretary of the Executive Council;
 - d. Three persons to be elected by the Chapter membership; and
 - e. Two persons from the Chapter membership to be selected by the Executive Council.
2. The Steering Committee shall have the authority to appoint special service committees, standing or ad hoc, for the purposes of providing detailed research, analysis, and recommendations on any subject related to collective bargaining. Should a vacancy arise on the Steering Committee, said vacancy shall be filled as follows:
- a. If the vacancy is the President, one or more of the two Vice-Presidents, or the Recording Secretary of the Executive Council, then said vacancy shall be filled pursuant to the requirements set forth in subsections 3 and 4 of Article III.
 - b. If the vacancy is any one or more of the persons elected by the Chapter membership, then 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 to fill the vacancy until an election can be held. An election must be as soon as practicable, but not longer than six months from the date the vacancy occurs to fill the remainder of the unexpired term. These elections shall be held in accordance with the procedures outlined in the By-Laws, except for the dates stipulated.
 - c. If the vacancy is one or more of the persons selected by the Executive Council, then the Executive Council shall make a new selection from the Chapter membership to serve on the Committee.
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, the Chapter members' views shall be solicited, and Chapter members shall be provided periodic status reports with respect to the collective bargaining negotiations. 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 one representative (Representative) elected by and from the Active membership of each School, the Library, and each academic division of HCLAS. Thereafter, each Representative will work within their respective School, the Library, or division of HCLAS, to provide for departmental (Unit) representation on the Committee.
 - a. Election of Liaison Committee members shall be conducted through the annual spring election set forth in the By-laws. Terms for Liaison Committee members are one year in length.
 - b. Vacancies on the Liaison Committee will be filled through Executive Council appointment for the entire remainder of the term.
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 of the Liaison Committee 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. At a minimum, the second Vice-President shall hold at least one meeting of the Liaison Committee prior to the start of negotiations.

Article VII - By-laws

1. Procedural matters for this Chapter shall be provided for in the By-laws to this Constitution and shall be subject to revision or addition as set forth within 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 ten members. A copy of the proposed amendment shall be circulated to the Chapter members by the Executive Council with its

recommendations at least fifteen days prior to submission to the membership of the final text for voting. Recommendations for further submissions 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 of the Chapter members.

2. Voting upon the amendments shall take place after thirty-days' notice to the eligible Chapter membership. Two-thirds vote of those voting either by the methods prescribed in the By-laws or of the Chapter 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 two-thirds majority of all Chapter 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 Chapter membership. The vote shall be by secret ballot.

By-laws

1. Nominations for Office. By the end of the first week of March, the members of the Committee on Elections shall send notice through campus electronic mail soliciting nominations for office and setting forth the latest date required for return of the nominating form, and such date shall not 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 on which the nomination is received. All members in good standing as of the close of nominations shall be eligible to stand for office. The Committee on Elections shall determine the eligibility of nominees and ascertain their willingness to run within two business days of receiving the nomination. All eligible nominees who have accepted a nomination to run by the close of the nomination period will appear on the ballot. One week before the close of the nomination period, the Committee on Elections will inform the membership of any positions that have not received at least one nomination. The Committee on Elections shall notify the membership by e-mail, within three weeks after the closing date for receipt of nominations but no later than the end of the second 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 25th, 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 A.A.U.P. 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 completed ballot is to be inserted, and a return envelope in which the sealed secret ballot 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. Each position up for election in any year shall include the option for write-in candidates. Discrepancies with write-in votes will be identified by a neutral third party ballot service and refereed by the Committee on Elections. Candidates who receive a plurality of votes shall be declared the winner of a specific contest. Only ballots in sealed secret ballot envelopes that are received at the A.A.U.P. Office by the due date in signed return envelopes with an identification number shall be counted. Each candidate or his/her designee may be present at the opening and counting of the ballots. At the counting of the ballots, 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 Officers and Steering Committee Members-At-Large shall be completed by May 10. The elected Officers shall take office as of June 1. During those years in which a Collective Bargaining Agreement is being negotiated, elections shall be postponed until negotiations are completed and the Collectively Bargained Agreement has been ratified by the Chapter 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. The Chapter will provide each candidate seeking office opportunities to secure campaign support and funding. Each candidate shall have the opportunity to e-mail the membership two times free of cost. After two emails, each candidate is responsible for the administrative cost of further emails to the membership. In addition, the Chapter will reimburse each candidate for up to \$200 to help defray the costs of printing campaign flyers at off-site locations.
5. 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, the First Vice-President 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 and ad-hoc committees on salaries, work-load, and other matters subject to contract negotiations. The Second Vice-President shall also chair the Steering Committee.
 - d. The Recording Secretary. The Recording Secretary shall be responsible for the records of the 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 financial 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, electronic fund transfers, or other releases of funds from the Chapter account must be signed and/or acknowledged by the Treasurer and any check, transfer or release of funds in an amount over \$500 shall be countersigned and/or acknowledged by the President.
 - f. Immediate Past Officer. The Immediate Past Officer, as identified in Article III, subsection 1, serves in the manner as limited and described in said Article.
6. 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. The election and service of the members of the Liaison Committee shall be in accordance with Article VI. The members of the Liaison Committee shall elect their own Chairperson.
 7. 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 of the Chapter to assist as needed.

- d. Members of the Negotiating Team may be removed by majority vote of the Steering Committee. In the event a member of the Negotiating Team is removed or is unable or unwilling to continue to serve, the Steering Committee shall appoint the alternative member (as identified in subsection 'e' below) to replace that Team member.
 - 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. In the event that the alternative member becomes a full Negotiating Team member pursuant to subsection 'd' above, then the position of alternative member may be filled from among the members of the Steering Committee and/or from the Active Membership.
8. Standing Committees. It will be the responsibility of the Executive Committee to solicit within the first 60 days of the academic year, via campus electronic mail, for volunteers from the Chapter membership to serve on the committees and any such volunteer shall serve for a one-year term with the exception of the Committee on Elections as described below. Individuals may serve on the committees for a maximum of nine years. Each committee, once comprised, shall elect a Chairperson from within the committee members.
- 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 the most appropriate redress of the grievance.
 - b. Committee on Adjuncts. There shall be a committee which shall concern itself with the interests of the part-time faculty at Hofstra University.
 - c. Committee on Diversity and Inclusion. There shall be a committee which concerns itself with the interests of faculty members from underrepresented populations at Hofstra University.
 - d. 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.
 - e. Committee on Elections. There shall be a committee which shall be responsible for conducting election of officers to the Executive Council, members of the Steering Committee, and Unit Representatives to the Liaison Committee. The committee shall consist of three members. Each committee member will serve a three-year term. These terms shall be staggered so that only one three-year term expires during any given calendar year. The Executive Council will appoint members to the Committee on Elections after the annual solicitation of volunteers from the membership. Currently elected individuals to any position and individuals running for elected positions are not eligible to serve on the

Committee on Elections. The members of the Committee on Elections shall choose a chairperson each year to serve in a leadership capacity (e.g., setting meetings, ensuring committee meets its deadlines, keeping minutes, etc.); while the chairperson serves as a liaison to the Chapter main office, all remaining responsibilities (e.g., determining eligibility, communications with candidates) are to be shared among the three committee members. Members of the Committee on Elections who wish to run for a position in any given year must resign their position on the Committee on Elections before accepting a nomination. In the case of a resignation, the Executive Council shall appoint a replacement to serve the remainder of the term.

9. Meetings

- a. Chapter meetings. Ten percent of the total Active and Special Membership constitutes a quorum at all Chapter meetings. Non-members may be admitted as observers upon approval of the 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 from the Council or respective committee.
- d. Voting on a motion at any chapter meeting shall occur only under the following circumstances:
 - i. 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
 - ii. At least ten percent of the Active Membership is present at the meeting; or
 - iii. 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.

10. 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.

11. 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.
12. 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 a 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.
13. Removal of Officers. Officers may be removed for misconduct or dereliction of duties. In the event proceedings are instituted, the accused officer shall have the 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, 3, and 4 of the Constitution shall apply. Proceedings may be initiated upon a petition of a minimum of fifty (50) active members or by unanimous recommendation of the remaining officers.
14. 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 By-laws of the Chapter, shall permit any member to examine the accounts and minutes of the Chapter and the Executive Council and Committees as well as the list of names and addresses of the membership.
15. 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 should 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.