

CONSTITUTION OF THE TC3 ADJUNCT ASSOCIATION

I. NAME

This organization shall be known as the TC3 Adjunct Association (TC3AA), New York State United Teachers (NYSUT), AFT, AFL-CIO, hereafter "the Union."

II. PURPOSE

The purpose of this Union shall be:

1. To promote the best interests of students and education at Tompkins Cortland Community College
2. To promote standards of excellence in education at TC3
3. To improve wages, benefits, and other terms and conditions for members of the bargaining unit via negotiating and administering collective bargaining agreements.
4. To function as a democratic organization which constantly strives to encourage and promote high level of member participation.

III. AFFILIATIONS

This Union is an affiliate of the New York State United Teachers (NYSUT), the American Federation of Teachers (AFT), the National Education Association (NEA) and their state and national affiliates and recognizes the benefit of working closely with other unions, particularly those which represent adjunct faculty and those which represent other employees at TC3 such as the

IV. MEMBERSHIP

1. Membership in TC3AA shall be open to all adjuncts and tutors for whom the Union bargains collectively. Individuals are eligible for membership immediately upon commencement of employment at TC3 in an eligible job title. Eligible job titles include:
 - *Any title which includes the word "Adjunct" ((e.g. Adjunct instructor, Adjunct Tutor, Adjunct Librarian, Adjunct Counselor)
 - *Borg- Warner Math Review
 - *Culinary Lab Assistant
 - *Engineering Lab Tech
 - *Medication Supervisor

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*Para-Professional Tutor

*Peer Career Coach Supervisor

*Vector Scholar Coordinator

Note: Employees who are eligible for membership in the Professional Administrators Association (PAA) by virtue of other TC3 full or part-time employment are not eligible for TC3AA membership.

2. To be a member in good standing a member shall be currently working in an eligible title at TC# (or have worked in an eligible title at least one semester in the current or previous academic year), be current in dues, and not have been terminated or non-reappointed for cause. or tutor at TC3 (or have taught/tutored at least one semester within the previous academic year), be current in dues, and not have been terminated or not reappointed for just cause.

V. EXECUTIVE COUNCIL

The leadership body of this Union shall be a seven-person Executive Council elected by the membership. Any Union member in good standing may serve on the Executive Council. The terms of office for members of the Executive Council shall be three (3) years.

VI. OFFICERS

Four members of the Executive Council shall serve as officers of the Union – President, Vice President, Treasurer, and Secretary.

1. Duties of the President. The President shall:

- a. Serve as chief executive officer of the TC3AA
- b. Administer all affairs and execute all policies of the Union
- c. Prepare the agenda for and preside at all Executive council and General Membership meetings
- d. Represent the Union with all external groups or appoint a designee to do so in his/her absence.
- e. Serve as the chief spokesperson for the Union for all public commentary or appoint a designee to do so in his/her absence.
- f. Create and establish the function of all committees in consultation with other members of the Executive Council.
- g. Call regular and special meetings of the Executive Council and General Membership
- h. Fulfill such other duties as the office requires and are consistent with this Constitution.

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2. Duties of the Vice President. The Vice President shall:
 - a. Perform duties designated by the President
 - b. Assume the duties and responsibilities of the President in his/her absence when designated.
 - c. Serve as Chair of the Grievance and Defense Committee
 - d. Perform such other duties as may be required by the President or Executive Council.
3. Duties of the Secretary. The Secretary shall:
 - a. Keep and maintain all correspondence and records of the Executive Council and the Union.
 - b. Distribute the agenda and notices for all Executive Council and General Membership meetings..
 - c. Keep and maintain the minutes of Executive Council and General Membership meetings and make available said minutes for membership review.
 - d. Deliver all records of the Union to his/her successor at the end of his/her term.
 - e. Perform other such duties as may be required by the President or Executive Council.
4. Duties of the Treasurer:
 - a. Keep and maintain all financial records of the Union, including, but not limited to, accurate accounts of receipts and disbursements.
 - b. Oversee the transmission of dues and fees to NYSUT
 - c. Disburse the funds of the Union upon authorization of the Executive Council
 - d. Prepare monthly financial reports as well as membership and agency fee reports as required by the Executive Council
 - e. Prepare for an annual audit or financial review as required by AFT Constitution and policy
 - f. Deliver all financial records of the Union to his/her successor at the end of his/her term
 - g. Perform other duties as may be required by the President or Executive Council

VII. GENERAL PROVISIONS OF THE EXECUTIVE COUNCIL

The Executive Council shall meet regularly on a quarterly basis with at least one of these meetings occurring within thirty (30) days before or after the first day of the Fall semester and at least one of these meetings occurring within thirty (30) days before or after the first day of the Spring semester.

The President, or a minimum of three (3) members of the Executive Council, can call a special meeting of the Executive Council.

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A majority of the membership of the Executive Council shall constitute a quorum.

VIII. STEWARDS

There shall be as many Union Stewards as the Executive Council deems appropriate. The Executive Council shall endeavor to appoint at least one adjunct Union Steward who works a MWF day schedule and at least one adjunct Union Steward who works a TR day schedule. When feasible, the Executive Council shall appoint Stewards for the Cortland and Ithaca extension centers as well as a Steward who teaches at least one online course.

IX. COMMITTEES

Committees, both standing and ad hoc, shall be created by the Executive Council and the President, in consultation with other members of the Executive Council, shall appoint committee members. All committee members must be members in good standing of the Union.

Standing committees shall include an Organizing and Membership Committee and (upon ratification of a first collective bargaining agreement) a Grievance and Defense Committee.

Ad hoc committees may include a Negotiations Committee, an Election Committee, a Scholarship Committee, and any other committee the Executive Committee deems appropriate.

1. The Elections Committee shall
 - a. Conduct all elections which the President and the Executive Committee direct,
 - b. Determine nomination and election procedures not specified by the Constitution and By-laws
 - c. Determine the specifics of the nomination procedures including but not limited to the time, place, and proper form for the submission of nominations.
 - d. Determine the specifics of the election procedures, including, but not limited to, the wording on the ballot, the location where voters shall return ballots, and the process by which ballots will be counted, including a system for election observers. Election procedures must be in accordance with the Labor-Management Reporting and Disclosure Act (LMRDA), also known as the Landrum-Griffin Act.

X. GENERAL MEMBERSHIP MEETINGS

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1. General Membership meetings shall be held once in the Fall semester and once in the Spring semester. Each General Membership meeting shall have two sessions, one scheduled in an effort to accommodate Union members with Monday/Wednesday/Friday teaching schedules at TC3 and one scheduled in an effort to accommodate Union members with Tuesday/Thursday teaching schedules at TC3.
2. Meetings of the General Membership may be called by the President, by a majority of the Executive Council, or by petition of ten (10) percent of the membership whose standing must be authenticated by the Secretary within one (1) week of receipt of the petition. Petition items must be included on the agenda of the General Membership meetings. All members shall receive notice of the time and place of the meeting.
3. Ten (10) members in good standing, aside from members of the Executive Committee, shall constitute a quorum at a General Membership meeting.

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