

**FACULTY COUNCIL OF F. H. LAGUARDIA COMMUNITY COLLEGE
CONSTITUTION AND BY-LAWS**

CONSTITUTION

PREAMBLE:

We, the Faculty Council of Fiorello H. LaGuardia Community College (CUNY), do hereby establish, adopt and promulgate this constitution and by-laws for the said Faculty Council.

The Faculty Council shall:

- a.) Provide leadership in representing the faculty;
- b.) Involve the faculty in developing, examining and providing the means of carrying out the educational mission of the College;
- c.) Facilitate communication and understanding among the faculty, administration, student body and alumni;
- d.) Participate in the formulation of policies and decisions of College-wide committees;
- e.) Make recommendations wherever the Faculty Council deems them applicable;
- f.) Effect activities which develop and encourage professional growth and morale;
- g.) Advise the College on policy regarding issues related to faculty interests and all additional matters that may be deemed appropriate, except those specifically reserved by the laws of the State of New York and the by-laws of the City University of New York, and the collective bargaining agreements in force.

ARTICLE 1: Name

The name of this organization shall be the Faculty Council. It will be referred to hereafter as F.C.

ARTICLE 2: Membership

Section 1: Membership of the F.C. shall be composed of those members of the professional staff of LaGuardia Community College (CUNY) who are subject to the reappointment and tenure review process, including those holding professorial titles, instructors, lecturers and college laboratory technicians, excluding those currently serving as president, vice presidents, deans or other administrators.

Section 2: Any member of the F.C. as defined above may participate in F.C. meetings and committees. This includes eligibility for election to office.

ARTICLE 3: Voting Representatives, Officers and the Executive Committee

Section 1: Each academic department in the Division of Academic Affairs and the Division of Adult and Continuing Education shall elect a representative who will have one vote and an alternate representative who will vote in the absence of the official representative.

Section 2: The officers of the F.C. shall be the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, each of whom shall have one vote. This body shall be known as the Board of Officers.

Section 3: The Board of Officers in combination with the departmental/divisional representatives shall comprise the Executive Committee.

ARTICLE 4: Elections

Section 1: Departmental/divisional representatives and alternates shall be elected in the fall and shall serve a two-year term.

Section 2: The officers of the F.C. shall be elected in the spring and shall serve a two-year term.

Section 3: The first election of the F.C. Executive Committee shall be held within thirty (30) days of ratification of this charter. The officers thus elected shall serve until the spring following ratification and then begin their two-year terms. The departmental/divisional representatives shall serve until the fall following ratification and then begin their two-year terms.

Section 4: Elections of officers shall be conducted by secret ballot. Elections of departmental/divisional representatives shall also be conducted by secret ballot.

Section 5: The F.C. will issue a College-wide call for nominations for officers after the start of the term in which elections are to take place.

ARTICLE 5: Meetings

Section 1: The F.C. shall meet once a month during the Fall 1 and Spring 1 terms, and at such other times as are deemed appropriate by the President, the Board of Officers or the Executive Committee.

Section 2: Advance notice of the time and place of meetings of the F.C., Executive Committee and/or the Board of Officers shall be given via e-mail or campus mail.

Section 3: Upon written application of ten (10) members of the F.C., setting forth the objects and purposes thereof, the President must call a special meeting. Notice of the special meeting must be sent to all members with as much notice as possible prior to the date of the meeting. The notice shall indicate the proposed agenda, time and place of the special meeting.

ARTICLE 6: Records

Section 1: The permanent records, books, property and funds of the F.C. shall be maintained and controlled by the Executive Committee.

ARTICLE 7: Amendments

Section 1: This constitution may be amended by a two-thirds (2/3) vote of the members of the F.C. whose ballots are returned to the Corresponding Secretary within fourteen (14) days of distribution during any regular academic term.

Section 2: An amendment may be proposed by any member of the F.C. This amendment shall be filed in writing with the Corresponding Secretary to be considered at the next regular meeting of the F.C. If two-thirds of all voting members consider that it warrants submission to a vote of the general membership, and vote to submit it, a ballot shall be prepared by the Corresponding Secretary and sent to all members.

BY-LAWS

ARTICLE 1: Duties and Authorities of the Officers

Section 1: Duties and Authorities of the President

It shall be the duty of the President

- a. To convene and preside at all meetings;
- b. To have general charge and supervision of and responsibility for the affairs of the F.C.;
- c. To perform all the duties vested in the office of the President;
- d. In the absence of any other officer, to assume the duties of the absentee's office or appoint an appropriate substitute.

Section 2: Duties and Authorities of the Vice President

It shall be the duty of the Vice President

- a. To assist the President at the President's request;
- b. In the absence of the President, to perform all duties of the President;
- c. To perform such other duties as the office may require.

Section 3: Duties and Authorities of the Corresponding Secretary

It shall be the duty of the Corresponding Secretary

- a. To record and keep on file the names and addresses of F.C. officers, departmental/divisional representatives and other interested parties;
- b. To hold safely as custodian of and in behalf of the F.C. all books, correspondence and copies thereof, and any and all other records which are required to be kept;
- c. To send due notice of all meetings to officers, departmental/divisional representatives and alternates, and to post such notice to the membership of the F.C.;
- d. To distribute copies of the minutes to officers, departmental/divisional representatives and alternates, and other interested parties;
- e. To perform such other duties as the office may require.

Section 4: Duties and Authorities of the Recording Secretary

It shall be the duty of the Recording Secretary

- a. To attend all meetings and record all proceedings of such meetings and the names of all members who attend;
- b. To make copies of such proceedings in a number sufficient to allow for distribution to officers, departmental/divisional representatives and alternates and other interested parties;
- c. To forward the record of those proceedings to the Corresponding Secretary in a timely manner;
- d. To perform such other duties as the office may require.

Section 5: Duties and Authorities of the Treasurer

It shall be the duty of the Treasurer

- a. To receive and deposit all funds and credits of or in behalf of the F.C. into an account in a well-established banking institution in accordance with the standard practice of LaGuardia Community College;
- b. Except as otherwise provided for in the Constitution and By-Laws, to take, receive, hold and keep safely as custodian of or in behalf of the F.C. all property and other physical assets which may come into the ownership, possession or control of the F.C.;
- c. To keep regular accounts of all receipts and disbursements in suitable books provided for that purpose which shall be open at all reasonable times for the inspection of all officers, departmental/divisional representatives and alternates and members;
- d. To prepare and submit financial reports to the Executive Committee by such dates as are requested by a majority of the Executive Committee. Each report shall reflect the financial condition of the F.C. at least up to three (3) days prior to the report's submission;
- e. To draw up, sign and remit to the respective payees all checks covering expenditures of or on behalf of the F.C. All checks shall be authorized by the President or the Treasurer of the F.C. and signed in accordance with the standard practice of LaGuardia Community College. All expenditures shall be supported by proper documentation.
- f. To perform such other duties as the office may require.

ARTICLE 2: Duties and Authority of the Executive Committee

It shall be the duty of the Executive Committee

- a. To coordinate all policies and programs of the F.C.;
- b. To establish committees of the F.C.;
- c. To do all things deemed by it to be necessary to protect the interests of the members of the F.C.

ARTICLE 3: Vacancies of Officers and Departmental/Divisional Representatives

Section 1: Should the President resign or otherwise vacate the office during the term in progress, the Vice President shall immediately succeed to the office until an election for President can be held. All other vacancies of offices will be filled by the Executive Committee's temporary appointment.

Section 2: Should a departmental/divisional representative resign or otherwise vacate the position during the term in progress, the alternate shall immediately succeed to the position. Election of a new alternate will be held at the next regularly scheduled departmental/divisional meeting.

ARTICLE 4: Impeachment procedures

Articles of impeachment shall be required to initiate impeachment proceedings. The articles shall consist of the charges alleged against the individual in question by one-fifth of the F.C. members, in writing.

Any alleged offender so charged may appear before the Faculty Council Executive Committee to present a reply to the charge(s). A two-thirds vote of the Faculty Council is necessary to remove a representative.