

**CONSTITUTION OF THE FACULTY ASSOCIATION OF GRAND RAPIDS
COMMUNITY COLLEGE**

**BY-LAWS OF THE FACULTY ASSOCIATION OF GRAND RAPIDS
COMMUNITY COLLEGE**

**GRAND RAPIDS COMMUNITY COLLEGE FACULTY COUNCIL
NEGOTIATING TEAM**

FLOWER FUND POLICY

RETIREE GIFT POLICY

TABLE OF CONTENTS

CONSTITUTION1
 PREAMBLE1
 NAME.....1
 MEMBERSHIP IN THE FACULTY ASSOCIATION1
 OFFICERS AND GOVERNMENT.....1
 AMENDMENTS.....2
BY-LAWS.....2
 MEMBERSHIP AND DUES.....2
 NOMINATION AND ELECTION OF OFFICERS3
 TERMS OF OFFICE3
 VACANCY IN OFFICE4
 DUTIES OF OFFICERS AND REPRESENTATIVES.....4
 REMUNERATION OF OFFICERS5
 COMMITTEES6
 FINANCIAL DISSOLUTION OF ASSOCIATION8
 FINANCIAL RESPONSIBILITY8
 RECALL8
 PARLIAMENTARY AUTHORITY8
 AMENDMENTS.....9
FACULTY COUNCIL NEGOTIATING TEAM10
 TEAM ORGANIZATION.....10
 TEAM SELECTION.....10
 TIME TABLE.....10
 ROLES AND RESPONSIBILITIES OF THE TEAM10
 FACULTY COUNCIL NEGOTIATION TEAM RELATIONSHIP11
 TEAM FINANCE.....11
FLOWER FUND POLICY13
RETIREE GIFT POLICY.....13

**CONSTITUTION OF THE FACULTY ASSOCIATION
OF GRAND RAPIDS COMMUNITY COLLEGE
GRAND RAPIDS, MICHIGAN**

PREAMBLE

We, the faculty of Grand Rapids Community College, in order to promote the general welfare of the faculty and the students, to maintain high standards of professionalism, and to provide an organization for collective bargaining, do hereby establish this Constitution.

ARTICLE I NAME

The name of this organization shall be the Faculty Association of Grand Rapids Community College, hereafter referred to as the Association.

ARTICLE II MEMBERSHIP IN THE FACULTY ASSOCIATION

All members of the faculty as defined in the Recognition Clause of the negotiated Faculty Association Contract are eligible for membership in the Faculty Association. Members of the administration are not eligible for membership.

ARTICLE III OFFICERS AND GOVERNMENT

- A. Officers of the Association shall be the President, Vice President, Secretary, and Treasurer.

- B. The Faculty Council, hereafter known as the Council, shall be comprised of the officers of the Association and one elected representative or one substitute from each group identified in Appendix D of the Faculty Association contract as well as a representative from each of these groups: **Library, Counseling/Academic Support, Tutor Coordinators and Lab Techs, Job Training, Preschool, and Workforce Training.**
 - 1. Full-time faculty groups numbering 5 or fewer may elect a shared representative.
 - 2. Full-time faculty groups numbering more than 25 may elect a second representative.
 - 3. Each School may elect one adjunct faculty representative.
 - 4. If an identified group has the representation of an officer (other than the President) at Council meetings, that officer may represent that group at Council.
 - 5. Each Council representative or substitute has the same vote.

- C. The Council shall be the representative agent for the faculty at Grand Rapids Community College and shall have authority and responsibility to act on behalf of the faculty in matters pertaining to intra-faculty, faculty-student, and faculty-administration concerns.

ARTICLE IV AMENDMENTS

- A. Amendments to this constitution may be proposed in one of two ways:
 - 1. By petition bearing the signatures of ten per cent (10%) of the total membership of the Association;
 - 2. By a simple majority vote of a Council quorum.

- B. Amendments to this constitution may be adopted in one of four ways:
 - 1. By a simple majority of the votes cast (see By-laws I, B) when a written notice of the proposed amendment has been given to the faculty at least one (1) week prior to the vote;
 - 2. By a simple majority of the votes cast when the proposal has been presented in a previous Association meeting;
 - 3. By a simple majority in a written-ballot vote one (1) week after the amendment has been proposed at an Association meeting.
 - 4. By a simple majority vote of a Council quorum if, and only if, the amendment involves only a name change of a represented group.

BY-LAWS OF THE FACULTY ASSOCIATION OF GRAND RAPIDS COMMUNITY COLLEGE

I. MEMBERSHIP AND DUES

- A. Voting membership in the Association shall be granted to faculty members who pay dues. Dues are to be paid according to Article 2.D. of the Faculty Contract.

- B. Full voting privileges in the Association shall be granted to faculty members who pay full-time dues. All other Association members shall be granted one-half vote.

- C. The Council shall submit a dues proposal and budget to the Association two (2) weeks prior to a general Association meeting. Approval requires a simple majority of the votes cast.

- D. An Association member may carry a proxy, but only one, from another Association member for purposes of voting at a general Association meeting. An absentee ballot will be issued after a written or email request is submitted to the Secretary of the Association prior to the election. Absentee ballots may be mailed via email or accessible via an electronic format.

- E. An adjunct faculty member will be provided with an absentee ballot after a written or email request is submitted to the Association Secretary prior to the election. Absentee ballots may be mailed via email or accessible via an electronic format.

- F. Shall legislation prohibit or limit union membership, dues collection, and/or paid release time for union activities, the Constitution committee shall reconvene as soon as possible to determine legal ways to collect dues and maintain structure; and recommend changes to the Association membership.

II. NOMINATION AND ELECTION OF OFFICERS

- A. The Nominating Committee shall present a slate of nominees to the Council in April of each election year. Nominees shall be voting members of the Association. The nominee for president shall have served on the Council for at least one (1) year. Nominations may be made from the floor with prior approval of the nominee.
- B. Each nominee may prepare a biography and/or platform statement to be distributed to the membership by the Nominating Committee two (2) weeks prior to the election of officers.
- C. Elections shall be held by written ballot at the last Association meeting in an academic year. **If there is only one candidate running for an office, the vote may be held by voice or show of hands.**
- D. Two (2) tellers shall be appointed by the Nominating Committee, and two (2) tellers shall be appointed by the Council.
- E. Tellers shall record votes received by each nominee appearing on the ballot and present their report to the Secretary.
- F. The nominee receiving a simple majority of the votes cast shall be deemed elected. In the event that no candidate has a simple majority on the first ballot, members shall vote again for the two (2) candidates receiving the greatest number of votes on the previous ballot.
- G. Ballots shall be retained by the Association Secretary for two (2) weeks, after which time they are destroyed. Candidates may request a recount of the ballots.
- H. Representatives shall be elected by a simple majority vote of the faculty within an academic area. In the event a vacancy should occur, the department/program or academic area shall hold an election to fill the vacancy.

III. TERMS OF OFFICE

- A. The President shall be elected for a term of two (2) years.

- B. The immediate Past-President of the Association shall serve for a term of one (1) year directly following the completion of his/her tenure in office. This officer shall have a voice, but not a vote, on the Council.
- C. The Vice President, Secretary, and Treasurer shall serve terms of two (2) years and be voting members.
- D. Representatives shall serve terms of three (3) years.
- E. The terms of office shall begin with the first day of the fall semester. Expiring offices shall end on the last day of the contract year.

IV. VACANCY IN OFFICE

If a vacancy should occur in the office of President, the Vice President shall become the President, fulfilling the term of the previously elected President.

If a vacancy should occur in the office of Vice President, Secretary, or Treasurer, the Council shall provide for an election to fill the vacant office. The elected officer shall complete the term of the previously elected officer.

V. DUTIES OF OFFICERS AND REPRESENTATIVES

- A. The President shall
 1. Provide agenda for and preside at all meetings of the Council.
 2. Preside at all meetings of the Association.
 3. Vote in the case of a tie in all meetings.
 4. Serve as Contract Administrator for the faculty.
 5. Serve as Vice-Chairperson of the negotiation team.
 6. Serve as ex-officio member of all committees except that of nominations.
 7. **Appoint members to special committees as needed.**
 8. **Appoint a Faculty Council representative to be parliamentarian, subject to approval of the Council.**
 9. Attend Board of Trustees meetings.
 10. Co-sign accounts as a bonded agent.
 11. Serve on the Foundation Board **or appoint a designee.**
 12. **Recommend conferences and attendees.**
- B. The Past-President shall be expected to attend Council meetings for one year and shall advise the newly elected President.
- C. The Vice President shall
 1. Perform the duties of the President in his/her absence.
 2. Assume the duties of the President should a vacancy occur.
 3. Serve as Chairperson of the Ethics Committee.
 4. Meet with new faculty of the college during faculty orientation to encourage their membership and participation on the Association.

5. Represent the Association during a member's bereavement.
 6. Represent the Association on all matters related to faculty evaluation and program/course evaluation.
 7. Perform duties prescribed by the Council, including service as alternate on the negotiating team.
 8. Administer the Flower Fund.
 9. **Recommend conferences and attendees.**
- D. The Secretary shall
1. Notify the membership of Association and/or Council meetings.
 2. Keep the minutes of all Association and Council meetings.
 3. Distribute copies of the minutes of the Association and Council meetings to Association members regularly.
 4. Maintain Association correspondence.
 5. Maintain lists of the officers, committee members, and the general membership.
 6. Maintain the official files of the Association and Council.
 7. Maintain records of Council representatives' terms of office.
 8. Serve as Chairperson of the Constitution and By-Laws Committee.
 9. Have copies of the Constitution and By-Laws available.
 10. Provide an agenda for all scheduled meetings of the Association.
 11. **Chair the Communications Committee.**
 12. **Recommend conferences and attendees.**
- E. The Treasurer shall
1. Serve as Chairperson of the Finance Committee.
 2. Receive members' dues and keep appropriate membership records.
 3. Deposit monies of the organization in a bank or other forms of savings instruments recommended by the Finance Committee and approved by the Council.
 4. Submit financial reports to the Council on a regular basis.
 5. Submit the financial records of the organization for a yearly audit.
 6. Secure and maintain a list of Association members and provide this information to the Secretary.
 7. Arrange for bonding of president and treasurer.
 8. Co-sign accounts as a bonded agent.
 9. **Recommend conferences and attendees.**
- F. The Representatives
1. Shall attend all meetings called by the President of the Council
 2. Shall arrange substitutes with voting rights when unable to attend a Council meeting.
 3. May be replaced by a new representative for failure to provide regular representation at Council meetings during the academic year.
 4. May be recalled at the discretion of the respective department/program or academic area.
 5. May survey/poll their respective groups as directed by the Council president.

6. Shall communicate with members of their respective groups about Association matters.

VI. REMUNERATION OF OFFICERS

- A. The officers of the Association will be compensated according to the annual pay schedule effective Fall, 1998. Increases will follow the yearly percentage increases as outlined in the Faculty Contract, provided the officers faithfully fulfill the duties as set forth in these By-Laws.

Current Contract Duration

President \$35,118

Vice President \$5,618

Secretary \$5,618

Treasurer \$14,048

- B. The Past President will be compensated at the rate of one (1) overload college teaching hour for the year that he/she advises the newly elected President and attends Council meetings. This compensation does not apply when the President is re-elected.
- C. The President of the Council shall appoint an ad hoc Officers' Compensation Committee of no fewer than five (5) faculty members. This Committee shall recommend to the Council the compensation for each of the Association's officers. If the recommendations are approved by both a simple majority vote of the Council and a simple majority vote of the Association members participating in a referendum on the issue, the recommendations shall take effect the semester immediately following the next election of officers.
- D. Unless changes recommended by the Officers' Compensation Committee are approved as outlined above, the previous rates of compensation shall remain in effect. This rate shall never be less than the previous year.

VII. COMMITTEES

- A. Standing Committees

At the beginning of each academic year, within a reasonable amount of time and after due consideration, the President shall appoint at least one (1) Council Representative and at least two (2) other Association members to each standing committee except the Ethics Committee.

 1. Nominating Committee

Appointments to this committee shall be made at the beginning of the second semester of the officers' second year of their terms of office to identify candidates from the membership who meet the requirements of the offices of President, Vice President, Secretary, and Treasurer. The committee will present a slate of nominees according to the procedure defined in Article II, Sections A and B of the By-Laws.

2. Ethics Committee

The committee, chaired by the Vice President, shall promote high ethical standards and professional growth of the faculty.

a. Duties:

- (1) The Ethics Committee shall review, interpret, and implement the approved code of ethics.
- (2) The Ethics Committee shall promote adherence to the code and recommend revisions as needed.

b. Structure:

- (1) The Committee shall be comprised of faculty from all departments of the college who are not members of the Council.
- (2) Committee members shall be appointed yearly by their respective departments.

3. Finance Committee

The committee, chaired by the Treasurer, shall fulfill the following responsibilities:

- a. Prepare and submit the annual budget to the Council and the Association.
- b. Ensure that all financial transactions, expenditures, assessments, and investments are properly budgeted and are legal and valid according to the regulations of the Constitution.
- c. Limit the expenditures of unbudgeted items to less than \$5,000 unless approved by the Association membership.
- d. Do an outside audit every five (5) years and an inside audit the other four (4) years.

4. Grievance Committee

The committee shall initially review all faculty grievances pursuant to the negotiated contract and act on those deemed valid. The chairperson or lead person on a grievance shall be compensated at a rate of 1/30 of the overload hourly rate, but not less than \$32.50 per hour (2000-2001 rate) for preparing and arguing a grievance. This rate shall never be less than the previous year. A lead person can be appointed by the Association president or the Grievance chairperson. The chairperson and/or lead person shall report to Council.

[REMOVED Allocations Review Committee – added as Ad Hoc]

5. Constitution and By-Laws Committee

The committee, chaired by the Secretary, shall review the Constitution and By-Laws biennial and submit recommendations for revision to the Council and the Association.

6. Negotiation Committee

The committee shall operate pursuant to the document prepared and approved by the faculty in a general Association meeting on May 3, 1978 (see page 10).

7. Communications Committee

The committee, chaired by the Secretary, shall promote good public relations within the college and in the community through the media and other avenues. The Association President may appoint a Public Relations (PR) lead person. The PR lead person shall be compensated at an annual rate of \$3,500. Their duties should include, but are not limited to, developing and promoting a positive image of faculty, overseeing the content of the Association website and other social media outlets, and reporting to Council. The committee may also appoint duties for which a committee member or outside person/company may be given an honorarium for special assignments that produce products to promote faculty and communications. Individual products that exceed \$600 must be approved by Council.

[REMOVED Scholarship Committee – added as Ad Hoc]

8. Legislation Committee

The committee shall work with all things political including politically based communication to all faculty members, follow pending and/or new legislation, and control operation of any political action committee.

9. Social Committee

The committee shall work to promote social activities that promote unity among faculty members. Expenditures are not to exceed \$5,000 annually.

10. Student Grievance Hearing Committee

The committee members shall serve as the faculty representatives on student grievances.

11. Archivist and History Committee

The committee shall work to preserve Association records. The Senior Archivist and a History Project lead person shall be compensated at a rate of 1/30 of the overload hourly rate, but not less than \$32.50 per hour (2000-2001 rate). This rate shall never be less than the previous year. The Senior Archivist and a History Project lead person must report to Council.

B. Special Committees

The President shall appoint at least one (1) Council Representative and at least two (2) other Association members to each special committee that the President deems necessary.

VIII. FINANCIAL DISSOLUTION OF ASSOCIATION

Should the dissolution of the Association occur, its financial resources shall be first used to pay all legitimate obligations of the organization and then held in abeyance for two (2) years or until a reorganization occurs or a new organization is established to represent the Community College Faculty in collective bargaining. Should no such reorganization or new organization take place after two (2) years, the financial resources shall be donated to (1) the Grand Rapids Community College Faculty/Staff Scholarship, or (2) should no Scholarship Fund exist, the financial resources shall be donated to the Grand Rapids Community College Foundation.

IX. FINANCIAL RESPONSIBILITY

The Council shall not spend more than \$5000 on unbudgeted items without faculty approval. Approval shall consist of an affirmative vote by a majority of an Association quorum.

X. RECALL

When thirty-five per cent (35%) of the membership sign a petition for the recall of an Association officer and state the reason for such action, the Council shall call an election for that purpose within two (2) weeks of receipt of the petition. If a simple majority of the membership vote for recall of the officer specified in the petition, that officer shall be immediately removed from office and the Council shall hold an election within two (2) weeks to fill the vacated position.

XI. PARLIAMENTARY AUTHORITY

- A. The parliamentarian shall advise faculty on rules of order. The rules contained in the current edition of Democratic Rules of Order shall govern the Association and Council meetings unless otherwise noted.
- B. A quorum shall be ten per cent (10%), including proxies, of the numerical voting total of the Association. A Faculty Council quorum shall be a majority of voting members.

XII. AMENDMENTS

The By-Laws of this organization may be amended as outlined in Article IV of the Constitution of the Association.

Accepted May 1988
Revised May 1992
Proposed May 2001
Accepted May 2001
Proposed April 2004
Accepted April 2004
Proposed May 2007

Accepted May 2007
Proposed April 2010
Accepted April 2010
Proposed April 2012
Accepted April 2012

GRAND RAPIDS COMMUNITY COLLEGE FACULTY COUNCIL NEGOTIATING TEAM

I. TEAM ORGANIZATION

The team shall consist of a chair and vice chair (President of the Faculty Association) with the total membership of the team being not less than three and not to exceed more than five persons.

II. TEAM SELECTION

A. Chair

1. Qualifications:

- a. The chair must be a person who can remain as objective and as free from external influence and pressure as possible.
- b. The chair should have had previous negotiating experience on the Community College contract.

2. Exceptions:

- a. Persons who have not paid current dues.
- b. Any non-tenured faculty member.

B. The remaining team members must be approved by the Council upon presentation of names by the Council President who will have consulted with the team chair.

C. The Council Contract Administrator is to be one of the team members and will be the Vice Chairman of the team.

III. TIME TABLE

A. The selection of the team should take place as early as possible in the last year of the current contract but not later than 180 days prior to the expiration of the current contract.

B. The team shall serve from the time of appointment until the appointment of the next team.

IV. ROLES AND RESPONSIBILITIES OF THE TEAM

A. Team Chair

1. Duties

- a. To coordinate and personally direct the negotiating process
- b. To serve until the appointment of the next team unless illness prevents execution of these responsibilities
- c. **To recommend conferences and attendees.**

2. Responsibilities
 - a. To protect and advance the interests of the entire faculty
 - b. To obtain a contract that is to be submitted to the Council and the faculty for vote
 - c. To make regular progress reports to the Council
 - d. To submit a final report as to future recommendations on negotiations

- B. Team Members Responsibilities
 1. To serve on assignments as made by the chair
 2. To attend available training sessions and all required meetings unless excused by the team chair
 3. To consult with grievance chair/committee

V. FACULTY COUNCIL NEGOTIATION TEAM RELATIONSHIP

- A. Responsibilities of Council to the negotiation team
 1. Select chair
 2. Supply the Council contract administrator--Vice Chair
 3. Approve other team members
 4. Provide advice to negotiating team through Council representatives
- B. Responsibilities of the negotiating team to the Council
 1. Make regular progress reports
 2. Each team member submits a report after negotiations on recommendations for future negotiations

VI. TEAM FINANCE

- A. Compensation
 1. The chief negotiator, in addition to the hourly rate, will receive a base pay set at two (2) contact hours of his/her overload college teaching rate based on the first year of the newly negotiated contract.
 2. The compensation for the team members will be 1/15 per overload college teaching hour at the table (not less than \$65 per hour—the 2000-2001 rate) and 1/30 per overload college teaching hour away from the table (not less than \$32.50 per hour—the 2000-2001 rate).
 3. The Vice Chairman will receive compensation only if negotiations are primarily conducted during the summer months. This amount is to be determined by the Faculty Council.
- B. Expenses

All expenses necessitated by negotiations and verified by receipts will be reimbursed.

C. Attorney

An attorney will be retained and his or her counsel used whenever considered necessary by the negotiating team.

FLOWER FUND POLICY

The following information is taken from a Flower Fund Policy Memo dated November 5, 1980, with additional updates from Faculty Council meetings of September 2, 1988, September 28, 1990, and September 26, 2003.

The Faculty Council sends flowers to a faculty member's family when the faculty member, spouse/domestic partner, or children are hospitalized, but not to faculty members' parents or relatives who are hospitalized.

The Faculty Council sends flowers or makes an appropriate contribution to a selected fund when a faculty member suffers the loss of a spouse/domestic partner, a child/children, or mother or father (no in-laws or other relatives).

Effective October 1, 1990, the Association Vice President should be contacted by Department Heads/Program Directors and/or Council Representatives when department members or their immediate family members are ill or bereaved. The Vice President must be given all the particulars: hospital address, funeral home, selected fund, etc.

RETIREE GIFT POLICY

The Faculty Association will give each retiring full time faculty member \$10 for each full time year of service as a gift upon retirement. This will be administered by the Treasurer.