

ASSOCIATION OF ADJUNCT FACULTY of MACOMB COMMUNITY COLLEGE BYLAWS

I. Rules

- A. Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.
- B. Rules of the Governing Body shall be in accordance with the AAFMCC Constitution.
- C. If any Rules of the Governing Body are found to be in conflict with the AAFMCC Constitution or Bylaws they shall be considered null and void.

II. Meetings

- A. The legislative power of the organization shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the organization.
- B. There shall be a minimum of one General Membership Meeting per school year at a date and time to be determined by the Executive Board. At least 14 (fourteen) days' notice shall be given before the General Membership Meeting and 48 (forty-eight) hours' notice before for a meeting for the purpose of a contract ratification or other emergency is required, specifying date, time, place, and purpose of such meetings. Additional General Membership Meetings may be called by the President or Executive Board as needed for the purposes of, but not limited to, ratification of contracts and/or other immediate union business where the general membership is required to vote and/or discuss union issues.
- C. The Executive Board shall meet monthly during the school year or at the call of the President, or at the call of two (2) or more of its members.
- D. The membership shall be notified of dates, times and place of meetings and union events. Notification for such meetings shall be sent by college email, by a post on the AAFMCC website, including date, time, and location along with an agenda.
- E. *Special Meetings* may be called by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and agenda shall be circulated to all members at least seven (7) days in advance of the meeting. Only items on the agenda will be addressed. All special meetings shall be conducted according to the provisions of the AAFMCC Constitution.

III. Duties of and Policies Regarding Executive Board Officers

A. *President*: Act as executive officer of the union; preside over meetings, appoint a bargaining team when deemed necessary, serve as chief negotiator unless that function is turned over to a party appointed by the Executive Board; appoint members of committees subject to approval of the Executive Board; serve as *ex officio* member of all committees and serve as corporate delegate; represent the association before the public; and perform all other functions attributed to the office.

B. *Vice President*: Presides in President's absence and performs duties assigned by the President; preside over newsletters and correspondence; attend and assist campus department meetings with the Association Campus Representatives/Standing Committees for the purpose of establishing contacts and to increase communication within faculty departments.

C. *Secretary*: Keep accurate minutes of all General Membership Meetings and those of association governing body. Make General Membership Meeting minutes available for membership inspection, maintain official files including both a physical and electronic copy of records according to the rules of the governing body, assist President and Vice-President with association correspondence and perform duties assigned by the Executive Board. The Secretary will be responsible for the security of documents and information pertaining to membership records.

D. *Treasurer*: Deposits funds of association into the account designated by the Executive Board. The treasurer will be responsible for the security of documents and information pertaining to membership records and accounts; shall maintain a roll of members with respect to dues and will keep accurate accounts of receipts and expenditures; report same to each executive board meeting of the union; provide the information to the Executive Board for the purposes of annual financial statement preparation for general membership meetings and year-end accounting. The Treasurer shall be responsible for writing and issuing counter-signed checks for stipends and expenses incurred by the association. The treasurer shall be bonded and the association shall provide for an annual audit of the local books according to the rules of the governing body and perform only fiduciary duties as assigned by the Executive Board. The treasurer will turn over the monthly electronic banking statement information and check copies to a bookkeeper or CPA designated and approved by Executive Board.

E. *Member-at-Large*: Shall perform those duties deemed necessary by the Executive Board.

F. *Policies Regarding Executive Board Members on Leave/Not Teaching*: Whenever an Officer of the Executive Board does not teach for two (2) consecutive terms (not including summer) they shall pay dues for that period equal to the current dues rate for one (1) three (3) credit course at the Step 4 pay level. An Officer of the Executive Board whose name is removed from the seniority list for any reason shall remain in office for the remainder of their term.

G. *Vacancies on the Board*. Whenever a position is vacated on the Executive Board for whatever reason the remaining Board Officers shall divide the duties of the vacated office among them until such time that the position is filled either by election or appointment. Whenever a position on the Executive Board is vacated for the duration of a term a more the stipend for that office shall be divided among the remaining board officer's still serving and for every term after that until such time the office is filled by election or appointment.

IV. Grievances

A. *Member Responsibility*: All grievance inquiries must be submitted to Executive Board via union email per the timeline outlined in the contract between AAFMCC and MCC.

B. *Grievance Officer Responsibility*: Shall follow the rules of the grievance process as outlined in the union contract between AAFMCC and MCC.

C. In order for a contract grievance to be submitted to arbitration or mediation a majority of the Executive Board voting must agree. In order for a grievance to be denied, the Executive Board must receive a written decision by the grievance chair and must report the findings and the document to the Secretary at the next Executive Board Meeting.

V. AAFMCC Committee Team

The AAFMCC Executive Board will appoint up to Six (6) members to serve on our committees. This group will serve concurrently with the terms of the Executive Board. These appointed members may serve on various or multiple committees depending on current need. Members on any committee must be AAFMCC members in good standing. Each committee will be chaired by a member of the Executive Board. Specific tasks for all committees will be formulated by the Executive Board. All committees shall meet at least once per term (fall and winter). Any recommendations from any committee must be presented to the Executive Board by the corresponding committee chairperson for approval by the Executive Board. All members of a committee will be paid a stipend each fall and winter term. The amount of the stipend will be determined by the Executive Board. Any committee member not fulfilling his or her duties as determined by the committee chairperson may be removed by a vote of the AAFMCC Executive Board.

A. *Campus Representatives Committee*: Shall be chaired by the AAFMCC Vice-President. This committee will work to provide better communication between the membership and the Executive Board.

B. *Budget/Finance Committee*: Shall be chaired by the AAFMCC Treasurer. This committee shall be responsible for developing and maintaining an active AAFMCC budget.

C. *Membership Committee*: Shall be chaired by the AAFMCC Secretary. This committee shall oversee various member lists and assist with member organizing.

The Executive Board may establish other ad hoc committees to work on specific tasks with specific durations as necessary.

VI. Dues and Expenditures

A. *Dues* of the organization shall be set by the Executive Board once per year in August before the start of the Fall term. Dues shall include the prevailing per capita amounts for the AFT, State Federation, and AFL-CIO local and state affiliates, and insurance premiums. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount subject to the approval of the Executive Board. If no change is reported by the 2nd Monday of August then the previous dues rate shall be automatically adopted for the new school year.

B. *Special assessments* can only be voted by the membership by a mailed ballot and only after an emergency General Membership Meeting has been called to allow members to discuss the necessity of this expenditure. For this specific purpose the notice of the emergency meeting must be emailed and posted on the union website no less than five (5) calendar days prior to the meeting date accompanied with an agenda. The amount of the special assessment will be added to the approved dues rate so that a percentage of pay may be reported to MCC payroll.

C. *All dues, service fees and assessments* shall be collected by payroll deduction or by a method determined by the Executive Board.

D. *Arrearages*: If any dues and/or assessments of a member or fee payer of the union are in arrears they must, within 10 days of being notified by AAFMCC of the amount due, pay the association by check.

E. *Stipend* amounts and methods of payment must be approved by the Executive Board. Stipends for officers shall be paid semi-annually, on (or about) the 1st day of May for the Winter term and December for the Fall term unless otherwise stipulated by the Executive Board.

F. Any services required by the union may be outsourced at the request of the Executive Board. The function(s) may be outsourced so long as a cost savings can be demonstrated to the Executive Board or the activity is essential to the function of the Union. Essential items to be outsourced include but are not limited to: staffing of an office, functions involving record keeping, taxes, mail preparation, computer networking and legal services.

G. The union will provide adequate computer access and equipment for the Executive Board members to conduct business from either a union office or in a portable manner. Expenses associated with union business must be conducted exclusively for union business and must be accompanied by an expense report and adequate explanation of usage and with the approval of the Executive Board. A list of acceptable expenses will be submitted to the Executive Board quarterly so that the budget may include such expenditures. These expenditures will be considered part of and will be included in the annual budget.

H. All equipment purchased by the union will be considered owned by the union. The Executive Board may vote on a method to dispose of obsolete equipment so long as it is recorded in the minutes of the next Executive Board meeting and any money or credits arising from this activity will be recorded by both the treasurer and secretary. In the event the officer (or other designee) retires, leaves or is removed from office all equipment shall be returned within 5 business days to the Secretary with a release signed by the receiving member.

VII. Rules of Active Membership

Active membership and fiscal years shall be September 1 through August 31. Active membership shall refer to those members eligible to teach at Macomb Community College and who are in "good standing" with the union by satisfying all of the following criteria:

1. The member has paid dues and dues are current.
2. The member is recorded on the Macomb Community College seniority list.
3. The member has declared themselves as such by completing a union form.

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