FACULTY ASSOCIATION

OKLAHOMA CITY COMMUNITY COLLEGE
7777 South May Avenue
Oklahoma City, Oklahoma 73159
(last revised March 28, 2023)

CONSTITUTION

FACULTY ASSOCIATION OF OKLAHOMA CITY COMMUNITY COLLEGE

PREAMBLE

The faculty of Oklahoma City Community College believes that we, together with administrators and governing boards, share a joint responsibility for creating and maintaining academic excellence. In order for the college to have a continuing body to represent the faculty, the Oklahoma City Community College Faculty Association is hereby established. In approving this constitution, the faculty forms an organization which can be effective in improving the academic environment at the college. The objectives of this organization are:

1. To assist the College in the achievement of its institutional goals by being a formal mechanism of communication between the faculty, the college administration, and the Board of Regents.

2. To promote productive communications and mutual understanding between the other elements of the College community and the faculty.

3. To promote the professional needs and goals of the College's Faculty, and

4. To promote and be responsible for academic freedom.

ARTICLE I

NAME, POWERS, AND FUNCTIONS

Section 1. Name

This organization shall be known as the
Faculty Association of Oklahoma City Community College
(herein called the FA).

Section 2. Powers

All powers of the faculty of OCCC are vested in the Faculty Association. These powers shall be exercised directly by the Faculty Association and are designed to accomplish the above-stated purposes. The Faculty Association shall remain responsible to the general faculty for all action taken in its behalf. The principle powers of the FA are as follows. Such powers are not exclusive to the following powers:

A. To provide a formal organization for the direct exchange of information between faculty and administration through:

1. the development and presentation of recommendations of interest and concern to the college administration;

2. representation on councils and committees affecting faculty welfare and instruction, such as the
President's Advisory Council, Administrative and Instructional Procedures Committee and Enrollment Management Committee.

3. attendance at Board of Regents Meetings,

4. regular meetings with the President and/or Vice President for Academic Affairs of Oklahoma City Community College;

5. FA recommendations requiring presidential or Board of Regents' action.

Section 3. Functions

The Faculty Association shall determine its own time of meeting, its own rules and procedures, promulgate rules and regulations governing its internal affairs, and establish FA standing and special

committees. The functions listed are not necessarily meant to be the exclusive functions of the FA.

The Faculty Association shall elect a Chair-Elect, Secretary, Treasurer, and a Parliamentarian. Committees of the Faculty Association must be chaired by a Faculty Association member but may contain members of the General Faculty or other representatives of the College community.

The Faculty Association may establish its own procedures to review the various functions of the College and any matter affecting the welfare of the College. Subjects for either review or recommendation may be brought to the attention of the Faculty Association by written communication either from any member of the College community or from any officially constituted agency.

ARTICLE II

MEMBERSHIP

Section 1. Regular Membership

Eligibility for Regular membership in the Faculty Association shall be limited to full-time faculty persons and full-time professional librarians, academic department chairs, and Health Professions program directors with teaching duties.

Section 2. Associate Membership

Eligibility for Associate Membership in the Faculty Association shall be limited to retired full-time faculty and librarians, and currently-employed adjunct faculty who have teaching as their primary responsibility. This excludes those who serve in administrative positions as dean, director, or above, or staff members who teach classes in addition to their primary responsibilities.

Section 3. Collection of Dues

A. Each member of the Executive Committee shall be in possession of a receipt book. The primary point of contact for the collection of dues in a Division will be the Executive Committee representative from that Division.

B. The member of the Executive receiving a member's dues shall fill out a receipt acknowledging the receipt of the dues, giving a copy of the receipt to the member.

C. After receipting the dues, the individual receiving the dues shall record the following on a record sheet:

1. The member's name

2. Amount received

3. Method of payment.

4. Date.

5. The name of the Executive Committee representative that collected the amount

D. At the next meeting of the Executive Committee, all dues and record sheets shall be delivered the Faculty Association Treasurer for accounting.

E. The Treasurer and one other member of the Executive Committee shall both tally the delivered record sheets to determine the amount of dues received.

F. After tallying, two copies of the record sheets shall be maintained, one by the Treasurer for purposes of audits and the other by the Secretary for purposes of maintaining a list of members.

ARTICLE III

EXECUTIVE COMMITTEE, OFFICES, OFFICERS, AND DUTIES

Section 1. Executive Committee

The executive body of the FA shall be an Executive Committee. The committee shall consist of:

A. One (1) regular dues-paid representative from each instructional division and the library.

B. The officers of the Faculty Association.

C. One (1) non-voting representative from retired faculty, as pursuant to Article II, Section 2, appointed by the Executive Committee.

D. One (1) non-voting representative from adjunct faculty, as pursuant to Article II, Section 2, appointed by the Executive Committee.

E. The Past Chair of the Faculty Association from the previous academic year.

Section 2. Meetings

Meetings of the Executive Committee shall be at the call of the Chairperson or at the call of a majority of the members of the Executive Committee, or at the call of a majority of the FA members.

Section 3. Executive Committee's Duties

The duties of the Executive Committee shall be as follows:

A. Establish committees to study topics and make recommendations consistent with FA interests and concerns.

B. Establish the agenda for FA meetings.

C. Conduct hearings and elections.

D. Serve as the FA voice at meetings with the College President and administration, councils and committees, the Board of Regents, and all other pertinent meetings. Associate, non-voting members will not be assigned to serve in this capacity.

E. Act as coordinating body for activities of the FA.

F. Assess annual dues and special fees with concurrence of a majority of the FA.

G. Take appropriate actions as required to satisfy its responsibility to fulfill FA purposes and functions.

H. Continuously monitor all FA committees. Receive and act upon recommendations.

Section 4. Chairperson's Duties

The duties of the Chairperson of the FA shall be: A.

To promote the interests of the FA.

B. To preside at all meetings of the FA and meetings of the Executive Committee.

C. To coordinate all activities of the Executive Committee.

D. To attend or to appoint a designate to attend all Oklahoma City Community College Board of Regents meetings.

E. To submit an annual written report by June to be archived with Faculty Association records.

Section 5. Chair-Elect's Duties

The duties of the Chair-Elect of the FA shall be:

A. To preside at all meetings of the FA and the Executive Committee in the absence of the Chairperson and serve as Chairperson if the office of the Chairperson becomes vacant until elections can be held to replace the Chairperson.

B. To assume the duties of Chairperson upon completion of the Chairperson's term.

C. To assume such other duties as prescribed by the Chairperson, Executive Committee or the FA.

Section 6. Secretary's Duties

The duties of the Secretary of the FA shall be:

A. To take and maintain minutes of all meetings of the FA and the Executive Committee.

B. To perform duties assigned by the Executive Committee or the Chairperson.

C. To record attendance at meetings, verify membership qualifications of participants, and to verify the existence of a quorum on votes concerning amendments to the Constitution or Bylaws.

Section 7. Treasurer's Duties

The duties of the Treasurer of the FA shall be:

A. To maintain accurate records of all financial transactions concerning the FA.

B. To maintain a complete and accurate roll of all FA members.

C. To sign all duly authorized pay orders drawn upon the FA treasury.

D. To submit an annual financial report at a meeting of the FA.

E. To collect all FA membership dues and report currently paid members to the Secretary.

F. To perform duties assigned by the Executive Committee or the Chairperson.

G. Treasurer may serve no more than two consecutive years, but may be re-elected after another person has served in the office.

Section 8. Parliamentarian's Duties

The duties of the Parliamentarian of the FA shall be:

A. To assist the Chairperson in expediting the conduct of all meetings, serving as the final authority on the correctness of procedures, based on Robert's Rules of Order, Newly Revised.

B. To perform duties assigned by the Executive Committee or the

Chairperson.

C. To resolve all questions of interpretation or implementation of any constitutional article or bylaw, subject to approval by two-thirds (2/3) of the FA dues-paid members present and voting.

Section 9. Representatives' Duties

The duties of the representatives of the FA shall be:

A. To speak for their respective constituency before the Executive Committee.

B. To attend all meetings of the FA and the Executive Committee.

C. To act as liaison between the Executive Committee and their constituency.

D. To perform duties assigned by the Executive Committee or the Chairperson.

E. To be informed of their constituents' concerns and interests.

F. To report to constituents concerning actions and proposals made by the Executive Committee.

Section 10. Past Chair's Duties

The duties of the Past Chair of the FA shall be:

A. To attend all meetings of the FA and the Executive Committee.

B. To perform duties assigned by the Executive Committee or the Chairperson.

C. To aid in the development of the Faculty Association's institutional memory.

ARTICLE IV

MEETINGS

Section 1. Meeting Times

Meetings of the FA shall be scheduled on a monthly basis. General meetings shall be open to any individual eligible for membership in the Faculty Association, and guests invited by the Faculty Association Executive Board. Non-members shall not be permitted to vote. However, non-members may participate in discussions.

Section 2. Special Meetings.

Additional general meetings may be held at the call of the Chairperson with concurrence of a majority of the Executive Committee. The purpose or purposes of such meetings must be stated and no other business shall be conducted. Members shall be given written notice at least five (5) working days in advance of such meetings.

Section 3. Emergency Meetings

Emergency meetings of the FA may be called at the request of the Chairperson, Executive Committee, or upon written notice to the Executive Committee by a majority of the FA. Members will receive at least 24 hours written notice of such meetings.

Section 4. Executive Meetings

Executive meetings may be called in accordance with Section 307 of the Oklahoma Open Meetings Act (25 O.S. 1981).

ARTICLE V

AMENDMENTS TO CONSTITUTION AND BYLAWS

Proposed amendments to the Constitution or Bylaws are to be submitted in writing to the Executive Committee two (2) weeks prior to such vote and notice of such proposed amendment or amendments shall have been given to the FA membership at least five (5) working days in advance of such vote. The Constitution shall be amended by a two-thirds (2/3) majority vote of the FA who cast their ballots at the next meeting. Amendments to the Bylaws require only a simple majority

vote of those casting their ballots at the next meeting of the FA. The total number of ballots cast in either event must equal at least 30 percent of the total voting members of the FA.

ARTICLE VI

CONSTITUTIONAL INTERPRETATION

Conflicts in interpretation or implementation of any article contained within this Constitution shall be resolved by the Parliamentarian. Any constitutional interpretation by the Parliamentarian shall be brought before the FA for final resolution. A two-thirds (2/3) majority of those present and voting shall be required for acceptance of the interpretation.

ARTICLE VII

RATIFICATION

Upon acceptance of this Constitution by two-thirds (2/3) majority vote of those voting at a general meeting of the FA, this Constitution shall be ratified. We, the undersigned, bear witness this____ day of_____, 2015, that this Constitution and these Bylaws have been duly ratified by the Faculty Association and received by the Administration of Oklahoma City Community College.

For the Faculty: **For the Administration:**

BYLAWS

FACULTY ASSOCIATION OF OKLAHOMA CITY COMMUNITY COLLEGE

TITLE I

ELECTION CODE

Section 1. Representative Elections

The general election of representatives for the FA shall take place not later than April 25, and those elected shall take office the following May 1.

Section 2. General Elections

The date for holding general elections shall be determined by the FA Executive Committee. The Executive Committee shall act as governing authority over all elections and shall have the authority to establish regulations for the election procedures consistent with the FA Constitution or this code.

Section 3. Executive Committee Elections

Nominations and election of Executive Committee representatives shall be conducted according to such regulations and procedures as set down by the Executive Committee. Such regulations and procedures shall be consistent with the FA Constitution or this code.

Section 4. Vacancy — Representative

In the event of a vacancy of a representative of the FA, the vacancy shall be filled by special election of FA members in the division where the vacancy occurred. The person elected shall serve only for the balance of the unexpired term.

Section 5. Term of Office — Representative

The term of office for a representative will be two (2) years.

Section 6. Vacancy — Chairperson

In the event of a vacancy in the office of the Chairperson, the vacancy shall be filled by the Chair-Elect until a special election of the Executive Committee can be held. Such election is to be within ten (10) working days after said vacancy occurs. The person elected shall serve only for the balance of the unexpired term.

Section 7. Vacancy — Other Officers

In the event of a vacancy in the office of the Chair-Elect, Secretary, Treasurer, or Parliamentarian, the Executive Committee shall designate a representative from the ranks of the FA to fill said vacancy for the unexpired term of that position.

Section 8. Terms of Office — All Officers

The terms of office for all officers will be one (1) year.

Section 9. Recall Procedures

The provisions for conducting recall of representatives or officers require a two-thirds (2/3) vote of the total division membership to recall a division representative and a two-thirds (2/3) vote of the total dues-paid FA membership to recall officers.

TITLE II

QUORUMS

Section 1. Quorums — General Meetings

Thirty (30) percent of the FA dues-paid membership shall be a quorum at all meetings of the FA.

Section 2. Quorums — Executive Committee Meetings

A majority of the Executive Committee shall be a quorum at all meetings of the Executive Committee.

Section 3. Quorums — Division Meetings

The quorum for division meetings in which FA business is conducted shall be a majority of the dues-paid FA members in the division.

TITLE III

VOTING

Section 1**.** Voting

A. Voting shall be limited to regular, dues-paid members. Associate members shall not be eligible to vote nor second motions.

B. Voting shall be voice or show of hands, or secret ballot if called for by an approved motion from the floor.

Section 2. Tie Votes

In case of tie votes, the motion does not carry.

Section 3. Proxy Voting

Proxy voting shall be allowed in all matters affecting the FA. Authorization for proxy voting must be in writing.

TITLE IV

DUES

The Executive Committee is hereby authorized to collect annual dues for membership in the FA. Amount of said dues shall be determined annually by the FA. Payment of such dues shall be due and payable as determined by the Executive Committee.

TITLE V

COMPENSATION FOR CHAIRPERSON'S DUTIES

The Chairperson of the FA will be allotted contractual compensation time equivalent to three (3) credit hours per semester administrative leave per fall and spring semesters for the fulfillment of the duties of this office.

TITLE VI

COMMITTEES

Section 1. Standing Committees

The FA will have the following standing committees which will consist of one representative per academic division and the library, terms to be rotated. Committee members will be dues-paying members of FA, and chairs of these committees will be selected by the members of that committee.

□□ Scholarship.

Section 2. Special Committees

The Executive Committee may at any time create a special committee to study and report upon a specific problem.

Section 3. Special Committee Chairs

Each committee shall elect its own chairperson.

Section 4. Special Committee List

The Secretary shall keep a list of all FA members of committees.

Section 5. Report Distribution

All reports of committees shall be distributed to members of the Executive Committee in advance of the date of the report's consideration. A copy of each report will be maintained by the Secretary. Committee recommendations must be presented to the Executive Committee and approved as the position of the Faculty Association before being publicly announced. Once a report is accepted and approved, the Executive Committee will be responsible for appropriate implementation.