CONSTITUTION FOR GUILD OF ADMINISTRATIVE OFFICERS SUFFOLK COUNTY COMMUNITY COLLEGE

ARTICLE I NAME

The name of this organization shall be Guild of Administrative Officers, Inc. Suffolk County Community College, an independent, incorporated labor organization.

ARTICLE II OBJECTIVES

The objectives of the Guild are twofold:

1. To implement the goals and objectives of the College by seeking to improve the administrative services within the College.

2. To serve in an advocacy role for the College's middle-management administration by negotiating the terms and conditions of employment including wages, hours and working conditions for its members, as well as negotiating the resolution of grievances and disputes arising from them, as may be defined in labor agreements.

ARTICLE III MEMBERSHIP AND DUES

Section 1. All employees of the Suffolk County Community College in Unit 4, Suffolk County, New York are eligible for membership in the Guild.

Section 2. Membership dues of the Guild shall be 0.9% of the member's annual salary.

Section 3. Only members in good standing shall be eligible to vote. "Good Standing" is defined as a dues paying members who are up to date on their dues. Only members in good standing may sit on Committees or Boards. If allowed by Federal Law, individuals paying Agency Shop fees may vote on contracts, but are not considered members in good standing.

Section 4. Up to twenty percent (20%) of the annual membership dues collected will be used for Political Action, consistent with federal law.

ARTICLE IV MEETINGS

Section 1. The Guild shall hold at least one meeting each semester. A spring semester meeting shall be held in May which shall be the annual meeting for the election of officers. Any change in the dues may be accomplished at either meeting. Notification of the regular meetings to the membership shall be made at least 30 days prior to the meeting.

Section 2. Special meetings may be called by the President, the executive board, or by petition signed by twenty percent of the members and filed with the Secretary. Upon certification of the petition, the Secretary shall call a special meeting at the earliest possible date - providing a minimum of ten working days notice to the membership.

Section 3. Except where modified by this document, all meetings shall be conducted in conformity with Robert's Rules of order, Revised.

Section 4. The quorum for meetings is a majority of the membership in good standing.

ARTICLE V COMMITTEES

Section 1. A nominating Committee of five members shall be appointed by the President at the fall meeting.

Part 1. A call for nominations shall be made to all members electronically by February 1 each year and all nominations must be received in writing by March 1. Members in good standing may nominate other members in good standing, including themselves, in writing. Those nominated shall be afforded the opportunity to accept or decline the nomination and must do so in writing. Only the name of nominees who have accepted the nomination shall appear on the ballot.

Part 2. The Nominating Committee shall attempt to present nominees that represent the diversity of the Guild; i.e., 10- and 12- month personnel, and personnel from Central, Ammerman, Grant and East.

Part 3. Their report shall be communicated by electronic distribution to the membership within two weeks of the close of nominations.

Section 2. A Negotiating Committee shall consist of the Executive Board. The ratification shall be held no sooner than ten business days after formal presentation of the contract provisions, electronic distribution of pertinent materials, and hard copy ballot distribution via USPS mail to eligible members. The terms of any tentative agreement negotiated by the Negotiating Committee must be ratified by a majority of the membership returning ballots within 30 days of ballot distribution.

Section 3. The Grievance Committee shall be chaired by the Grievance Chairperson who is elected by the membership.

Part 1. The Executive Board shall appoint the balance of the Grievance Committee, in consultation with the Grievance Chairperson. Every attempt shall be made to make this Committee representative of the diversity within the Guild; i.e. 10 and 12 month personnel, and personnel from Central and the four campuses.

Part 2. The Grievance Committee shall investigate reported grievances and shall make its recommendation to the Executive Board. The Executive Board shall determine what, if any, further action will be taken.

Part 3. It is the responsibility of the Grievance Committee to prepare and present grievances through all stages of the grievance procedure.

Section 4. A Professional Review Committee is established.

Part 1. The committee shall be chaired by the Vice President and shall consist of four additional members to be appointed by the Chair with the approval of the Executive Board. Every attempt will be made to include representation reflective of the diversity within the Guild; i.e., 10 and 12 month personnel, and personnel from Central and the four campuses.

Part 2. The committee shall formulate, implement, and publicize guidelines and procedures to discharge the Guild's contractual responsibilities concerning the professional advancement, promotions, continuing appointments, and to notify of eligibility for promotion. The committee shall serve as the Guild Sabbatical Review Committee.

Section 5. A Scholarship Committee is established.

Part 1. The committee shall be chaired by the Treasurer and shall consist of two additional members to be appointed by the Chair with the approval of the Executive Board.

Section 6. A Professional Development Committee is established.

Part 1. The committee shall be chaired by a member of the Executive Board appointed by the President. The committee shall consist of three additional members to be appointed by the Chair with the approval of the Executive Board.

Part 2. The committee shall formulate and implement guidelines for the awarding of professional development grants to Guild members. Furthermore, the committee shall be responsible for recommending to the Executive Board candidates for such grants.

Part 3. The committee shall also be responsible for the development and implementation of programs for the professional growth of the membership.

Part 4. The committee shall be responsible for review, approval and recommendations of Professional Development/Retraining proposals to the Executive Board.

Section 7. Additional committees may be formed by the President, and/or Executive Board, as needed.

ARTICLE VI EXECUTIVE BOARD

Section 1. The officers shall be President, Vice President, Secretary, Treasurer, Grievance Committee Chair. The Executive Board shall consist of the five Officers and four At-Large Executive Board members. The At-Large members shall consist of one member from Central and one each from the Ammerman, Grant and Eastern campuses. Effective 2025, all Executive Board members shall be elected for a term of three years where the executive committee is divided into three groups, and where one-third of the board is elected each year*. The three groups shall be divided as follows:

Group 1: Vice President, Treasurer, Central Campus At-Large Executive Board member;
Group 2: Secretary, Grievance Officer, Ammerman Campus At-Large Executive Board member;
Group 3: President, Grant Campus At-Large Executive Board member, East Campus At-Large Executive Board member.

*In the first-year cycle, starting in May 2023, all Executive Board Members shall be elected. However, in order to provide leadership continuity and stagger the leaders elected, group 1 will serve a one-year term and group two will serve a two-year term. Group 1 shall be up for election again in 2024 for a three-year term, group 2 shall be up for election again in 2025 for a three-year term and group 3 shall be up for election again in May 2026 for a three-year term. All subsequent standard elections will be for three-year terms.

Section 2. The Nominating Committee shall identify candidates for election by March 15. A candidate may only be nominated for one position on the Executive Committee. If a member is nominated for multiple positions, that member shall decline nominations to all but one position no later than one week after the close of nominations. Communication of the nominated candidates shall be via electronic distribution. In addition, a General Membership meeting shall be held approximately 30 days prior to an election so that membership can meet those who are running for the Board and these candidates will have the opportunity to discuss their platforms.

Section 3. Board members shall be elected by secret ballot vote by the Guild membership in good standing. At least thirty days advance notice shall be given the membership prior to the holding of the election. Ballots will be sent by electronic means if available or via USPS if no electronic method is available to all eligible voting members. Returned ballots must be received within two days of the Spring Business meeting.

Section 4. Those elected shall take office upon publication of the Election/Nominating Committee report. That report shall be released no later than 48 hours after the tally of votes from ballots.

Section 5. In the event that the President resigns before the end of the term, the Vice President shall assume the privileges and duties of the President through the end of the term. Any other executive committee position that becomes vacant shall be filled for the remainder of the unexpired term by vote of the Guild membership.

Section 6. Any Executive board member(s) who are not fulfilling their duties due to misconduct, incompetence, or failure to perform their prescribed duties, may be removed from office by a two-thirds vote of the membership present at any regularly scheduled board meeting at which there is a quorum. The recommended procedure is that the petition to remove one or more board member(s), should also call for new replacement board members to be elected.

ARTICLE VII PRIVILEGES AND DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The President shall:

A. Preside at all meetings of the Guild and of the Executive Board.

B. Be a member of all committees except the nominating Committee.

C. Countersign all checks drawn against the funds of the Guild.

D. Appoint all standing committees and all special committees of the Guild, subject to the approval of the Executive Board.

E. Report periodically to the membership regarding the progress and standing of the Guild and regarding the President's official acts.

Section 2. The Vice President shall:

A. Assist the President in the completion of his/her assigned duties as detailed in Article VII, Section 1.

B. In the absence of the President or in the President's inability to serve, preside at all meetings and perform all duties otherwise performed by the President.

C. Upon approval by the Executive Board, be authorized to act as co-signer of checks drawn on the Guild funds in place of either the President or Treasurer.

Section 3. The Secretary shall:

A. Keep a record of the proceedings of all membership meetings and of all executive Board meetings.

B. Carry on the official correspondence of the Guild, except as the Executive Board may direct otherwise.

C. Perform such other duties as the Executive Board may require.

D. Be the custodian of all official Guild documents.

Section 4. The Treasurer shall:

A. Receive and receipt all monies of the Guild.

B. Deposit all money so received in the name of the Guild in a bank or banks selected by the Executive Board, and money so deposited shall be withdrawn only by check signed by the President and the Treasurer.

C. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the Executive Board.

D. Keep an accurate record of receipts and disbursements and shall submit semi-annual to the membership, and, to the Executive Board, monthly operating statements of the financial position of the Guild.

E. Act as custodian of all properties of the Guild.

F. Provide that the Guild is in compliance with all applicable NYS and Federal rules, regulations, and laws. Provide for an annual independent audit of Guild records.

G. Give a surety bond for an amount to be fixed by the Executive Board of the Guild.

Section 5. The Grievance Officer shall:

A. Chair the Grievance Committee.

B. Be available to advise all Guild members of their contractual rights.

C. Prepare, process and present grievances through all formal and informal stages of the grievance procedure. A report and/or recommendations will be submitted to the Executive Board at each Board meeting.

D. Perform other duties customary to the office or as assigned by the Executive Board.

E. Be the custodian of all grievance records.

Section 6. The Executive Board shall be the governing body of the Guild of Administrative Officers, Inc. All matters affecting the policies, goals and means of accomplishing the purposes of the Guild not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the Executive Board. A report on all actions taken by the Executive Board shall be made to the membership at the next scheduled membership meeting. A majority of the members of the Executive Board shall be present to establish a quorum for an Executive Board meeting.

Section 7. The Executive Board is authorized to establish stipends to offset the cost due to the requirements of State and Federal laws effecting labor organizations performance of their above enumerated duties.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. The Guild of Administrative Officers, Inc. shall at all times be subject to the requirements of state and federal laws effective labor organizations.

Section 2. Except to the extent specified in this constitution, no officer of the union shall have the power to act as agent for or otherwise bind the union in any way whatsoever. No member or group of members or other person or persons shall have power to act on behalf of or otherwise

bind the union except to the extent specifically authorized in writing by the President of the union or by the Executive Board of the union.

Section 3. All correspondence of the Guild may be distributed electronically (except as otherwise specified) in lieu of hard copy.

Section 4. All Guild documents should heretofore be archived on a secure, private server maintained by the Guild for that purpose.

ARTICLE IX AMENDMENTS

This Constitution may be amended, revised, or otherwise changed by a majority vote of the members by ballot on such proposed change, and such change shall take effect immediately or as specified in the amendment. Proposed amendments to this Constitution must be distributed to all members in good standing one month prior to the scheduled vote.

APPROVED BY THE MEMBERSHIP AND ATTESTED BY:

_____	_____
Stephen Clark, GAO Vice President	Sean Tvelia, GAO President
Co-Chair Committee to Amend 2022	Co-Chair Committee to Amend 2022
	__12/16/2022_____
	Date