



## CONSTITUTION AND BY LAWS OF THE ASSOCIATION OF MOHAWK VALLEY ADMINISTRATORS

### **Article 1: Name**

1.1 The name of this organization is the Association of Mohawk Valley Administrators, herein referred to as AMVA. (For purposes herein the term “College” means Mohawk Valley Community College.)

### **Article 2: Purposes**

2.1 The purposes of AMVA are:

- Represent the membership in collective bargaining with the College
- Enforce the terms and conditions of the collective bargaining agreement
- Represent members in grievances and disciplinary matters
- Provide services and forums that support the development, maintenance and growth of the membership
- Provide a means for the discussion of problems between the College and AMVA
- Support the goals of the membership and AMVA on significant local, state and national concerns

### **Article 3: Membership**

3.1 Membership in AMVA shall be composed of those employees of Mohawk Valley Community College whose positions or titles are included in or represented by the AMVA collective bargaining agreement.

### **Article 4: Dues**

4.1 Dues for members shall be .006 x gross salary plus other amounts as determined in the annual budget of AMVA.

4.2 All members hold membership in the School Administrators Association of New York State and AMVA through the payment of their dues.

### **Article 5: Officers and Directors at Large**

5.1 The officers of AMVA are: President, Vice-President; Treasurer, and Secretary.

5.2 The term of office:

- The officers shall serve a two year term of office. Upon ratification of this constitution and by-laws the officers shall serve until the next election cycle (see Article 7).

- Three (3) Directors at Large shall be elected from the membership. The term of office shall be three (3) years. Upon ratification of this constitution and by-laws the current Directors at Large shall serve the remainder of their terms.

5.3 Officers and Directors at Large may be reelected.

5.4 Vacancies or Inability to Serve:

- 5.4.1. In the event the office of President is vacant or the President is unable to fulfill the duties of office, the Vice-President shall become president and serve the remainder of the term. In the event there is no Vice-President, the longest serving Director at Large shall become President and serve the remainder of the term.
- 5.4.2 In the event there is a vacancy in the office of Vice-President, Treasurer, Secretary, or any Director at Large, the Nomination Committee shall conduct an election following timeframes set forth in Article 7.

## **Article 6: Meetings and Powers of AMVA**

6.1 The president shall call at least one meeting of AMVA membership in fall term and one meeting in spring term. Other meetings may be called as needed.

6.2 Members of AMVA shall elect officers, Directors at Large, and have final ratification of the collective bargaining agreement. AMVA may vote during meetings, or by ballot (paper and other means) apart from a meeting.

6.3 Quorum for AMVA meetings shall be the chair plus ten (10) members.

## **Article 7: Elections**

7.1 The Executive Committee shall appoint three members, who are not officers or Directors At Large to the Nomination Committee by March 1<sup>st</sup>. The term of office for the Nomination Committee is one year. If there is a vacancy on the Nomination Committee, the Executive Committee shall fill it. The Nomination Committee shall elect its own chairperson.

7.2 The Nomination Committee shall invite from the membership nominations for open positions by April 1<sup>st</sup>. The Nomination Committee shall confirm the willingness of nominated members to serve. No one may be a candidate for more than one position. Confirmed candidates shall be announced to the membership no later than April 15<sup>th</sup>. The Nomination Committee shall conduct an election no sooner than the (10) working days from the date candidates are announced and no later than May 15<sup>th</sup>.

7.3 A plurality of vote shall determine the successful candidate.

7.4 In the event of a tie a coin toss shall determine the winner.

7.5 Officers and Directors at Large take office September 1<sup>st</sup>.

7.6 Recall Elections

- If 60% or more of the membership sign a petition calling for a recall election of an officer or Director At Large, the Nomination Committee shall seek candidates to fill the position and conduct an election within thirty (30) days of receipt of the petition. The incumbent may stand for reelection. The successful candidate takes office immediately and serves the remainder of the term.

## **Article 8: Executive Committee**

8.1 Membership

- The elected officers and Directors at Large compose the Executive Committee. Quorum is had when the chair and four other members are present.

## 8.2 Meetings and Powers – The Executive Committee shall:

- Manage the day to day affairs of the Association
- Meet as needed when called by the president
- Approve the annual budget, move funds from line to line within the budget, and have fiscal responsibility for funds of AMVA
- Appoint committees as required
- Present to the membership new budget lines and amounts to be in them prior to approval by the Executive Committee

## **Article 9: Budget**

9.1 The fiscal year of AMVA is September 1<sup>st</sup> to August 31<sup>st</sup>. The annual budget of AMVA is prepared by the treasurer and will be presented to the membership by May 1<sup>st</sup> each year. Members have not less than 15 calendar days to submit comments to the Executive Committee, the Executive Committee shall vote on the annual budget no later than June 1<sup>st</sup>.

## **Article 10: Officer Duties**

### 10.1 President – The President shall:

- Call and chair meetings of AMVA and Executive Committee
- Be the spokesperson of AMVA
- Chair the Negotiations Committee
- Charge and make appointments to committees as needed

### 10.2 Vice President – The Vice President shall:

- Assume the office of President if vacant
- Act for the President as needed
- Chair the Grievance Committee
- Be a member of the Negotiations Committee

### 10.3 Treasurer – The Treasurer shall:

- Prepare the annual budget
- Prepare reports to the Executive Committee and membership
- Maintain appropriate financial records and controls

### 10.4 Secretary – The Secretary shall:

- Keep an accurate record of meetings and distribute them as appropriate
- Provide official correspondence as needed

### 10.5 Directors at Large – The Directors at Large shall:

- Bring to the Executive Committee concerns of the membership
- Chair and serve on committees as needed

## **Article 11: Committees**

### 11.1 Standing Committees

- The standing committees of AMVA are the Executive Committee (see Article 8), Nomination Committee (see Article 7), Grievance Committee (see Article 11.2), and Negotiations Committee (see Article 11.3) .

### 11.2. Grievance Committee

- 11.2.1 The Grievance Committee shall be chaired by the Vice-President and have a minimum of two (2) other members appointed by the President who will serve a staggered two (2) year term.
- 11.2.2 The Grievance Committee shall receive inquiries from the membership on the misapplication, non-application or discriminatory application of the collective bargaining agreement. The Grievance Committee shall attend disciplinary matters with members if called upon to do so.

### 11.3 Negotiations Committee

- 11.3.1 The Negotiations Committee shall be composed of the President, Vice-President, and two (2) other members, one (1) with academic rank and one (1) without academic rank.
- 11.3.2 The Negotiations Committee shall be formed in the year prior to the expiration of the collective bargaining agreement and stay in place until the next negotiation cycle. In the event an election for President and Vice-President occurs during the term of the Negotiations Committee, the current President and Vice-President remain as members until the collective bargaining agreement is ratified. The newly elected President and Vice-President shall, upon taking office, become ex-officio members of the Negotiations Committee. Upon ratification, the immediate past President and Vice-President cease to be members of the Negotiations Committee.
- 11.3.3 Duties – The Negotiations Committee shall:
  - Ask the membership for their areas of concern and what should be negotiated with the College;
  - Prepare negotiation proposals and inform the Executive Committee of those proposals;
  - Conduct negotiations with the College;
  - Inform the Executive Committee and membership of the status of negotiations;
  - Inform the membership and explain any changes to the collective bargaining agreement once a agreement has been reached;
  - Conduct a vote on the proposed agreement and report the results;
  - Conduct any negotiations with the college on matters of joint concern, as the need arises.

### 11.4 Special or Ad Hoc Committees and other Appointments

- Special or ad hoc committees may be formed by the Executive Committee or president as needed. The President, unless otherwise limited, shall appoint members to serve.
- The President shall appoint AMVA members to college committees as may be needed to represent the Association.

## **Article 12: Amendments**

12.1 This constitution and by-laws may be amended by a majority vote of the total membership. Amendments must be presented to the Executive Committee, who will submit the amendment to the membership for voting along with a statement of the impact of the proposed amendment.

## **Article 13: Ratification**

13.1 This constitution and by-laws shall become effective immediately upon ratification by a majority vote of the total membership.