FACULTY ASSOCIATION
CAPE FEAR COMMUNITY COLLEGE

CONSTITUTION

ARTICLE I

Name

Section 1.
The official title of this organization shall be the CAPE FEAR COMMUNITY COLLEGE FACULTY
ASSOCIATION. For the purpose of this Constitution, Bylaws, and general usage, the name FACULTY
ASSOCIATION may be used.

ARTICLE II

Membership

Section 1.
This organization shall consist of all full-time members of the Faculty. Part-time faculty are invited to join
the Faculty Association as non-voting members.

ARTICLE III

Purposes and Objectives

Section 1.
To serve as an organization through which members may discuss and interpret matters concerning the
Faculty, and to provide assistance and encouragement to fellow members.

Section 2.
To involve the Faculty in the affairs of Cape Fear Community College in order to enhance the
effectiveness and quality of the College.

Section 3.
To participate in planning the educational program and in developing educational policy.

Section 4.
To maintain a close working relationship between the Administration and Faculty in contributing to the
success of this College in accomplishing its goals and purposes.
ARTICLE IV

Officers

Section 1.

The officers of the Faculty Association shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2.

The officers will be elected by the Faculty Association to serve for a period of two years.

Section 3.

Vacancies in elected offices shall be filled by the President; those officers so appointed will serve until the next bi-annual election.

Section 4.

Election to all offices shall be by simple majority of all members voting.

Section 5.

If a vacancy occurs in the presidency, the Vice President will assume the presidency until the next scheduled election.

ARTICLE V

Meetings

Section 1.

Meetings of the Faculty Association shall be held at least twice each semester during the Fall and Spring semesters. Meetings shall alternate between the Downtown and North campuses.

Section 2.

Special meetings may be called by the President when desired by the membership or when a need arises.

Section 3.

Notice of all meetings shall be delivered to Members at least twenty-four (24) hours in advance.

Section 4.

A quorum at all meetings shall consist of eligible persons in attendance.
ARTICLE VI
Fiscal Management

Section 1.
Any monies in the possession of the Faculty Association shall be placed on deposit in a checking account.

Section 2.
All checks drawn on the account shall be signed by the Treasurer and countersigned by the President.

Section 3.
An annual audit shall be made of the Faculty Association's account.

ARTICLE VII
Amendments

Section 1.
Any member may propose an amendment to the Constitution by presentation in writing.

Section 2.
The President will cause such proposed amendment to be published to the membership at least ten (10) days prior to a scheduled meeting.

Section 3.
The amendment will be adopted at a scheduled meeting with two-thirds of the membership present voting in the affirmative.

ARTICLE VIII
By-Laws

Section 1.
By-Laws not in conflict with this Constitution may be adopted at any scheduled meeting by simple majority vote of all members voting.
ARTICLE IX

Ratification

Section 1.

This Constitution shall be in full force and effect by the affirmative vote of a simple majority of the members.
BY-LAWS

ARTICLE I

Duties of the Officers

Section 1.

The President shall:

Preside at all meetings;

Serve as Chairman of the Executive Committee;

Appoint all ad hoc committees;

Cast the deciding vote in event of tie votes;

Execute or sign documents or reports in the name of the Faculty Association;

Have custody of all official records and documents of the Faculty Association;

Perform such other duties as may be deemed necessary as provided for in the Constitution and By-Laws.

Section 2.

The Vice President shall:

Serve in the absence of the President;

Serve as a member of the Executive Committee;

Perform such other duties as may be assigned or delegated to him by the President.

Section 3.

The Secretary shall:

Keep an accurate record of the meetings of the Faculty Association;

Issue notice of all meetings of the Faculty Association to the members and prepare an agenda for those meetings;

Maintain the Faculty Association website within the College website. The Secretary may obtain assistance with this duty from faculty possessing the requisite knowledge and skill;

Perform such other duties as may be assigned or delegated to him by the President.
Section 4.

The Treasurer shall:

Retain accounting responsibility for all funds in the possession of the Faculty Association;

Write and sign checks drawn on the account of the Faculty Association and present such checks to the President for countersigning;

Render financial reports, when requested, at meetings of the Faculty Association;

Present accounting books for audit when required;

Perform such other duties as may be assigned or delegated to him by the President.

ARTICLE II

Membership

Section 1.

Members are expected to maintain a sincere and active interest in the affairs of the College.

Section 2.

A membership fee may be required, the amount of such fee to be set by the membership.

ARTICLE III

Committees

Section 1.

The President shall appoint all committees, as necessary, to perform specific functions; committees so appointed will be dissolved when their purpose has been accomplished.

Section 2.

The President and Vice President of the Faculty Association and at least two other members shall constitute the Executive Committee. During intervals between regular meetings, the Executive Committee shall have and exercise all powers, privileges, and prerogatives of the Faculty Association to act on emergency business or other matters delegated to it by proper authority. When deemed necessary or when requested by the membership, actions of this committee shall be subject to ratification at the next regular meeting of the Faculty Association. Minutes of all Executive Committee meetings shall be recorded and published.
Section 3.

The President is an Ex Officio member of several standing committees of the College: College Council, Committee on Committees, Curriculum Committee, Information Technology Committee, Quality Enhancement Plan Committee, and Student Development Committee. The President may appoint another Faculty Association officer to serve in the President’s stead to any committee as necessary, so long as that officer is not already a member of said committee.

The President may appoint another Faculty Association officer to serve in the President’s stead representing the Faculty Association at meetings of the Board of Trustees as necessary.

ARTICLE IV

Elections

Section 1.

The officers of the Faculty Association shall be elected bi-annually at the last regular meeting during the Spring Semester of even-numbered years to serve for the following two years. The term of office begins at the start of the following Fall Semester.

Section 2.

Election of all offices shall be by simple majority of all members voting.

Section 3.

When a vacancy occurs, the office shall be filled by presidential appointment; such appointment to be effective only for the duration of the unexpired term.

ARTICLE V

Meetings

Section 1.

Meetings shall be held at least twice each semester during the Fall and Spring semesters. Meetings shall alternate between the Downtown and North campuses.

Section 2.

Special meetings may be called by the President when desired by the membership, or when special circumstances arise.

Section 3.

Notice of all meetings shall be published at least twenty-four (24) hours in advance.
Section 4.
An agenda shall be published which will indicate items of business to be considered at the scheduled meeting.

Section 5.
Items to be included in the agenda shall be submitted in writing to the Secretary of the Faculty Association.

Section 6.
Robert's Rules of Order shall govern in the conduct of all meetings of the Faculty Association and the Executive Committee.

ARTICLE VI
Amendments

Section 1.
Any member may propose amendments to these By-Laws by presentation in writing.

Section 2.
The President shall cause such proposed amendments to be published to the membership at least ten (10) days prior to a scheduled meeting.

Section 3.
The proposed amendment may be adopted at a regularly scheduled meeting with two-thirds of the membership present voting for the amendment.

ARTICLE VII
Faculty Department Representatives

Section 1.
Each curriculum department shall have a representative of their department to the Faculty Association.

Within the first week of the fall semester, the representative shall be chosen by any manner the department may desire: volunteer, simple majority vote of the faculty of the department, or other method. Upon selection the department chair shall notify the Faculty Association Secretary the name of the representative.
Section 2.

The representative shall serve as a contact person for the faculty of his department in matters to be addressed by the Faculty Association, and to disseminate information back to his department faculty.

Section 3.

The department representative, or a designated alternate, should attend all meetings of the Faculty Association.