

CONSTITUTION AND BY-LAWS

of the

ASSOCIATED FACULTY OF NORCO COLLEGE

ARTICLE I. NAME

The name of this organization shall be THE ASSOCIATED FACULTY OF NORCO COLLEGE (AFNC).

ARTICLE II. PURPOSES

THE ASSOCIATED FACULTY OF NORCO COLLEGE has been formed by the Academic Senate to serve social and benevolent purposes. The activities of THE ASSOCIATED FACULTY OF NORCO COLLEGE shall consist of efforts to enhance the well-being of members of the college and their communities through actions to:

- 1) Improve the general morale of the faculty and staff;
- 2) Create and reinforce a sense of community on the campus of Norco College;
- 3) Provide support for faculty and staff members in times of bereavement and adversity;
- 4) Recognize and celebrate faculty and staff members' achievements and joyous occasions;
- 5) Award scholarships for students at Norco College; and
- 6) Recognize and honor faculty emeriti for their contributions to the college.

ARTICLE III. MEMBERSHIP

Section 1. Membership Qualifications

Membership in THE ASSOCIATED FACULTY OF NORCO COLLEGE shall be opened to those certificated persons who are employed full-time or part-time at Norco College.

Section 2. Voting Rights

The members of THE ASSOCIATED FACULTY OF NORCO COLLEGE, as defined in Article III, Section 1, shall constitute the electorate and shall have one vote each in all elections conducted by THE ASSOCIATED FACULTY OF NORCO COLLEGE.

Section 3. Annual Dues

Membership is dependent on the payment of annual dues at a sum approved by the membership and payable on joining, at any time of the year, by payroll deduction, or annual check.

ARTICLE IV. AFNC OFFICERS

Section 1. Officer Positions

Officers of THE ASSOCIATED FACULTY OF NORCO COLLEGE shall be a President, President-elect, and Secretary-Treasurer.

Section 2. Officers to be Elected by Membership

Officers of THE ASSOCIATED FACULTY OF NORCO COLLEGE shall be elected by the membership under the provisions of Article VII of this constitution.

Section 3. Terms of Office

The term of office for officers THE ASSOCIATED FACULTY OF NORCO COLLEGE shall be two years.

Section 4. President's Duties

The duties of the President shall be to:

- (1) Preside at meetings of THE ASSOCIATED FACULTY OF NORCO COLLEGE.
- (2) Preside at meetings of the Executive Committee.
- (3) Make appointments not otherwise provided for in this Constitution, such appointments to be ratified by a simple majority of the Executive Committee.
- (4) Maintain regular communication with the Norco Academic Senate.

Section 5. President-Elect's Duties

The duties of the President-elect shall be to:

- (1) Act in the capacity of the President in any case where the President is unable to serve.
- (2) Conduct nominations and elections for THE ASSOCIATED FACULTY OF NORCO COLLEGE under the provisions of Article VIII of this Constitution.

Section 6. Secretary-Treasurer's Duties

The duties of the Secretary-Treasurer shall be to:

- (1) Maintain the accounts of THE ASSOCIATED FACULTY OF NORCO COLLEGE.
- (2) Provide for the collection of dues.
- (3) Assist the President-elect in the preparation of a budget for presentation on or before Sept. 30th of each year for approval by a majority vote of the combined Executive Committee and the Academic Senate at a meeting of the Academic Senate.
- (4) Keep minutes of the meetings of THE ASSOCIATED FACULTY OF NORCO COLLEGE and the Executive Committee.
- (5) Make these records available to the entire membership within ten days of the event recorded.
- (6) Send notes, flowers or cards to celebrate achievements and provide comfort for bereavement of faculty, staff and administration.

Section 7. Vacancies

- (1) Vacancies in elected positions shall be filled by majority vote of the Executive committee.

Section 8. Recall

- (1) Officers may be recalled from office by a vote of 2/3 of the membership of THE ASSOCIATED FACULTY OF NORCO COLLEGE at an election conducted by the Executive Committee.
- (2) A petition signed by 1/3 of the membership of THE ASSOCIATED FACULTY OF NORCO COLLEGE, or a vote of 2/3 of the Executive Committee, shall be necessary before such an election can be called.
- (3) The election shall take place in not less than 5 school days nor more than 15 school days following the receipt of the petition by the Executive Committee or the vote for removal by the Executive Committee.

ARTICLE V. THE EXECUTIVE COMMITTEE

Section 1. Executive Committee Duties

The Executive Committee shall:

- (1) Formulate and implement policies pursuant to the stated purposes of the AFNC.

- (2) Provide and maintain channels of communication between faculty, administration, and governing board.
- (3) Hear, investigate, deliberate, negotiate, recommend or refer any matters brought to its attention by a member.

Section 2. Executive Committee Composition

The Executive Committee shall be composed of the President, President-elect, Secretary -Treasurer, and the President of the Norco Academic Senate.

Section 3. Executive Committee Meetings

The Executive Committee shall hold electronic or regular at least once per year or as needed per semester or upon the call of the President.

Section 4. Executive Committee & Funds Expenditures

The Executive Committee may expend the funds of THE ASSOCIATED FACULTY OF NORCO COLLEGE in the conduct of its business under the provisions of the annual budget and may with a majority vote, make budgetary adjustments as needed to carry out the purposes of AFNC.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

The President-elect of THE ASSOCIATED FACULTY OF NORCO COLLEGE may appoint members to a Nominating Committee to recruit candidates for Associated Faculty elections.

Section 2. Ballots for Annual Elections

The President-elect shall prepare a ballot for the following purposes:

- (1) Election of Officers (on even numbered years) for the following positions in the ASSOCIATED FACULTY OF RIVERSIDE COMMUNITY COLLEGE DISTRICT:
 - President
 - President-elect
 - Secretary - Treasurer
- (2) Approval of amendments to the AFNC Constitution (as needed)

Section 3. BALLOTS & ELECTION TIMEFRAME

The ballot for THE ASSOCIATED FACULTY OF NORCO COLLEGE officers shall be presented prior to Sept. 30th of each year. Officers shall be installed on or before October 31st.

Section 4. Nominees

Nominees must consent to their nomination, either verbally at the nominating meeting or in writing, if unable to be present at the meeting and must be current members of AFNC.

Section 5. Election of Officer Candidates

Officer candidates shall be elected to office by a plurality.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern THE ASSOCIATED FACULTY OF NORCO COLLEGE.

ARTICLE VIII. AMENDMENTS

Section 1. Adoption of Amendments

Any article or section of this Constitution and By-Laws may be amended by 2/3 majority of the votes cast in an election held for the purpose of amendment, provided that notice of the proposed amendment has been given one week in advance of the election held.

Section 2. Proposal of Amendments

Amendments may be proposed by:

- 2/3 of the Executive committee or
- Petition signed by twenty-five percent of the members of THE ASSOCIATED FACULTY OF NORCO COLLEGE, or
- Petition signed by two-thirds of the AFNC Executive Committee and Norco Academic Senate combined.