

**TIDEWATER COMMUNITY COLLEGE  
ADMINISTRATIVE FACULTY ASSOCIATION CONSTITUTION**

**I. NAME**

The name of this body shall be the Administrative Faculty Association of Tidewater Community College.

**II. PURPOSE**

The Administrative Faculty Association is a constituent group established by the administrators of Tidewater Community College to identify common issues, to serve as a voice for the administrators, and to exercise the authority of the administrators in college affairs. The Association exists to provide an organization to address issues affecting the college's administrators, enabling them to contribute in a meaningful way to advancing the college's mission and goals.

The Administrative Faculty Association shall operate as a vehicle for regular communication among administrators, the classified staff, and the faculty. It shall provide support for those college and campus committees that the college deems necessary for the efficient and effective operation of the college.

The Administrative Faculty Association is dedicated to promoting a collegial community focused on teaching and learning and will make every attempt to reflect the College's diverse population and needs.

**III. MEMBERSHIP**

- a. The Administrative Faculty Association comprises all Faculty Administrators and, Classified Administrators including those individuals serving in an "Acting" or "Interim" capacity. The Association does not include librarians and counselors, individuals who are represented by other constituent groups, or those who serve on the President's Executive Staff. Typically, the members of the Administrative Faculty Association are employed via an administrative faculty contract or they serve as "Directors" in Pay Band 6 or higher in the classified compensation system.
- b. At its discretion, the Administrative Faculty Association may invite other members of the college community to participate in its meetings as nonvoting members.

**IV. OFFICERS**

The 9-member Executive Committee of the Administrative Faculty Association shall consist of the Executive Officers, who are the Chair, Vice-Chair, Secretary, and Immediate Past Chair, one representative from each campus, and one representative from the district office. All members of the Executive Committee are elected except for the Immediate Past Chair, who is an ex officio member of the Executive Committee.

- a. The Chair of the Administrative Faculty Association shall: (1) Serve as a member and preside over Administrative Faculty Association Executive Committee meetings; (2) Represent college administrators on the President's Advisory Planning Council (PAPC) and all other governance ceremonial functions; (3) Appoint persons to serve on college-wide standing ad hoc committees, including the PAPC, and other groups formed within the College's governance system; (4) Solicit volunteers to serve on standing and ad hoc committees formed by the Association; (5) Have signature authority for all expenditures of Association funds, and discretionary power to use remaining (unencumbered) balance of the budget; (6) Create a budget that strategically allocates all Association funds for the fiscal year; (7) Manage and keep accurate records of the Association fiscal budget; (8) Solicit thoughts, ideas, and opinions on all matters from members of the Executive Committee and general membership, if deemed necessary by the Chair; (9) Circulate to Association members information provided by the Association Executive Committee, and information of relevance to the Administrative Faculty Association from the College President through his/her appointed liaison, the TCC College Board, the TCC Educational Foundation Board, the PAPC, and other governance bodies; (10) Create the agenda for all face-to-face business meetings of the Executive Committee and general membership, and distribute electronically no less than 7 calendar days prior to the meeting; (11) Receive from the Secretary copies of the meeting minutes. Chairs are encouraged to share minutes in accordance with TCC communication practices by posting to the constituency website. (12) Request that the Office of Human Resources, no later than the first Friday of the first full week of the Fall and Spring semesters, generate a complete list of all members of the Association, which then must be posted SharePoint by the Chair, or designee; (13) Draft, with input from the Executive Committee, and forward to the PAPC Chair all required reporting such as mid- and end-of-year reports, vacancy lists, election results, PAPC appointments; (14) Draft, or designate to appointee, a meeting summary and provide it in accordance with TCC communication practices to the Office of Institutional Effectiveness by the 24<sup>th</sup> of each month. (15) Provide strategic planning and day-to-day management for all Association operations, programs and services; (16) Delegate and assign to any officer or member of the Executive Committee the oversight responsibility of any Association program/service, if deemed necessary by the Chair; (17) Have final review and oversight of processes in selecting recipients of the Administrator Professional Development Funds and Administrator of the Year Award; (18) Serve as the Immediate Past Chair to begin immediately following his/her term concluded as Chair of the Association.
- b. The Vice-Chair of the of the Administrative Faculty Association shall: (1) Serve as a member on the Executive Committee of the Administrative Faculty Association; (2) Perform the duties of the Chair in the Chair's absence or vacancy; (3) Serve as the parliamentarian from among the Administrative Faculty Association membership for the Association; (4) In the absence of the Chair and under special circumstances, have signature authority for the expenditures of all Association Funds; (5) Provide oversight for Association operations, programs

and services assigned by the Chair by performing all tasks necessary for successful implementation, which may include (a) manage and keep accurate records of the assigned program/service; and (b) communicate to the Chair in a timely manner information pertinent to the assigned program/service such as status reports, emerging questions or need for clarifications, and recommended actions.

- c. The Secretary of the Administrative Faculty Association shall: (1) Serve as a member of the Executive Committee of the Administrative Faculty Association; (2) Keep accurate minutes of Association business/working meetings; (3) Distribute electronically copies of the minutes to the Administrative Faculty Association Chair no more than 14 calendar days following each scheduled Administrative Faculty Association business/working meeting; (4) Ensure the relevance and currency of the association website; (5) Provide oversight for Association operations, programs and services assigned to by the Chair by performing tasks such as those described in the preceding section (b.(5)(a-b)).
  - d. The Immediate Past Chair of the Administrative Faculty Association shall: (1) Serve as a member of the Executive Committee of the Administrative Faculty Association; (2) Arrange the location for all Administrative Faculty Association business/working meetings; (3) Provide oversight for Association operations, programs and services, assigned to by the Chair by performing tasks such as those described in the preceding section (B.(5)(a-b)).
- V. EXECUTIVE BOARD ELECTIONS, TERMS OF OFFICE, AND VOTING**
- a. The term of office for all members of the Executive Committee shall be two years, and members of the Executive committee may serve no more than two consecutive, full terms in the same office.
  - b. The term of appointed persons who serve on college-wide standing and ad hoc committees formed under the College's shared governance system, such as the PAPC, shall be one year. The Chair may appoint an Association member to serve up to two consecutive years (terms) on any shared governance group.
  - c. The Chair, Vice-Chair, and Secretary shall be elected by winning the majority of votes cast by the Association's general membership by the third Friday in April of even-numbered years. The campus- and district-based representatives shall be elected by the third Friday in April of odd-numbered years. The Immediate Past Chair is an ex officio member of the Executive Committee and therefore is not elected.
  - d. If any member of the Executive Committee vacates his or her position prior to the normal election in April, the Executive Committee shall solicit volunteers from among the Association's general membership. Should more than one member seek the same vacated office, a special election to fill the vacancy for the duration of

that term shall be held electronically among the Association's general membership.

- e. Prior to the elections held by the third Friday in April, the Chair shall generate a list of Executive Committee membership openings for the upcoming year.
- f. By the third Friday in April of each year, election ballots for Executive Committee openings shall be created and elections held electronically among the Association's general membership.
- g. The term of office for all members of the Executive Committee shall begin on the first Friday in June of each year to enable a seamless transition and to help prepare newly elected officers and other members of the Executive Committee, and to fulfill additional college committee responsibilities.
- h. By the third Friday in June of each year, the incoming Chair of the Association shall appoint a member(s) of the Administrative Faculty Association to serve a one-year term on the PAPC and any other committee formed under the College's shared governance system.
- i. The term of appointed persons who serve on committees formed under the College's shared governance system shall begin on the third Friday in June of each year to help newly appointed persons prepare for their committee work.
- j. An Executive Committee member may be removed from office or position for cause, such as a conflict of interest, unethical behavior, or not fulfilling responsibilities, as provided herein, by quorum and a majority vote of the Executive Committee.
- k. Vacancies in office or position may be filled for the balance of the term by quorum of a majority vote of the Executive Committee.

## **VI. GENERAL BODY MEETINGS AND VOTING**

- a. The Administrative Faculty Association shall meet at such times as the membership and/or Executive Committee deems appropriate, but no less than once per quarter.
- b. Meeting locations shall rotate among the campuses, centers, and the district office.
- c. The Association's Chair shall be responsible for providing at least one week's advance notice of all meetings, except in an emergency.
- d. Any ten members of the Association may petition the Executive Committee for a meeting of the Association.

- e. One-third of the Association's membership shall constitute a quorum.
- f. Proxy voting, whereby one member casts a vote on behalf of another member, shall not be permitted on any Administrative Faculty Association business.
- g. Absentee voting, whereby a member who will be absent or unable to vote in person, shall not be permitted on any Administrative Faculty Association business.
- h. In the event of a lack of quorum at a meeting, the Chair may elect to call for a virtual vote by the full membership within five business days following the meeting. Members will have ten business days following the poll's initiation to cast a vote. All actions taken based on a virtual vote will be binding provided the number of votes received constitutes a quorum.
- i. Meetings of the Association shall be governed by Robert's Rules of Order Revised, latest edition.

## **VII. ADMINISTRATIVE FACULTY ASSOCIATION COMMITTEES**

- a. EXECUTIVE COMMITTEE
  - i. The Executive Committee membership shall consist of the officers of the Administrative Faculty Association and one representative from each campus and district office, as well as one additional ad hoc member if the condition referred to in VII.c exists.
  - ii. Duties include (1) Represent college-wide, Association-eligible administrators; (2) Address concerns and suggestions of administrators to the College President through the President's appointed liaison; (3) Prepare the agenda for Administrative Faculty Association general body meetings.
  - iii. The Executive Committee shall meet at the call of its chair or upon a petition by a majority of its members.
- b. AD HOC COMMITTEES
  - i. The Association shall establish those ad hoc committees that are appropriate to carry out its responsibilities.
  - ii. The purpose of these ad hoc committees shall be to examine issues and suggest policy to the Association.
  - iii. Ad hoc committees shall not assume responsibility for areas of concern beyond those assigned them, except by prior approval of the Association.

c. **COMMITTEE APPOINTMENTS**

- i. The Chair of the Administrative Faculty Association and one other member elected by the Association will serve on the President's Advisory and Planning Council.
- ii. If the other member is not already on the Executive Committee, (s)he will become an ad hoc member of the Executive Committee while serving on the President's Advisory and Planning Council.

**VIII. AMENDMENTS**

This Constitution may be amended by a quorum and majority vote as described in Section VI.F-H. Copies of the proposed amendment and rationale must be provided to the members of the Association at least two weeks prior to the referendum.

**IX. CONSTITUTION**

This Constitution shall take effect upon the affirmative vote of a majority of the Association members.

Approved unanimously on September 2, 1999.

Amended Section III, Part A on September 8, 2008 by the Executive Committee and then on September 8, 2008 by the general membership.

Amended Section IV on October 17, 2008 by the general membership.

Amended Section V on November 17, 2008 by the general membership.

Amended Sections II, III, IV, V, VI, VII, VIII, and IX on April 5, 2016 by the general membership.

Amended Sections I, II, III, IV, V, VI, VII on March 23, 2018 by the general membership.