

**ADJUNCT FACULTY ASSOCIATION
of the MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

BYLAWS

Article I – NAME OF THE ORGANIZATION

- A. The Organization name is the Adjunct Faculty Association ("AFA") of the Maricopa County Community College District ("MCCCD").
- B. The AFA shall govern itself in accordance with the laws of the State of Arizona and the AFA Articles of Incorporation.

Article II – PURPOSE

- A. The AFA is a professional association organized pursuant to its Articles of Incorporation whose primary purpose is to advocate for Adjunct Faculty within the structure of the MCCCD policies and guidelines.
- B. The AFA also provides Adjunct Faculty a framework within which to achieve certain goals, as follows:
 - 1. Educate the public and MCCCD institutions about Adjunct Faculty talents and abilities.
 - 2. Support the advancement of Adjunct Faculty knowledge and skills.
 - 3. Provide a network through which common interests, education and assistance may be shared among Adjunct Faculty.
 - 4. Encourage the working together and the joining of forces of all MCCCD resources for the application of effective practices for the improvement of education within the MCCCD.

Article III – MEMBERSHIP

- A. "Members" shall encompass all registered persons who are teaching or have taught part-time temporary instructional assignments within the MCCCD ("Adjunct Faculty") during the current or previous AFA fiscal year. The procedures for establishing and maintaining Member status and confirming Member qualifications shall be designated by the AFA Board of Directors ("Board"). Rights and privileges attached to Membership shall be designated by the Board. Members are non-voting.
- B. "Supporting Members" shall encompass those Members who make voluntary monetary contributions to the AFA during the current AFA fiscal year. The minimum voluntary monetary contribution to gain the designation of Supporting Member shall be designated by the Board. Rights and privileges attached to Supporting Membership shall be designated by the Board.
- C. "Life Members" shall encompass those Members who have been recognized by the Board for being Adjunct Faculty for fifteen or more years. Achievement of Life Membership will utilize a verification process approved by the Board. Rights and privileges attached to Life Membership shall be designated by the Board.

Article IV – BOARD OF DIRECTORS

- A. The AFA shall be governed by the Board comprised of the Executive Committee and a College Representative from each College of the MCCCD. Board members serve for a term of one AFA fiscal year. A person shall not hold more than one position on the Board. The duties of the Board members are designated by the Board from time to time. Board members must be AFA Members.
- B. The Executive Committee shall be comprised of the AFA Officers and the Past President. The AFA Officers shall be President, Vice President, Secretary and Treasurer. The President shall serve as the Chairman of the Board and Chief Executive of the AFA and carry out the duties of the office as designated by the Board. The Vice President shall carry out the duties of the office as designated by the Board and shall in the event of the absence or inability of the President to exercise the office of president

become acting President with all the rights, privileges, powers, and responsibilities as if having been duly elected President of the AFA. The Secretary shall keep the minutes and shall be solely responsible for the records of the AFA and shall carry out the duties of the office as designated by the Board. The Treasurer shall have the care and custody of and shall be solely responsible for all monies belonging to the AFA and shall carry out the duties of the office as designated by the Board. The Past President shall serve as an advisor to the Executive Committee. The AFA Officers are elected by the Board for a term of one AFA fiscal year from among the Members whose name is put forth as candidates for these positions in a manner designated by the Board.

- C. College Representatives are designated by their respective Colleges to serve on the AFA Board through communication provided to the Executive Committee. The Executive Committee shall on a yearly basis reconfirm College Representative designation. With Board approval, a College Representative position may be shared by two or more persons provided that only one vote shall be cast between or among those persons. With Board approval, a College Representative may select another Member, who is not a Board member, as an Alternate College Representative (“Alternate”) to represent him/her at a given Board meeting. With Board approval, an alternate may vote at a given Board meeting.
- D. Any Board member may resign at any time by giving written notice to the President or Secretary. Any Board member may be removed by the Board for cause, including, but not limited to, failure to carry out designated duties, failure to appear regularly at meetings, failure to support the Board and the AFA in their respective actions and duties, or malfeasance.
- E. Any vacancies on the Board shall be filled for the unexpired portion of the respective term by the Board. The Executive Committee shall utilize its good faith and reasonable efforts to identify and recommend to the Board suitable Members to fill each vacant position.
- F. Board members present equal to 1/2 of the filled Board positions shall constitute a quorum for the purposes of conducting a Board meeting. In the absence of a quorum, no formal action shall be taken by the Board except to adjourn the meeting to a subsequent date. Board passage of a motion is by simple majority of those present except as specified in Article X. Board members may participate in Board meetings through use of a telephone if such can be arranged so that all participating Board members can hear all other members. The use of a telephone for such participation shall constitute a Board member being present.
- G. Any Board member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Article V – COMMITTEES

- A. The Board may designate a committee or committees, standing or temporary, to meet the needs of the AFA. The Board may designate Members who are not Board members to serve as non-voting members on any committee. The standing committees shall be as follows:
 - 1. Bylaws
 - 2. Elections
 - 3. MCCCCD Representation and Policy Development
 - 4. Membership/Fund Raising
 - 5. Education/Conference
 - 6. Communications
- B. Committees may be combined if necessary for efficiency, as shall be designated by the Board.
- C. Committees shall report to the Board at each scheduled Board meeting to ensure oversight of Committee activities.

Article VI – ADVISORY COMMITTEE

An Advisory Committee, who need not be Members, shall be selected by the Board to assist the Board with community matters. One Advisory Committee member shall be selected from the Maricopa Community College District Administrators. Additional Advisory Committee members shall be selected from the MCCCCD community.

Article VII – MEETINGS

- A. The Board shall meet at least nine times each AFA fiscal year.
- B. Special meetings of the Board may be called by Board Members equal to 1/4 of the filled Board positions in such time and at such place as may be specified in the respective notice except as specified by Article IV, Section G.
- C. An annual meeting of the Members and the Board shall be held once per AFA fiscal year.
- D. Notice of all regular AFA meetings shall be published a minimum of 72 hours prior to the beginning of the meeting.
- E. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board meeting proceedings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order designated by the Board. The parliamentarian for each Board meeting shall serve to provide guidance to compliance to the Board meeting proceedings rules as designated by the Board.

Article VIII – INDEMNIFICATION

The AFA shall indemnify the Board members against any and all Liabilities, and advance any and all reasonable Expenses incurred thereby in any Proceeding to which any Board member is a Party because such Board member is a Board member of the AFA. The terms “Liabilities”, “Expenses”, “Proceeding”, “Party”, as used in this Article shall have the meaning set forth in Section 10-3850 of the Arizona Nonprofit Corporation Act (“ANCA”).

Article IX – FISCAL YEAR

- A. The AFA fiscal year shall be July 1 to June 30.

Article X – FORCE AND EFFECT; AMENDMENT

- A. These Bylaws shall be in full force and effect from the date of passage until amended.
- B. Amendments to the Bylaws must be approved by Board members equal to 2/3 of the filled Board positions. Amendments shall be effective immediately.
- C. In the event of questions or potential conflicts with respect to these Bylaws, the Bylaws Committee shall review the issues and make recommendations to the Board to resolve such conflicts or amend the Bylaws. The Bylaws Committee, with the authorization of the Executive Committee, may consult with legal counsel as necessary.