

CONSTITUTION FOR ADJUNCT FACULTY UNITED
American Federation of Teachers (AFT)
LOCAL 6106

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ARTICLE I	TITLE OF ORGANIZATION

This organization shall be known as Adjunct Faculty United (AdFac), AFT Local 6106.

ARTICLE II PURPOSE

- Section 1. The purpose of this organization shall include the provision of an association whereby **adjunct faculty members** (which includes part-time counselors, instructors, and librarians) can relate to one another on the basis of mutual assistance and cooperation in order to protect and promote their professional interests and to improve the quality of instruction and learning.

ARTICLE III MEMBERSHIP

- Section 1. All adjunct faculty members" as identified in Article I, RECOGNITION of the current Agreement between AdFac and the North Orange County Community College District (NOCCCD) shall be eligible for membership during the period of employment by NOCCCD and the twelve (12) months following such employment in AdFac .
- Section 2. Provisions shall be made in the By-Laws whereby retired/former adjunct faculty members may continue their membership.
- Section 3. No discrimination shall ever be shown toward individual adjunct faculty members, union staff or applicants for AdFac membership because of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law.
- Section 4. Members-in-good-standing shall be defined as members who have been employed by NOCCCD within the twelve months preceding the vote and who have signed a membership form for Adjunct Faculty United. Members who have not paid dues for more than twelve (12) consecutive months prior to the election are not eligible to vote.

ARTICLE IV OFFICERS

- Section 1. The following officers shall be elected by the membership:
- a. President
 - b. Vice President (Cypress)
 - c. Vice President (Fullerton)
 - d. Vice President (NOCE)
 - e. Secretary
 - f. Treasurer
- Section 2. Faculty members in good standing as members of AdFac for six (6) consecutive months prior to the election shall be eligible as candidates for AdFac office.

Section 3. To be eligible for election, a candidate must be a part-time faculty member in the NOCCCD. The Vice Presidents must be a part-time faculty member in the college that they represent.

Section 4. The officer election process established by the Elections Committee can be facilitated digitally. Elections shall be conducted by open nominations, using secret ballot, to all members in good standing. A plurality of all votes shall determine the winner. A record of voters receiving or casting ballots shall be recorded and maintained for two years.

The election of officers shall be held during the six-week period prior to the conclusion of instruction during the Spring semester of each election year. Elections shall be held every two years.

Section 6. In the event that no member receives more than 15% of the eligible ballots counted, the Executive Board shall appoint a qualified member to fill the vacant position for the remainder of the two-year term.

Section 7. Removal of Officers will be covered in the By-Laws.

ARTICLE V COMMITTEES

Section 1. Standing committees of AdFac shall include the following:

- a. Committee on Political Education (COPE)
- b. Communications
- c. Grievance.
- d. Membership.
- e. Negotiations

Section 2. Special committees of AdFac shall include:

- a.
- b. Elections.
- c. Constitution.
- d.
- e.

Section 3. The President, with the approval of the Executive Board, shall appoint the chairs and members of standing and special committees for a period of one year who must be AdFac members in good standing.

Section 4. Except as may otherwise be specified in the AdFac Constitution and By-Laws, all appointments made by the AdFac President are subject to the approval of and shall serve of the pleasure of the AdFac Executive Board, and may be removed at the discretion of the Executive Board by a majority vote of the Board.

ARTICLE VI DUTIES OF STANDING COMMITTEES

Section 1. Committee on Political Education (COPE)

- a. The COPE shall consist of members in good standing who are also making voluntary contributions to COPE. The committee shall be headed by an appointed COPE Chair.
- b. The COPE shall be responsible for educating members and endorsing pro-education and pro-adjunct officials and legislation at the local, state, and national levels.
- c. These candidates and legislation may be supported by using voluntary political contributions from AdFac members.
- d. The COPE may work with our campus union colleagues, community political organizations, and other community college districts.
- e. The COPE will also develop relationships with local and state officials as well as the OCLF, CFT, and AFT.

Section 2. Communications Committee

- a. The Communications Committee shall consist of members in good standing and headed by an appointed Communications Chair.
- b. The Communications Committee shall be responsible for maintaining AdFac's online presence which includes the union website and social media accounts (e.g. Facebook, Instagram, YouTube).
- c. The Communications Committee shall be responsible for developing flyers and promotional materials for AdFac membership as well as union events.
- d. The Communications Committee shall be responsible for sharing regular updates with AdFac members through Action Network. These updates may include messages from Executive Board members, issues of the AdFac newsletter *AdFacts*, reminders for submitting forms, legislation updates, and any other topics of relevance and importance to members and AdFac.

Section 3. Grievance Committee

- a. The Grievance Committee shall consist of members in good standing including the AdFac President, the AdFac Vice Presidents, appointed members, the Executive Director, and headed by an appointed Grievance Chair.
- b. The Grievance Committee shall respond to all complaints and grievances as provided in the current Agreement between AdFac and the District.

Section 4. Membership Committee

- a. The Membership Committee shall consist of members in good standing and headed by an appointed Membership Chair.
- b. The Membership Committee shall be responsible for organizing, recruiting and maintaining membership on a year-round basis.
- c. The Membership Committee shall be responsible for the ongoing recruitment of volunteers to carry out functions necessary to the operation of the union – phone banks, literature distribution, and other tasks as developed by the Executive Board.
- d. The Membership Committee shall be responsible for planning member events for the year (e.g. General Membership Meetings, training sessions for members, social events, and more). These events may be held in person or facilitated virtually.
- e. The Membership committee shall be responsible for recommending a membership budget to the Treasurer for the creation of the AdFac annual budget.

Section 5. Negotiations Committee

- A. The Negotiations Committee shall consist of appointed members who are in good standing and be headed by an appointed Negotiations Chair. It shall also include the AdFac President and the Executive Director.
- B. Every reasonable effort shall be made in the appointment process to ensure that the diversity of interests represented by AdFac shall be adequately reflected on the committee and/or have access whether directly or indirectly to the negotiation's process.
- C. The Negotiations Committee shall prepare contract negotiating proposals for review by the Executive Board prior to their presentation to the District for the purpose of negotiations. These proposals should reflect the Committee's consideration of contract suggestions from a diverse cross-section of AdFac's constituency.
- D. The Negotiations Committee shall recommend to the Executive Board for approval which committee members are willing to serve on the Negotiations Team headed by the Negotiations Chair.
- E. The Negotiations Team shall conduct contract negotiations with the District. It shall have the authority to modify AdFac contract proposals, accept or reject District proposals, and grant tentative approval of contract proposals pending ratification by a simple majority of the AdFac members.
- F. The Negotiations Committee shall engage in contract writing for the duration of the successor contract negotiations as determined by the Executive Board.
- G. The Negotiations Committee shall consult with the Negotiations Chair regarding contract writing for any Memorandums of Understanding (MOUs).

ARTICLE VII

DUTIES OF SPECIAL COMMITTEES

- a.
- b.
- c.
- d.

Section 3. Elections Committee

- a. The Elections Committee shall consist of any member in good standing who is not running for election and be headed by an appointed Elections Chair. It may also include the Executive Director.
- b. The Elections Committee shall be appointed by the President with the approval of the Executive Board at least thirty (30) days prior to the start of the election.
- c. The Elections Committee will notify the membership of the date and method of the election at least thirty (30) days prior to the start of the election
- d. The Elections Committee shall receive nominations of candidates submitted by members for elective offices twenty (20) days prior to the start of the election. The Elections Committee shall verify that each nominated candidate has consented to the nomination prior to including their name on the ballot sent to members.

- e. If a member of the Elections Committee is nominated for an elective office and accepts that nomination, they shall immediately step down from the Elections Committee.
- f. The Elections Committee shall prepare for the membership a ballot of candidates for the various elective AdFac offices. The ballot shall then be distributed to the membership at least fourteen (14) days prior to the election, together with a notice from the Elections Committee specifying the date and method of the election.
- g. The Elections Committee shall be responsible for monitoring and securing the votes cast by members in good standing. Votes may be cast either by mail or through electronic voting dependent upon the method decided by the Elections Committee.
- h. The Elections Committee shall be responsible for announcing the results of the election within 72 hours of the voting deadline.
- i. If the election of officers is to be conducted at a general membership meeting, members may then nominate candidates from the floor for any elective office, provided that the candidate gives his/her/their consent to the nomination.
- j. The Election Committee is responsible for informing nominees of the duties and responsibilities of the office they seek as outlined by AdFac's Constitution and By Laws.
- k. Candidates seeking to hold union office must agree to
 - 1) Uphold Adfac's Constitution and By-Laws
 - 2) Carry out the duties and responsibilities of the office they seek as outlined by AdFac's Constitution and Bylaws to the best of their abilities.
 - 3) Uphold AdFac's code of conduct (appendix item X).
 - 4) Uphold agreements and contracts made between AdFac, union staff, and other stakeholders.

Section 4. Constitution Committee

- a. The Constitution Committee shall consist of members in good standing and headed by a Constitution Chair.
- b. The Constitution Committee shall review the AdFac Constitution as necessary in order to ensure that the governing procedures of AdFac remain current and functional.
- c. The Constitution Committee shall present recommended changes to the Executive Board for approval. After approval, the Constitution Committee will present recommended changes to members in good standing at the General Membership Meeting for ratification.

ARTICLE VIII EXECUTIVE BOARD

Section 1. The Executive Board of AdFac have one vote each and shall consist of the following:

- a. AdFac officers
- b. Chairs of the Standing Committees
- c.

- d. Immediate past AdFac President
- e.
- f.

- Section 2. Executive Board members must be members of AdFac in good standing. Executive Board members are required to be sworn in prior to taking office at the first Executive Board meeting or General Membership meeting, whichever comes first, of their term. Executive Board members must agree to make every reasonable effort to uphold the Constitution and By-Laws, including its appendix items.
- Section 3. The Executive Board shall administer the policies of AdFac , and it shall have the authority to act on behalf of the AdFac membership under those conditions where policy has not been formulated by the full membership. The Executive Board shall have the authority to establish special committees in addition to those specified in Article VI, Section 2.
- Section 4. The AdFac President shall chair the Executive Board.
- Section 5. The Executive Board shall determine the time and location of Executive Board meetings. AdFac members shall be so informed and invited to attend.
- Section 6. The Executive Board shall have the authority to employ all personnel whether full or part-time, including an Executive Director and clerical assistance, and such other persons as may be determined based on the needs and finances of AdFac .
- Section 7. The Executive Board shall report its activities on a regular basis, at general membership meetings and/or in *AdFacts*.
- Section 8. A quorum, consisting of a majority of the elected officers of the Executive Board, must be present at the Board meetings in order to conduct AdFac business.

Section 9 In instances where one Executive Board Member fills more than one position, one vote shall be counted.

ARTICLE IX AFFILIATIONS

- Section 1. AdFac shall maintain affiliation with the following organizations, and delegates shall be elected in compliance with federal law and the AFT and CFT Constitutions:
- a. AMERICAN FEDERATION OF TEACHERS.
All delegates and alternates to the national convention of the AFT shall be selected by secret ballot. Notice of the election shall be sent to AdFac members at least thirty (30) days prior to the meeting. The President and Secretary of the Executive Board shall certify the election and forward the credentials of all elected delegates and alternate to the AFT no later than fifteen (15) days prior to the convening of the national convention.
 - b. CALIFORNIA FEDERATION OF TEACHERS.
Delegates and alternates to the state convention of the CFT shall be elected at least thirty (30) days prior to the convening of the convention by secret ballot..
 - c. CALIFORNIA LABOR FEDERATION

The AdFac President or designee shall represent AdFac at the State Federation of Labor Convention.

d. ORANGE COUNTY LABOR FEDERATION (AFL-CIO).

Section 2. Delegates shall submit reports to the Executive Board concerning all meetings attended on behalf of AdFac .

Section 3. AdFac shall pay the expenses up to the amount permitted by the approved budget and actually incurred by those delegates and alternates authorized by the Executive Board to attend meetings and conventions.

Section 4. Delegates and alternates to affiliated organizations shall be members in good standing of AdFac for at least one year.

Section 5. AdFac shall make every reasonable effort to be active in the activities of affiliated organizations and, where possible, shall send delegates to the meetings and conventions of affiliated organizations.

ARTICLE X MEETINGS

Section 1. There shall be at least one general membership meeting called during the regular school year. The Executive Board may call such additional meetings at its discretion, or if a petition signed by one-fourth of the total membership requests such a meeting.

ARTICLE XI FINANCE

Section 1. The amount of membership dues may be amended by a majority vote of the Executive Board, provided that the membership is notified of such a proposed amendment at least thirty (30) days prior to the Executive Board meeting.

Section 2. Additional revenues may be obtained for AdFac through fundraising activities at the discretion of the Executive Board.

Section 3. AdFac shall conduct audits as required by the AFT Constitution and as required by law.

Section 4. The Executive Board shall establish the fiscal year of October 1st through September 30th to be used for AdFac accounting.

ARTICLE XII PROCEDURAL RULES

Robert's Rules of Order (revised) shall govern in those areas not covered by the AdFac AFT Constitution or By-Laws. When voting in person is not practical, the Executive Board may vote by email to approve MOU's, expenditures, appointment of officers, and other types of business that are urgent in nature.

ARTICLE XIII CONSTITUTIONAL AMENDMENT

This Constitution may be amended by a simple majority of the members voting provided the proposed amendment is submitted to the membership prior to the balloting.

ARTICLE XIV AVAILABILITY OF THE CONSTITUTION

- Section 1. Copies of this Constitution shall be available on the AdFac website, www.adfacunited.net and upon request to AdFac members.

BY-LAWS

ARTICLE I DUES

- Section 1. The Executive Board shall determine membership dues provided that any proposed change in the dues be submitted to the membership no less than fourteen (14) days prior to the Executive Board's vote on the proposed change. AdFac monthly dues shall include per capita fees required for AdFac affiliations and for insurance plans for which all AdFac members are beneficiaries.
- Section 2. The Executive Board shall increase AdFac monthly dues to equal any increases in per-capita payments that are required to be made to the American Federation of Teachers and any increase to either the state federation or the regional council to which AdFac is affiliated.
- Section 3. Dues may be paid directly to the AdFac Treasurer or by payroll deduction.

ARTICLE II STANDARDS, COMPLAINTS AND GRIEVANCES

- Section 1. Any adjunct faculty member may file a written complaint against AdFac with the Executive Board within five working days after the cause of the complaint was known or should have been known by the complainant(s).
- Section 2. The Executive Board shall appoint three AdFac members to serve as the panel to hear the complaint. The complainant(s) shall select one of the three members of the hearing panel.
- Section 3. The hearing panel shall hold a confidential hearing within ten working days following its appointment, unless the complainant(s) and the party representing the AdFac agree in writing to an extension of time for the commencement of the hearing.
- Section 4. Within five working days following the conclusion of the hearing, the panel shall issue a written decision to the complainant(s) and AdFac.

- Section 5. If the complainant(s) is not satisfied with the panel's decision, a written appeal may be filed with the AdFac Executive Board within five working days of the panel's decision. The Executive Board shall review the panel's decision and issue its decision, which shall conclude this process.
- Section 6. If an elected officer fails to attend three (3) consecutive Executive Board meetings or resigns from the Board, then the position shall be considered vacant. The Executive Board, by a majority vote, shall appoint an officer to complete the replaced officer's term. The Executive Board, by a majority vote, may excuse absences for good and sufficient reasons.
- Section 7. An officer of AdFac , whether elected or appointed, may be removed from office prior to the expiration of his/her/their term for act(s) detrimental to the interests of AdFac upon presentation to the AdFac Executive Board of a written petition containing specific documented charges signed by at least one-fourth of the total membership, **or upon a motion supported in the affirmative by at least 60 percent of the total Executive Board membership.** A general membership meeting shall be called within fourteen (14) days of either action, at which time the members present shall determine by a majority of those voting whether the officer shall be retained in office. If the removal is confirmed, the office shall immediately be filled on an interim basis by the Executive Board until such time as an election is held pursuant to this Article. If the position is appointive, the AdFac President shall fill the vacancy subject to the approval of the Executive Board.

ARTICLE III COPE (Committee on Political Education)

- Section 1. The Board is authorized to establish a COPE committee.
- Section 2. The name of this committee shall be the Adjunct Faculty United, AFT Local 6106, COPE Committee ("Committee").
- Section 3. The general purpose of the Committee is to support and further the goals and policies of the Local Union. The specific purposes are:
- To support candidates for election to the NOCCCD Board of Trustees.
 - To support candidates and positions on ballot measures endorsed by the Local Union.
 - To further the common good and general welfare by promoting improvements in public education.
 - To promote the welfare of our active and retired members and teachers in general.
 - To encourage the improvement of benefits, compensation, working conditions and retirement status of our active and retired members and teachers in general.
- Section 4. Members of the Local Union may make contributions to the Committee directly or through payroll deduction. This amount may be changed at any time with prior approval of the member. The Committee may accept contributions from persons who are not members subject to the approval of the Board.
- Section 5. The control and direction of the Committee shall be vested with the members of the Executive Board of the Local Union. The Board shall have control over the funds and

affairs of the COPE and shall establish and carry out all policies and activities. The Board may delegate all or some of the responsibilities of the COPE to the Executive Board, a committee of the Board, or a separate committee of members appointed by the Board.

ARTICLE IV AMENDMENT PROCEDURE

The AdFac By-Laws may be amended by a majority vote of the Executive Board, provided that the proposed amendment shall be in writing and submitted to the members at least fourteen (14) days prior to balloting.

ARTICLE V DUTIES OF OFFICERS

Section 1. The duties of the President shall include:

- a. Presiding at meetings of AdFac , including the Executive Board.
- b. Serving as an *ex-officio* member of all AdFac committees.
- c. Signing all necessary papers and documents.
- d. Representing AdFac when and where necessary.
- e. Working in a collegial manner with other groups representing adjunct faculty interests.
- f. Reporting to the membership at least once a year summarizing the accomplishments of AdFac and outlining plans for the future.
- g. Serving *ex officio* as AFL/CIO, AFT/CFT Chief Convention Delegate or designee.
- h. Representing AdFac at meetings of the Orange County Labor Federation and such other meetings of the Federation as directed by the Executive Board.
- i. Acting as custodian of the seal and the charter of AdFac .

Section 2. The duties of the Vice President (Cypress) shall include:

- a. Performing all Presidential duties as determined by Section 1 in the absence of the President.
- b. Carrying out such additional executive and administrative responsibilities on behalf of AdFac as may be determined by the Executive Board.
- c. Carrying out responsibilities specific to his/her school.
- d. Attending Executive Board meetings.
- e. Ensuring that the union is represented at orientation meetings at the beginning of each semester.
- f. Represent Cypress members in grievance meetings and procedures.
- g. Conduct member outreach via regular office hours and/or at least one member meeting each term.
- h. Conduct new member recruitment by phone banking and/or classroom visits at least once each term.

Section 3. The duties of the Vice President (Fullerton) shall include:

- a. Performing all Presidential duties as determined by Section 1 in the absence of the President.
- b. Carrying out such additional executive and administrative responsibilities on behalf of AdFac as may be determined by the Executive Board.
- c. Carrying out responsibilities specific to his/her/their school.
- d. Attending Executive Board meetings.

- e. Ensuring that the union is represented at orientation meetings at the beginning of each semester.
- f. Represent Fullerton members in grievance meetings and procedures.
- g. Conduct member outreach via regular office hours and/or at least one member meeting each term.
- h. Conduct new member recruitment by phone banking and/or classroom visits at least once each term.

Section 4. The duties of the Vice President (NOCE) shall include:

- a. Performing all Presidential duties as determined by Section 1 in the absence of the President.
- b. Carrying out such additional executive and administrative responsibilities on behalf of AdFac as may be determined by the Executive Board.
- c. Carrying out responsibilities specific to his/her/their school.
- d. Attending Executive Board meetings.
- e. Ensuring that the union is represented at orientation meetings at the beginning of each trimester.
- f. Represent NOCE members in grievance meetings and procedures.
- g. Conduct member outreach via regular office hours and/or at least one member meeting each term.
- h. Conduct new member recruitment by phone banking and/or classroom visits at least once each term

Section 5. The duties of the Secretary shall include:

- a. Recording and digitally disseminating the minutes of all general membership and Executive Board meetings.
- b. Disseminating the minutes of the previous meeting to the Executive Board at least a day prior to the next meeting.
- c. Issuing notices and answering correspondence, email or otherwise, at the direction of the President and the Executive Board.
- d. Attending Executive Board meetings.
- e. Drafting an agenda within 3 days of Executive Board Meetings in order to allow Executive Board Members to add agenda items as necessary.
- f. Provide administrative support, when possible, at the direction of the President and the Executive Board. This may include but is not limited to maintaining membership lists, filing and data entry.

Section 6. The duties of the Treasurer shall include:

- a. Keeping accurate financial records of AdFac .
- b. Depositing all incomes in the name of AdFac and paying all expenditures as authorized by the adopted AdFac budget or by action of the Executive Board.
- c. Checking and signing off on all financial records and reports in a timely manner as required by government agencies as well as the AFT and CFT.
- d. Explaining appropriate monthly statements and backup reports to the Executive Board operating budget at least one month prior to the close of the current AdFac fiscal year for consideration and adoption by the Executive Board.
- e. Attending Executive Board meetings.

11/23/2023

Appendix I: Code of conduct

To be presented before executive board meeting and general membership meetings..

Adjunct Faculty United (AdFac) has adopted the CFT Code of Conduct, which prohibits discriminatory, harassing or otherwise unacceptable behavior in the workplace and at any AdFac activity, event or meeting, even if the conduct has not risen to the level of a violation of law.

AdFac is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law. We ask all meeting participants to conduct themselves consistent with the values of equity and equality.

AdFac is committed to fostering an environment of courtesy, civility, and collegiality everywhere our union is present. We insist that all union leaders, members of our bargaining unit, union staff, and everyone else we interact with, are treated with the respect and dignity they deserve.

[I or Name] _____ is/am the designated point person for anyone who thinks they have experienced discriminatory, harassing or otherwise unacceptable behavior at this [name of event] _____.

I urge you to contact the [Me or Name] _____ if you have any concerns.

If you are unable to reach [Me or Name] _____, you may notify one of the following:

Appendix II: Pledge for executive board members / union officers.

Pledge:

AdFac Executive Board Service Commitment Pledge:

I, _____, recognizing the important responsibility I am undertaking in serving as an officer of the Executive Board of Adjunct Faculty United (AdFac), AFT local 6106, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as an Executive Board member.

My Role: _____.

I acknowledge that my primary role as an Executive Board officer is to contribute to the success of AdFac's mission and governing the fulfillment of that mission, and to carry out the functions of an officer of the Executive Board as stated in the Constitution and Bylaws.

My role as an officer of the Executive Board will focus on the development of my elected and/or appointed position to the best of my ability.

My Commitment:

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

Pledge:

1. To establish a high priority with regards to my attendance at all meetings of the Executive Board, general members and committees on which I serve.
2. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
3. To work with and respect the opinions of my peers who serve on this Executive Board, and to leave my personal prejudices out of all Executive Board discussions.
4. To always act for the good of the union.
5. To represent this union in a positive and supportive manner at all times and in all places.
6. To observe the parliamentary procedures and display courteous conduct in all Executive Board, general members and committee meetings.
7. To refrain from intruding on fellow elected officer's duties.
8. To avoid conflicts of interest between my position as an Executive Board member and my personal life. If such a conflict does arise, I will declare that conflict before the Executive Board and refrain from voting on matters in which I have conflict.
9. To support in a positive manner all actions taken by the Executive Board, even when I am in a minority position on such actions.
10. Strive to serve on at least one district committee, attend all meetings, and participate in the accomplishment of its objectives and ensure that all support materials are shared with the Executive Board.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as an Executive Board member/officer.

AdFac Executive Board Service Commitment Pledge – October 2023 Version

Appendix III:

Adjunct Faculty United may develop a mission statement that will be referenced by the Constitution and By-Law and included in its appendix. The mission statement should not conflict with any provisions of the Constitution and By-Laws. The mission statement shall be approved and added to the Constitution and By-Laws in accordance with the constitutional amendment procedure outlined in the Constitution and By-Laws.