Constitution  
of the  
National Capital Region Faculty Association (NCRFA)

Article I  
NAME OF THE ORGANIZATION

The name of the organization shall be the National Capital Region Faculty Association of Virginia Polytechnic Institute and State University.

Article II  
PURPOSE

The twofold purpose of the organization shall be to provide for effective participation of the faculty in the formulation, determination, implementation, and evaluation of policies and procedures of the Virginia Tech National Capital Region and of the University in a collaborative effort to better serve the citizens of Northern Virginia and the Commonwealth; and to promote faculty development and faculty benefits on matters that relate to their well-being (particularly those that accrue by virtue of location away from the Blacksburg campus).

Article III  
MEMBERSHIP

Membership is open to all Virginia Tech faculty in the National Capital Region holding full-time and part-time appointments. Members in good standing are entitled to vote on all elected Association officers, on this Constitution, and on such other matters that may be provided for by this Constitution.

Article IV  
THE OFFICERS AND THEIR FUNCTIONS

Section 4.1  
Officers and Term

The elected officers of the National Capital Region Faculty Association shall be President, a President-Elect, a Secretary, and a Treasurer.

The President-Elect of the Faculty shall be elected for two consecutive years, one year as President-Elect and the second year as President. The Secretary and the Treasurer shall be elected for a term of one year. The President may not serve consecutive terms. The Secretary and the Treasurer may not serve in the same office for more than two consecutive terms. Elections shall be conducted during the spring semester, and terms of office shall begin on July 1.

Section 4.2  
Functions

a. **President.** The President shall preside at regular and special meetings of the Association, oversee all elections, chair the Executive Committee, represent the Association as its official spokesperson at the university level and perform other duties pertaining to the office.
b. **President-Elect.** The President-Elect shall perform the duties of the President in his or her absence; shall complete the term of the President’s office should he/she leave office with less than six months remaining in his or her term; and shall be involved in any matter of interest to or/ initiative of the President.

c. **Secretary.** The Secretary shall give written notice of each Association meeting and its agenda; record and distribute minutes of the meetings of the Association, the Executive Committee and other committees; conduct correspondence; and perform other duties pertaining to the office.

d. **Treasurer.** The Treasurer shall maintain the books and accounts of the Association, and prepare an annual financial statement for the Association.

**Section 4.3 Replacement of Vacant Offices**

A Special Election shall be conducted if any elected office falls vacant with six months or more remaining in the vacated officer’s term.

Offices falling vacant with a remaining term of less than six months shall be replaced by appointment by the President.

The order of succession of elected officers shall be President, President-Elect, Secretary, and Treasurer.

**Article V COMMITTEES**

**Section 5.1 Standing and Special Committees**

a. **Standing Committees.** The Association shall maintain three standing committees to assist in its governance:

   1. Executive Committee
   2. Promotion and Tenure Committee
   3. Grievance Committee

b. **Special Committees.** The Association shall establish, at the initiative of the President, such Special Committees as may be required. The term of operation of Special Committees will be no longer than one year unless reestablished by a subsequent President.

c. **Membership.** The members of all standing committees and special committees, other than the Executive Committee, shall be appointed by the President from the Association membership, with the concurrence of any two members of the Executive Committee. Committee appointments will end with the end of the term
of the appointing President. If not otherwise a member, the President serves as an
*ex officio* member of all committees.

**Section 5.2 Executive Committee**

a. **Purpose.** The purpose of the Executive Committee shall be to plan for the well-being of the Association by (1) developing a broad program of activity for the Faculty, (2) charging committees with appropriately related tasks, monitoring their progress, and reviewing and approving any policy changes evolving from the committees, (3) serving as liaison with the administration, faculty, and students, (4) reporting regularly to the Faculty the actions of the Executive Committee, and (5) acting on behalf of the Faculty between Faculty meetings and serving as a sounding board for Association initiatives that come under consideration.

b. **Membership.** The membership of the Executive Committee shall consist of the four serving elected officers and the most recent past-president. Membership on the Executive Committee shall be limited to dues-paying members.

c. **Open Meetings.** Meetings of the Executive Committee shall be open to all members of the Association.

**Section 5.3 Promotion and Tenure Committee**

a. **Purpose.** The purpose of the Promotion and Tenure Committee shall be to review and make change proposals, as appropriate, to the University Administration and Governance Structure concerning actions of the University Promotion and Tenure Process as this Process relates to promotion and tenure of members of the Association.

b. **Membership.** The membership of the Promotion and Tenure Committee shall consist of three tenured Association members.

**Section 5.4 Grievance Committee**

a. **Purpose.** The Grievance Committee shall establish and implement a procedure to consider, within the general guidelines established by the University and presented in the current Faculty Handbook, grievances of the faculty when an injustice is asserted. Such grievances might be related to, but not limited to, salaries, assignments of teaching duties, assignment of space or other facilities, and propriety of conduct.

b. **Membership.** The membership shall consist of three tenured Association members.
Section 5.5  Quorum for Committee Action

A quorum shall consist of a simple majority of the members of the committee, and action shall require a majority of those present.

Section 5.6  Meetings of Committees

Meetings of the Grievance Committee and the Promotion and Tenure Committee shall be open to the committee as constituted. Otherwise, all Association committee meetings shall be open to all members of the Association. Committees shall meet as often as necessary to carry out their functions. The President of the NCRFA or the officers of the committee may call meetings. Each committee shall make provision for new business from the floor.

Article VI  MEETINGS OF THE FACULTY

Section 6.1  Regular Meetings

One regular meeting of the NCRFA shall be held monthly during the academic year at rotating National Capital Region sites.

Section 6.2  Agenda

The President of the NCRFA, the Executive Committee, other committees, or any member of the Association shall have the authority to place items on the agenda for meetings. Regular meetings shall provide for new business from the floor. The agenda for each special meeting shall be limited to items for which the meeting was called.

Section 6.3  Presiding Officer

The President shall preside at meetings of the NCRFA.

Section 6.4  Quorum for Meetings of the NCRFA

A quorum shall consist of at least seven of Association members and action shall require a majority of those present. The procedure of business at meetings shall be according Robert’s Rules of Order.

Article VII  NOMINATION AND ELECTION PROCEDURES

Section 7.1  Election of Officers

The election of officers of the Association shall be by ballot during the month of April. A majority of the votes cast by dues-paying members shall be necessary for election.
Article VIII

DUES

Section 8.1  Annual Member Dues

Annual member dues shall be $10.00, due and payable by check to the “National Capital Region Faculty Association” at or before the March meeting.

Article IX

AMENDMENTS AND REVISIONS

Amendments to this constitution shall be decided by electronic ballot after discussion of the proposed amendments at any meeting of the Faculty. Written notice and the text of proposed amendments shall be sent to members at least two weeks prior to the Faculty meeting at which they will be discussed. Passage of amendments shall require approval by two thirds of those casting ballots.