

URI/PART-TIME FACULTY UNITED CHAPTER

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

CONSTITUTION

AND

BY-LAWS

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AMENDED 2 MAY 2013
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URI/AAUP PART-TIME FACULTY UNITED CHAPTER
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS
CONSTITUTION

PREAMBLE

The University of Rhode Island Part-Time Faculty United is a chapter of the American Association of University Professors.

As the negotiating representative for part-time faculty, the URI/AAUP Part-Time Faculty United seeks to promote and preserve the professional and economic well-being of the unit member for whom it bears legal responsibilities. As a professional association and in addition to its responsibilities as negotiating representative, the URI/AAUP Part-Time Faculty United seeks to enhance the academic environment of the entire university. The following *Constitution and By-Laws* regulate the URI/AAUP Part-Time Faculty United Chapter of the AAUP.

ARTICLE I MEMBERSHIP

1. The Part-Time Faculty United (PTFU) Chapter of AAUP shall consist of all part-time faculty who have taught at least two (2) three (3) credit courses (or its equivalent) during the current or previous two academic years (commencing 2005-2006, 2006-2007) at URI, who pay dues to join and maintain membership in the PTFU Chapter of the URI/AAUP, who do not hold a Teaching Assistantship, and who are not active members of the GAU Chapter of URI/AAUP.
2. Members of the PTFU Chapter of AAUP in good standing shall be entitled to vote on all matters considered at membership meetings; all other bargaining unit members (those who are qualified for membership but decline it) may attend meetings and remain with the concurrence of the meeting chair, but may not vote.

ARTICLE II OFFICERS

1. The officers of the Chapter shall be the President, Vice President, and Secretary-Treasurer. The terms shall be for two years; officers are eligible to seek re-election. Officers will be elected at a general membership meeting by the members who are eligible to vote under Article 1. The vote will be by secret ballot.
2. The President has the authority to call meetings of the Chapter, shall preside over meetings, and has the responsibility for carrying out the purposes and aims of the organization. The President shall also call any special meetings that may be required.
3. The Vice President has the responsibility for acting in the absence of the President.
4. The Secretary-Treasurer, working in conjunction with the URI/PTFU Executive Director, shall be responsible for the following: oversee the records of the Chapter, oversee the receipt of all moneys and their deposit in the name of the Chapter, and oversee payment of all bills approved in accordance with procedures determined by the Chapter Executive Committee. The financial authority for the URI/PTFU shall be the Executive Committee. The Secretary-Treasurer shall make a report at a general membership meeting at least once a year.
5. The Officers shall oversee investment accounts established by URI/PTFU. Those officers who are entrusted with oversight of URI/PTFU investment funds shall be bonded to provide protection against loss.

ARTICLE III EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the officers, the immediate past President, and two other members elected from the membership. The officers and at-large members shall serve for terms of two years and usually serve only two (2) successive terms. However, under exceptional circumstances, officers and at-large members may stand for election for a third two-year term. After serving two (2) or three (3) successive terms, officers and at-large members become eligible for election to an officer or at-large position after the lapse of at least one (1) year. The terms of officers and at-large members of the Executive Committee elected at the Annual Meeting shall begin on July 1 and continue until June 30 of the appropriate year. If contract negotiations are in progress, election of Officers and at-large members shall be postponed until negotiations are completed and the Agreement has been ratified by the membership.
2. The Executive Committee shall meet as needed during the academic year and may meet over the summer if circumstances indicate that a summer EC meeting is essential. The EC may also conduct business by phone, letter, or electronic communication. Meetings of the Executive Committee shall be closed, except upon invitation. The Executive Committee has the power and authorization to act for the organization between membership meetings. The membership at a general meeting can always rescind, repeal, or amend any action of the Executive Committee except when the action is no longer within control of the members or when the action has been specifically assigned as the power of duty to the Executive Committee. The Executive Committee also has the duty to administer and carry out the collective bargaining agreement as ratified.
3. The Executive Committee shall report regularly on its activities to the membership.

ARTICLE IV COMMITTEES

The Executive Committee shall appoint all special and standing committees which are deemed appropriate except as provided for elsewhere in the Constitution or in the current contract. At least one member of each special and standing committee shall be chosen from the Executive Committee.

ARTICLE V NEGOTIATING COMMITTEE

1. The Negotiating Committee shall consist of up to five (5) members appointed by the Executive Committee, including at least one member from the Executive Committee. The Chair of the Negotiating Committee shall be designated by the Executive Committee. The Negotiating Committee may be advised and/or accompanied by a legal counsel.
2. The duties of the Negotiating Committee shall include collecting general information relative to bargaining, to solicit ideas from the membership regarding contract issues and concerns, and to formulate proposals to be presented and negotiated. The Negotiating Committee may invite other URI/PTFU members and/or other persons with expert knowledge, to assist as needed.
3. A new Negotiating Committee shall be chosen for each new contract period. Efforts shall be made to ensure that at least one Committee member is from the previous Negotiating Committee.
4. If a vacancy occurs, it may be filled by appointment of the Executive Committee.
5. The Negotiating Committee shall have authority to conduct contract negotiations with the Board of Governors (or its Successor) and the University Administration. The Committee shall be responsible to and shall report to the Executive Committee. Should any questions of policy arise in which no agreement between these two bodies can be worked out these questions shall be brought before the membership for determination. As soon as a contract is ratified by both parties, the Negotiating Committee will cease to exist.

ARTICLE VI CONTRACT RATIFICATION

1. **Informational Meeting** Prior to the ratification of the contract between the URI/PTFU and the University, a summary of the proposed changes shall be distributed to all members of the bargaining unit seven (7) work days prior to an informational general membership meeting so that members of the unit may have time to review the proposed changes. The purpose of the general information meeting is to discuss and explain the proposed contract terms. The informational and ratification meetings shall be set by the Negotiation Committee in consultation with the Executive Committee.
2. **Ratification Meeting** Voting on the proposed contract changes shall take place in a special separate ratification meeting at a date/time/location arranged by the Negotiating Committee in consultation with the Executive Committee. Unless the Negotiation Committee jointly with the Executive Committee decides otherwise, the ratification meeting shall take place at least seven (7) work days following the informational meeting(s). Voting shall be by a majority of the eligible members (See Article I, Constitution) voting at the ratification meeting. The vote will be by a secret ballot. Proxy votes or mail ballots shall not be allowed. Ratification meetings shall be limited to URI/PTFU members.

ARTICLE VII DUES, FEES, ASSESSMENTS

1. Annual dues shall be established by the Chapter Executive Committee and ratified by the membership at a general membership meeting. No changes may be made in the rate of dues and no assessment may be levied except by the procedures stated in this Article and only after seven (7) work days notice in writing has been given of the proposal.
2. Non-payment of dues shall be cause for removal from membership. Only members in good standing with respect to dues payment shall be eligible for office, for membership on any committee, or for voting rights in elections, contract ratification or any other matter submitted for membership approval.
3. Special assessments for specific purposes may be proposed by the PTFU Executive Committee.

ARTICLE VIII GENERAL MEMBERSHIP MEETINGS

1. There shall be at least one (1) meeting of the membership each semester. There shall be a meeting at least seven (7) work days before the end of the spring semester for the election of officers and at-large members of the Executive Committee. The Chapter Executive Committee may call membership meetings, or special meetings that may be required, at any time. The President is obliged to call a meeting when requested by the Negotiating Team or when he/she receives a petition signed by 40 members of the Chapter. Except in unusual circumstances, an agenda shall be sent to members prior to general membership meetings.
2. Attendance and voting eligibility at membership meetings is determined per the provisions of Constitution, Article I.

ARTICLE IX AMENDMENTS

Amendments to this Constitution and By-Laws shall be made as follows: the proposed amendment shall be distributed to the membership at least seven (7) work days prior to a general membership meeting at which the proposed amendment(s) shall be considered and voted on. If essential, and provided there is no objection at the meeting, recommendation(s) for additional revisions to the C & B may be submitted to and voted on by the membership in attendance at a general membership meeting. Any amendment to the Constitution and By-Laws must be approved by a majority of those voting, eligibility per Article I of this Constitution.

ARTICLE X ADOPTION OF BY-LAWS

By-Laws governing procedures, structure of committees, and like matters shall be adopted by a majority of those members voting at a general membership meeting.

ARTICLE XI ACCESS TO INFORMATION

Every member has the right to information concerning the rules, actions, and other matters affecting the membership of the Chapter. The Chapter shall forward a copy of each collective bargaining agreement to those members whose rights are directly affected by it, shall make available to each member an up-to-date copy of the Constitution and By-Laws of the Chapter, and shall permit any member to examine the accounts and minutes of the Chapter and the Executive Committee.

ARTICLE XII GRIEVANCE AND CONFLICT RESOLUTION COMMITTEE

1. The Grievance and Conflict Resolution Committee shall consist of up to three (3) persons appointed by the Executive Committee. The EC shall designate the Chair of the Grievance and Conflict Resolution Committee. The term of office for members of the Committee shall be approximately two (2) years, commencing with the date of appointment and continuing until their successors are appointed. Members may be re-appointed.
2. The Grievance and Conflict Resolution Committee shall have the duty of carrying out the functions relating to the complaint and grievance provisions of the collective bargaining agreement.
3. The Grievance and Conflict Resolution Committee shall be responsible to and shall report to the Executive Committee. Should questions of policy arise in which an agreement between the committees cannot be resolved then these questions shall be brought before the membership for determination.

ARTICLE XIII CONTRIBUTIONS

The Chapter is authorized to receive contributions, gifts, grants or donations from any donor provided that the Executive Committee determines that the conditions or purposes of any such contribution are consistent with the general purposes of the URI/PTFU Chapter.

ARTICLE XIV STATUS OF THE ORGANIZATION

The URI/AAUP/Part-Time Faculty United (PTFU) Chapter is organized and operated to qualify as a labor organization exempt from Federal Income Tax under Sections 501 (c) 5 of the Internal Revenue Code for the above stated purposes. Upon dissolution of the Chapter, its assets shall be distributed for the purposes of the Chapter or distributed to the American Association of University Professors (AAUP), a charitable and educational organization 501 (c) 3.

END OF CONSTITUTION

BY-LAWS

I PARLIAMENTARY AUTHORITY

The meetings of the URI/PTFU and its committees shall be conducted in accordance with the rules laid down in the latest edition of *Robert's Rules of Order* which details parliamentary procedures. The President may appoint a parliamentarian to advise him/her on parliamentary procedure.

II NOTICES OF GENERAL MEMBERSHIP MEETINGS

Unless otherwise specified in the Constitution and By-Laws or collective bargaining contract, and in the absence of a clear emergency, the call for all general meetings of the membership, including information regarding time, place, and agenda, shall be distributed to all members in sufficient time so that they will have seven (7) work days notice. The agenda shall state all items of business to be considered which are known at the time the call for the meeting is issued described with sufficient detail to enable all members to prepare for action thereupon.

III QUORUM

A quorum at all general meetings shall consist of ten (10) members. A quorum at Executive Committee meetings shall be three (3) voting members.

IV ELECTION OF OFFICERS AND AT-LARGE MEMBERS

COMMITTEE ON NOMINATIONS and ELECTIONS

1. There shall be a Nomination/Election Committee composed of at least three (3) members: the immediate past president and two members appointed by the Executive Committee. The Executive Committee shall designate the Chair of the Committee. The terms of appointment shall be for three years. Members of the Committee are eligible for consecutive reappointments and shall serve until their successors are chosen.

2. It shall be the duty of the Nominations/Elections Committee to oversee and/or perform any tasks necessary to the conduct of an election. These tasks shall include: preparing a slate for election of officers and at-large members by soliciting, in writing, nominations from the membership; assuring proper notice of elections; checking ballots prior to elections for errors and unclear wording and format; maintaining the security of the ballot box; verifying the eligibility of voters; counting ballots; certifying election results; and undertaking any other tasks or duties which may arise during the course of an election and which the Committee and the Executive Committee deem necessary for the fair and proper conduct of an election.

3. Following certification by the Nominating/Election Committee, election results shall be transmitted to all candidates participating in the election and announced on the Chapter's WebSite and, in writing, to the bargaining unit.

4. At the conclusion of the election ballots shall be sealed and secured in the URI/PTFU office, along with all other records pertaining to the election, for a period of no less than one (1) year.

A. NOMINATIONS The Committee shall solicit nominees from all members of the bargaining unit by written solicitation no later than seven (7) work days prior to the scheduled election. The written solicitation shall state the deadline by which nominations must be received at the PTFU office. The Committee shall obtain the consent of nominees before publicizing their names. It shall complete and submit its report to the Executive Committee in sufficient time to be included in the call for the meeting at which the election is to be held. Additional nominations may be made from the floor of the meeting provided the consent of the nominee is obtained.

At the Annual Meeting at which the election will be held, the Committee shall present a list of nominees as follows: up to two (2) persons for each position as an officer; up to four (4) persons for the two at-large positions as elected members of the EC. All nominees must be members in good standing of the URI/PTFU Chapter.

B. ELECTIONS Elections shall be by a plurality. Seven (7) work days written notice in advance of any election shall be sent to members of the bargaining unit. The vote will be by secret ballot at a general membership meeting cast by members eligible to vote under Article I, Constitution. Provisions shall be made to ensure the anonymity of the voter. Following certification by the Nominating/Election Committee, results shall be transmitted to all candidates participating in the election and announced on the Chapter's WebSite and, in writing, to the bargaining unit.

C. ELIGIBILITY FOR VOTING In order to be eligible to vote or stand for office or at-large positions in a Local Chapter election, an individual must meet the requirements of membership under the Constitution and By-Laws of the Local Chapter and be a member in good standing. Any bargaining unit member who qualifies for Local Chapter membership becomes eligible to vote immediately upon joining or rejoining the Local Chapter. There is no waiting period for eligibility. (See Constitution, Article I)

D. CHALLENGES TO ELECTIONS Any Local Chapter member who wishes to file exceptions to an election shall do so as soon as possible after the election period, but in no case later than twenty (20) work days following the certification of election results. Exceptions shall be presented, in writing, to the Executive Committee. The Executive Committee shall schedule a meeting to hear exceptions within fifteen (15) work days of receipt of a complaint. The Executive Committee shall conduct the meeting in such a manner as to give all complainants ample opportunity to present their arguments and evidence. Within a reasonable amount of time, the Executive Committee shall issue its decision, and apprise complainants of any avenues of appeal available to them under the Constitution of the national association. The Executive Committee may take whatever action it deems necessary to remedy a complaint, including the ordering of a new election.

V VACANCIES

When vacancies occur in the membership of the Executive Committee (as defined in Article III of the Constitution), the Executive Committee may appoint a replacement for the remainder of the term. The appointee shall be a member in good standing of the Chapter. The Executive Committee may decide to conduct a special election to fill the vacancy, if appropriate.

VI AMENDMENTS

These By-Laws may be amended in conformity with Article IX of the Constitution by a majority of the members voting at a general membership meeting.

END OF BY-LAWS
