

*URI/PART-TIME FACULTY UNITED CHAPTER*

*AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS*

*CONSTITUTION*

*AND*

*BY-LAWS*

RATIFIED 7 FEBRUARY 2008  
AMENDED 2 MAY 2013

**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 one three (3) credit course (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.
3. Votes on all matters considered at membership meetings will be cast in-person by secret ballot or via mail by secret ballot. Mail ballot information/materials must be requested from the Chapter Secretary at least five (5) business days previous to the membership meeting in question. Eligibility for use of mail ballot will be decided on a case-by-case basis by the Chapter Secretary when circumstances will not allow the member to be present at the meeting in question. Provisions shall be made to ensure the anonymity of the voter.

**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 by the membership who are eligible to vote under Article 1; the vote will be by secret ballot. Provisions shall be made to ensure the anonymity of the voter.
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.
3. The Vice President has the responsibility for acting in the absence of the President.
4. The Secretary-Treasurer shall be responsible for overseeing the records of the Chapter. The secretary-treasurer shall also oversee the receipt of all moneys and their deposit in the name of the Chapter. The secretary-treasurer shall oversee payment of all bills approved in accordance with procedures determined by the Chapter Executive Committee. The financial authority shall be the

secretary-treasurer in conjunction with the Executive Committee. The secretary-treasurer shall report to the membership on the financial state of the Chapter at a general meeting at least once a year. The secretary-treasurer shall be bonded by a corporate surety company for not less than 10% of the funds s/he annually handles.

5. Each officer is subject to recall by the members of the Chapter. A recall election must be initiated by recall by a petition stating the reasons for the proposed action and signed by fifty-one percent (51%) of union members. A petition demanding a recall election shall be presented to the Chapter Executive Committee through the Secretary, who shall certify the authenticity and the member status of each signer. No recall petition shall be received after March 1 of the year in which the election is demanded; and each recall election shall be completed no later than 30 days after the petition has been certified. A recall election shall be conducted by a special committee appointed by the Executive Committee for that purpose.

### **ARTICLE III EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the officers, the immediate past President, the chair of the Grievance and Conflict Resolution Committee, and two other members elected from the membership at large, each of whom may also chair a standing committee. The at-large members shall serve for terms of two years, elected on a staggered basis, and may serve only two (2) successive terms. After serving two (2) successive terms, an individual becomes eligible for election to the Executive Committee after the lapse of at least one (1) year. Elections shall be by a plurality. Ten (10) days written notice in advance of any election shall be sent to members. The vote will be by secret ballot cast by members eligible to vote under Article I. Provisions shall be made to ensure the anonymity of the voter.
2. The Executive Committee has the power and authorization to act for the organization between 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.
4. A part-time faculty member holding elected office in the National AAUP or membership on the National Council of the AAUP, shall serve as an ex-officio, voting member of the PTFU Chapter of the URI/AAUP Executive Committee so long as s/he holds such office or membership.

### **ARTICLE IV 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. Efforts shall be made to have representation from outside the Executive Committee and from the different Colleges of the University. The Chair of the Negotiating Committee shall be designated by the EC.
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.
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. When a vacancy occurs, it shall be filled as soon as possible by appointment by the Executive Committee.

## **NEGOTIATING COMMITTEE (continued)**

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 V CONTRACT RATIFICATION**

Prior to the ratification of the contract between the bargaining unit and the University, the provisions of the contract shall be explained and discussed in a meeting (or meetings) of the PTFU Chapter of the URI/AAUP arranged by the Negotiating Committee. Unless the Executive Committee jointly with the Negotiating Committee decides otherwise, at least five (5) days shall be allowed members of the unit for study of the proposed contract terms. Copies of the proposed agreement shall be made available to all members of the bargaining unit. Voting shall be by a majority of the eligible members voting. The vote will be by a secret ballot, either in-person or via mail, per Article I of this Constitution.

## **ARTICLE VI 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 VII DUES**

1. Annual dues shall be established by the Chapter Executive Committee, and ratified by the membership. 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 five (5) 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.

## **ARTICLE VIII MEETINGS**

1. There shall be at least one (1) meeting of the membership each semester. There shall be a meeting at least two weeks before the end of the spring semester for the election of officers and members of the Executive Committee. The Chapter Executive Committee may call membership meetings 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 meetings.
2. Attendance and voting eligibility at membership meetings is determined per the provisions of Article I.

## **ARTICLE IX AMENDMENTS**

Amendments to this Constitution shall be made as follows: the proposed amendment shall be distributed to the membership at least ten (10) days prior to a general meeting at which the proposed amendment shall be considered and voted on. Voting will be by secret ballot. Any amendment to the Constitution must be approved by a majority of those voting, eligibility per Article I of this Constitution.

## **ARTICLE X BY-LAWS**

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

## **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 RATIFICATION**

This Constitution shall become effective when ratified by a majority vote of the membership except that the present officers and the present members of the Grievance and Conflict Resolution Committee shall retain office until the first elections under this Constitution.

## **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**

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**URI/AAUP PART-TIME FACULTY UNITED CHAPTER**  
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**BY-LAWS**

**I GENERAL & ANNUAL MEETINGS**

The Annual Meeting for the election of officers and members of the Executive Committee shall be held at least two weeks before the end of the Spring Semester. At least one general meeting will be held each semester.

**II TERMS OF OFFICE**

The terms of officers and members of the Executive Committee elected at the Annual Meeting shall begin on June 1 and shall continue until May 31 of the appropriate year.

**III PARLIAMENTARY AUTHORITY**

The meetings of the AAUP/PTFU and its committees shall be conducted in accordance with the rules laid down in the latest edition of Sturgis Standard Code of Parliamentary Procedure. The President may appoint a parliamentarian to advise him/her on parliamentary procedure.

**IV 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 mailed to all members in sufficient time so that they will have seven (7) 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.

**V QUORUM**

A quorum at all general meetings shall consist of fifteen (15) members. A quorum at Executive Committee meetings shall be five (5) voting members.

**VI NOMINATING COMMITTEE**

There shall be a Nominating 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. Members of the Committee shall serve until their successors are chosen.

Prior to preparing its reports, the Nominating Committee shall solicit suggestions from all members of the Chapter. It shall obtain the consent of its nominees before publicizing their names. It shall complete and submit its report to the Secretary-Treasurer 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. There shall be no limit to the number of nominees for each position.

At the Annual Meeting 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 positions as elected members of the EC. All nominees must be members in good standing of the URI/PTFU Chapter.

## **VII VACANCIES**

When vacancies occur in the membership of the Executive Committee (as defined in Article III of the Constitution), the Executive Committee shall, within twenty (20) work days, appoint a replacement for the remainder of the term, unless otherwise provided for in the *Constitution and By-Laws*. 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.

## **VIII NEGOTIATING COMMITTEE**

(See *Constitution*, Article IV, p. 2)

## **IX FINANCE COMMITTEE**

The Finance Committee shall consist of the Chapter President, Secretary-Treasurer, and three members appointed by the Executive Committee. The chair of the Finance Committee shall be designated by the EC.

The Finance Committee shall be charged with:

1. Reviewing the Investment Policy and proposing modification to it, as needed, to the Executive Committee.
2. Ensuring implementation of the Investment Policy.
3. Meeting, on at least a semi-annual basis, with the portfolio manager to review the performance of the investment portfolio.
4. Providing to the Executive Committee following each meeting with the portfolio manager a report summarizing the status of investments.

## **X ELECTION OF OFFICERS**

### **1. ELECTION COMMITTEE**

The Election Committee shall be appointed by the Executive Committee and shall consist of the Secretary-Treasurer and two (2) URI/AAUP PTFU members. Initially the two (2) voting members shall be appointed for staggered terms. Thereafter, all terms shall be for three years. The Secretary-Treasurer shall serve as the Chair of the Committee and may cast a vote if needed to break a tie vote. Members shall be eligible for reappointment.

It shall be the duty of the Election Committee to oversee and/or perform any tasks necessary to the conduct of an election. These tasks shall include: 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, acting on its own or at the direction of the Executive Committee, deems necessary for the fair and proper conduct of an election.

It is the duty of the Secretary-Treasurer to serve as a witness to the activities of the election Committee, and to report to the Executive Committee any actions which s/he may deem improper. A new Election Committee will be established each Fall, per the guidelines of this Article. Election Committee members may serve multiple, consecutive terms.

### **2. ELECTIONS**

The election of individuals to Local Chapter offices shall follow the rules and standards described below. Deviation shall be considered grounds for setting aside an election.

A. The selection and eligibility of candidates shall be determined by Article VI, Nominating Committee, of the PTFU Chapter of the URI/AAUP By-Laws.

**B. Ballots:**

Upon receipt of the Nominating Committee's report, the Executive Committee shall undertake, with the assistance of the Election Committee, the preparation of ballots. Ballots shall be mailed to all eligible voters at least 14 days prior to the ending day of an election period and shall constitute official notice of an election.

Included with the mail or in-person ballot shall be clear instructions for its completion and submission. Such instructions shall include the location of the ballot box, hours for in-person voting, and the precise date and time after which neither mail nor in-person ballots will be accepted.

After the completion of a mail ballot by a voter, it shall be placed in a small, unsigned envelope, which, in turn, shall be placed in a larger return envelope. A signature is necessary on the return envelope to establish the eligibility of the vote, and ballots contained in unsigned return envelopes shall be considered invalid. Before the Election Committee tallies the votes, ballots must be removed from their signed envelopes and placed in a separate receptacle so that no association can be made between a ballot and a voter.

Following certification by the Election Committee, results shall be posted on the Chapter's Web Site and an official transmittal of results shall be made, in writing, to the Executive Committee and to all candidates. All ballots, signed envelopes, tally sheets, transmittals of results and other records incidental to the election shall be retained by the Local Chapter for a period of no less than one (1) year.

**C. The Election Period:**

Mail ballots may be returned to the Local Chapter by mail or in person. Voting shall begin the day after ballots are mailed, and continue until the time and date specified in the instructions for voting.

**D. Eligibility for Voting:**

In order to be eligible to vote in a Local Chapter election, an individual must meet the requirements of membership under the Constitution and By-Laws of the Local Chapter and the National Association 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 PTFU Chapter of the URI/AAUP Constitution, Article I, Membership.)

**E. 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 thirty (30) working 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 seven (7) working 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.

**XI 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 meeting or by mail ballot.

**END OF BY-LAWS**

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