

CONSTITUTION

University of Cincinnati Chapter

American Association of University Professors

Article I: Name

The name of this organization shall be the University of Cincinnati Chapter of the American Association of University Professors.

Article II: Purpose

The purpose of this organization shall be those of the Association as stated in Article I of the Association's Constitution: ". . . to facilitate a more effective cooperation among teachers and research scholars in universities and colleges, and in professional schools of similar grade, for the promotion of the interests of higher education and research, and in general to increase the usefulness and advance the standards, ideals and welfare of the profession," and to serve as the collective bargaining agent for faculty and librarians at the University.

Article III: Membership

A. Classes of Membership

There shall be four classes of membership in this Chapter: Active, Participating, Emeritus and Graduate Student. Membership in the Association shall be a requirement for membership in this Chapter. Associate Members of the Association and other guests may attend meetings upon invitation by the Chapter.

1. An Active Member is:

- a) a member of the Collective Bargaining Unit at the University of Cincinnati; and,
- b) a member of the national American Association of University Professors; and,
- c) a person who has paid the applicable current national, state and local dues.

2. A Participating Member is:

- a) a person who is not a member of the Collective Bargaining Unit but who is employed at the University of Cincinnati; and who is eligible for membership in the national American Association of University Professors (this category includes adjunct faculty, research associates, and comparable groups of university employees); and,
- b) a member of the national American Association of University Professors; and,
- c) a person who has paid the applicable current national, state and local dues.

3. An Emeritus Member is:

- a) a person who is retired from the AAUP Bargaining Unit at the University of Cincinnati; and,
- b) a member of the national American Association of University Professors; and,
- c) a person who has paid the applicable current national, state and local dues.

4. A Graduate Student Member is:

- a) a graduate student currently working toward an advanced degree at the University of Cincinnati; and,
- b) a graduate student member of the national American Association of University Professors; and,
- c) a person who has paid the applicable current national, state and local dues.

B. Rights of Membership

1. Active Members:

Active Members have the right to full participation in Chapter meetings; to serve as volunteer or appointed members of ad hoc or standing committees (except as noted in By-Laws Article 5(5)(c)(3); to vote on all matters put before the Chapter in a ballot; and to stand for election in any leadership position.

2. Participating Members:

- a) Participating Members are not eligible to be elected to positions on the Executive Council or the Associates Council, or as a Trustee; and may not vote on contract language or ratification.

- b) Participating Members have the right to full participation in Chapter meetings and to serve as volunteer or appointed members of ad hoc or standing committees.

3. Emeritus Members:

- a) Emeritus Members are not eligible to serve in any position on the Executive Council with the exception noted in Article III(B)(3)(b) (below). Emeritus Members are not eligible to serve in any position on the Associates Council. Emeritus Members may not vote on contract language or contract ratification.
- b) Emeritus Members have the right to full participation in Chapter meetings, to serve as volunteer or appointed members of ad hoc or standing committees, to serve as elected Trustees, and to serve as elected At-Large Members of the Executive Council.

4. Graduate Student Members:

- a) Graduate Student Members are not eligible to be elected to positions on the Executive Council, the Associates Council, or to serve as a Trustee; may not vote on contract language or ratification; and may not make motions or vote in Chapter meetings.
- b) Graduate Student Members have the right to serve as volunteer or appointed members of ad hoc or standing committees.

Article IV: Officers

The officers of the Chapter shall be a President, Vice President, Secretary and Treasurer. Only Active Members are eligible for election to the offices of President, Vice President, Secretary and Treasurer.

Article V: The Executive Council

A. Members of the Executive Council

1. The members of the Executive Council shall consist of the following: President, Vice-President, Treasurer, Secretary, the chair of each standing committee, three at-large members, the chair of the Associates Council, and the vice-chair of the Associates Council.
2. The immediate past-president shall have a voting seat on the Council for one year past the completion of his or her term.

B. Election to the Executive Council

1. All members of the Executive Council are elected for two-year terms, with the exception of the Chair and Vice-Chair of the Associates Council who are elected annually (see By-Laws Article 4(c)(1)).
2. No one may hold the same position on the Executive Council for more than two consecutive terms, with the exception of the Chair and Vice-Chair of the Associates Council (see By-Laws Article 4(c)(1)).
3. The President, Vice President, two at-large members of the Executive Council, and two Standing Committee chairs shall be elected in even numbered years for two-year terms. The Secretary, Treasurer, one at-large member of the Executive Council, and three Standing Committee chairs shall be elected in odd numbered years for two-year terms.
4. The terms of Executive Council members shall commence on the first day of the Spring Quarter of the year in which they are elected; or, in the case of the Chair and Vice-Chair of the Associates Council, immediately upon their election. Their terms shall end when their successors take office.

C. Vacancies and Special Elections to the Executive Council

1. A vacancy of any office on the Executive Board, except the President and the Chair of the Associates Council, shall be filled as soon as possible by a special election conducted by the chapter's Trustees for the unexpired term; except that if more than two-thirds (2/3) of the term has expired, the Council may, at its discretion, appoint a person to fill the office for the remainder of the term.
2. If an emergency dictates the necessity of an immediate replacement, the Council is authorized to appoint a temporary replacement until a permanent one is selected as provided above.
3. A temporary vacancy of at least one academic quarter of any office on the Executive Council, except the President and the Chairperson of the Associates Council, shall be filled as soon as possible. The Council is authorized to appoint the replacement for the period during which the vacancy occurs.

D. Authority of the Executive Council

The Executive Council shall have the authority to act on behalf of the chapter in the conduct of all normal business from the last chapter meeting in May until the first chapter meeting in the fall of each year.

E. Duties of the Executive Council

1. The Executive Council serves to:
 - a) Carry out the decisions of the membership as expressed at Chapter Membership Meetings.
 - b) Administer the collective bargaining process for the chapter.

- c) Implement and ensure enforcement of the collective bargaining agreement.
- d) Coordinate the activities of all committees and bodies of the Chapter.
- e) Discuss and plan strategy and policy, to be reviewed and/or approved as necessary at a Chapter Membership Meeting.
- f) Plan regular and special meetings of the membership.
- g) Appoint a Negotiating Team and designate its chair to negotiate tentative contract agreements. The Executive Council shall have the authority at any time to replace any or all members of the Negotiating Team, except the Vice President. The Executive Council shall set policies by which the Team shall negotiate.
- h) Review and approve or reject tentative contract agreements proposed by the Negotiating Team and, if approved, forward to the membership for ballot.
- i) See that all Active Chapter members are informed about the provisions of said contract at least fourteen (14) days before the beginning of balloting. All Active Chapter members shall be given the opportunity to attend at least one forum in the interim between the Executive Council notice of a tentative agreement and the beginning of balloting where questions may be posed to members of the Negotiating Team concerning the proposed contract.
- j) Create and dissolve ad hoc committees as necessary.
- k) Ensure a smooth transition for new Executive Council members.
- l) Establish staff policies and procedures; hire staff, and, if necessary, discharge staff.
- m) Retain legal counsel on behalf of the chapter.

2. The Executive Council may make recommendations to the membership for consideration and action regarding policy or collective action. For the purpose of performing this duty, the Executive Council shall have authority to gather information by consulting, in the name of the Chapter, with whatever persons or bodies are deemed appropriate, but shall in no way bind or commit the Chapter in the course of such consultation.

3. Training workshops will be provided as needed to all new and returning Executive Council members.

F. Quorum and Voting on the Executive Council

1. A simple majority of the members of the Executive Council shall constitute a quorum. All decisions of the Executive Council must be approved by a vote of two-thirds of those members present.
2. Proxy votes and electronic voting are not permitted.
3. No one person may hold more than one voting position on the Executive Council.

G. Meetings of the Executive Council

1. The Executive Council shall meet at such times as the President deems appropriate. The President shall give notice to each Executive Council member of the time and place of the meetings. A meeting of the Council may also be called upon the petition of five (5) Council members.
2. Meetings of the Executive Council shall be open to all members of the Chapter, but may be closed for executive session upon a two-thirds vote of Executive Council members present.
3. All meeting of the Executive Council shall be conducted according to Robert's Rules of Order.

Article VI: Trustees

A. The Chapter shall elect three Trustees who shall function independently of the Executive Council. All trustees are elected for three-year terms. Chapter Trustees report directly to the membership.

B. Trustees shall not hold any voting office on the Executive Council.

C. Trustees shall be responsible for:

1. Conducting an unannounced review of the Chapter's financial records once per academic year and reporting on that review to a Chapter membership meeting.
2. Overseeing the annual election of officers, standing committee chairs, and at-large positions on the Executive Council.
3. Overseeing the election of members to the Associates Council. Trustees may fulfill this duty either by recruiting a member in good standing in a given unit or college to conduct the election, or by conducting the election themselves.

4. Overseeing election of Chapter delegates to the national AAUP Collective Bargaining Council.
5. Overseeing the ballot for ratification of a contract.

Article VII: Chapter Meetings

A. The Chapter membership is the highest decision-making authority of the body. The will of the membership is expressed either through a vote at a Chapter membership meeting; or by a full ballot of the membership, as required. Regular membership meetings of the Chapter shall be held for the purpose of setting policy, taking votes on matters that require Chapter endorsement or approval, reviewing decisions of the Executive Council, and discussing and debating issues of relevance to the Chapter. Proposed action which, upon a "yes" vote of a majority of the members present and voting, shall become the action of the chapter providing that such action does not infringe upon the powers and authority granted the Associates Council or violate the rules set down in the chapter's Constitution and By-Laws,

B. Regular membership meetings shall be held not less than 3 times during the academic year: once in the Fall Quarter, once in the Winter Quarter, and once in the Spring Quarter. A regular membership meeting may be called for the Summer Quarter by the Executive Council or upon a signed request from 5% of the active membership. Notice shall be given for any regular membership meeting not less than 14 days in advance. A quorum shall be twenty-five (25) active members in good standing.

C. Special membership meetings solely for review of a specific, stated issue or issues may be called by the Executive Council or upon a signed request from 5% of the active membership. Notice shall be given for any special membership meeting not less than 5 days in advance. A quorum shall be 5% of the active members in good standing.

D. The agenda for any membership (regular or special) meeting shall be provided to the active membership not less than 5 days in advance. The agenda shall be prepared by the President and approved by the Executive Council. Any member may include an item on the agenda of a regular membership meeting by submitting that item to the President not less than 10 days before the meeting.

E. All members shall have the right to participate fully in all general meetings, including making proposals, motions, and nominations, and speaking from the floor, with the exceptions noted in Article III(B). Members may bring new motions under new business at any general membership meeting. However, members are strongly encouraged to submit such proposals in advance of the distribution of the agenda, and to exercise the right to add new business only when time constraints have not permitted placement on the announced agenda.

F. Prior to submitting a tentative contract agreement to the membership for balloting, the Executive Council and Negotiating Team shall call a special meeting solely for the purpose of reviewing a tentative contract agreement, answering

questions, and making a formal recommendation to the membership regarding ratification of the tentative contract agreement (per Article V(E)(1)(i)).

G. All meetings shall be conducted according to Robert's Rules of Order, unless otherwise specified in the Constitution. The Executive Council shall appoint a parliamentarian to serve at regular and special membership meetings.

Article VIII: Amendments

This Constitution may be amended at any meeting of the Chapter by a two-thirds (2/3) vote of the membership of the Chapter present and voting, provided that the amendment proposed has been submitted in writing at the meeting prior to that at which the vote is to be taken, and submitted to each member in writing with the agenda announcement for the meeting at which the vote is to be taken.

BY-LAWS

University of Cincinnati Chapter

American Association of University Professors

1. Membership Dues

- a. Chapter dues shall be proposed by the Executive Council and shall be approved by a majority of those Active members present and voting at any Chapter Meeting, provided that the proposal shall have been presented at the meeting prior to the meeting at which the proposal will be voted on, and submitted to each member in writing with the agenda announcement for the meeting at which the vote is to be taken.

2. Powers and Duties of Executive Council Members

In addition to attendance at and participation in Executive Council meetings, the duties and power of Executive Council members are:

a. Duties of the President

- 1) The primary responsibility of the President is to conduct the business of the chapter in accordance with the policy decisions of the membership and in accordance with the chapter's Constitution and By-Laws.
- 2) The President is the Chair of the Executive Council.
- 3) The President presides over all membership meetings.
- 4) The President shall ensure that the agenda and a copy of the previous chapter meeting minutes are distributed to all chapter members not less than seven (7) days prior to each chapter meeting.
- 5) The President is authorized to execute fiscal and legal documents on behalf of the chapter as an officer of the union.
- 6) The President is the official spokesperson of the chapter, but may appoint persons to assist with this function.
- 7) The President is the direct supervisor of the chapter's Executive Director.

b. Duties of the Vice-President

- 1) The Vice-President shall perform the duties of the President in his or her absence.
- 2) The Vice-President shall succeed the President in the event the President is unable to perform the duties of office, resigns or leaves the University, and continue until the term of office expires.
- 3) The Vice-President shall serve as a member of the Negotiating Team and as a member of the Budget & Compensation Advisory Committee.

c. Duties of the Treasurer

- 1) The Treasurer's primary role is responsibility for oversight of all financial matters of the union and to ensure the chapter's fiscal responsibilities are being met.
- 2) The Treasurer is authorized to execute fiscal and legal documents on behalf of the chapter as an officer of the union.
- 3) The Treasurer shall periodically review all day-to-day financial operations, including checking and credit accounts, bill payments, payroll, and income.
- 4) The Treasurer shall also be responsible for preparing, in coordination with the chapter staff, an annual budget for approval by the membership. The Treasurer shall present a budget for the current fiscal year and a financial report for the previous year, in writing, at the January meeting of the Chapter.
- 5) The Treasurer shall submit the books of the Chapter for audit by a certified public accountant, to be selected by the Executive Council, and who is not a member of the American Association of University Professors, not less than once each three years. The Executive Council shall review that audit of the Treasurer's books and present a report to the membership within two months of receiving the accountant's report.

d. Duties of the Secretary

- 1) The Secretary's primary responsibility is to keep an accurate record of the proceedings of all chapter membership meetings and of all Executive Council meetings.
- 2) The Secretary should ensure that a summary of the proceedings of all chapter meetings are distributed to all chapter members.
- 3) The Secretary should ensure that a summary of the proceedings of all Executive Council meetings are distributed to all Executive Council members.

e. Duties of the At-Large Members

Each at-large member of the Executive Council shall serve as a member of one standing or ad hoc committee.

f. Duties of the Standing Committee Chairs

Each elected chair of a standing committee is responsible for:

- 1) recruitment of committee members;
- 2) calling regular meetings of the committee;
- 3) production of a Fall plan of action and presentation of that plan to a Chapter membership meeting;
- 4) giving regular reports on the committee's activities to the Executive Council.

g. Duties of the Chair and Vice-Chair of the Associates Council

1) The Chair of the Associates Council is responsible for:

- a) recruiting candidates to stand for election as Associates;
- b) ensuring regular meetings of the Council;
- c) assisting Council members in organizing to complete its charge;
- d) giving regular reports on the Council's activities to the Executive Council.

2) The Vice-Chair of the Associates Council is responsible for:

- a) assisting the Chair of the Associates Council with the duties listed in By-Laws Article 2(g)(1);
- b) in the absence of the Chair of the Associates Council, the Vice-Chair shall perform the duties of the Chair (see By-Laws Article 4(h)).

3. Trustees: Conduct of Elections

a. Nominating Process and Election of Trustees.

When any one of the three Trustee positions is vacant, the Chapter President shall send out a call for nominations not less than three weeks prior to the next scheduled Chapter membership meeting. Further nominations may be taken from the floor of that Chapter membership meeting. A secret ballot shall be held at the Chapter membership meeting. The nominee(s) with the highest number of votes cast shall be elected to the open Trustee position(s).

b. Nominating Process and Election of Executive Council members.

- 1) The nomination process shall be an open one. Not later than the first day of the Winter Quarter, an announcement shall be made to the Chapter

calling for nominations and informing members of the procedures for submitting nomination forms. Nomination forms must be signed by the nominee and by two Active or Emeritus members in good standing. The call for nominations shall be made at least three weeks before the list of nominees is to be announced. Additional nominations may be submitted to the Trustees within two weeks after the membership has been informed of the list of nominees who will appear on the ballot. Balloting must be completed not less than 7 days prior to the start of the Spring Quarter.

- 2) The Trustees shall conduct a printed ballot or an electronic ballot, at their discretion. The membership shall have not less than 14 days to return ballots.
- 3) At the conclusion of balloting, the Trustees shall certify the ballot count and announce the results to the membership.

c. Nomination and Election of Associates to the Associates Council

Trustees may designate an Active Member of the Chapter from each college or comparable unit permitted a representative to establish a nominating process and to carry out a paper or electronic ballot election within the respective unit. Other procedural details of this election shall be determined at the discretion of a majority of the Trustees.

d. Nomination and Election of Delegates to the Collective Bargaining Congress.

Chapter delegates to the AAUP Collective Bargaining Council (CBC) shall be elected by a secret ballot at a chapter meeting. An announcement shall be made by the Trustees to the Chapter calling for nominations and informing members of the procedures for submitting nomination forms not less than 15 days in advance of the Chapter meeting at which the vote will take place. Nominations shall also be taken from the floor of the Chapter meeting at which the vote will take place.

Delegates to the June CBC meeting shall be elected in March; delegates to the December CBC meeting shall be elected in October. Each delegate carries an equal portion of the chapter votes to the CBC. One alternate delegate may be elected to take the place of any elected delegate who must withdraw prior to the CBC meeting to which s/he was elected.

e. Ratification of a Contract.

Upon submission of a tentative agreement by the Executive Council to the membership, the Trustees shall carry out a printed ballot or an electronic ballot, at their discretion, of all Active members in good standing. At least fourteen (14) days must pass between the Executive Council's notice to the membership of a tentative agreement and the beginning of balloting. All Active members in good standing shall be given the opportunity to attend at least one forum in the interim between the Executive Council notice of a tentative agreement and the beginning of balloting where questions may be posed to members of the Negotiating Team concerning the proposed contract. All other details of the balloting procedure are at the discretion of the Trustees.

4. The Associates Council

a. Representation

The Associates Council shall consist of representatives chosen on a college/library level. Each college or comparable unit will be allotted representatives based upon active membership in this Chapter as of thirty (30) calendar days before the election of representatives occurs. The basis for determining the number of representatives from each college or comparable unit is as follows:

- 1-40 Active Members= one representative
- 41-65 Active Members= two representatives
- 66-90 Active Members= three representatives

Any unit with more than 90 active members shall be entitled to one additional representative for each additional 25 Active Members or fraction thereof, e.g.:

- 91-115 Active Members = four representatives
- 116-140 Active Members = five representatives.

If a unit is entitled to only one or two representatives, those representatives may either be tenured or non-tenured. If a unit is entitled to three representatives, at least one of the three must be non-tenured. Thereafter, for every multiple of three representatives to which a unit is entitled, at least one must be non-tenured. For example, a unit entitled to three, four or five representatives must have at least one non-tenured representative; a unit entitled to six, seven or eight representatives must have at least two non-tenured representatives; and so on.

b. Function

The Associates Council shall serve as a representative assembly and provide a liaison between the various faculty constituencies of the University and the Executive Council. The Associates Council shall serve to:

- 1) advise the Executive Council and Negotiating Team on contract bargaining issues;
- 2) help organize new members and recruit members to active participation in the Chapter;
- 3) help recruit candidates for election to positions on the Executive Council and the Associates Council;
- 4) relay information between the individual Associates and Chapter Members and the Executive Council;
- 5) keep communication as open as possible between the various bodies of the Chapter.
- 6) Contract Negotiations. Up to the time that negotiations commence, the Associates Council may formulate general proposals on any bargaining issues and send them forward to the AAUP Executive Council. In response to proposals from the University Administration, the Council may give advice and assistance to the Executive Council. In order to carry out these duties, the

Council and its committees may request assistance from persons outside the Associates Council.

Members of the Associates Council shall keep their constituencies informed of the progress of negotiations between the Chapter and the University of Cincinnati Administration. The Council shall make every effort to see that the Active Members of the Chapter and members of the Bargaining Unit have adequate opportunity to present their concerns for collective bargaining issues to the Associates Council.

c. Organization

- 1) Prior to the Council's first meeting after election of Associates, the Executive Director shall provide to its members a Council Members' roster and the relevant By-Laws provisions. . Associates shall elect a Chair and Vice Chair annually from among the members of the Council. The Chair and Vice Chair shall each have a vote on the Chapter's Executive Council.
- 2) The Associates Council shall have the authority to select a secretary, establish committees, and seek advice from experts outside its membership. The Council may organize itself and create its own set of internal procedures to guide its work in order to best accomplish its functions in accordance with the Constitution and these By-Laws.

d. Training

Individual Associates shall complete an education and training workshop within 60 days of being elected to the Associates Council.

e. Meetings

- 1) The Associates Council shall meet once per quarter during the academic year. The Chair of the Associates Council may call additional meetings as deemed necessary. A meeting of the Council may also be called by a petition of 20% of elected Associates.
- 2) Individual Associates are charged with organizing unit-level AAUP meetings of Chapter members or Bargaining Unit members at least once per academic year. More frequent meetings may be called as deemed necessary by the Associates or unit-level members.

f. Election and Terms of Office.

- 1) The term of membership for members of the Associates Council shall be two years. In those units with more than one representative, elections may be staggered to provide continuity of representation.
- 2) The election of Associates shall take place on the same schedule as the election of members of the Chapter's Executive Council. Terms of office shall commence on the first day of the Spring Quarter in which they are elected

g. Council members must be Active Members of the Chapter and shall be elected by the Active Members of the Chapter in their respective colleges or comparable units. If a Council Member becomes unable to perform the duties of office, resigns, or leaves the University, the position shall be filled as soon as possible by a special election conducted by the chapter's Trustees for the unexpired term; except that if more than two-thirds (2/3) of the term has expired, the Council Chair may, at his or her discretion, appoint a person to fill the office for the remainder of the term.

h. If the Chairperson of the Associates Council is unable to perform the duties of office, resigns, or leaves the University, the Vice Chair of the Associates Council shall be the temporary Chairperson until the Council chooses a replacement.

5. Standing Committees

a. Definition

Standing Committees shall perform the daily work of the Chapter and inform and educate Chapter Members on important issues. The Chair of each standing committee shall be elected by the Chapter membership for a two-year term and shall have a vote on the Chapter Executive Council.

b. Committee Organization

- 1) Each standing committee may organize itself and create its own set of internal procedures to guide its work in order to best accomplish its functions in accordance with the Constitution and these By-Laws.
- 2) Each committee may seek advice from, and consult with, faculty, administrators or other experts outside its membership as needed.
- 3) Each committee may, at its discretion, create subcommittees to assist with specific matters (e.g. research, special projects); such subcommittees shall be advisory to their creating committees only.

c. Committee Membership

- 1) Any Chapter Member, regardless of membership class (as defined in the Chapter Constitution), is eligible to serve as a volunteer member of a standing committee.
- 2) A maximum of two members per standing committee may be selected and appointed by the Executive Council.

d. Committee Reporting

- 1) Each standing committee shall make an annual plan for action to be approved by the Executive Council and the membership at a Chapter membership meeting in the Fall of each academic year.
- 2) Each standing committee shall report on its activities to the Executive Council on a regular basis.

e. The Standing Committees shall be:

1) Organizing Committee

The Organizing Committee is charged with designing and implementing plans for Chapter membership growth. These plans shall be designed in consultation with the Associates Council and the Executive Council.

(a) Programming Sub-Committee

This subcommittee of the Organizing Committee is charged with planning social and professional events (e.g. speakers, social hours, panel presentations, open forum discussions of topics of interest to the profession). The full Organizing Committee is empowered to jointly sponsor such programming events with other groups in the name of the Chapter.

2) Budget & Compensation Advisory Committee

(a) The Budget & Compensation Advisory Committee is charged with researching and analyzing the University's budget, financial planning, and employee salary and benefits packages, and relaying that information to appropriate Chapter bodies. This work is ongoing and forward-looking (i.e. looking toward trends coming at the faculty).

(b) This committee is especially charged with assisting the Executive Council and the Negotiating Team with budget analysis and the costing of proposals during contract negotiations.

(c) The Chair of this committee shall be one of the four members appointed by the AAUP Chapter to the joint Benefits Study Committee (M.1 of the AAUP/UC Contract).

3) Political, Social, and Academic Freedom Issues Action Committee

(a) The committee is charged with monitoring current political, social, and academic freedom issues that may impact faculty members (e.g. civil rights and equal rights of women, family or LGBT issues; national and state legislation that affects higher education or union bargaining rights; threats to academic freedom on or off campus; State of Ohio budgeting for higher education institutions; Ohio Board of Regents activities and policies).

(b) The committee shall inform Chapter members about such issues and may recommend that the Chapter take positions and advocate for action through proposals to the Executive Council and the Chapter membership meeting.

4) Contract Compliance & Education Committee

(a) Individual members of this committee:

1. Are responsible for learning the elements of the AAUP-UC Contract in depth; and,
2. Shall work closely with the Executive Director and other Chapter staff to become educated about the grievance process and contract interpretation; and,
3. May, from time to time, assist the Executive Director and other Chapter staff with preparation of grievances.

(b) The Contract Compliance & Education Committee as a body is charged with:

1. Providing education about the Contract to Chapter members, Bargaining Unit members, and members of the administration; and,
2. Making recommendations to the Executive Council on whether or not to file AAUP class grievances (per Article 8.4.1(3) of the AAUP/UC contract); and,
3. Making recommendations to the Executive Council on whether or not to take a case to arbitration; and,
4. Looking for trends in grievance and contract-related complaints.

(c) Contract Compliance & Education Committee Membership

1. The Executive Director is a non-voting member of the Contract Compliance & Education Committee.
2. All members of this committee are required to complete a minimum of 3 hours of education and training.
3. All volunteer members of this committee must have their participation approved by a 2/3 vote of the Executive Council before being allowed to serve.

6. Ratification of a Contract

- a. Any contract negotiated by the Negotiating Team shall become binding when ratified by the Board of Trustees of the University of Cincinnati and by a majority of the Active members in good standing who submit a ballot. A person must be a member in good standing at least thirty (30) calendar days before the first day of ratification balloting in order to be eligible to vote. Voting for ratification of a negotiated contract shall be by secret ballot and shall be administered by the Chapter Trustees (see By-Laws Article 3(e)).
- b. During the term of a contract between the Chapter and the University of Cincinnati, unless the contract otherwise provides, the Executive Council or its designated representatives shall have the authority to renegotiate any provision in the contract with representatives of the University. Any renegotiated provisions shall become binding when

ratified according to the procedures specified in Article 6(a) of these By-Laws.

7. Negotiating Team

- a. The Negotiating Team shall consist of the Vice President of the Chapter and at least four (4) other Active Members of the Chapter, appointed by the Executive Council. The Executive Council may also select Active Members to serve as alternates on the team. The Executive Council, at its discretion, may engage the services of a person outside the Bargaining Unit as Chief Negotiator. The team shall act as the agent of the Executive Council and shall negotiate a contract with representatives of the Board of Trustees of the University.
- b. Any contract negotiated by the Negotiating Team shall not be inconsistent with the principles of the various policy statements of the American Association of University Professors.
- c. The Negotiating Team shall consider beyond the scope of its authority the negotiation of any item that in any way alters any provisions in the Chapter Constitution or in these By-Laws.

8. Fiscal Authority and Financial Records

- a. The Executive Council shall have the authority to approve normal expenditures. For non-budgeted expenditures over one percent (1%) of the total Chapter expenses, the Board must have approval of a majority of the Active members in good standing of the Chapter present and voting at any meeting.
- b. The Treasurer, the President, and the Executive Director shall be authorized to sign checks on behalf of the Chapter.
- c. In cases in which the amount of the check is more than \$2000. , two of the above persons shall sign.
- d. If required by the State Employee Relations Board, The Treasurer, President, and Executive Director shall each be bonded by the Chapter to the amount, scope, and form of the bonds as mandated.
- e. Upon written request by any member, the Treasurer shall make available to that member, within a reasonable period of time, the financial records requested.
- f. The fiscal year shall be the calendar year.
- g. AAUP officers and staff shall maintain no business or financial interests which conflict with their obligations to the AAUP.

h. No loans shall be made to AAUP officers except on the same terms available to all members.

9. Amendments

These By-Laws may be amended at any meeting of the Chapter by a two-thirds (2/3) vote of the membership of the Chapter present and voting, provided that the amendment proposed has been submitted in writing at the meeting prior to that at which the vote is to be taken, and submitted to each member in writing with the agenda announcement for the meeting at which the vote is to be taken.

These By-Laws may not be set aside.

Adopted: November 9, 1976

By-Law Amendments: replacement 4a, paragraph one adopted 1/8/80; replacement 4a, paragraph two adopted 10/29/81; replacement 4f and additions 4g and 4h adopted 12/4/84; additions 5i and 7g adopted 4/9/85. Amended Article 4, Article 5 of Constitution 11/9/00 and amended Sections 1c, 1d, 2b, 4f, 5e, 6a, 7b, 7c, 9a of By-Laws 11/9/00; amended Section 9a of the By-Laws 3/13/2004; amended Sections 4f and 4i of By-Laws 5/11/06. Amendments to all sections of the Constitution and By-Laws approved 1/11/07. Constitution Articles III(A) and V(E)(1) amended 11/8/07. Bylaws Article 1, 3, 6, and 8 amended 11/8/07. Constitution Article V(E)(1)(i) and Bylaws Article 3(e) amended 3/13/08. Constitution Article V(E)(1)(i) and Bylaws Articles 3(b)(2), 3(b)(3), 3(c), and 3(e) amended 11/13/08.