

# **DUTIES OF THE EXECUTIVE COUNCIL**

## **CONSTITUTION**

**University of Cincinnati Chapter  
American Association of University Professors**

### **Article V: The Executive Council**

#### **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 seven (7) working days before the beginning of balloting. All Active Chapter members shall be given the opportunity to attend at least one forum 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.

# DUTIES OF THE CHAIR OF THE ORGANIZING COMMITTEE

## BY-LAWS

University of Cincinnati Chapter  
American Association of University Professors

### 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:

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#### 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.

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### 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:

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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.