

# 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;
- d) or, a person who meets the criteria established in (a) and (b) and who, upon presentation of proof of active union membership another collective bargaining unit (i.e., an IRS 501(c)(5) organization), is granted reciprocity membership in the AAUP-UC Chapter at a dues rate determined by the Executive Council.

**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.
3. The Chapter delegate to the AAUP Ohio Conference Board of Trustees holds a non-voting seat on the Executive Council, and shall be elected during the same election cycle as the regular members of the Executive Council.

A Chapter member may be concurrently elected to a voting position on the Executive Council and also for the non-voting position of Chapter delegate to the AAUP Ohio Conference Board of Trustees.

## B. Election to the Executive Council

1. All members of the Executive Council are elected for two-year terms, with the exceptions of the Chair and Vice-Chair of the Associates Council who are elected annually (see By-Laws Article 4(c)(1)), and the delegate to the AAUP Ohio Conference Board whose term of office shall be defined by the Bylaws of that body.
2. No one may hold the same position on the Executive Council for more than two consecutive terms, with the exceptions of the Chair and Vice-Chair of the Associates Council (see By-Laws Article 4(c)(1)) and the delegate to the AAUP Ohio Conference Board.
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 April 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 one half 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 semester 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 the Spring Semester until the first chapter meeting in the Fall Semester 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. 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 initial mailing of ballots 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 voting 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 voting members who are 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. Reviewing all independent audits conducted by the Chapter (see Bylaws 2(c)(5)) and reporting directly to the General Membership Meeting the findings of their review.
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, **either face to face or electronically**, 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 2 times during the academic year: once in the Fall Semester and once in the Spring Semester. A regular membership meeting may be called for the Summer Term 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, **either face to face or electronically**, 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, **either face to face or electronically**, 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 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 first Chapter meeting of the Spring Semester.
- 5) The Treasurer shall submit the books of the Chapter for audit by an independent 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 the report of the auditor and notify the Chapter membership of the results of the audit within two months of receiving the 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 plan of action and presentation of that plan at the first Chapter membership meeting of the Fall Semester;
- 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) leading the design of an organizing strategy;
  - b) recruiting candidates to stand for election as Associates;
  - c) ensuring regular meetings of the Council;
  - d) assisting Council members in organizing to complete ~~its~~ their charge;
  - e) giving regular reports on the Council's activities to the Executive Council.
  
- 2) The Vice-Chair of the Associates Council is responsible for assisting the Chair of the Associates Council with the duties listed in By-Laws Article 2(g)(1). 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)).

h. Duties of the Chapter Delegate to the Ohio Conference Board of Trustees

The Chapter delegate to the Ohio Conference Board of Trustees is responsible for attending meetings of that body; fulfilling the responsibilities of an Ohio Conference Board of Trustee member per that organization's charter; and representing the interests of the University of Cincinnati Chapter on the Conference Board, in consultation with the Chapter's Executive Council.

### **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 Spring Semester, 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 first day of April.

- 2) A printed ballot shall be distributed by the Trustees. The membership shall have not less than 14 days to return ballots.
- 3) At the conclusion of balloting, the Trustees shall supervise and 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 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 and to the AAUP Annual Meeting.

The Chapter shall elect a maximum of 8 (eight) delegates and 1 (one) alternate to the AAUP Annual Meeting and the AAUP Collective Bargaining Congress (CBC) each year by not later than April 15. Each person so elected shall simultaneously serve as a Chapter delegate to both the AAUP CBC meeting and the AAUP Annual Meeting. The alternate shall serve in the event that one or more of the elected delegates is subsequently unable to serve; notice of the substitution of an alternate for an elected delegate must take place, however, prior to the final deadline set by the National AAUP for submission of delegate credentials.

Any one delegate may cast the Chapter's full allotment of votes at the AAUP CBC meeting, and the delegation may decide for itself how to handle those votes. However, each delegate independently carries an equal proportion of the Chapter's allotment of votes at the AAUP Annual Meeting; no delegate may cast the ballots of another delegate.

All active Chapter members are eligible to run for election as a delegate. Delegates shall be elected by secret ballot. An announcement shall be made by the Chapter Trustees to all active Chapter members not less than 21 days prior to the start of balloting. All other details of the balloting procedure are at the discretion of the Trustees.

e. Ratification of a Contract.

Upon submission of a tentative agreement by the Executive Council to the membership, the Trustees shall carry out a secret ballot 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 initial mailing of ballots 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 three or more representatives, strong efforts should be made to recruit at least one non-tenured or non-tenure-track faculty member to run for election. In each election, efforts should be made to recruit a slate of candidate for Associate positions which reasonably reflects the diversity of the College (e.g., race, gender, tenure status).

#### 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) craft a strategy to recruit and organize new members and to encourage active involvement among current Chapter members;
- 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) as need or interest arises, plan social and professional events (e.g. speakers, social hours, panel presentations, open forum discussions of topics of interest to the profession) which are consistent with the stated mission and public policies of the Chapter;
- 6) keep communication as open as possible between the various bodies of the Chapter. Contract Negotiations. Up to the time that negotiations commence, the Associates Council may formulate general proposals on any bargaining issues and forward them to the AAUP Executive Council. In response to proposals from the University Administration, the Associates 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. Associates Council Leadership

- 1) The Associates Council shall elect a Chair and Vice Chair from among its members. The term of office of the Chair and Vice Chair is one year, beginning each May 1. Associates shall elect a Chair and Vice Chair at its regular April meeting each year. The Chair and Vice Chair shall each have a vote on the Chapter's Executive Council.

In the event there is neither a Chair nor Vice Chair currently seated, the Chapter President shall serve as Chair Pro Tem of the Associates Council until a new Chair and Vice Chair are elected and take office.

- 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. Annual Workshop

There will be a training workshop held at least once each year, to be scheduled at the discretion of the Chair and Vice Chair of the Associates Council.

e. Regular Meetings

- 1) The Associates Council shall hold not less than two regular meetings during the academic year. One of these two regular meetings shall be held in the month of April. 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 college-level or 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 Chapter members.

f. Election and Terms of Office.

- 1) The term of office for members of the Associates Council shall be two years, beginning the first day of April following their election.

- 2) Associates 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. The election of Associates shall be conducted by each College or comparable unit during either the month of February or the month of March in even numbered years. Elections for Associate positions may be conducted through a faculty meeting or by electronic means, and overseen by any person or persons as approved by the Trustees (see Constitution Article VI(c)(3)).

#### g. Vacated Seats

If an Associate 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 for the remainder of the term; except that if more than one half (1/2) 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. Open Seats

If there is an open seat, the Chair of the Associates Council may call for a special election to fill that seat at any time the Chair is notified there is one or more candidates interested in serving. The term of office for any Associates seated through a special election shall be the remainder of the term, until the next biennial election.

#### i. Replacing the Chair or Vice Chair

If the Chairperson of the Associates Council is unable to perform the duties of office, resigns, or leaves the University prior to the close of his/her term, the Vice Chair of the Associates Council shall be the temporary Chairperson until the Council chooses a replacement at its next regular or planned meeting. If the Vice Chair is unable to perform the duties of office, resigns, or leaves the University, a new Vice Chair shall be elected at the next regular or planned meeting of the Associates Council.

## **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 the first Chapter membership meeting in the Fall Semester 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) 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)

2) Political Action Committee

- (a) The committee is charged with providing information and educational materials to faculty members on political issues which are in line with established AAUP principles and/or stances adopted by the Chapter (see 2(d), below).
- (b) The committee is charged with providing information on voting procedures, encouraging faculty members to vote, and leading "get out the vote" campaigns.
- (c) The committee will also direct activities related to labor solidarity in line with established AAUP principles and/or stances adopted by the Chapter, and make decisions on requests for financial support that are related to labor solidarity issues.
- (d) The committee shall inform Chapter members about political issues it believes relevant to the Chapter's mission, and may make recommendations for advocacy, endorsement or financial support through proposals to the Executive Council and the Chapter membership meeting.

3) 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 8.1.1 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 at least four (4) 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 five percent (5%) 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, **either face to face or electronically**, 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 \$2000.00, 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, **either face to face or electronically**, 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 V(E)(1)(g) and Bylaws Articles 2(b)(3) and 7(a) amended 1/14/10. Bylaws Articles 4(a), 4(c), 4(d), 4(e), 4(f), 4(g), 4(h), and 4(i) amended 11/19/10. Bylaws Articles 2(g)(1), 4(b)(2), 4(b)(5), and 5(e)(1) amended 11/17/11. Constitution Articles V(B)(4), V(C)(1), V(C)(3), V(D), VII(B), and Bylaws Articles 2(c)(4), 2(f)(3), 3(b)(1), 3(d), 3(e), 4(c)(1), 4(e)(1), 4(f)(1), 4(f)(2), 4(g), 5(d)(1), and 5(e)(3)(b)(2) amended May 10, 2012. Constitution Article III(1)(d) added on February 28, 2013. Constitution Article V(A)(1) Constitution F(1), and Bylaws 2(h) amended on November 14, 2013. Constitution Article VI(C)(1) and Bylaws 2(c)(5), 5(e)2(a), 5(e)2(b), 5(e)2(c), 5(e)2(d), and 8(a) amended on April 9, 2015.