

**By-laws
of the
United Academics- American Association of University
Professors/American Federation of Teachers
(UA-AAUP/AFT)**

ARTICLE I. – Name

As stated in the Constitution, this organization shall be called United Academics – American Association of University Professors / American Federation of Teachers.

ARTICLE II. – Objectives

The objectives of this organization shall be as stated in the Constitution.

ARTICLE III – Membership

Section 1. Voting rights shall be extended to all Bargaining Unit Members who are current with their full membership dues. Agency fee payers are Bargaining Unit Members but shall not be extended voting rights.

Section 2. Members of the bargaining unit as certified by the Alaska Labor Relations Agency (ALRA) are eligible for full membership in United Academics. In accordance with the petition of representation filed with ALRA, the bargaining unit includes all regular, non-adjunct faculty in the following ranks: Instructor, Assistant Professor, Associate Professor, Professor, Research Assistant Professor, Research Associate Professor, Research Professor, Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Cooperative Extension Faculty and/or Agents, Postdoctoral Fellows, Librarians, Counselors, Rehabilitation Faculty, Advisors, and other academically related personnel, Department Heads/Chairs, and those administrators who are elected by the faculty.

Section 3. Other educational bargaining units or associations seeking to affiliate with UA-AAUP/AFT shall present a petition to the Executive Board. The Executive Board will recommend action on the petition to the Representative Assembly within 30 days of receiving the petition. A simple majority vote of the Representative Assembly at its next regularly scheduled meeting will place the question of affiliation before the general membership. A special election will be held no later than forty-five (45) days after the Representative Assembly action. A simple majority vote of the membership will result in direction to the Executive Board to initiate the process of affiliation with the petitioning body.

Section 4. A member may resign by notifying the Secretary-Treasurer and may be expelled for cause by a two-thirds vote of the Representative Assembly after opportunity for hearing. Membership shall be forfeited by non-payment of dues under conditions established by the Representative Assembly.

ARTICLE IV – Officers

Section 1. Election of Officers

- a. The following shall be officers of the UA-AAUP/AFT:
 - i.) President
 - ii.) Three (3) Organizational Vice-Presidents , one each from the University of Alaska Anchorage, the University of Alaska Fairbanks, and the University of Alaska Southeast.
 - iii.) Secretary-Treasurer
- b. To be eligible for office a person must be a full member in good standing of the organization for a period of one year prior to the date of the election.
- c. The three Organizational Vice-Presidents shall be elected by the voting membership in good standing of their respective MAU's according to the procedures established by the Elections Committee. (University of Alaska Anchorage, University of Alaska Fairbanks, and University of Alaska Southeast.)
 - i.) Elections for Organizational Vice-Presidents will be conducted simultaneously with the statewide elections.
- d. The Elections Committee shall conduct all general and special elections of the organization and promulgate guidelines consistent with the constitution and by-laws for the conduct of the same.
- e. Forty (40) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for office.
- f. To be nominated, a candidate must submit to the Elections Committee a petition containing the signatures of twenty (20) members of the organization or ten (10) per cent of the membership of candidate's own MAU, whichever is the smaller, for the office sought. Petitions must be submitted no later than twenty (20) days following the notice of the opening of nominations

- g. The Elections Committee shall prepare and send ballots, in such a manner as to insure the secrecy of the ballot, no later than ten (10) days following the close of nominations.
- h. Elections for officers will be held by means of ballots, which must be dated by the first Monday in April. Ballots will be sent to the offices of the current legal counsel to be counted by the Elections Committee within nine (9) days following the first Monday in April.
 - i.) Statewide officers shall be elected for up three (3) year terms, and can be elected for up to a maximum of four (4) consecutive terms.
 - ii.) Successful candidates for office shall prevail in the election by receiving the highest number of votes cast for the office
 - iii.) In the event two or more vote getters receive the same number of votes a run-off election will be held between the tied vote getters within fifteen (15) days following certification of the election
- i. Successful candidates shall assume office the first day of July of the election year.
- j. With the exception of the President, or in the case of a recall, all vacancies with less than half of the term remaining shall be filled by a majority vote of the Executive Board. Vacancies of more than half the term remaining will be filled by a special election of the membership, under the procedures outlined in this section.
- k. In the event of a vacancy of the office of President there will be a special election within 60 days and the Executive Board will appoint an interim president from among the 3 Org V.P.'s within 10 days of the vacancy.
- l. A petition signed by thirty per cent (30%) of the membership for statewide officers or (30%) of the MAU for any other elected position and stating specific grounds, shall be sufficient to require the Elections Committee to conduct a recall election . The Secretary/Treasurer shall certify the petition and direct the Elections Committee to proceed with the recall election. If an officer is recalled, the Elections Committee shall hold a special election under the provisions of this section.
- m. Address referenda concerning policies or actions taken by the Representative Assembly may be initiated by a petition signed by thirty percent (30%) of the membership to the Secretary/Treasurer who will certify the petition and direct the elections committee to proceed.. A special election will then be held following provisions in Article IV, Section 1.

Section 2. Duties of Officers

a. The President shall:

- i.) be the presiding officer at all meetings of the membership and the Executive Board,
- ii.) be an ex-officio member of all standing committees with the exception of the Elections Committee,
- iii.) appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee,
- iv.) appoint, with the approval of the Executive Board, the members of the Negotiating Team, from the at-large membership of United Academics, The negotiating team shall
 - a) serve at the pleasure and direction of the Executive Board,
 - b) be made up of the president and one representative from each MAU,
 - c) work closely with the existing committee structure,
 - d) represent United Academics-AAUP/AFT in any contract negotiations,
 - e) recommend to the Executive Board action on any contract proposed,
- v.) be responsible for the ongoing administration of the organization;
- vi.) receive, report and respond to correspondence of the organization;
- vii.) supervise all employees of the organization;
- viii.) be one of the responsible financial officers of the organization and shall be authorized to sign financial instruments and make regular and usual disbursements of funds up to \$10,000.00 financial instruments for disbursements of more than \$10,000.00 will require two authorized signatures.
- ix.) represent the organization before bodies of the employer, executive and legislative officials;

- x.) be, by office, a delegate to the Central Labor Council of the AFL-CIO;
- xi.) be, by office, a delegate to the conventions of the American Association of University Professors and the American Federation of Teachers, and meetings of the conventions of its affiliated subordinate bodies;
- xii.) make an annual report to the membership of the organization;
- xiii.) be able to delegate the responsibilities of the office except where otherwise specified by the Constitution and the By-laws;
- xiv.) coordinate the work of and receive regular reports from all standing committees.
- xv.) be responsible for statewide political action, including the coordination of political action activities on the three MAUs in consultation with the Organizational Vice-Presidents and the Executive Board

b. The Secretary-Treasurer shall:

- i.) ensure the maintenance of the non-financial and financial files and records including membership records of the organization,
- ii.) issue or cause to be issued, membership cards and notices of delinquency,
- iii.) be the custodian of the seal and charter of the organization,
- iv.) make certain accurate minutes of general meetings of the membership, the Executive Board, and the Representative Assembly are recorded and kept,
- v.) guarantee all dues monies and other income in the name of the organization are received, recorded, and deposited,
- vi.) make sure that per capita payments are transmitted on a regular basis to the Secretary-Treasurer of the American Association of University Professors, the Secretary-Treasurer of the American Federation of Teachers, and similar officers of all other bodies with which the organization is affiliated as well as overseeing other regular and usual disbursements of funds

- vii.) be one of the responsible financial officers of the organization and be authorized to sign financial instruments and make regular and usual disbursements of funds up to 10,000.00. financial instruments for disbursements of more than 10,000.00 will require two authorized signatures.
 - viii.) arrange for an annual independent audit of the finances of the organization and make the results available to the Executive Board, the Representative Assembly, and the membership,
 - ix.) oversee the work of and receive reports from the Finance, Budget and Audit Committee,
 - x.) ensure proper compliance by the Elections Committee of relevant constitutional and by-law procedures; and receive and certify the results of the elections based on the reports of the Elections Committee. A statement to the membership at large stating the number of votes for each candidate and announcing the candidate with the most votes as the newly elected official shall constitute certification.
 - xi.) perform other duties as delegated by the President, or assigned by the Executive Board,
 - xii.) perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
- c. The Organizational Vice-Presidents at the University of Alaska Anchorage, the University of Alaska Fairbanks, and the University of Alaska Southeast shall:
- i.) coordinate contract development, grievances, communications, public relations, benefits, professional development, social, legislative, and political education activities at each campus,
 - ii.) perform other duties as delegated by the President, or assigned by the Executive Board.
- d. All officers discussed in Article IV shall serve as members of the Executive Board.
- e. With the exception of the Organizational Vice-Presidents, all officers discussed in Article IV shall be bonded at the expense of United Academics-AAUP/AFT.

ARTICLE V - Executive Board and Representative Assembly

Section 1. The Executive Board shall:

- a. meet monthly, or at the call of the president, or at the call of two (2) or more of its members, or at the call of the Representative Assembly by a majority vote for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority;
- b. implement an annual budget cycle in which the Board:
 - i.) establishes the fiscal year,
 - ii.) prepares an annual budget prior to the beginning of the fiscal year, and
 - iii.) in the month prior to the beginning of that fiscal year, presents the annual budget to the Representative Assembly for approval;
- c. prepare the contract proposal by whatever means appropriate to be presented by the Negotiating Team at the bargaining table,
- d. employ all professional, technical, clerical, and support staff of the organization;
- e. establish the salary, benefits, and expense guidelines of any staff member who is employed by the organization,
- f. consistent with the approved budget, be empowered to make contracts and incur liabilities for services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument and otherwise to engage in financial transactions to the extent permitted by applicable law or statute;
- g. approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees,
- h. be responsible for adherence to and enforcement of the Constitution and By-laws of the organization;

- i. issue regular reports, including an annual report, to the Representative Assembly and the membership.
- j. the Executive Board shall transmit any negotiated contracts (and its recommendations) to the Representative Assembly for action

Section 2 The Representative Assembly shall:

- a) be the governing body of the organization, subject to the final authority of the membership
- b) fill all vacancies on the Elections Committee,
- c) consist of members of the organization elected by the members of the organization in specific constituencies as follows:
 - i.) there shall be elected at each MAU one representative for each fifty (50) dues-paying Bargaining Unit Members, or fraction thereof, according to established procedures. All MAU's are entitled to a minimum of two (2) representatives.
 - ii.) the number of Representatives shall not exceed 30
 - iii.) at such time as a re-apportionment of seats in the Representative Assembly is necessary, it will be the task of the members of the Representative Assembly to accomplish that re-apportionment
 - iv.) Representatives shall be elected for three (3) year terms as provided in Article IV Section 1.h of these By-laws for the Executive Board. Representatives will take office on the first day of July.
- d) select and elect officers according to procedures established by the Representative Assembly.
- e) meet regularly for the purpose of establishing the policies of the organization, receiving and reviewing the reports of the President, Executive Board, and Committees, taking appropriate action as specified in the Constitution, and initiating and taking other such actions as the body deems necessary.
 - i.) The Representative Assembly meets bi-annually in Anchorage. It may meet more often and/or at other sites by majority vote of the Representative Assembly..
- f) upon a majority vote in favor of accepting the contract by the Representative Assembly, the contract will be submitted, under provisions determined by the Representative Assembly, to the membership for ratification. A simple majority of the membership voting will constitute acceptance of the negotiated contract

- g) with the exception of a recall, all vacancies of more than one semester shall be filled by a majority vote of the Representative Assembly.

ARTICLE VI. – Committees

Section 1. The Collective Bargaining Committee shall be responsible for conducting research and training in preparations for negotiations.

Section 2. The Finance, Budget and Audit Committee shall assist the Executive Board in the preparation of the annual budget and, with the approval of the Executive Board, shall identify and pursue activities to generate revenues for the good and welfare of the organization.

Section 3. The Membership Committee shall:

- a. identify the training needs of the organization's officers, members of the Representative Assembly, committee members, and staff and develop or locate the resources needed to meet those needs,
- b. assist the Organizational Vice-Presidents in developing programs and activities that shall cause all eligible persons to join and participate in the organization,
- c. identify the work related needs of the membership and develop programs and activities that meet said needs,
- d. conduct activities that promote the social well being of the membership, are attractive to potential members, and promote community among faculty and in the university environment.
- e. supervise and maintain the official list of members and recommend reapportionment to the Representative Assembly before the bi-annual election of Representatives.
- f. identify, implement and administer programs of insurance, purchase, travel, and welfare that are of advantage to the membership,
- g.
- h. send out information to the membership concerning the duties, responsibilities, rewards, etc., of serving on the Representative Assembly. This will include how to be elected to the Representative Assembly, how

often it meets, and other information which will describe for potential candidates the commitment needed for successful membership on the Representative Assembly.

Section 4. The Legislative Relations Committee shall:

- a. be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations,
- b. secure voluntary contributions to support the political work of the organization, screen and recommend endorsement of candidates for local, state and federal office to the Representative Assembly, and develop programs to promote the registration of persons to vote and to support the election of candidates endorsed by the Representative Assembly.

Section 5. The Communications Committee shall:

- a. design, produce and distribute a regular printed communication to the membership, a regular bulletin for officers, members of the Representative Assembly, and committee chairs, and other printed material for the organization as necessary,
- b. present the views of the organization on both a regular and special basis to the print and electronic media, other labor and community organizations, and the general public.

Section 6. The Elections Committee shall:

- a. be comprised of a Chair and four (4) members selected every three years by the Representative Assembly. The membership of the Elections Committee must include representatives from the University of Alaska Fairbanks, the University of Alaska Anchorage, and the University of Alaska Southeast.
- b. the chair of the Elections Committee shall be selected by the Representative Assembly and shall be responsible for reporting to the Secretary-Treasurer and to the Representative Assembly the results of elections.
- c. the Elections Committee shall be responsible for conducting all general and special elections as specified in Article IV, Section 1.d. to include votes on
 - i.) the ratification of and / or amendments to contracts
 - ii.) amendments to the Constitution

- iii.) elections of officers and representatives
- iv.) and other matters covered in the Constitution and By-laws.

d. not run for an elective office during the same year they serve on the Committee.

Section 7. Upon appointment by the President and approval by the Executive Board, committee chairs, with the exception of the Elections Committee, shall have one month to select committee members and present their names to the Executive Board for approval.

Section 8. Within one month of formation each committee shall present its annual program of action to the Executive Board and the Representative Assembly.

ARTICLE IX – Dues

Section 1. The dues of this organization shall be equal to 1.25 percent of the gross salary plus mandated increases in required affiliation fees and insurance premiums.

Section 2. Special assessments for specific purposes may be levied by action of the Representative Assembly

ARTICLE XII - Availability of Constitution

Section 1. Copies of the Constitution and all subsequent amendments shall be submitted to the offices of the Secretary-Treasurer of the American Association of University Professors, the Secretary-Treasurer of the American Federation of Teachers, and to the similar officer of each organization with which this organization is affiliated.

Section 2. The Secretary-Treasurer shall make available a copy of the Constitution and the By-laws to each member of the organization.

ARTICLE XIII – Access

Section 1. All meetings of the organization shall be open to members in good standing, except when the meeting is called into an executive session.

Section 2. All documents of the organization shall be made available to members in good standing of United Academics upon request, excepting those protected by statute,

law, considerations of personal privacy, or because they are related to ongoing contract negotiations.

ARTICLE XIV - Review and Re-examination

Section 1. These By-laws shall be re-examined every three (3) years.

Section 2. After prior notice of intent to amend, these By-laws may be amended by two-thirds of the members of the Representative Assembly present and voting.