

CONSTITUTION AND BYLAWS

REVISED October 2019



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- 1
- 2 Section 3. To promote the interests of citizens who are served by the membership.
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- 4 Section 4. To preserve affordable public education for students.
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- 6 Section 5. To advocate publicly for the value of higher education, including passage and retention
- 7 of appropriate laws, to improve the climate for students and higher education
- 8 employees, and to support the delivery of quality education.
- 9
- 10 Section 6. To promote democracy, equality, and labor rights in the society at large.
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ARTICLE III
MEMBERSHIP

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- 16 Section 1. All classifications of employees listed in the certification issued by the Employment
- 17 Relations Board of the State of Oregon in Case No. CC-002-12, or as modified through
- 18 the collective bargaining process, are eligible for membership in this union.
- 19
- 20 Section 2. No person shall be denied membership, nor shall this union ever discriminate against
- 21 individual members or applicants for membership on the basis of political beliefs;
- 22 individual or group identity characteristics, such as race, color, religion, national or
- 23 ethnic origin, age, sex, sexual orientation, gender identity or expression; marital or civil
- 24 union status; or disability.
- 25
- 26 Section 3. A member in good standing is defined as a bargaining unit member who has been
- 27 actively employed by the university in a bargaining unit position at any time during the
- 28 last twelve months, has signed a union membership card, and either pays regular
- 29 membership dues while employed by the university or pays a \$10 per month
- 30 membership dues fee when not employed by the university.
- 31
- 32 a. Members in good standing have voting rights as described in the relevant section(s)
- 33 below. The term “member” is used throughout this document, except in Article VIII,
- 34 to mean a member in good standing.
- 35 b. A member who is or was more than 30 days delinquent in dues payment while they
- 36 were employed shall be considered to be a member in bad standing, and shall be
- 37 promptly notified of such status. A member shall be removed from full membership
- 38 in this union, with notice, following three months of dues nonpayment during a
- 39 period in which they were employed, unless a plan to pay back dues is made and
- 40 approved by both the Executive Council and the member.
- 41
- 42 Section 4. The Executive Council shall establish guidelines for retiree membership, dues, and
- 43 participation in the local in the form of a retiree chapter, in accordance with AFT and
- 44 AAUP guidelines.

**ARTICLE IV
ELECTION OF OFFICERS AND COMMITTEE CHAIRS**

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4 Section 1. Elections shall be conducted in accordance with the AFT and AAUP Constitutions and
5 the standards set forth by the Labor-Management Reporting and Disclosure Act of 1959
6 (LMRDA).

7
8 Section 2. Officers and committee chairs shall be elected in March of odd years. Terms of office
9 shall be two years.

10
11 Section 3. The union will elect the following officers:

- 12
13 a. President
14 b. Executive Vice President
15 c. Secretary
16 d. Treasurer
17 e. Vice President for Tenure Track Faculty Affairs.
18 f. Vice President for Non-Tenure Track Instructional Faculty Affairs.
19 g. Vice President for Non-Tenure Track Research Faculty Affairs.
20 h. Vice President of Diversity and Equity

21
22 Section 4. The union will elect the following committee chairs:

- 23
24 a. Chair of the Grievance and Contract Administration Committee
25 b. Chair of the Organizing and Membership Committee
26 c. Chair of the Politics Committee

27
28 Section 5. Eligibility for Office

- 29
30 a. To be eligible for office a person must be a member in good standing of the union.
31 b. To be eligible for office as a Vice President for TTF Affairs, NTTF-Instructional Affairs,
32 and NTTF-Research Affairs, a person must meet employment qualifications for office
33 under this Article within the constituency area for which they are seeking office as
34 Vice President.

35
36 Section 6. Nominations

- 37
38 a. Sixty (60) days prior to the date of the election, the Elections Committee shall
39 (i) Determine the manner of the election (e.g. mail ballot, ballot box).
40 (ii) Notify all members of the opening of nominations for officers, committee chairs,
41 convention delegates, the offices to be filled, and of the date of the election by
42 email to the members' email addresses on file.
43 b. To be nominated for all offices other than Vice President for TTF Affairs, NTTF-
44 Instructional Affairs, and NTTF-Research Affairs, a candidate or nominating member

1 must submit to the Elections Committee a petition containing the signatures of ten
2 (10) members. Said petitions must be submitted no later than thirty (30) days
3 following the notice of the opening of nominations.

- 4 c. To be nominated as a candidate for the office of Vice President for TTF Affairs, NTTF-
5 Instructional Affairs, or NTTF-Research Affairs, a candidate or nominating member
6 must submit to the Elections Committee a petition containing the signatures of ten
7 (10) members from the employment classification for the vice-presidential office the
8 candidate is seeking. Said petitions must be submitted no later than thirty (30) days
9 following the notice of the opening of nominations.
- 10 d. Members nominated to run for office must affirmatively accept their nomination no
11 later than twenty-four (24) hours following the close of nominations in order to be
12 placed on the ballot.
- 13 e. The Elections Committee shall determine whether the nominations were timely and
14 if the nominees are eligible for office.

15
16 Section 7. At least twenty (20) days prior to the last day of the election, the Elections Committee
17 shall notify all members of the election date(s) and the candidates for office by sending
18 notice to the members' last known home addresses.

19
20 Section 8. The Elections Committee shall solicit a candidate statement from all candidates and post
21 the statements to the United Academics website on a page designated for this purpose.

22
23 Section 9. Candidates for the office of Vice President for TTF Affairs, NTTF-Instructional Affairs, and
24 NTTF-Research Affairs shall be elected by the membership from the constituency area in
25 which they serve.

26
27 Section 10. Ballots

- 28
29 a. All elections will be conducted using a conventional preference vote system when
30 there are two or fewer candidates.
- 31 b. Elections will be conducted using an "Approval Voting" system when there are more
32 than two candidates. Under this system, all members will have the opportunity to
33 vote for all candidates they approve of (one or more), and the candidate with the
34 most votes (the most approval) will win. The ballots shall be tabulated by the
35 Elections Committee.
- 36 c. If there is only one candidate for an officer or committee chair position, that
37 position does not need to be listed on the ballot.
- 38 d. In the event of a tie, the Elections Committee shall flip a coin to determine the
39 winner.

40
41 Section 11. The election results will be published and distributed by email to the membership within
42 five (5) days of the count. All elections materials, including the ballots, will be kept in a
43 secure location for one (1) year.

- 1 Section 12. Challenges and objections to the election must be submitted in writing, with a
2 statement of supporting reasons that includes specific facts as well as any
3 documentation, to the Elections Committee within five (5) days of the release of results.
4 The Elections Committee shall issue its written opinion regarding the objections no later
5 than ten (10) days after receipt of such objections.
6
- 7 Section 13. Successful candidates shall assume office on May 1 following the conclusion of the
8 election.
9
- 10 Section 14. With the exception of the President, or in case of a recall, the Executive Council will
11 have the power to fill vacancies in its membership or the Representative Assembly until
12 the next general election.
13
- 14 Section 15. A physical petition signed by thirty percent (30%) of the membership, and alleging
15 constitutional violations, fiduciary breaches, or acts clearly detrimental to the union,
16 shall be sufficient to require the Executive Council to vote on whether to conduct a
17 recall election of the officer identified in the petition. The officer subject to recall and
18 any Executive Council member signing the petition shall not vote nor be present during
19 the vote on the question of a recall election. If a majority of the Executive Council
20 approves a recall election, the Elections Committee shall supervise all aspects of the
21 recall process.
22
- 23 Section 16. All officers, committee chairs, and representatives shall be eligible to complete their
24 term of office even if they do not hold an appointment at the university for the entire
25 duration of their term.
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28 **ARTICLE V**
29 **DUTIES OF OFFICERS**
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- 31 Section 1. The President shall:
32
- 33 a. assume executive responsibility for all UA activities and shall represent the union
34 before the public or appropriate bodies;
 - 35 b. carry out the policies and decisions of the Executive Council;
 - 36 c. act as chairperson of UA membership meetings;
 - 37 d. be a non-voting ex-officio member of all committees;
 - 38 e. be the official spokesperson for UA, and shall sign all necessary papers and
39 documents;
 - 40 f. be authorized to sign checks and payments of the union and shall monitor and
41 approve with the Treasurer financial matters;
 - 42 g. represent the union and participate in external union activity whenever possible;
 - 43 h. if elected, be the chief/ranking delegate to the AFT's convention, the AAUP's annual
44 meeting, the AAUP business meeting, the Oregon Conference of AAUP, and the state

- convention of AFT-Oregon whenever possible;
- i. work on building the union among all members of the bargaining unit;
- j. oversee monthly updates for the membership and make a report to the membership at least once each year summarizing the accomplishments of the UA and outlining plans for the next year;
- k. with the approval of the Executive Council, appoint Executive Council members in the case of a vacancy according to the terms of Article IV, Section 14 of this Constitution; and
- l. be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section 2. The Executive Vice President shall:

- a. assume the duties of the President in the event of the absence, illness, or death of the President;
- b. be responsible for the coordination of activities for collective bargaining and shall serve, ex-officio, and chair the meetings of the Collective Bargaining Committee;
- c. serve on the Grievance and Contract Administration committee;
- d. serve on the Communications committee;
- e. serve ex-officio on any other standing or ad-hoc committees concerned with contract negotiations, such as committees on salaries, workloads, and other matters subject to contract negotiation;
- f. co-sign financial instruments in the absence of the President or Treasurer; and
- g. perform other duties as delegated by the President or assigned by the Executive Council.

Section 3. The Secretary shall:

- a. serve as chair of the Communications Committee;
- b. be responsible for communications programs of the local including regular and periodic publications to members;
- c. be responsible for communicating news of the union to the community, including public relations activities;
- d. maintain the non-financial files and records of the union;
- e. be the custodian of the seal and charter of the union;
- f. record and keep accurate minutes of meetings of the membership, the Executive Council, and the Representative Assembly;
- g. assist the President in handling the correspondence of the union;
- h. perform duties of the office as required by the LMRDA; and
- i. perform other duties as delegated by the President, or assigned by the Executive Council.

Section 4. The Treasurer shall:

- a. receive, record, and deposit all dues monies and other income in the name of the

- union;
- b. maintain accurate membership records;
- c. issue membership cards and notices of delinquency;
- d. be one of the responsible financial officers of the union and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- e. maintain all financial records of the union;
- f. arrange for an independent audit or review of the finances of the union annually and make same available to the Executive Council, Representative Assembly, and membership;
- g. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers, Secretary-Treasurer of the AAUP, and similar officers of all other bodies with which the union is affiliated;
- h. oversee the work of, and receive reports from, the Finance Committee;
- i. perform duties of the office as required by the LMRDA and the guidelines developed by the AFT and AAUP; and
- j. perform other duties as delegated by the President or assigned by the Executive Council.

Section 5. Each Vice President shall serve their own constituency area and the general interest of the union as follows:

- a. The Vice President for Tenure Track Faculty Affairs shall:
 - i. represent all tenure track faculty who are members of the union; and
 - ii. perform other duties as delegated by the President or assigned by the Executive Council.
- b. The Vice President for Non-Tenure Track Instructional Faculty Affairs shall:
 - i. represent all non-tenure track faculty whose primary terms of employment are instruction-oriented and who are members of the union; and
 - ii. perform other duties as delegated by the President or assigned by the Executive Council.
- c. The Vice President for Non-Tenure Track Research Faculty Affairs shall:
 - i. represent all officers of research and non-tenure track research faculty whose primary terms of employment are research-oriented and who are also members of the union; and
 - ii. perform other duties as delegated by the President or assigned by the Executive Council.
- d. The Vice President of Diversity and Equity shall:
 - i. be primarily responsible for issues related to age, ethnicity, gender, physical abilities/qualities, race, sexual orientation, educational background, geographic origin, income, marital status, military experience, parental status, and religious beliefs; advance union programs to support underrepresented faculty;
 - ii. work to implement affirmative action goals, and pursue equal opportunity, fairness, and equal treatment at the University; and

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Section 9. The Executive Council shall issue regular reports, including an annual report, to the Representative Assembly and the membership.

Section 10. Four unexcused absences from an Executive Council meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Council member's suspension and/or replacement. Pursuant to Article IV, Section 15, the Executive Council shall have the authority to appoint a member to take the seat of an Executive Council member who was suspended or replaced under the terms of this Section. If the seat of a Vice President becomes vacant due to unexcused absence, he or she must be replaced by a member from the same constituency.

Section 11. The Chair of the Grievance and Contract Administration committee shall:

- a. be responsible for pursuing the resolution of faculty grievances;
- b. be acquainted with current grievance procedures and with the implementation of the current contract;
- c. assist and advise persons in the bargaining unit from the initiation of a grievance to its eventual resolution;
- d. with the support and advice of the Grievance and Contract Administration Committee, advise the Executive Council on all matters pertaining to the grievance procedure and on all grievance cases as well as any problems regarding the implementation of the current contract;
- e. with the advice of the Grievance and Contract Administration Committee, appoint Assistant Grievance Officers as necessary;
- f. work with the University ombudsperson and the University Senate's grievance committee when appropriate; and
- g. perform other duties as delegated by the President or assigned by the Executive Council.

Section 12. The Chair of the Organizing and Membership Committee shall:

- a. be responsible for membership benefits, services, and development programs aimed at membership growth and expansion;
- b. be responsible for coordinating organizing and membership responsibilities with state and national affiliates;
- c. be responsible for coordinating, with the Vice-Presidents, faculty mentorship, professional development, and membership service and benefit programs of the union;
- d. be responsible for overseeing membership organizing;
- e. be responsible for recruiting, training, and activating stewards; and
- f. perform other duties as delegated by the President or assigned by the Executive Council.

- 1 Section 13. The Chair of the Politics Committee shall:
2 a. be responsible for working with the Executive Council and the Politics Committee to
3 monitor higher education issues in state and federal government;
4 b. serve on the political committees for AFT Oregon and AAUP Oregon, if appointed;
5 c. research viewpoints of the membership on such issues;
6 d. be responsible for political education of the membership in legislative and
7 governmental election matters and assist the Executive Council in initiating and
8 coordinating lobbying activities; and
9 e. perform other duties as delegated by the President or assigned by the Executive
10 Council.

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13 **ARTICLE VII**
14 **COMMITTEE RESPONSIBILITIES**
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- 16 Section 1. The regular committees of the union shall be:
17 a. Finance Committee
18 b. Grievance and Contract Administration Committee
19 c. Organizing and Membership Committee
20 d. Politics Committee
21 e. Communications Committee
22
- 23 Section 2. The Collective Bargaining Committee, the Elections Committee, and the Constitution
24 and Bylaws Committee are intermittent committees that meet when needed.
25
- 26 Section 3. The Executive Council, either on its own initiative, or at the direction of the
27 Representative Assembly may establish special committees.
28
- 29 Section 4. Upon appointment by the President and approval by the Executive Council, committee
30 chairs shall have thirty (30) days to select committee members and present their names
31 to the Executive Council for approval.
32
- 33 Section 5. Within 30 days of formation, each committee shall present its annual program of action
34 to the Executive Council and the Membership Meeting.
35
- 36 Section 6. The Collective Bargaining Committee (CBC) shall be chaired by the Executive Vice
37 President, and shall include the members of the Negotiating Team, the Vice Presidents
38 for Tenure Track, NTT Instructional, and NTT Research, and any other members of the
39 Executive Council, Representatives Assembly, or UA membership approved by the
40 Executive Council. The CBC shall be responsible for surveying the membership,
41 developing a platform, and presenting the platform to the Representative Assembly for
42 approval. The CBC shall be charged with forming any necessary ad hoc working groups
43 or advisory committees as needed.
44

- 1 Section 7. The Finance Committee shall be responsible for drawing up and recommending the
2 proposed budget; shall review expenditures and the activities of the Treasurer on a
3 regular basis, and shall report to the President, the Executive Council, and the
4 Representatives Assembly.
5
6
- 7 Section 8. The duties of the Grievance and Contract Administration Committee will be to assist the
8 chair of the committee in the resolution of faculty grievances, to study labor law and
9 grievance procedures as they pertain to the needs and interests of the union, and to
10 provide the Executive Committee guidance on the desirability to pursue grievances to
11 arbitration.
12
- 13 Section 9. The duties of the Organizing and Membership Committee will include actively
14 maintaining and recruiting members and working with the Executive Council to prepare
15 newsletters and press releases, and create and maintain appropriate electronic
16 communication services. A roster of Representatives shall be available to this committee
17 to assist in collaboration and support.
18
- 19 Section 10. The duties of the Politics Committee will be to monitor higher education issues in state
20 and federal government; research viewpoints of the membership on such issues; and
21 assist the Executive Council in initiating and coordinating lobbying activities.
22
- 23 Section 11. The Communications Committee is chaired by the union Secretary and shall coordinate,
24 produce, and authorize all news, publications, and communications. The Executive
25 Council, with support from the Executive Director, shall guide the communications
26 agenda of the union.
27
- 28 Section 12. The Elections Committee shall conduct all general and special elections and referenda of
29 the union. Members of the Elections Committee may not run for or hold elected office
30 in the union.
31
- 32 a. The Elections Committee shall consist of five members in good standing selected by
33 the Representative Assembly at its first meeting of the year.
34 b. Any member of the Elections Committee nominated for or seeking office must
35 vacate their position and be replaced by a member nominated by the President and
36 approved by the Executive Council.
37
- 38 Section 13. The duties of the Constitution and Bylaws Committee shall be to review proposed
39 amendments to the Constitution and Bylaws to assure their conformity with
40 requirements of affiliates or applicable labor laws. The committee may initiate proposed
41 amendments. Its review of proposed amendments will be reported to the Executive
42 Council.
43
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ARTICLE VIII
ELECTION OF REPRESENTATIVE ASSEMBLY MEMBERS

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4 Section 1. The Elections Committee shall conduct elections for the Representative Assembly at the
5 same time as elections for Officers.
6

7 Section 2. For the purposes of Article VIII, "member" shall be defined as "bargaining unit
8 member," unless otherwise specified.
9

10 Section 3. The Representative Assembly shall consist of no more than fifty Representatives. Each
11 Representative will represent a roughly proportional number of members, with
12 representation distributed on the basis of both employment classification and between
13 academic work units. Determination of the precise number of Representative seats shall
14 be made pursuant to the rules set forth in the Bylaws.
15

16 Section 4. Prior to the call for nominations of Officers, Chairs, and Representatives, (usually in early
17 March of odd years), the Elections Committee shall conduct a census of members in
18 order to determine the proper apportionment of seats by academic work unit and
19 employment classification in the Representative Assembly. The Elections Committee
20 shall proportionately allocate seats to each employment class of each academic work
21 unit based on the numbers of actual members.
22

23 Section 5. At the time of the call for nominations, the Elections Committee shall notify all members
24 in good standing as to the number of Representative seats allotted to each employment
25 classification within each academic unit. Nominating information shall be circulated at
26 this time to the members of each academic work unit for either self-nomination or for
27 nomination of another member. Eligibility for voting for, and serving as, a
28 Representative, and for nominating candidates for Representative positions, is limited
29 to members in good standing. Members in good standing may self-nominate or
30 nominate candidates for seats in the Representative Assembly within their work unit.
31 Nominees must confirm to the chair of the Elections Committee their willingness to
32 serve. All nominations need to be received no later than thirty (30) days following the
33 opening of nominations. The Elections Committee will prepare and distribute ballots to
34 all members in good standing at the time of the election, as set forth in Article IV of the
35 Constitution. Representatives shall assume office on May 1 following the conclusion of
36 the election.
37

38 Section 6. The employment classifications represented shall be:
39 a. Tenured and tenure track faculty
40 b. Non-tenure track instructional faculty
41 c. Non-tenure track research faculty
42

43 Section 7. Each Representative shall be representing his/her academic work unit, reflecting the
44 current structure of the University, such as:

- 1 a. The College of Design
- 2 b. The College of Education
- 3 c. The Lundquist College of Business
- 4 d. The School of Music and Dance
- 5 e. The School of Journalism and Communication
- 6 f. The College of Arts and Science – Humanities Division
- 7 g. The College of Arts and Sciences – Social Sciences Division
- 8 h. The College of Arts and Sciences – Natural Sciences Division
- 9 i. Library
- 10 j. Research Institutes
- 11 k. Physical Education / Recreation
- 12 l. At-large Unit – composed of members pooled from all work units that have fewer
- 13 than ten (10) members in any employment class.

- 14
- 15 Section 8. Based on membership at the time of the member census on odd years (usually Winter
- 16 Term), the Elections Committee shall apportion the number of seats for each
- 17 employment classification of each academic work unit using these criteria:
- 18 a. The Representative Assembly shall consist of no more than fifty (50) representatives.
 - 19 b. Representatives will be elected from these three (3) employment classifications:
 - 20 i. Tenured and tenure track faculty
 - 21 ii. Non-tenure track instructional faculty
 - 22 iii. Non-tenure track research faculty
 - 23 c. The first stage of apportionment requires that the Elections Committee assign one
 - 24 (1) seat for the first ten (10) members in a single employment classification per
 - 25 academic work unit. Each employment classification within an academic unit is
 - 26 eligible for one Representative if it meets the ten (10) member threshold for that
 - 27 employment classification by the time of the member census in Winter Term.
 - 28 d. In this first stage of apportionment, a single academic work unit can have up to, but
 - 29 no more than, three (3) seats for the Representative Assembly (one seat per
 - 30 employment classification).
 - 31 e. When a work unit has fewer than ten (10) members in a given employment
 - 32 classification, members of that unit will be pooled in the At-large work unit.
 - 33 f. The pooled members of the At-large work unit will be eligible to nominate or self
 - 34 nominate for candidacy as a Representative provided the At-large work unit has at
 - 35 least ten (10) members in the respective employment classification.
 - 36 g. No Representative shall represent fewer than 10 members.
 - 37 h. After allotting one representative to each eligible employment classification within
 - 38 each unit including the pooled At-Large unit, the Elections Committee will then
 - 39 determine proportional assignment of the remaining possible Representative seats
 - 40 to the various employment classes of each academic work unit, based on their
 - 41 relative numbers of actual union members.
 - 42 i. The overall number of Representative Assembly seats apportioned to each
 - 43 employment class in each work unit shall to the extent possible reflect the fraction
 - 44 of total union membership comprised by that employment classification of that

1 work unit.

- 2
- 3 Section 9. Each Representative shall be elected by the members in good standing of their
4 employment classification within their academic work unit.
- 5 a. All elections will be conducted using a conventional preference vote system when
6 there are two or fewer candidates.
- 7 b. Elections will be conducted using an "Approval Voting" system when there are more
8 than two candidates running to represent a particular employment class within a
9 work unit. Under this system, all members will have the opportunity to vote for all
10 candidates they approve of (one or more), and the candidate with the most votes
11 (the most approval) will win. The ballots shall be tabulated by the Elections
12 Committee. If more than one seat is available for a given employment classification
13 within a work unit, then the Seats shall be assigned to the candidate with the
14 highest votes followed by the second highest vote count, and so on.
- 15 c. In the event of a tie, the Elections Committee shall flip a coin.
- 16
- 17 Section 10. All members of the Representative Assembly shall be eligible to complete their term of
18 office even if they do not hold an appointment at the University for the entire duration
19 of their elected position, as long as they remain members in good standing.
- 20
- 21 Section 11. Representatives shall serve for two years. Any vacancies that occur will be filled by the
22 Executive Council until the next general election.
- 23

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25 **ARTICLE IX**

26 **DUTIES OF REPRESENTATIVES**

27

- 28 Section 1. Representatives shall:
- 29 a. elect a chair of the Representative Assembly at the October meeting in an odd year;
- 30 b. attend all regular and special meetings of the Representative Assembly and all
31 meetings of the general membership;
- 32 c. hold regular meetings of the membership at the worksite, or other appropriate
33 place, for the purpose of making reports, discussing workplace and organizational
34 concerns, receiving instruction from the membership, and other activities as may be
35 required;
- 36 d. recruit eligible persons to membership;
- 37 e. process grievances and resolve disputes at the worksite, or other appropriate
38 location;
- 39 f. consult regularly with the employer's management personnel at the worksite
40 regarding matters of interest to the union membership; and
- 41 g. serve as departmental stewards.
- 42
- 43 Section 2. The Representative Assembly shall meet in October, November, January, February,
44 April, and May for the purpose of:

- a. establishing the policies of the union;
- b. receiving and reviewing the reports of the President, Executive Council, and Committees;
- c. reviewing and approving the budget submitted by the Executive Council;
- d. initiating and taking other such actions as the body deems necessary; and
- e. participating in trainings related to steward and representative work.

Section 3. A majority of its members shall be a quorum for the Representative Assembly.

Section 4. The Representative Assembly may be called into Special Session at the discretion of the Executive Council or upon the presentation of a valid petition of twenty-five (25) percent of the Representatives to the Secretary of this union.

**ARTICLE X
DELEGATES TO AFFILIATE CONVENTIONS**

Section 1. Elections shall be conducted in accordance with the AFT and AAUP Constitutions and the standards set forth by the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).

Section 2. To be eligible to be a delegate, a person must be a member in good standing of the union.

Section 3. Nominations

- a. Sixty (60) days prior to the date of the election, the Elections Committee shall
 - i. Determine the manner of the election.
 - ii. Notify all members of the opening of nominations for delegate, instructions on how to nominate, and of the date of the election by email to the members' university email address.
- b. Members can nominate members or self-nominate by submitting nominations to the Elections Committee. A place on the Union's website will be created for this purpose and how-to information will be included in the nomination notice. Said nominations must be submitted no later than thirty (30) days following the notice of the opening of nominations.
- c. Members nominated to run for delegate must affirmatively accept their nomination no later than twenty-four (24) hours following the close of nominations in order to be placed on the ballot.
- d. The Elections Committee shall determine whether the nominations were timely and if the nominees are eligible.

Section 4. At least twenty (20) days prior to the last day of the election, the Elections Committee shall notify all members of the election date(s) and the candidates for delegate by

1 sending notice to the member’s last known home address.
2

3 Section 5. The Elections Committee shall solicit a candidate statement from all candidates and post
4 the statements to the United Academics website on a page designated for this purpose.
5

6 Section 6. Ballots

- 7 a. All elections will be conducted using a conventional preference vote system when
8 there are two or fewer candidates.
- 9 b. Elections will be conducted using an “Approval Voting” system when there are more
10 than two candidates. Under this system, all members will have the opportunity to
11 vote for all candidates they approve of (one or more), and the candidate with the
12 most votes (the most approval) will win. The ballots shall be tabulated by the
13 Elections Committee.
- 14 c. In the event that there are fewer nominees than funded positions, the nominees will
15 be considered elected and no election will be necessary.
- 16 d. In the event of a tie, the Elections Committee shall flip a coin to determine the
17 winner.
18

19 Section 7. The election results will be published and distributed by email to the membership within
20 five (5) days of the count. All elections materials, including the ballots, will be kept in a
21 secure location for one (1) year.
22

23 Section 8. Challenges and objections to the election must be submitted in writing, with a
24 statement of supporting reasons that includes specific facts as well as any
25 documentation, to the Elections Committee within five (5) days of the release of results.
26 The Elections Committee shall issue its written opinion regarding the objections no later
27 than ten (10) days after receipt of such objections.
28
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30 **ARTICLE XI**
31 **STEWARDS**
32

33 Section 1. Each department/academic unit, as defined for purpose of representation in the
34 Representative Assembly may select at least one steward. Stewards serve in a voluntary
35 capacity and have no direct role in governance of the union.
36

37 Section 2. Each steward shall be an active union member in good standing of the
38 department/academic unit that they represents. Stewards may concurrently hold
39 another office in the union except the offices of President, Secretary, or Treasurer. This
40 restriction shall not apply to the office of Secretary or Treasurer during the first two
41 years after the chartering of the union.
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43 Section 3. Stewards will receive their official appointment from the Chair of the Organizing and
44 Membership Committee and will serve for a term of one year, with no term limit.

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Section 4. With the Vice-Presidents of Tenure Track Faculty, Non-tenure Track Instructional Faculty, and Non-tenure Track Research Faculty, the Officer of Organizing and Membership may appoint more than one steward within a single academic unit, in which case those appointed will be responsible for coordinating their activities within the academic unit.

Section 5. Stewards may meet as a committee as needed, subject to the call of the Vice-Presidents of Tenure Track Faculty, Non-tenure Track Instructional Faculty, and Non-tenure Track Research Faculty. When possible, this meeting should occur immediately prior to a general membership meeting.

Section 6. The duties of the steward shall be:

- a. To coordinate union activities within the academic unit;
- b. To communicate relevant decisions and activities of the Executive Council and Representative Assembly to union members and other employees in the bargaining unit within their academic unit as appropriate, including, but not limited to, notification of upcoming elections, meetings, and social events;
- c. To act as advocates and advisors for union members within their department/academic unit regarding issues related to the union. Stewards are particularly charged with facilitating the resolution of any complaint that might result in a grievance, directing the member to the appropriate union resources and following up, as appropriate, to ensure that the issue has been resolved;
- d. To regularly attend steward meetings convened by the Vice-Presidents of Tenure Track Faculty, Non-tenure Track Instructional Faculty, and Non-tenure Track Research Faculty Affairs or the Chair of the Organizing and Membership Committee in order to coordinate the activities of all of the stewards; and
- e. To encourage UO employees within the bargaining unit to join the union and to enroll them should the employee so choose.

ARTICLE XII
THE NEGOTIATING TEAM

Section 1. During the year before a current contract expires, the Executive Council will appoint a Negotiating Team responsible for negotiating a contract with the representatives of the administration of the University of Oregon. The chair of this team shall be the President of the union.

Section 2. The Negotiating Team will consist of a Chief Negotiator and no less than two other members, with each of these selections ratified by a majority vote of the Executive Council.

ARTICLE XIII
COLLECTIVE BARGAINING AND CONTRACT RATIFICATION

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4 Section 1. The Negotiating Team will draft contract proposals. Such proposals shall be prepared in
5 consultation with the Executive Council.
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7 Section 2. The President may appoint special subcommittees to research and assist in drafting
8 proposals.
9
10 Section 3. Early in the process, the Chief Negotiator and the President will hold a Collective
11 Bargaining Caucus for the purpose of gathering and discussing members' ideas and
12 concerns.
13
14 Section 4. The Executive Council is responsible for keeping the Representative Assembly informed
15 during contract negotiations.
16
17 Section 5. A tentative agreement will be presented to the membership of the union for ratification.
18
19 Section 6. At least seven (7) days in advance, the Executive Council shall announce the date, place,
20 and time of a meeting for ratification of a proposed contract, and circulate copies of the
21 proposed contract. In unusual cases of crisis, the Executive Council may reduce the 7
22 day notification rule to not less than 48 hours. The meeting shall be at a time when few
23 classes are held and copies of the proposed agreement will be made readily available.
24
25 Section 7. At the contract ratification meeting, any vote taken on the contract shall be by secret
26 ballot. Only members of the union, or any persons whose attendance is invited by the
27 Executive Council, may attend this meeting and only members in good standing present
28 at this meeting shall have the right to vote. The standard quorum requirements for
29 membership meetings shall not apply to the contract ratification meeting.
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ARTICLE XIV
MEMBERSHIP MEETINGS

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35 Section 1. The union will hold three regular membership meetings each year, one in the Fall, one in
36 Winter, and one in the Spring.
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38 Section 2. A quorum for transacting business at a membership meeting shall be 10% of the
39 membership.
40
41 Section 3. Special meetings of the membership may be called by:
42 a. the Representative Assembly, or
43 b. a petition of ten percent (10%) of the members. The petition must state the reason
44 for the meeting. Such a meeting must be called within two weeks after the Executive

1 Council receives a valid petition. The Executive Council will provide no less than
2 seven days' notice of such a meeting with all agenda items listed on the notice.
3
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5 **ARTICLE XV**
6 **DUES**
7

8 Section 1. Dues rate is set at 1.1% of salary for all bargaining unit faculty members.
9

10 Section 2. The dues rate may be modified. In order to modify the dues rate, the Representative
11 Assembly must approve a motion to recommend a new dues rate to the membership.
12 The membership must vote to adopt the recommendation of the Representative
13 Assembly at the next scheduled membership meeting held in accordance with Article
14 XIV.
15

16 If the membership meeting chooses not to adopt a dues increase, dues shall be set at
17 the level that existed prior to the Representative Assembly's action.
18

19 Under no circumstances may the membership meeting vote to terminate or modify the
20 dues pass-through set forth in Section 3 of this Article.
21

22 Section 3. The dues assessed shall include at least the prevailing per capita amounts for the AAUP,
23 AAUP-Oregon, AFT, AFT-Oregon, AFL-CIO local and state affiliates, and insurance
24 premiums. Whenever the dues of a required affiliate increases, the dues of the local
25 shall automatically and simultaneously increase by the same amount.
26

27 Section 4. The dues of the organization shall be posted and announced publicly.
28

29 Section 5. The union is authorized to receive contributions from any donor (grants, donations,
30 contributions, and other funding activities) provided that the Executive Council
31 determines that the conditions or purposes of any contribution are not inconsistent
32 with this Constitution or the general purposes of the union.
33
34

35 **ARTICLE XVI**
36 **AFFILIATIONS**
37

38 This union shall maintain affiliation with the following organizations:
39

40 Section 1. The American Federation of Teachers (AFT). Whenever possible, the union will send
41 delegates to the AFT's convention.
42

43 Section 2. The American Association of University Professors (AAUP). Whenever possible, the
44 union will send delegates to the AAUP's national meetings.

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- 2 Section 3. AFT-Oregon. Whenever possible, the union will send delegates to the AFT-Oregon
- 3 convention.
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- 5 Section 4. AAUP Oregon. Whenever possible, the union will send delegates to the AAUP-Oregon
- 6 annual meeting.
- 7
- 8 Section 5. The Oregon AFL-CIO. Whenever possible, the union will send delegates to the Oregon
- 9 AFL-CIO convention.
- 10
- 11 Section 6. The Oregon American Federation of Labor-Congress of Industrial Organizations (AFL-CIO
- 12 Oregon). Whenever possible, the union will send representatives to Strong Voice and
- 13 other chapter activities of the AFL-CIO Oregon.
- 14
- 15 Section 7. Other labor unions or chapters in locations where the university has a campus and the
- 16 union has significant membership as determined by the Executive Council.
- 17
- 18 Section 8. All convention delegates shall make written reports to the Executive Council on
- 19 meetings attended. Every reasonable effort shall be made by the union to pay the
- 20 legitimate expenses of delegates to meetings and conventions of affiliated
- 21 organizations. The union to the best of its ability shall be active in the affairs of affiliated
- 22 organizations.
- 23
- 24

**ARTICLE XVII
RULES OF ORDER**

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28 *Robert's Rules of Order Newly Revised* shall govern this union and all of its subordinate bodies in

29 all matters not expressly covered by this Constitution or the Bylaws of this union.
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**ARTICLE XVIII
SANCTIONS AND DUE PROCESS PROTECTIONS AND PROVISIONS**

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- 35 Section 1. Every member has the right to due process when faced with accusations of having
- 36 caused harm to the interests of the union or its membership; likewise every member
- 37 has the right to initiate proceedings against other members who are perceived to have
- 38 caused egregious material or constitutional harm to the interests of the union or its
- 39 membership. Under no circumstances shall this article be utilized to infringe upon the
- 40 free speech rights of the membership.
- 41
- 42 Section 2. In the rare and unusual circumstance in which a member is accused of having taken
- 43 egregious action that materially harms the union or its members, or that is contrary to
- 44 this Constitution or the interests of this union or its membership, the union has the right

1 to protect its interests, and the accused member has a right to full due process. This
2 article sets forth that due process.

- 3 a. A member may be sanctioned by the union for actions contrary to this Constitution
4 or to the interests of the union or its membership. Such action may only be initiated
5 by the bringing of written and signed charges to the Executive Council by two or
6 more members of the local; these charges must include a specific and detailed
7 accounting, including any documentation, of the allegations against the member.
8 Any sanctions imposed as a result of this process shall conform to Oregon law.
- 9 b. Upon the receipt of such charges, the Executive Council shall cause a preliminary
10 investigation to be conducted in order to determine whether the charges against the
11 member have merit. In addition, at this time, the Executive Council shall give a copy
12 of the charges to the accused member.
- 13 c. Following the preliminary investigation, the Executive Council shall vote on the
14 question of whether a hearing should be held. If a majority of the Executive Council
15 votes to hold a hearing, the member shall be given at least ten (10) days written
16 notice of the hearing.
- 17 d. At a hearing, the accused member shall have the right to be represented by a person
18 of their choice, and shall have the right to question the charges and present
19 evidence and witnesses to support their defense. At the conclusion of the hearing, a
20 two-thirds (2/3) vote of the Executive Council shall be required for sanctions. If a
21 member of the Executive Council has brought the charges against the member, that
22 Council member shall recuse him/herself from the vote.
- 23 e. A sanctioned member may appeal the decision of the Executive Council to the
24 membership by requesting a vote at the next regular meeting. A simple majority of
25 the members voting shall be sufficient to overrule the decision of the Executive
26 Council to impose a sanction.

27
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29 **ARTICLE XIV**
30 **AMENDMENT**

31
32 Section 1. Twenty percent (20%) of the membership, or Representatives of 20% thereof, may
33 present, by petition, a proposed amendment to this Constitution to the Secretary, who
34 shall notify the Representatives of the proposed amendment no later than thirty (30)
35 days prior to the next meeting of the Representative Assembly. Alternatively, a majority
36 of the Executive Council may vote to present a proposed amendment to the
37 Representatives at the next meeting of the Representative Assembly. A copy of the
38 proposed amendment, along with an explanation of said amendment, shall be
39 distributed to all Representatives, at least one week prior to the Representative
40 Assembly meeting at which the amendment will be introduced and discussed.

41
42 Section 2. The Representative Assembly shall vote on amendments to the Constitution initiated via
43 the method set forth in section 1 of this article.

- 44 a. Following the meeting of the Representative Assembly at which the proposed

1 amendment was introduced, a vote shall be held on the amendment at the next
2 meeting of the Representative Assembly.

- 3 b. In the alternative, following the meeting of the Representative Assembly at which
4 the proposed amendment was introduced, a special Representative Assembly
5 meeting for the purpose of voting on the proposed amendment may be called by
6 the Executive Council. The special meeting shall be conducted in accordance with
7 the terms of Article VIII, Section 9.
8 c. Two-thirds (2/3) of the entire membership of the Representative Assembly shall be
9 required for passage of the amendment.

10
11 Section 3. Amendment By Direct Vote of the Membership: If 50% of the membership shall sign a
12 petition to amend the Constitution, the Elections Committee shall conduct a vote by
13 mail ballot on the proposed amendment. Two-thirds (2/3) of the total membership must
14 vote to approve of such amendment in order for it to be enacted.
15

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17 **ARTICLE XX**
18 **AVAILABILITY OF THE CONSTITUTION AND BYLAWS**
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20 Section 1. A digital copy of this Constitution and all subsequent amendments shall be submitted by
21 electronic means to the office of the Secretary-Treasurer of the American Federation of
22 Teachers.
23

24 Section 2. One copy shall be sent to the similar officer of each organization with which this union is
25 affiliated.
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27 Section 3. The Secretary shall make available upon request a copy to any member of the union.
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31 This Constitution was adopted by the membership on June 14, 2013;

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33 (and last amended on October 16, 2019).