

Article 1 Name

This organization shall be known as United Faculty and Academic Staff of UWEC/AFT-Wisconsin, AFT, AFL-CIO. Throughout this document, this organization is referred to as “the organization” or “this organization.”

Article 2 Mission

2.1. Definition

The mission of this organization shall be to secure rights for all UWEC faculty and academic staff (AS) who are eligible for membership to:

- 2.1.1 advance the economic, social, and political well-being of UWEC faculty and AS
- 2.1.2 improve the employment situation of UWEC faculty and AS
- 2.1.3 support and facilitate mutual understanding and cooperation among UWEC faculty and AS
- 2.1.4 enhance the effectiveness and quality of UWEC
- 2.1.5 preserve and elevate the values of higher education including academic freedom, scholarship (teaching, research, creative activity), and public service
- 2.1.6 promote the interests of communities served by UWEC
- 2.1.7 support and encourage the organizational efforts of and bargaining rights for faculty and academic staff
- 2.1.8 champion equity and inclusivity on behalf of UWEC faculty and academic staff, UWEC, and society at large

2.2 Powers

Given this mission, and to promote (but not limit) the objectives listed above, the organization shall have power to

- 2.2.1 employ/select individuals to represent the organization in collective bargaining and other activities related to the organization’s mission;
- 2.2.2 disseminate information and data from studies conducted relevant to the organization’s mission;
- 2.2.3 engage in fund-raising activities;
- 2.2.4 conduct promotional activities including, but not limited to, advertising and publicity;
- 2.2.5 obtain resources (e.g., office space, equipment, technology, services) necessary to carry out the organization’s mission.

Article 3 Membership

3.1 Membership Eligibility

3.1.1 Individuals with current faculty or academic staff appointments, or who are retired, resigned, or not renewed from such appointments are eligible for membership.

3.1.2 Because of possible conflicts of interest, excluded from eligibility for membership are UWEC employees currently holding administrative positions higher than department chair, including Associate Dean, Dean, Associate or Assistant Vice Chancellor, Vice Chancellor, Chancellor, and Provost, those holding appointments with similar titles or duties, and members of their staffs. Members who accept appointments to such positions are to be removed from membership.

3.1.3 No one shall be excluded from membership eligibility in the organization on the basis of political belief, race, color, religion, creed, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, marital/civil union/domestic partner status, or disability.

3.2 Membership

Eligible members who authorize ongoing monthly payments for dues, or an equivalent ongoing method of payment as approved by the Membership and Organizing Committee, are deemed members of the organization. Active members are members who are not being disciplined by the organization. Membership is ongoing and must be affirmatively cancelled by the member.

3.3 Rights and Responsibilities of Membership

Active members are eligible to

- 3.3.1 make, second, debate, and vote on motions in organization meetings
- 3.3.2 nominate active members for office in the organization
- 3.3.3 vote in elections for officers and committees, and hold elected office in the organization
- 3.3.4 serve on organization committees
- 3.3.5 vote on negotiated agreements with the university.

3.4 Discipline

3.4.1 Members can be disciplined by the organization for violating its constitution or bylaws and for no other reason.

3.4.2 Organization discipline is limited to censure, withdrawal of one or more rights reserved for active members, for a specified period of time, and removal from office if an officer of the organization.

3.4.3 No member can be disciplined without due process, which shall include written notice of charge(s), an open hearing before the Executive Council convened not less than 10 or more than 30 days after receipt of written notice, the right to be heard at said hearing, and the right to representation.

3.4.4 Disciplinary decisions shall be made by two-thirds majority vote of the Executive Council and shall be communicated in writing to affected members within 30 days after the open hearing.

3.5 Friends

Anyone not explicitly excluded from membership in Section 3.1.2 is eligible to become a friend of the union. Individuals may become friends with the approval of the Executive Council, and the status of friend can be revoked thusly.

3.6 Rights and Responsibilities of Friendship

Friends are eligible to

3.6.1 attend and speak at Membership meetings

3.6.2 serve as members of any standing committee

3.6.3 be included in any and all communication from this organization

Article 4 Officers

4.1 Officer Positions

4.1.1 Officers of the organization shall be the president, vice president, secretary, and treasurer.

4.1.2 Officers shall be elected by simple majority vote of the organization's active members.

4.1.3 The term of office for all officers shall be two (2) years.

4.2 Duties of Officers

4.2.1 **President.** This officer shall

4.2.1.1 serve as the presiding officer at all meetings of the membership and the Executive Council

4.2.1.2 serve as an *ex-officio* member of all standing committees

4.2.1.3 serve as the official spokesperson of the organization

4.2.1.4 make an annual report to the organization's membership

4.2.1.5 be one of the principal financial officers of the organization and be authorized to co-sign financial instruments of the organization and make regular and usual disbursements of funds

4.2.1.6 supervise all employees of the organization

4.2.1.7 serve as the liaison to the University Senate

4.2.1.8 be able to delegate the responsibilities of the office except where otherwise specified by this constitution

- 4.2.1.9 carry out other duties as appropriate or as determined by the Executive Council
- 4.2.1.10 serve as a delegate to the American Federation of Teachers and the AFT-Wisconsin conventions

4.2.2 Vice-President. This officer shall

- 4.2.2.1 exercise all duties of the president in the absence of the president
- 4.2.2.2 assist in fulfilling the duties of the secretary, particularly reading and responding to correspondence of the organization
- 4.2.2.3 co-sign financial instruments of the organization in the absence of the president or treasurer
- 4.2.2.4 succeed the president in the event that the president is unable to perform the duties of that office, resigns, or leaves the university, and continue until the president's term of office expires
- 4.2.2.5 assist the organization in other ways as assigned by the president
- 4.2.2.6 carry out other duties as appropriate or as assigned by the Executive Council
- 4.2.2.7 serve as a delegate to the American Federation of Teachers and the AFT-Wisconsin conventions

4.2.3 Secretary. This officer shall

- 4.2.3.1 serve as the principal officer responsible for maintaining the non-financial records of the organization
- 4.2.3.2 be the custodian of the constitution and other founding documents of the organization
- 4.2.3.3 prepare and distribute agendas of the meetings of the membership and Executive Council as authorized by the Executive Council
- 4.2.3.4 prepare and distribute accurate minutes of meetings of the membership and the Executive Council
- 4.2.3.5 read and respond to correspondence of the organization as authorized by the Executive Council
- 4.2.3.6 report on correspondence of the organization to the Executive Council
- 4.2.3.7 assist in other communication needs of the organization as appropriate or as assigned by the Executive Council
- 4.2.3.8 carry out other duties as appropriate or as assigned by the Executive Council

4.2.4 Treasurer. This officer shall

- 4.2.4.1 serve as the principal officer responsible for the oversight of all financial matters of the organization
- 4.2.4.2 be one of the principal financial officers of the organization and be authorized to co-sign financial instruments of the organization and make regular and usual disbursements of funds
- 4.2.4.3 keep a full, current, and accurate record of all financial transactions of the organization, available at all times for review by the Executive Council
- 4.2.4.4 prepare an annual budget for the membership and Executive Council
- 4.2.4.5 facilitate and report to the Executive Council financial audits of the organization
- 4.2.4.6 carry out other duties as appropriate or as assigned by the Executive Council

4.3 Unscheduled Vacancies, Resignations, and Removals of Officers

- 4.3.1 In the event of an unscheduled vacancy in the office of the president or vice-president, the line of succession is as follows: vice-president then secretary.
- 4.3.2 Unscheduled vacancies in other officer positions shall be filled by appointment of the Executive Council until a special election can be held.
- 4.3.3 Unscheduled vacancies in offices shall be filled by a special election following the election guidelines in Article 7.
- 4.3.4 Any officer may resign at any time by giving written notice to the president or secretary of the organization.
- 4.3.5 Any officer may be removed from office for negligence or other misconduct provided that
 - 4.3.5.1 five (5) members of the Executive Council or 20 percent of the active membership allege negligence or other misconduct in a written petition for a recall election,
 - 4.3.5.2 the recall election is approved by the Executive Council, excluding the accused member, per due process as outlined in Article 3, section 3.3.3 above, and
 - 4.3.5.3 a majority of active members vote in favor of the removal of the officer.

Article 5

Executive Council

5.1 Composition of the Executive Council

The Executive Council shall consist of four officers (president, vice-president, secretary, and treasurer) and the chairs of the five standing committees (Membership and Organizing Committee Chair; Communications Committee Chair; Grievance, Academic Freedom, and Equity Committee Chair; Shared Governance Chair; and Labor Solidarity Chair). All members of the Executive Council are elected by the organization's active members. The term of an Executive Council member shall be two years and is renewable. All who serve on the Executive Council must be active members in good standing.

5.2 The Duties of all Executive Council members shall be to

- 5.2.1 determine policies and actions of the organization in accordance with its constitution and bylaws
- 5.2.2 meet monthly during the fall and spring semesters or at the call of the president
- 5.2.3 appoint interim officers in the event of a vacancy or appoint interim chairs of standing committees that are inactive (and hence unable to elect a chair)
- 5.2.4 develop the annual budget of the organization
 - 5.2.4.1 solicit and incorporate input from the organization members in developing the annual budget
 - 5.2.4.2 distribute the annual budget (with assistance from the secretary) to all members not less than three weeks prior to the appropriate spring membership meeting

- 5.2.4.3 present the annual budget (with assistance from the treasurer) for the next fiscal year (July 1 through June 30) to members at the appropriate spring membership meeting for ratification by majority vote of active members
- 5.2.5 make contracts and incur liabilities on behalf of the organization, consistent with the approved budget
- 5.2.6 employ persons, including legal counsel, and receive contributions in the name of the organization
- 5.2.7 determine the level of organization dues
- 5.2.8 recommend approval, modification, or rejection of negotiated agreements with the university, subject to ratification by majority vote of members in good standing
- 5.2.9 make recommendations for the allocation of any financial surplus from the previous fiscal year to funds and projects relevant to the organization's mission
- 5.2.10 upon majority vote of the Executive Council, delegate the exercise of any of these authorities to the president, who shall remain subordinate to the Executive Council and report to the Executive Council accurately, promptly, and completely on actions taken.

5.3 Subordination of Executive Council to Members

Any action taken by the Executive Council may be overruled by a majority vote of active members at a Membership Meeting with a quorum of twenty-five percent (25%) of organization members in good standing.

Article 6 Committees

6.1 Composition of Committees

To support its efforts, this organization shall incorporate the following standing and ad hoc committees:

- Membership and Organizing Committee (standing)
- Grievance, Academic Freedom, and Equity Committee (standing)
- Communications Committee (standing)
- Shared Governance Committee (standing)
- Labor Solidarity Committee (standing)
- Nominations and Elections Committee (ad hoc)

6.2 Standing versus Ad Hoc Designation

6.2.1 Each *standing* committee shall be open to any active member or friend.

6.2.2 The organization may create *ad hoc* committees, as they are deemed necessary, to promote the purpose of the organization. The organization's president shall appoint the chairperson and members of these committees, with consultation from the Executive Council.

6.2.3 The chairperson of any standing or ad hoc committee must be an active member in good standing.

6.3 Membership and Organizing Committee

This committee is charged with the responsibility of actively maintaining membership and of recruiting new members. This committee shall be composed of a chairperson and other active members.

6.3.1 This committee shall

6.3.1.1 develop and organize activities related to recruitment of new members and maintaining existing members (with assistance from department representatives)

6.3.1.2 develop and organize activities that encourage the recruitment and development of new leaders

6.3.1.3 assist with the creation and distribution of union-related information.

6.3.2 Membership and Organizing Committee chairperson. This officer shall

6.3.2.1 oversee the efforts of the Membership and Organizing Committee and serve on said committee

6.3.2.1.1 oversee organizing and conducting membership campaigns as directed by the Executive Council

6.3.2.2 act as liaison for the Executive Council on behalf of this committee

6.3.2.3 keep the membership records

6.3.2.4 provide counsel and assistance to the president and vice-president

6.3.2.5 serve as the presiding officer in the absence of both the president and vice-president

6.3.2.6 succeed the vice-president in the event that the vice-president is unable to perform the duties of office, resigns, or leaves the university, and continue until the term of office expires

6.3.2.7 carry out other duties as warranted and assigned by the Executive Council

6.4 Grievance, Academic Freedom, and Equity Committee

6.4.1 The Grievance, Academic Freedom, and Equity Committee shall assist members in good standing with the resolution of disputes in the workplace. This committee shall be composed of a chairperson and other active members.

6.4.2 This committee shall

6.4.2.1 maintain records of grievances and their disposition

6.4.2.2 help with grievances and disputes beyond the immediate work location.

6.4.2.3 monitor threats to academic freedom on campus

6.4.2.4 follow all policy developed by the Executive Council that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals.

6.4.2.5 advocate for greater equity in pay, employment conditions, and benefits among faculty and academic staff, however "equity" is defined by the Committee, Executive Council, and Membership.

6.4.2.6 monitor the general campus climate regarding discrimination, equity, diversity, and inclusivity and make recommendations for enhancing the campus climate

- 6.4.3 Grievance, Academic Freedom, and Equity Committee chairperson. This officer shall
- 6.4.3.1 be acquainted with current grievance procedures and with the implementation of any agreements with the university
 - 6.4.3.2 oversee the efforts of the Grievance, Academic Freedom, and Equity Committee
 - 6.4.3.3 act as liaison for the Executive Council on behalf of this committee
 - 6.4.3.4 provide counsel and assistance to the president and vice-president
 - 6.4.3.5 keep the official records of grievance reports and hearings
 - 6.4.3.6 work with the University Senate's officers and grievance committee when appropriate
 - 6.4.3.7 oversee equity issues and campus climate issues as defined by the Committee, Executive Council, and Membership.

6.5 Communications Committee

- 6.5.1 This committee shall
- 6.5.1.1 ensure that members receive regular communications from the Executive Council and about union-related issues.
 - 6.5.1.2 maintain this organization's website.
 - 6.5.1.3 regularly post content on the organization's social media pages.
 - 6.5.1.4 regularly distribute mailings to all faculty and academic staff on campus about the union's activities, events, and issues pertinent to this organization.
 - 6.5.1.5 send out press releases to local and state news media regarding this organization's activities and events
 - 6.5.1.6 develop and update a communication strategy for advancing the organization's objectives.

6.5.2 Communications Committee Chairperson. This officer shall

- 6.5.2.1 oversee the efforts of the Communications Committee and serve on said committee
- 6.5.2.2 act as liaison for the Executive Council on behalf of this committee

6.6 Shared Governance Committee

6.6.1 This committee shall

- 6.6.1.1 develop a strategy for lobbying and influencing University Senate and other shared governance bodies
- 6.6.1.2 recruit and work to elect union members to serve on the University Senate and other shared governance bodies

6.6.2 Shared Governance Committee Chairperson. This officer shall

- 6.6.2.1 oversee the efforts of the Shared Governance Committee and serve on said committee
- 6.6.2.2 act as liaison for the Executive Council on behalf of this committee
- 6.6.2.3

6.7 Labor Solidarity Committee

6.7.1 This committee shall

6.7.1.1 work with other AFT-Wisconsin locals, especially faculty and staff unions on UW System campuses, to coordinate campaigns and strategies that advance the organization's objectives.

6.7.1.2 work with other union locals and labor groups at UW-Eau Claire to advance the interests of workers on the UW-Eau Claire Campus

6.7.1.3 select members of the committee to serve as delegates to the Greater West Central Area Labor Council and to other groups that the union maintains affiliate ties

6.7.1.4 regularly participate in the activities of organizations with which this organization

6.7.2 Labor Solidarity Committee Chairperson. This officer shall

6.7.2.1 oversee the efforts of the Labor Solidarity Committee and serve on said committee

6.7.2.2 act as liaison for the Executive Council on behalf of this committee

6.8 Nominations and Elections Committee (ad hoc)

6.8.1 This committee shall solicit candidates for elections, and shall manage all elections for the organization. This committee shall be composed of a chairperson and other active members who are not currently serving as members of the Executive Council or are seeking election to an Executive Council position.

Article 7 Elections

Elections shall be conducted so as to remain consistent with the standards developed under Title IV of the Labor-Management Reporting and Disclosure Act (Landrum-Griffin).

7.1 Elected positions

Elected positions of the organization shall include all nine members of the Executive Council.

7.2 ~~Officer~~ Elections

7.2.1 Elections shall be held in the spring semester. The term of Executive Council members will begin on August 1st following the election and end on July 31st at the end of the term. To implement staggered terms, the inaugural president and treasurer will each serve three-year terms. The inaugural vice-president and secretary will each serve two-year terms. After the inaugural terms of office are completed, all terms of office shall be two years.

7.3 Timing of Elections

7.3.4 With the exception of the election of inaugural Executive Council members, elections shall be held between April 16 and April 30.

7.3.5 The date of any specific election must be determined and set by the Executive Council no later than six (6) weeks prior to the close of the election.

7.4 Nomination of Candidates

7.4.1 The organization shall provide reasonable opportunity for nominating candidates by at least these measures:

7.4.1.1 Call for nominations by and from among active members no later than six (6) weeks prior to the close of the election.

7.4.1.2 Publish all candidate nominations with optional statement of candidate qualifications to all active members no later than three (3) weeks prior to the close of the election.

7.4.1.3 Make a good faith effort to obtain nominations from all UWEC colleges.

7.4.2 **Eligibility:** Any active member may make nominations and be nominated for elected office.

7.5 Campaign Rules

7.5.1 The organization shall honor all reasonable requests to distribute campaign literature at the candidate's expense.

7.5.2 The organization shall not use any funds received from dues, assessments, or similar levies to promote any candidate.

7.5.3 No employer may contribute cash or any other thing of value to the campaign of any candidate.

7.5.4 Privileges extended to one candidate shall be extended to all. For example, if any candidate is allowed to copy membership lists, all candidates shall be given the opportunity to do so.

7.6 Notification of Elections

7.6.1 Notification of any upcoming election shall be sent via e-mail to each active member at his/her primary email address not later than three (3) weeks prior to the close of the election.

7.6.2 In addition, notification may be by any other effective means. Whatever methods are selected, all active members shall be notified.

7.7 Conduct of Elections

7.7.1 Elections shall be conducted by the Nominations and Elections Committee. The Nominations and Elections Committee shall consist of at least three active members of the organization who volunteer to serve on the committee. The ballots and all other records pertaining to the election shall be kept by the Secretary for a period of at least one year. Votes will be tallied by the Nominations and Elections Committee, and election results must be published no later than one business day after the end of the election.

7.7.2 The voting period shall be open for not less than seven days.

Article 8

Department Representatives

8.1 Eligibility, Election, and Terms of Office

8.1.1 Any active member may serve as a department representative. Department representatives may serve on committees, but Executive Council members may not serve as department representatives. “Department” here refers to the smallest units in which members hold academic appointments whether or not the unit name contains the word “department.”

8.1.2 Department representatives shall be nominated and elected exclusively by organization members within their department. If a department has only one active member, that member shall be the department representative without an election.

8.1.3 The term of office for department representatives is two (2) years, begins August 1 following the election, and is renewable. The term of office starts August 1 following the election.

8.2 Duties of Department Representatives

8.2.3 Department representatives shall

8.2.3.1 serve as first point of contact for organization members with a grievance, maintain contact with the organization’s Grievance, Academic Freedom, and Equity Committee chairperson concerning grievances, and notify the Grievance, Academic Freedom, and Equity Committee chairperson of any potential problems in resolving grievances

8.2.3.2 serve as an information resource for anyone seeking organization---related information and as the person to whom people may take general organization---related concerns and complaints

8.2.3.3 advocate for meeting the needs of their departments

8.2.3.4 keep a current list of members in their departments, including names and contact information; this includes information for all new hires, retirees, departing faculty and academic staff, and faculty taking sabbatical or other leave

8.2.3.5 regularly attend membership meetings and maintain other appropriate communication with the Executive Council to bring issues to the attention of the Executive Council as necessary

8.2.3.6 Department representatives are encouraged and expected to bring issues to the appropriate organization official at any time. To facilitate this process, time will be allocated in each Executive Council meeting to discuss concerns of department representatives.

Article 9

Membership Meetings

9.1 Overview of Membership Meetings

The legislated power of the organization shall be vested in the membership meeting. Unless otherwise stipulated in this constitution, action items shall require a simple majority of votes cast in the membership meeting. The membership meeting shall approve the annual budget, shall receive and approve committee reports including the required annual financial report or audit, and shall develop and vote on motions or resolutions to guide the policy of the organization.

9.2 Frequency of Meetings

Membership meetings shall occur at least once each fall and once each spring semester at a predetermined, well publicized, and accessible time and place. Additional meetings may occur as approved by the Executive Council.

9.3 Requirement for a Quorum

To conduct the business of the organization at a membership meeting, a quorum shall be present. A quorum shall be at least ten percent (10%) of the total organization members.

9.4 Special Meetings

Special meetings may be called by the president, by a simple majority of the Executive Council, or by petition to the Executive Council of fifteen percent (15%) of the active members. Notice of a special meeting and its agenda shall be circulated to all members of the organization at least ten (10) business days before the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be advertised and conducted according to the provisions of this constitution.

Article 10 Revenues/Dues

10.1 Dues for Affiliations

Membership dues include per-member dues for AFT State affiliation, AFT National affiliation, AFL-CIO affiliation, and local affiliation. The amount of the dues shall be established at the start of each academic year by the Executive Council or at the first General Membership Meeting of the academic year.

10.2 Restriction of Dues Amount

For individuals holding contracts at UWEC as faculty or academic staff, dues shall not exceed 1.20% of the individual's gross salary.

Article 11 Affiliations

11.1 This organization shall maintain affiliation with the following organizations:

The American Federation of Teachers, AFL-CIO. Whenever possible, this organization shall send delegates to the national AFT convention. The delegates will be the president and vice president unless stipulated otherwise by majority vote of the Executive Council or the membership. AFT-Wisconsin, AFL-CIO. Whenever possible, this organization shall send delegates to the state AFT convention. The delegates will be the president and vice president unless stipulated otherwise by majority vote of the Executive Council or the membership. The American Federation of Labor-Congress of Industrial Organizations. The appropriate Central Labor Council(s) of the American Federation of Labor-Congress of Industrial Organizations

Article 12 Rules of Order

12.1 Rules of Order

12.1.1 The current edition of *Robert's Rules of Order* shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this constitution or the bylaws of this organization.

12.1.2 This organization recognizes the governance rights and governance body of the faculty and academic staff of UW-Eau Claire established through Wisconsin Statute 36.09[4].

Article 13 Amendments

13.1 Proposal of Amendments

Thirty percent (30%) of the active membership may present, by petition, a proposed amendment to this constitution to the secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next membership meeting. Alternatively, a majority of the Executive Council may vote to present a proposed amendment to the members at the next membership meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be made available to all members no later than ten (10) business days prior to the membership meeting at which the amendment will be introduced and discussed.

13.2 Requirements of Quorum - Amendments

A quorum for any meeting at which constitutional amendments are to be considered voted on shall consist of twenty-five percent (25%) of organization members in good standing.

13.3 Ratification of Amendments

Amendments to this constitution shall be ratified by majority vote at a membership meeting of 25% of organization members in good standing.