

UNI - UNITED FACULTY
UNIVERSITY OF NORTHERN IOWA

C O N S T I T U T I O N

A N D

B Y L A W S

ADOPTED AT THE GENERAL MEETING
HELD ON 8 SEPTEMBER 1975
UPDATED - 1 OCTOBER 1980
UPDATED - 8 SEPTEMBER 1983
UPDATED - 27 MAY 2004
UPDATED - 3 OCTOBER 2008

CONSTITUTION OF THE
UNINCORPORATED UNI-UNITED FACULTY
UNIVERSITY OF NORTHERN IOWA

Article I

NAME

The name of this Association shall be UNI - United Faculty hereinafter referred to as United Faculty or UF.

Article II

AFFILIATION

This Association may affiliate with any organization that supports collective bargaining units. Any such affiliation must be approved by a majority vote at a General Meeting. A duly approved affiliation shall continue until changed by a majority vote at a General Meeting.

Article III

PURPOSES

The primary purposes of the United Faculty shall be:

1. To represent members of the faculty bargaining unit at the University of Northern Iowa in their employment relations.
2. To work with other organizations of public employees and educators in pursuit of common goals.
3. To work for the improvement of university conditions and to seek solutions to community problems relating to the universities.
4. To improve the professional, economic and civic status of its members.
5. To work for the welfare of university students, the advancement of education, and the improvement of instructional opportunities for all.
6. To support and strengthen the state and national associations with which United Faculty is affiliated.

Article IV

MEMBERSHIP

1. Active Membership

- A. Active membership in United Faculty shall be open to all persons engaged in educational work of a professional nature at the University of Northern Iowa, and who are eligible for representation by United Faculty in collective bargaining.
- B. Active membership is also open to anyone who does not otherwise qualify as stated above but has been approved for membership by the Central Committee on a year by year basis.

2. General Provisions

- A. Membership shall not be denied any employee of the University of Northern Iowa who is otherwise eligible, because of age, race, sex, religion, physical disability, or national origin.
- B. Membership shall be continuous until the member's employment causes his membership eligibility to change, or until he leaves the employment of the University, or resigns in writing from United Faculty, or fails to pay membership dues within 90 days of being duly notified by the Treasurer that payment of the dues is due, or membership is revoked after due process. Those who qualify for membership under Article IV.1.B must have their membership reviewed and renewed annually by the Central Committee in order to continue as a member.

3. Revocation of Membership

- A. The Executive Board may suspend from membership rights or expel any member who they find in willful violation of the Constitution and Bylaws after a full and fair investigation.
- B. Any member in good standing has the right to file a complaint alleging such violations of the Constitution and Bylaws. Such complaints shall be in writing and submitted to the President of the United Faculty.
- C. Any member charged with violations of said Constitution and Bylaws shall be notified in writing of the time and place when the Executive Board shall hear the charges. The member shall also be notified of the right to be present with counsel of choice during such meeting, shall have the right to cross-examine witnesses, and offer other testimony judged beneficial to the member's defense.
- D. The Executive Board hearing shall not be sooner than five (5) working days following notification of charges to the accused. Such notice shall include a copy of the submitted charges.
- E. Any decision of the Executive Board may be appealed to the Central Committee of United Faculty at its next regular meeting.

Article V OFFICERS

- 1. The officers of United Faculty shall consist of a President, a Vice President, a Secretary, and a Treasurer.
- 2. All officers must be active members of United Faculty.

3. All officers shall be elected by secret ballot of the Membership at times and for terms provided for in the Bylaws.
4. Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the Bylaws or is incapacitated or voluntarily resigns, they shall recommend to the Central Committee that the office be declared vacant.
5. An office declared vacant by two-thirds (2/3) majority vote of the Central Committee meeting in regular session shall immediately be filled for the unexpired term by election of a replacement by the Central Committee.

Article VI
EXECUTIVE BOARD

1. Membership - The Executive Board shall consist of the officers, the immediate past president, and three (3) members elected at large.
2. Authority - The Executive Board shall be the executive authority for United Faculty, subject to review by the Central Committee and/or the membership.

Article VII
CENTRAL COMMITTEE

1. Membership - The Central Committee shall consist of the Executive Board, the chairperson of each standing committee, and one or more representatives from each unit as defined by the Central Committee.
2. Chairperson - The President of United Faculty shall serve as chairperson of the Central Committee.
3. Authority - The Central Committee shall be the legislative and policy making authority for United Faculty, subject to review by the Membership.
4. Members of the Central Committee must be active members of United Faculty during their term of office.
5. Any member of United Faculty who is not a member of the Central Committee may attend meetings of the Committee and participate in the proceedings upon recognition from the Chair,; but shall not have the right to vote.

Article VIII
MEMBERSHIP MEETINGS

1. The Membership shall meet at least once a year and shall have power to transact any business of United Faculty. Membership meetings may only be held during academic year semesters. The academic year

semesters are defined as commencing on the first day of classes and ending on the last day of classes during the fall and spring semesters.

2. Upon receipt of a petition of ten per cent (10%) of the Membership, the President shall convene a Membership meeting no later than 15 days after the receipt of the petition subject to the above limitations..
3. A quorum for Membership meetings shall consist of those members present and voting at the meeting.

Article IX

BASIC STANDARDS

Collective bargaining negotiations for United Faculty shall take as a minimum standard of acceptable terms the provisions of the 1940 Statement of Principles on Academic Freedom and Tenure of the AAUP, and all provisions of the 1966 Statement of Government of Colleges and Universities of the AAUP not incompatible with the Iowa Public Employment Relations Act.

Article X

AMENDMENTS

The United Faculty may adopt amendments to this Constitution by a majority vote of members voting by secret mail ballot as described in the most recent edition of Roberts Rules of Order, provided that:

- (1) the proposed amendments have been introduced at a regular meeting of the Central Committee, and referred to the Membership by a vote of the Central Committee.
- (2) after such regular meeting of the Central Committee, copies of the proposed amendment have been promptly thereafter distributed to the members of the United Faculty at least five class days prior to a Membership meeting at which the amendment is moved and discussed, and
- (3) after such Membership meeting, ballots have been distributed to the entire United Faculty Membership.

Article XI

DISSOLUTION

1. United Faculty may be dissolved by a two-thirds vote of those present and entitled to vote at any Membership meeting, provided that notice of the motion to dissolve has been distributed according to the provision for distributing amendments to the Constitution. Such dissolution may not take effect during the term of a collective bargaining contract to which United Faculty is a party.
2. Upon dissolution, the Executive Board shall make provisions for the payment of all liabilities of United Faculty, shall dispose of all the assets of United Faculty in accordance with the purposes stated in Article III above and distribute any remaining funds to the Membership on a prorated basis.

ByLaws of United
Faculty

Article I

RULES OF ORDER

The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure not otherwise specifically stated in these Bylaws.

Article II

MEETINGS

1. Executive Board - The Executive Board shall meet on a regular basis at least once each month during the academic year. Additional meetings will be held at the call of the President or at the request of three (3) members of the Executive Board. The Executive Board may meet simultaneously with the Central Committee.
2. Central Committee - The Central Committee shall meet on a regular basis at least once each month during the academic year. Additional meetings may be held at the request of the President or ten (10) per cent of the Committee.
3. Quorum - Fifty-one (51) per cent of the total membership of the Executive Board or Central Committee. Shall constitute a quorum for all meetings of these bodies.

Article III DUES

The annual dues of United Faculty will be determined annually by the Central Committee after the adoption of the budget for the upcoming year.

Article IV

FISCAL YEAR

The fiscal year shall end on the thirtieth (30th) day of June each year.

Article V

ELECTION OF OFFICERS AND MEMBERS-
AT-LARGE TO THE EXECUTIVE BOARD

1. Nominations

- A. During the month of February of each year, any active member of United Faculty may nominate a candidate or declare his/her own candidacy for any office or member-at-large position scheduled for election.
- B. Names of persons nominated shall be submitted to the Committee for Elections who shall report such nominations to the Membership prior to the March meeting of the Central Committee.
- C. Every effort will be made to encourage minority participation in the governance and committee structure of the Association.
- D. Central Committee members or other members present at the March meeting of the Central Committee may make further nominations for any open position from the floor.
- E. After the March Central Committee meeting has concluded, the nomination process is closed, and the Committee for Elections shall make the preparations for balloting described below.

2. Balloting

- A. On the first school day in April, all active United Faculty members in good standing shall vote for candidates nominated.
- B. Voting shall be by secret written ballot in accordance with procedures developed by the Committee for Elections and approved by the Central Committee.
- C. Officers or members-at-large may be elected by a write-in vote.
- D. A plurality shall be required for election.
- E. The Committee for Elections shall report the results of the election to the President, who shall report the results to the Membership.

Article VI

FACULTY REPRESENTATIVES

1. Elections

- A. Representatives to the Central Committee shall be elected on a basis of one (1) per fifteen (15) of United Faculty's members, or major fraction thereof, in each designated unit.
- B. No unit shall have fewer than one (1) representative.
- C. Each designated unit shall, if possible, also elect one alternate for each faculty representative from the designated unit.

D. In April, the Committee for Elections shall secure nominations and conduct the election of the faculty representatives and alternatives. The election must be completed by the end of the first week of May. Only members in each designated unit may vote for the representative(s) and alternate(s) for that unit. Voting shall also provide for write in candidates.

2. Attendance at Central Committee Meetings

A. Faculty Representatives shall attend the regular meetings of the Central Committee unless they receive prior excuse from the President.

B. After two unexcused absences of a Representative, the Central Committee may declare the seat vacant and fill the seat either through an election by the active members in the designated area or through an election within the Central Committee. In either case, the representative must come from the designated area where the vacancy exists.

C. The Committee for Elections shall conduct ~~this~~ special elections within the membership at large or the membership within any designated unit.

Article VII TERMS OF
OFFICE

1. Officers and Faculty Representatives serve for a term of one year starting on September 1 of each year.

Article VIII
DUTIES OF ELECTED LEADERS

1. President

A. The President shall preside over meetings of the Executive Board, the Central Committee, and the Membership; appoint special committees; appoint all standing committees upon approval of the Executive Board; serve as an ex-officio member of all standing committees; and shall be the executive officer of United Faculty.

B. The President shall represent United Faculty before the public, either in person or through delegates, and shall perform all other functions usually attributed to this office.

2. Vice-President - The Vice-President of United Faculty shall perform those duties usually attributed to this office. The Vice-President shall work closely with one or more standing committees as the President may direct. The Vice-President shall chair the Grievance committee and be responsible for carryout the United Faculty policies and procedures on grievances.

3. Secretary - The Secretary shall keep accurate minutes of all meetings of the Executive Board, the Central Committee, and General Membership. In addition, the Secretary shall maintain official files, assist the President with correspondence, and distribute the agenda for each meeting in advance of the meeting. The Secretary shall send copies of appropriate material to the

University Archives and shall maintain in the United Faculty office a record of materials so deposited.

4. Treasurer

- A. The Treasurer shall hold the funds of United Faculty and disburse them upon authorization by the Central Committee.
- B. The Treasure shall bill the members for their annual dues, supervise the collection of dues, and transmit amounts due to the organizations with which United Faculty is affiliated.
- C. The Treasure shall keep accurate accounts of receipts and disbursements and shall submit financial reports to each meeting of the Central Committee.
- D. The Treasure shall present the financial records of United Faculty for an annual (calendar year) audit to the Audit Committee on or before the last business day of January each year.. The Treasure shall serve as a member of the Audit Committee.
- E. The Treasure shall assist the Budget Committee in the initial drafting of ~~the~~ an annual proforma budget for the upcoming year. Said proforma budget shall be presented to the Central Committee for its consideration on or before the last meeting of the Central Committee during the academic year. The proforma budget shall also contain a recommendation for the dues structure for the upcoming year.
- F. The Treasure shall maintain an accurate roll of members.

5. Faculty Representatives

- A. The Faculty Representative shall call meetings of his/her constituency to discuss United Faculty business.
- B. The Faculty Representatives shall discover the wishes of the members that he/she represents and interpret them to the governing bodies of United Faculty.

Article IX

DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall be responsible for the management of United Faculty, recommend approval of all expenditures to the Central Committee, carry out the policies of the United Faculty as established by the Central Committee, approve appointments to standing committees, and suggest policies for consideration by the Central Committee.

Article X

DUTIES OF THE CENTRAL COMMITTEE

The Central Committee shall approve the budget, set the dues for United Faculty, act on reports of committees, approve resolutions and other policy statements and shall adopt the procedures for implementing the Constitution and Bylaws and those to be followed in censuring, suspending, and expelling members for cause and for reinstating members. It may adopt such rules governing the employment of staff, the conduct of United Faculty, and the conduct of meetings as are consistent with the Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and faculty representatives. The Central Committee shall have power to act for the Membership in all matters except the final ratification of a collective bargaining contract or the amendment of the Constitution or this article of the Bylaws.

Article XI

STANDING COMMITTEES

1. Structure -There shall be eight (8) standing committees in this Association. They are:
 - A. Communication
 - B. Audit
 - C. Membership
 - D. Negotiations
 - E. Academic Freedom and Professional Rights
 - F. Grievances
 - G. Election
 - H. Budget
2. Membership - These committees shall have sufficient membership to carry out their assigned tasks. Care shall be exercised to see that each committee has representation from the various groups which comprise United Faculty Membership. The President shall present his/her selections of members for all committees to the Central Committee on or before the October meeting of the Central Committee. The President may make additional appointments, subject to approval of the Central Committee, to committees as needed during the year.
3. Meetings - Each committee shall meet regularly to insure completion of the tasks assigned to it by the Central Committee. Committee meetings shall be open to all members of United Faculty. Committees, except the Election Committee, shall elect a chair from among its members at its first meeting. The Secretary shall serve as chair of the Election Committee. The chair of each committee is a member of the Central Committee until replaced by another duly elected chair.
4. Procedures – Each committee shall develop a set of written procedures for approval by the Central Committee on or before the October meeting of the Central Committee. Changes to these procedures can be made at any time with the approval of the Central Committee.
5. Reports - The chair of each standing committee shall make an oral report of the committee's activities to the Central Committee as requested.
6. No officer, with the exception of the Secretary who shall serve as chair of the Election committee, may serve on the Election Committee or the Audit Committee.

Article XII

SPECIAL COMMITTEES

1. The President shall appoint committees as needed for expeditious handling of United Faculty business, and shall discharge them upon completion of their duties.

Article XIII

ELECTION OF DELEGATES TO STATE AND NATIONAL BODIES

1. The Central Committee shall annually provide for the election of the allocated delegates and alternates to the various delegate assemblies of the state and national associations to which the United Faculty is affiliated.
2. The election as President of United Faculty shall be considered election as one of those allocated delegates.
3. All active members of United Faculty shall be eligible for election and shall have the right to vote in the election by secret ballot for any allocated delegate seat.
4. Any vacancies which occur after the election shall be filled by the Central Committee.

Article XIV

GENERAL FINANCIAL ACCOUNTABILITY

1. Conflict of Interest - There shall be no business or financial conflict of interest by any of the officers or agents of United Faculty or members of their immediate family.
2. Preferential Loans - United Faculty shall make no preferential loans of United Faculty money to officers or agents of United Faculty. Any officer of United Faculty who is more than 90 days in arrears of paying his/her cannot continue to serve in his/her office.
3. Open Records - All financial records shall be open for inspections by any member in good standing of United Faculty upon written request and reasonable notice.
4. Bonding of Agents of United Faculty - All officers and agents of United Faculty shall be bonded according to regulations developed by the Iowa Public Employment Relations Board.
5. Political Contributions - United Faculty shall not make any monetary contributions to any political party, organization, or individual candidate.

Article XV

AMENDMENTS

These Bylaws may be amended by a majority vote at any regular meeting of the Central Committee provided that proposed amendments have been previously studied by the Executive

Board and that copies have been sent to Committee members at least one (1) Week in advance of the meeting.