

BYLAWS

ASSOCIATED FACULTIES OF THE UNIVERSITIES OF MAINE AFUM/MEA/NEA

ARTICLE I - RULES OF ORDER

Robert's Rules of Order (Newly Revised) shall be the authority on all questions of procedure not specifically covered in the Constitution and Bylaws. A Parliamentarian shall be appointed by the chairperson of each meeting.

ARTICLE II – MEETINGS

Section 1 - Delegate Assembly

a) The Delegate Assembly shall meet once each year in April. The President shall call the meeting, prepare the agenda, and shall circulate it to all members of the Delegate Assembly at least ten (10) days in advance of the Delegate Assembly meeting. Meetings of the Delegate Assembly shall be open to all members of AFUM.

b) Special meetings of the Delegate Assembly may be held at the call of the President, upon written request from a majority of the members of the Executive Board, or upon written request by a majority of dues-paying members from two (2) or more chapters. Business to come before special meetings must be stated in the call which shall be sent in writing to each delegate at least ten (10) days in advance of the meeting.

Section 2 - Executive Board

The Executive Board normally shall meet at least once each month from September through May, at the call of the President. Additional meetings may be called by the President or by request of five (5) members of the Executive Board. The May meeting of the Executive Board will include outgoing members, continuing members, and newly-elected members. The Executive Board may provide for its members to attend meetings by electronic means.

ARTICLE III – QUORUM

Section 1 - Delegate Assembly

Each member of the Delegate Assembly shall have one (1) vote. Over fifty percent (50%) of the authorized members of the Delegate Assembly shall constitute a quorum.

Section 2 - Executive Board

Each member of the Executive Board shall have one (1) vote. A majority of the Executive Board shall constitute a quorum.

ARTICLE IV – COMMITTEES

Section 1 - Standing Committees

A. FORMATION AND DEFINITION

1) **Elections Committee** - The Elections Committee shall consist of the eight (8) chapter delegates to the Executive Board of AFUM. The Elections Committee shall

a) Nominate at least one candidate for each of the offices of AFUM to be elected by the Delegate Assembly no later than one (1) month prior to the Delegate Assembly;

b) Submit the names for nomination to the Delegate Assembly;

c) Develop a formula (based on the principle of one-member-one-vote) which will allocate any additional regional Executive Board members up to ten (10) by January 31 of each year.

d) Inform each chapter of the number of delegates it is entitled to no later than January 31 of each year;

e) Resolve any credentials disputes regarding delegates to both the Delegate Assembly and regional Executive Board members;

f) Conduct any regular, special, regional, or major office elections.

All elections shall be conducted by open nomination and secret ballot, except that a secret ballot shall not be required in elections in which the number of candidates nominated does not exceed the number of positions to be filled.

2) **Grievance Committee** - The Grievance Committee shall consist of one member from each chapter, selected by the chapter and approved by the Executive Board. Members will serve two (2) year terms to commence on June 1 and terminate two years later on May 31. A member may serve as many terms as the chapter deems beneficial. The Grievance Committee shall hear all requests for AFUM assistance which will require financial support:

a) The Grievance Committee shall determine whether a grievance merits the expenditure of AFUM funds.

b) A negative decision of the Grievance Committee may be appealed to the full Executive Board where a majority vote is required to overturn the initial finding.

c) A positive decision of the Grievance Committee may be overturned by a two-thirds vote of the Executive Board.

d) Each year a training to understand, write and process grievances will be provided by AFUM, open to any AFUM member.

3) **Legislative Committee** - The Legislative Committee shall consist of a member from each chapter appointed by the chapter president and any AFUM members who serve on the MEA Government Relations Committee. The Legislative Committee shall elect its chairperson. The Legislative Committee shall study and propose improvements in higher education legislation and shall transmit information on education issues to the membership.

4) **AFUM Education Fund Trustees**

a) The Trustees shall administer the AFUM Education Fund and shall include one member from each chapter of AFUM, to be appointed by the respective chapter president, in consultation with the chapter Executive Committee; one member who shall not vote, appointed by the University of Maine System Board of Trustees; and the Uniserv Director for AFUM, who shall serve as secretary and assistant treasurer of the Fund, but who shall not vote. The Treasurer of the Fund, who need not be a Trustee, shall be the AFUM Treasurer.

b) The terms of office for the AFUM chapter members will be for three years, with staggered membership so that approximately one-third of the members shall be appointed each year. The Trustee committee will elect a chair from among the AFUM members at its last scheduled meeting of the academic year to serve for the following year.

c) The Trustees shall be governed by the policies adopted by the AFUM Delegate Assembly.

B. RULES AND PROCEDURES

1. Each standing committee shall elect a chairperson.
2. All members of standing committees shall be active members of AFUM.
3. Chairpersons of standing committees shall have the right to place matters on the agenda of meetings of the Executive Board.
4. Each standing committee shall submit a written report to each regular meeting of the Delegate Assembly. Each report shall summarize the committee's objectives, successes and failures. The Executive Board shall distribute each committee report to the members. Each report shall become a part of the continuing committee record in the AFUM files.
5. Each standing committee shall establish its rules of procedure which shall be consistent with the Constitution and Bylaws.

Section 2 - Bargaining Council

The Bargaining Council shall be chosen by chapters on the basis of one (1) representative per chapter plus one (1) representative for each ten (10) members or portion thereof, with interests to be represented as determined by each chapter.

The Bargaining Council shall be responsible for surveying Association members regarding contract issues; shall research and propose changes to the compensation package and other contract issues; shall serve as a reaction panel to the Negotiating Team in establishing negotiating priorities and in formulating contract language; and shall be responsible for explaining any contract negotiated to chapter members prior to ratification.

The terms of Bargaining Council members shall commence on January 1 after the effective date of a new contract and continue until the next Bargaining Council is seated.

Section 3 Negotiating Team

1. The Negotiating Team shall include eight (8) members, with no more than two (2) from any chapter. The Negotiating Team shall be appointed by the President after consultation with and with the approval of the Executive Board.

2. The Negotiating Team shall operate independently, that is, be responsible for drafting the contract, negotiating the contract, and presenting the contract through the Bargaining Council to the membership for ratification.

3. The Negotiating Team shall be responsible for keeping the Bargaining Council and the Executive Board fully informed of the progress of negotiations.

4. The Negotiating Team is authorized to seek such assistance as it deems necessary.

5. The Negotiating Team is authorized to expend funds in negotiating a contract.

6. The Negotiating Team shall be appointed within sixty (60) days after a new Bargaining Council is seated and shall serve until the next Negotiating Team is appointed.

Section 4 - Ad hoc Committees

Ad hoc Committees may be appointed by the President with the approval of the Executive Board.

ARTICLE V

AFUM REPRESENTATION ON MEA AND NEA REPRESENTATIVE ASSEMBLIES

a) AFUM delegates to the NEA Representative Assembly shall be elected by the Delegate Assembly in accordance with the NEA Bylaws.

b) AFUM delegates to the MEA Representative Assembly shall be elected in accordance with the MEA Bylaws.

ARTICLE VI – CHAPTERS

Section 1 - Each chapter of AFUM shall develop its own constitution and bylaws which

shall be compatible with the Constitution and Bylaws of AFUM, MEA and NEA.

Section 2 - Each chapter of AFUM shall submit its constitution and bylaws to the Executive Board when amended.

ARTICLE VII – AMENDMENTS

Amendments to these Bylaws shall be made in the following manner:

- 1) Initiation shall be by a majority vote of the members of a local chapter or by a majority vote of the Executive Board;
- 2) Each amendment shall be circulated in writing to all chapters at least one (1) month in advance of the meeting of the Delegate Assembly;
- 3) Each amendment shall be ratified by a majority of the members of the Delegate Assembly.

ARTICLE VIII – RATIFICATION OF NEGOTIATED CONTRACTS

Ratification of a negotiated contract shall be by majority vote of those active members of AFUM casting ballots.

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Includes all amendments through April 18, 2015