

UIC UF Constitution
Updated 8-6-15

ARTICLE I
NAME

This organization shall be known as University of Illinois at Chicago United Faculty (UIC UF), Local 6456, IFT, AFT, AAUP, AFL-CIO.

ARTICLE II
MISSION STATEMENT

UIC United Faculty is committed to:

1. Realizing the mission of the University of Illinois at Chicago (UIC) as a public research university in a democratic society.
2. Making sure that every member of the faculty has an individual voice and that the faculty as a whole has a collective voice in determining our future.
3. Making the promise of shared governance a reality by backing it with the power of collective bargaining.
4. Keeping the principles of academic freedom, free speech and free inquiry central both to our union and our university.

ARTICLE III
OBJECTIVES

1. To secure and sustain collective bargaining, including the rights to exclusive recognition and representation, for all employees who are eligible for membership.
2. To promote the improvement of conditions of employment of the membership.
3. To encourage mutual understanding and cooperation among the membership and between the membership and the administration.
4. To promote the effectiveness and quality of UIC.
5. To promote the interests of higher education and to advance the standards, ideals, and welfare of the profession.
6. To secure and protect academic freedom, the tenure system, and faculty governance.
7. To promote the welfare of UIC students by improving their educational opportunities.

ARTICLE IV
MEMBERSHIP

- Section 1. All tenured/tenure track faculty and non-tenure track faculty with 51% or more appointments who are not supervisors or managers as defined by the Illinois Education Labor Relations Act are eligible for membership in this organization.
- Section 2. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, age, disability, social, political, or economic status, citizenship, or national origin.
- Section 3. A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than 30 days delinquent in dues payment shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.
- Section 4. Associate members:
a. shall be subject to the approval of the Executive Board;
b. shall not be entitled to vote, hold office, or serve on committees;
c. shall be persons not eligible for full membership in any other AFT/IFT local affiliate.
- Section 5. The Executive Board shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT/IFT guidelines.
- Section 6. The Executive Board shall establish rules ensuring due process in cases involving discipline by this organization.
- Section 7. In addition to the provisions of Article XI, there shall be at least one membership meeting per year called by the Executive Board

ARTICLE V
ELECTION OF OFFICERS

- Section 1. Elections shall be conducted in accordance with the AFT/IFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).

- Section 2. Except for the initial election, officers shall be elected in April of even years. Terms of office shall be two years. The organization will elect the following officers:
- a. President
 - b. Executive Vice President
 - c. Secretary/Immediate Past President
 - d. Treasurer
 - e. Vice President for Tenure System Faculty
 - f. Vice President for Non Tenure Track Faculty
 - g. Vice President Chief Steward

- Section 3. Eligibility for Office
- a. Except for the initial election, to be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.
 - b. To be eligible for office as a Vice President for Tenure System Faculty or Vice President for Non Tenure Track Faculty, a person must meet all other qualifications for office under this Article and must be employed in the track for which he or she is seeking office.
 - c. Other than the initial election, the Secretary/Immediate Past President position will not be elected. The position will be filled by the person who most recently was President.

- Section 4. The Elections Committee shall conduct all elections and referenda of the organization.
- a. The Elections Committee shall consist of five members in good standing selected by the Representative Assembly at its first meeting of the year.
 - b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.
 - c. Members of the elections committee are prohibited from campaigning for any member during their time on the committee.

- Section 5. Nominations
- a. Except for the initial election, sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date and method of the election.
 - b. Petition
 1. To be nominated for all offices other than Vice President for Tenure System and Vice President for Non-Tenure Track, a candidate must submit to the Elections Committee a petition containing the signatures of twenty (20) members, Said petitions

must be submitted no later than thirty (30) days following the notice of the opening of nominations.

2. To be nominated as a candidate for the office of Vice President for Tenure System and Vice President for Non-Tenure Track, a candidate must submit to the Elections Committee a petition containing the signatures of ten (10) members of the constituency area. Said petitions must be submitted no later than (30) days following the notice of the opening of nominations.

c. From Floor

1. Except for the initial election, nominations may also be made from the floor at a membership meeting, if it occurs during the nominations period. Nominations for the office of Vice President must be made by a member of the constituency area for which the Vice President serves.
2. Members nominated to run for office must affirmatively accept their nomination either in person or in writing.
3. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for the offices they seek.

Section 6. At least fifteen (15) days prior to the election, the Election Committee shall notify all UIC UF members of the election date and the candidates for offices.

Section 7. Election Procedures

a. If a mail ballot is used:

The Elections Committee shall prepare and send ballots by U.S. Mail to all members in good standing for the preceding sixty (60) days, in such manner as to ensure the secrecy of the ballot, no later than ten (10) days following the close of nominations. The period between the mailing and return date for the ballots shall be no fewer than twenty (20) calendar days.

b. If polls are used:

No later than ten (10) days following the close of nominations, the Elections Committee shall set up polling locations at reasonable times and reasonable places and allow all members in good standing for the preceding sixty (60) days to vote in such manner as to ensure the secrecy of the ballot. Such time and places shall be announced prior to nominations.

c. If electronic voting procedures are used:

With the assistance of the Election Committee, the Election shall be conducted by a responsible third party provider that can guarantee the anonymity of voters. All members in good standing for the preceding sixty (60) days shall have no fewer than seven (7) days to submit their

vote. The third party provider will report the results to the Election Committee.

- Section 8. Candidates for the office of Vice President for Tenure System and Vice President for Non Tenure Track shall be elected by the membership from the constituency area in which they serve. No member may cast a vote for a vice presidential candidate from another constituency area.
- Section 9. The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. Absent any major issues, the Elections Committee shall use the same procedures for the run-off election that was employed in the election.
- Section 10. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.
- Section 11. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.
- Section 12. Successful candidates shall assume office within thirty (30) days of the conclusion of the election.
- Section 13. Except for the position of the president, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.
- Section 14. A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the Union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

ARTICLE VI
DUTIES OF OFFICERS

- Section 1. The President shall:
- a. be the presiding officer at all meetings of the membership, the Executive Board and the Representative Assembly;
 - b. shall be an ex-officio member of all standing committees except the Elections Committee;
 - c. shall appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
 - d. shall be the principal executive officer of the organization;
 - e. shall receive reports and respond to correspondence of the organization;
 - f. shall supervise all employees of the organization;
 - g. shall be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
 - h. shall represent the organization before bodies of the employer, executive and legislative officials;
 - i. shall represent the organization before the public, community organizations, and the news media;
 - j. shall be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
 - k. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
 - l. shall make an annual report to the organization's membership; and
 - m. shall 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 or illness of the President;
 - b. shall oversee and assist the Representatives in their duties;
 - c. shall oversee the work of and receive regular reports from the Membership and Organizing Committee;
 - d. shall perform other duties as delegated by the President or assigned by the Executive Board; and
 - e. shall co-sign financial instruments in the absence of the President or Treasurer.

- Section 3. The Secretary/ Immediate Past President shall:
- a. Serve for the duration of his/her successor's tenure
 - b. Assist the incumbent president in the performance of the President's duties as requested by the president/executive board.
 - c. maintain the non-financial files and records of the organization;
 - d. be the custodian of the seal and charter of the organization;

- e. shall record or delegate the recording of accurate minutes of meetings of the membership, the Executive Board, and the Representative Assembly, which shall be kept in a secure place and be available for reference and dissemination;
- f. assist the President in handling the correspondence of the organization;
- g. oversee the work of, and receive and certify the reports of, the Elections Committee;
- h. perform other duties as delegated by the President, or assigned by the Executive Board; and
- i. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.

Section 4. The Treasurer shall:

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

Section 5. The Vice President for Tenure System Faculty shall:

- a. analyze the problems and concerns of tenure system faculty and present such findings to the executive board;
- b. be the point person for tenure system faculty issues regarding contract development and bargaining strategy;
- c. communicate, or charge others to communicate with newly hired tenure track faculty; and
- d. perform other duties as delegated by the President or assigned by the Executive Board.

Section 6. The Vice President for Non-Tenure Track Faculty shall:

- a. analyze the problems and concerns of non-tenure track faculty and present such findings to the executive board;
- b. be the point person for non-tenure track faculty issues regarding contract development and bargaining strategy;
- c. communicate, or charge others to communicate with newly hired non-tenure track faculty; and
- d. perform other duties as delegated by the President or assigned by the Executive Board.

- Section 7. The Vice President Chief Steward Shall:
- a. be responsible for chairing the grievance committee;
 - b. monitor grievance activities and unfair labor practice charges against the employer;
 - c. report grievance activities to the membership;
 - d. assist in training for proper handling of grievances;
 - e. appoint and remove non-elected stewards with the approval of the President; and
 - f. perform other duties as delegated by the President or assigned by the Executive Board.

- Section 6. All officers shall serve as members of the Executive Board.

ARTICLE VII EXECUTIVE BOARD

- Section 1. The Executive Board shall meet monthly, or at the call of the President, or at the call of two (2) or more of its members, or at the call of the Representative Assembly, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be one-half of the then serving members.
- Section 2. The Executive Board shall prepare and present for approval to the Representative Assembly an annual budget in the month prior to the beginning of the fiscal year, which shall begin July 1 and end June 30.
- Section 3. The Executive Board shall employ all staff of the organization.
- Section 4. The Executive Board shall establish the expense guidelines of any officer of the organization.
- Section 5. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent

permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

- Section 6. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.
- Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.
- Section 8. The Executive Board shall issue regular reports, including an annual report, to the Representative Assembly and the membership.
- Section 9. Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement. Pursuant to Article V, Section 13, the Executive Board shall have the authority to appoint a member to take the seat of an Executive Board member who was suspended or replaced under the terms of this Section. If the seat of a Vice President for Tenure Track or Vice President for Non Tenure Track becomes vacant due to unexcused absence, he or she must be replaced by a member from the same constituency.

ARTICLE VIII COMMITTEES

- Section 1. The standing committees of the organization shall be:
- a. Elections;
 - b. Bargaining;
 - c. Grievance;
 - d. Legislation and Political Action;
 - e. Communications and Publications; and
 - f. Membership and Organizing.
- Section 2. The Executive Board, either on its own initiative, or at the direction of the Representative Assembly, may establish special committees.
- Section 3. Upon appointment by the President and approval by the Executive Board, committee chairs shall have thirty (30) days to select committee members and present their names to the Executive Board for approval.
- Section 4. Within 30 days of formation, each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

- Section 5. The Elections Committee shall conduct and supervise all elections of the organization.
- Section 6. Bargaining Committee will be appointed by the Executive Board, subject to ratification of the Representative Assembly. The bargaining committee shall include sufficient representation of both Non-Tenure Track faculty and Tenure System Faculty.
- Section 7. The Grievance Committee shall assist the VP Chief Steward and work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes beyond the immediate work location. The grievant may appeal these last decisions to the Executive Board. The Executive Board shall develop and adopt a policy that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals. The Grievance Committee shall follow this policy.
- Section 8. The Legislation and Political Action Committee shall be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations; screen and recommend endorsement of candidates for local, state and federal office to the Representative Assembly; educate members on the issues of importance to the organization, its membership and clients; and develop programs to promote voter registration and to support the election of candidates who support the interests of the organization, its membership and the people they serve.
- Section 9. The Communications and Publications Committee shall design, produce and distribute regular communication to the membership and other material for the organization as necessary. It shall also consult with the Executive Board concerning external messages.
- Section 10. The Membership and Organizing Committee shall work with the Executive Vice President to keep an accurate list of members and their contact information. It shall work to achieve full membership in the local. It shall work with the Vice Presidents for Tenure System and Non-Tenure Track to welcome new faculty to campus and discuss the Union.

ARTICLE IX
REPRESENTATIVE ASSEMBLY

- Section 1. The legislative power of the organization shall be vested in the Representative Assembly, consisting of members of the organization in specific constituencies as follows:

- a. For all colleges other than Liberal Arts and Sciences:
 - i. There shall be elected one Steward for each College;
 - ii. Colleges with more than fifty (50) members will be represented by an additional Steward, with full rights and duties of office. For each additional fifty (50) members, another Steward shall be elected.
- b. For the College of Liberal Arts and Sciences:
 - i. There shall be elected one Steward for the groupings of Natural Sciences, Social and Behavioral Sciences, and Humanities:
 - 1. Natural Sciences
 - a. Biological Sciences;
 - b. Chemistry;
 - c. Earth and Environmental Sciences;
 - d. Physics; and
 - e. Mathematics, Statistics, and Computer Sciences.
 - 2. Social and Behavioral Sciences
 - a. Anthropology;
 - b. Criminology, Law, and Justice;
 - c. Economics;
 - d. Political Science;
 - e. Psychology; and
 - f. Sociology.
 - 3. Humanities
 - a. African American Studies;
 - b. Asian American Studies;
 - c. Classics and Mediterranean Studies;
 - d. Communication;
 - e. English;
 - f. Gender and Women's Studies;
 - g. Germanic Studies;
 - h. History;
 - i. Latin American and Latino Studies;
 - j. Literatures, Cultural Studies and Linguistics; and
 - k. Philosophy.
 - ii. Colleges or groupings with more than fifty (50) members will be additionally represented by an additional Steward, with full rights and duties of office. For each additional fifty (50) members, another Steward shall be elected.
- c. For members with multiple department appointments, the majority appointment shall dictate the appropriate seat.
- d. Any newly created Colleges or Departments will be included as soon as possible by vote of the Executive Board.

Section 2. The Representative Assembly shall meet at least once every two months, for the purpose of establishing the policies of the organization: receive and review the reports of the President, Executive Board and Committees;

review and approve the budget submitted by the Executive Board, taking appropriate action as specified in the Constitution; and initiate and take other such actions as the body deems necessary. A majority of its members shall be a quorum for the Representative Assembly.

- Section 3. The Representative Assembly may be called into Special Session at the discretion of the Executive Board or upon the presentation of a valid petition of twenty-five (25) percent of the Representatives to the Secretary of this organization.
- Section 4. The President shall be the presiding officer of the Representative Assembly but may vote only in the event of a tie.
- Section 5. The Representative Assembly shall establish the salary or benefits guidelines, if any, for any officer of this organization.
- Section 6. Other than the initial election, representatives shall be elected in April of even years. Terms of office shall be two years. For Representative elections, the Elections Committee shall:
- a. notify members of vacancies in worksite Representative positions;
 - b. receive nomination petitions with no fewer than four (4) members of the affected worksite as signatories; said petitions must be received no later than thirty (30) days following the opening of nominations;
 - c. prepare and distribute ballots to all members in good standing and conduct elections so as to ensure the secrecy of the ballot;
 - d. count the valid ballots; the majority of ballots cast shall determine the outcome of the election; in the absence of a majority for any candidate, the Elections Committee shall conduct a run-off election in accordance with sub-section (iii);
 - e. settle challenges and objections according to the procedures outlined in Article V;
 - f. direct successful candidates to assume office within thirty (30) days of the conclusion of the election; and
 - g. conduct recall elections according to the terms of Article V, Section 14 of this Constitution.
- Section 7. If an insufficient number of stewards run for office in their college, the Chief Steward may, with the President's agreement, appoint a steward from that college. The appointee must accept the appointment.
- Section 8. Three unexcused absences from regular Representative Assembly meetings within a year, counted from the date of assumption of office, shall be grounds for a Representative Assembly member's suspension and/or replacement.

ARTICLE X
DUTIES OF REPRESENTATIVES

- Section 1. Representatives shall:
- a. attend all regular and special meetings of the Representative Assembly and all meetings of the general membership;
 - b. hold meetings of the membership at the worksite, or other appropriate place, for the purpose of making reports, discussing work place and organizational concerns, receiving instruction from the membership, and other activities as may be required;
 - c. recruit eligible persons to membership;
 - d. process grievances and resolve disputes at the worksite, or other appropriate location; and
 - e. consult regularly with the employer's management personnel at the worksite regarding matters of interest to the union membership.

ARTICLE XI
MEMBERSHIP MEETINGS

- Section 1. The Executive Board shall determine the time and place and give thirty (30) days notice of any general membership meeting.
- Section 2. Special meetings of the membership may be called by:
- a. the Representative Assembly, or
 - b. a petition of thirty percent (30%) of the members.

ARTICLE XII
REVENUES

- Section 1. A schedule of dues determined by the Executive Board and ratified by the membership shall be set to guarantee per-capita dues to affiliates and an effective local union.
- Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.
- Section 3. The local union will be responsible for collecting agency fees and shall adopt procedures consistent with local, state and federal law, IFT rules and Article VIII, Sections 1 (a) – (d) of the AFT By-Laws.

ARTICLE XIII
AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, the Union will send delegates to AFT's convention. The delegates will be elected by procedures consistent with Article V of this Constitution.
- b. The Illinois Federation of Teachers, AFL-CIO. Whenever possible, the union will send delegates to IFT's convention. Delegates will be elected by procedures consistent with Article V of this Constitution.
- c. The American Association of University Professors, AFL-CIO. Whenever possible, the union will send delegates to AAUP's convention. Delegates will be elected by procedures consistent with Article V of this Constitution.
- d. The Illinois American Federation of Labor-Congress of Industrial Organizations.
- e. The Chicago Federation of Labor.

ARTICLE XIV RULES OF ORDER

Robert's Rules of Order Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE XV AMENDMENT

Section 1. Thirty percent (30%) of the membership or thirty percent (30%) of the Representative Assembly may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the Representatives of the proposed amendment no later than thirty (30) days prior to the next meeting of the Representative Assembly. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the Representatives at the next meeting of the Representative Assembly. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all Representatives a reasonable time prior to the Representative Assembly meeting at which the amendment will be introduced and discussed.

Section 2. A quorum for any meeting of the Representative Assembly at which constitutional amendments are to be considered and adopted shall consist of a majority of the Representative Assembly.

- Section 3. The Representative Assembly shall vote on all amendments to the Constitution.
- a. Following the meeting of the Representative Assembly at which the proposed amendment was introduced, a special Representative Assembly meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article IX, Section 3.
 - b. The Elections Committee will tally the results. An affirmative vote of two-thirds (2/3) of the Representatives present shall be required for passage of the amendment.

ARTICLE XVI
AVAILABILITY OF THE CONSTITUTION

- Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers, Illinois.
- Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.
- Section 3. The Secretary shall make available upon request a copy to any member of the organization.
- Section 4. The Constitution will be available on UIC UF's website.

This constitution was adopted by the membership on September 2, 2011;

Signed: _____

Attested: _____

