

UIUC ASSOCIATION OF ACADEMIC PROFESSIONALS-IEA/NEA
CONSTITUTION

ARTICLE I: Name

The name of this organization shall be the Association of Academic Professionals, an affiliate of the Illinois Education Association and the National Education Association, and shall hereinafter be referred to as the "Association."

ARTICLE II: Objectives

The objectives of the Association shall be:

- • to provide a democratic process through which academic professional employees of the Urbana-Champaign campus of the University of Illinois can collectively have a role in supporting the university's mission of teaching, research and service;
- • to represent academic professional employees in all conditions of their employment with the university;
- • to promote the professional advancement of its members;
- • to pursue a policy of nondiscrimination on the basis of race, color, national origin, religion, gender, sexual orientation, age, disability, political beliefs, marital status or economic status and
- • to pursue a policy of affirmative action.

ARTICLE III: Membership

Section 1. All employees of University of Illinois at Urbana-Champaign who are classified as non-managerial academic professional employees may, upon payment of dues as provided in the bylaws, become members of the Association, and will hereinafter be referred to as "members" or "membership."

Section 2. Members of the Association shall also be members of the Illinois Education Association and the National Education Association.

Section 3. Only members of the Association shall be permitted to participate actively in the affairs of the Association, including but not limited to: holding office, attending and voting at meetings, ratifying contracts, membership on Association committees and voting on Association matters. Each member shall have one vote on each matter submitted to a vote of members.

Section 4. No Association member shall be censured, suspended or expelled without a hearing, and no person eligible for Association membership shall be denied membership without a hearing. The hearing shall be conducted by the Executive Board. An appeal of the Executive Board's decision may be made to the IEA Board of Reference.

Section 5. An Association member shall be suspended from membership privileges for nonpayment of dues until a hearing is conducted.

Section 6. Persons eligible for Association membership on leaves of absence without pay or on layoff may maintain full membership rights by direct continuous payment of Association dues.

Section 7. This organization shall not deny membership based upon race, color, national origin, religion, gender, sexual orientation, age, disability, political beliefs, marital status or economic status.

Section 8. A copy of this Constitution and Bylaws shall be provided to any member upon request.

ARTICLE IV: Governance

Section.1. The Executive Board shall be the governing body of the Association except when meetings of the membership are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the Association not specifically provided for in the Constitution or Bylaws or by action of the membership shall be decided by the Executive Board.

Section 2. The Executive Board shall consist of the Officers and the Chairs of the Standing Committees. The terms of the Chairs who are serving on the Board shall be two years.

Section 3. Members shall elect a chairperson, a vice-chairperson, a treasurer, a secretary, and other officers as indicated in the bylaws. The term of office for each position shall be two years.

Section 4. In case of vacancy in the position of chairperson, the vice-chairperson shall assume the chair until the membership elects a new chairperson. Vacancy of any other officer position shall be filled by membership election. For an Executive Board vacancy, the chairperson, with concurrence from the Executive Board, shall appoint a successor. Each person so appointed shall hold the office until a successor is elected at the next regular election.

Section 5. The Chairs of the Standing Committees shall be appointed by the Executive Board.

ARTICLE V: Direct Legislation

Section 1. Initiative and Referendum. The rights of popular initiative and referendum shall rest with the membership. Upon receipt by the chairperson of a petition signed by fifteen percent (15%) or more of the active membership of the Association, the Board shall announce a mail ballot, which will be conducted within sixty (60) calendar days of receipt of a valid petition for deciding the action proposed in the petition. A majority of the valid votes cast shall be required for its adoption, which shall take effect thirty (30) days later.

Section 2. Recall. The right to recall elected Board members or Representative Assembly members of the Association shall rest with the membership. Any Executive Board member, excluding Regional Council Representative(s), may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting when a majority of the membership is present. Such recall election shall be conducted by the Election Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the membership.

ARTICLE VI: Membership and Fiscal Years

The membership and fiscal years shall be September 1 through August 31.

ARTICLE VII: Amendments

Amendments to the Constitution may be introduced by the membership by petition signed by fifteen percent (15%) or more of the active membership and submitted to the chairperson, by the Executive Board, or by a majority vote of members present at a general membership meeting. Upon introduction, the Board shall announce a mail ballot, which shall be conducted within sixty (60) calendar days of receipt of the proposed amendment. A copy of the proposed amendment, together with the recommendations of the Executive Board, shall be sent to each member at least fifteen (15) calendar days prior to voting.

A two-thirds affirmative vote of the valid votes cast is required to adopt the proposed amendment, which shall become effective immediately upon adoption, unless otherwise provided in the amendment.

Proposed affiliation or disaffiliation with any labor organization shall be accomplished in accordance with the above amendment procedures and applicable state and federal laws and regulations.

Article VIII: Bylaws

Bylaws not inconsistent with this Constitution may be adopted by the membership and then amended as prescribed in the Bylaws.

BYLAWS

ARTICLE I: Rules

Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

ARTICLE II: Meetings

Section 1. General membership meetings of the Association shall be conducted in the fall of each year. The specific date, time and location shall be designated by the Executive Board and communicated to the membership at least thirty (30) calendar days prior to each meeting.

Special meetings of the general membership may be called by the Executive Board, and notice of the time, date, location and purpose shall be communicated to the membership with as much advance notice as is reasonably possible.

Special meetings of the general membership shall be called upon the receipt by the chairperson of a petition signed by fifteen percent (15%) or more of the membership. The Board shall announce the meeting date, which will be conducted within sixty (60) calendar days of receipt of a valid petition. The time, date, location and purpose shall be communicated to the membership at least fourteen (14) calendar days prior to the meeting.

Business at special meetings shall be limited to addressing the purpose for which the special meeting was called.

A quorum at general membership meetings shall be ten (10) percent of the membership.

Section 2. The Executive Board shall meet at least once each month. At its first meeting in September of each year, the Board shall adopt a meeting schedule including time, date and location and shall communicate this information to the membership. Special meetings of the Board shall be held at the request of the chairperson or a majority of the Board. The time, date, location and purpose of special meetings will be communicated to the membership with as much advance notice as is reasonably possible. A quorum at Executive Board meetings shall be a majority of the Board.

Section 3. Except for executive sessions, all meetings of the general membership, the Executive Board and all committees are open to Association members.

Section 4. An executive session may be convened by majority vote of the Board to discuss matters related to advocacy strategy, legal matters, and to preserve a member's right to privacy.

ARTICLE III: Duties of Officers

Section 1. Chairperson. The chairperson will preside at all membership and Board meetings, will preserve order during deliberations, will execute all policies of the Association, will be a spokesperson for the Association, may authorize other members or agents to speak on behalf of the Association, will be the executive officer of the Association and will perform all other functions attributed to this office. The chairperson shall submit a report of his/her official actions and other relevant information to each meeting of the Association and the Executive Board.

Section 2. Vice chairperson . The vice chairperson will preside in the chairperson's absence and perform duties as assigned by the chairperson.

Section 3. Secretary. The secretary will keep accurate minutes of all meetings of the Association and the Executive Board, will maintain official files in a place and location designated by the Board and will assist the chairperson with Association correspondence.

Section 4. Treasurer. The treasurer will deposit funds of the Association and disburse them according to decisions of the Executive Board, keep accurate accounts of receipts and expenditures, report to each meeting of the Association and Executive Board, prepare annual financial statements for the membership and assist in drafting the annual budget. The treasurer shall maintain official files and records in a place and location designated by the Board

Section 5. Spokesperson. The spokesperson will be granted authority by the Executive Board to speak on behalf of the Association.

Section 6. Regional Council Representative(s) and Alternate(s). IEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Board (and/or Representative Assembly) and membership as necessary.

An alternate shall perform the duties of the Regional Council Representative in his/her absence.

Section 7. Executive Board members. Board members will attend meetings of the Executive Board and fulfill their responsibilities as enumerated in the Constitution and Bylaws.

ARTICLE IV: Powers and Responsibilities of the Executive Board

Section 1. Upon the Executive Board shall rest the duties, responsibilities and authority for conduct of the Association in all matters, except as provided in the Constitution and Bylaws.

Section 2. The Board may at any time refer matters to the general membership for consideration.

Section 3. The Board may appoint such agents and representatives of the Association with such powers and to perform such acts or duties on behalf of the Association as the Board or membership may see fit, so far as may be consistent with the Constitution and Bylaws, to the extent authorized or permitted by law.

Section 4. Any Board member may resign from her/his position by submitting a written resignation to the Association chairperson.

Section 5. Any Board member who fails or neglects to attend three consecutive, regularly scheduled Board meetings, without being excused by the chairperson for good cause, may be removed from the Board. Said removal shall be confirmed by a secret ballot vote of the Board following a hearing conducted by the Board.

ARTICLE V: Elections

Section 1. Elections Committee

Composition. The Association chairperson shall appoint an Elections Committee with the approval of the Executive Committee with one person serving as the Chairperson appointed by the Association chairperson.

Duties. Establish procedures subject to the approval of the Executive Committee for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots which shall be consistent with the procedures established by the IEA Elections Committee.

Hear initial election challenges.

Vacancies. Should a temporary or permanent vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy shall be filled in the manner of the original appointment.

Section 2. Election Procedures

Calendar. The Elections Committee shall establish a local election calendar with nominations and election timelines.

Members of the Executive Board and the Regional Council Representative shall be elected by the general membership by the end of the Spring semester every two years.

IEA Representative Assembly Delegates and NEA Representative Assembly Delegates will be elected according to IEA and NEA timelines.

Conduct. All elections shall be conducted by open nomination and secret ballot.

Nominations. Reasonable notice shall be given for nomination to all offices to be filled. Notice shall include time, place, and method for submitting nominations.

Write-in Provisions. A write-in provision is required if the number of declared candidates is less than the number of positions available.

In cases of elections where the local officer will also serve as a delegate to the IEA and/or NEA Representative Assembly, a write-in provision is required.

Eligibility. All active dues paying members must be afforded the opportunity to run for and/or vote in any election representing active members.

Notice. A fifteen (15) day notice of local elections may be given by posting or by other means.

Consistency. All election procedures shall be consistent with Regional, State, and Federal requirements.

Use of Dues. No dues may be used in support of a candidate for any Local, Regional, State, or National office.

Offices Governed by this Article. All Executive Board members, Regional Council Representatives, Delegates to the IEA Representative Assembly, Delegates to the NEA Representative Assembly.

Runoff Elections. In the event that there is no candidate who has received a majority of the votes cast for a particular office, the Elections Committee shall immediately conduct a runoff election between the two candidates who had received the highest number of votes for that office.

Runoff elections shall be run in the same manner as the original election.

Results of the Election. The results of the election must be published in a timely manner which allows members to obtain the information without unusual effort.

Section 3. Election Challenges

Any member(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures as follows:

Local Level. Initial challenges to all local elections governed by this Article shall be with the Local Elections Committee. Such challenges must be made no later than seven (7) calendar days of

issuance of the election results.

Region, State, and National Level. Consult the region, state, and national governing documents for additional challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

ARTICLE VI: Committees

Section 1. Standing Committees. Except as otherwise stated, the Standing Committees listed shall be appointed annually by the Executive Board. Each committee chairperson may recruit additional members to carry out the committee's charge. Any member of the Association shall be eligible to serve as a member of any standing committee. The names of those recruited will be submitted to the Executive Board for the record. The committee chairperson has the ultimate responsibility for seeing that the committee's charge is carried out, although specific tasks may be delegated to others.

Mediation/Advocacy Committee. The Mediation/Advocacy Committee shall work with Academic Professionals to help resolve their workplace problems. The Committee shall represent or advise members on matters liable for grievance or other action. The Mediation/Advocacy Committee chairperson is the chief grievance officer of the Association. The committee shall consist of the committee chair, the Association Chair, and others appointed by the Association Chair.

Membership Committee. The Membership Committee will maintain an active membership list of the Association and ensure that members remain involved in the Association's operations. The Membership Committee will conduct activities to increase Association membership.

Finance Committee. The Finance Committee shall be responsible for reviewing the financial operation of the Association and annually recommending a budget to the Executive Board. The Committee shall make, or cause to be made, an annual review of finances and shall report results of same to the membership. The Finance Committee shall consist of no more than four (4) members and a chairperson. The Association treasurer shall automatically be the chairperson and two of the members, but no more, shall be from the Executive Board.

Section 2. The Executive Board may form ad hoc committees as the need arises. In such instances, the committee shall be charged with a specific task to complete within a specified period of time.

ARTICLE VII: Dues

Section 1. Dues of the Association shall consist of the total amount of local, state and national dues.

Section 2. The Executive Board shall establish the local dues amount.

Section 3. Special assessments may only be voted by the membership through a ballot, with ballot due date no less than fourteen (14) calendar days from the date of mailing.

Section 4. Dues shall be paid monthly if by payroll deduction or annually, in advance, if by cash payment.

ARTICLE VIII: Voting

Unless otherwise provided herein, the adoption of all business by the Executive Committee (or Representative Council) and the membership shall be by a majority of those voting.

Article IX: Savings Clause

In the event a portion or portions of these Bylaws are found to be inconsistent with state or federal law, such portions to the extent that they violate the law shall be deemed deleted and of no force and effect.

ARTICLE X: Amendments

Amendments to these bylaws may be introduced by the membership by petition signed by fifteen percent (15%) or more of the active membership and submitted to the chairperson, by the Executive Board or by a majority vote of members present at a general membership meeting. Upon introduction, the Board shall announce a mail ballot, which shall be conducted within sixty (60) calendar days of receipt of the proposed amendment. A copy of the proposed amendment, together with the recommendations of the Executive Board, shall be sent to each member at least fifteen (15) calendar days prior to voting. A majority vote of the valid votes cast is required to adopt the proposed amendment, which shall become effective immediately upon adoption, unless otherwise provided in the amendment.