

CLARION UNIVERSITY FACULTY ASSOCIATION BYLAWS

Revised: April 1, 2008

ARTICLE I: NAME

The name of this local chapter of APSCUF, Inc., shall be the Clarion University Faculty Association.

ARTICLE II: PURPOSE

Section 1. To serve as the local association or chapter of the Association of Pennsylvania State College and University Faculties, Inc., APSCUF, and to represent APSCUF which is the exclusive bargaining agent for Clarion University Faculty and Coaches.

Section 2. To promote the highest professional standards and practices among the faculty and coaches of Clarion University; to encourage active participation of the faculty and coaches in university affairs; to engender a genuine spirit of professional ethics; to preserve academic freedom; to work toward effective cooperation between APSCUF and other groups striving to improve public higher education; to assist in the solution of problems common to the State System of Higher Education; and to serve the best interests of the students of Clarion University of Pennsylvania.

Section 3. To cooperate with the university, community, and civic organizations having worthy educational objectives, and to aid in interpreting to the public the problems and functions of public higher education.

Section 4. To encourage members of the university community to exercise their rights as citizens and to assume appropriate leadership responsibilities in civic affairs.

Section 5. To promote the professional welfare of the members of the Clarion University Faculty and Coaches.

Section 6. To strive for improved conditions of employment for all faculty and to assist and encourage faculty in matters related to professional advancement.

ARTICLE III: MEMBERSHIP

Membership shall be open to all persons who qualify according to the membership provisions established by the state APSCUF Bylaws.

ARTICLE IV: THE GOVERNING BODY

Section 1. The Governing Body shall be composed of the local association membership present at a properly announced meeting of the Governing Body.

Section 2. The Governing Body shall determine local association policy and such action as may be needed to implement that policy. The Executive Committee shall act for the Governing Body between meetings of the Body, unless otherwise resolved at a meeting of the Governing Body.

Section 3. All members in good standing, who are present at a meeting of the Governing Body, shall be entitled to vote on all matters brought before that Body.

Section 4. The Governing Body shall meet at least two times during the academic year at times which it sets, or on the call of the Executive Committee, or by written petition of the Executive Committee signed by fifteen (15) members.

Section 5. All meetings of the Governing Body shall be announced at least one week (7 calendar days) prior to the date of the meeting, by written notice to the membership of the local association.

ARTICLE V: THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of Elected Officers, Chairpersons of Standing Committees, and Chapter Officers.

Section 2. The Executive Committee shall conduct the business of the association between meetings of the Governing Body. The committee shall meet at the call of the President of the local association or of a majority of its members.

Section 3. The Executive Committee, by majority vote of members present, shall make such local policy decisions as necessary that are not covered by these Bylaws or by the Collective Bargaining Agreement or by written policy statements of the state APSCUF Legislative Assembly. All such policy decisions are subject to review by the Governing Body at its most immediate subsequent meeting.

ARTICLE VI: ELECTED OFFICERS

Section 1. The elected officers shall consist of a President, a Vice President, an Immediate Past President, a Secretary, a Treasurer, a Venango Campus Liaison Officer, Delegates to the APSCUF Legislative Assembly, and Alternate Delegates to the APSCUF Legislative Assembly. The manner of election shall be that specified in ARTICLE VII, Section 2, Nominations and Elections Committee. Only association members in good standing are eligible for election to these offices and only members assigned to work of the Venango Campus are eligible for the office of Venango Campus Liaison Officer.

Section 2. The terms of all officers shall begin on June 1 following the spring election. Effective in 1999, the terms of the President, Vice President, Immediate Past President, and the elected Delegates and Alternates shall be two years. The terms of the Secretary, Treasurer, and Venango Campus Liaison Officer shall be one year. The President and Vice President shall be elected in odd-numbered years, beginning in 1999. The President shall serve no more than three terms consecutively, but may be re-elected after interrupted service. The terms of Delegates to the APSCUF Legislative Assembly and Alternate Delegates to the Legislative Assembly shall begin on September 1 following the Spring election.

A) The President shall be a Delegate to the APSCUF Legislative Assembly for the term of his or her office and for the first year during which he or she serves the office of Immediate Past President.

B) Delegates to the APSCUF Legislative Assembly shall be elected such that approximately one-half of the delegation is in the first year of its term and one-half in the second year of its term. There shall be one faculty Delegate for each 50 members or portion thereof. There shall be one coach Delegate per campus statewide. There shall be one voting coach Delegate for each 50 coach members across all campuses.

C) Three faculty Alternate Delegates, and one coach Alternate Delegate shall be elected each even-numbered year to serve a two-year term. Two faculty Alternate Delegates and one coach Alternate Delegate shall be elected each odd-numbered year to serve a two year term. When an Alternate Delegate is required to participate at Legislative Assembly, the Alternate Delegate with the earlier election date shall be invited first. On subsequent occasions in the same year when participation of an Alternate Delegate is required, the alternate delegates shall be invited in alternate order.

Section 3. Failure to maintain membership in good standing in the local Association automatically becomes resignation from office.

Section 4. The President shall preside at all meetings of the Governing Body and the Executive Committee. The President shall disburse funds for the Association in the absence of the Treasurer. The President shall appoint and be a non-voting, ex officio member of all committees except the Nominations and Elections Committee.

Section 5. In the absence of the President, the Vice President shall preside at meetings of the Governing Body and the Executive Committee. The Vice President shall assume the duties of the President if the President is incapacitated. If the President resigns, the Vice President shall succeed to that office until the next annual election. If the President is recalled, the Vice President shall assume the duties of President until a new President is elected.

A) The Vice President shall serve as the APSCUF liaison to all Bargaining Unit Committees and as such shall provide advice to the Bargaining Unit Committees and serve as liaison between the committees and the APSCUF Executive Committee.

B) The Vice President shall serve as chairperson of the local Meet and Discuss Team to assist the President and the Spokesperson in preparing for Meet and Discuss meetings and to coordinate the efforts of the Grievance Committee and the Meet and Discuss Committee.

C) The Vice President shall assist the President in other appropriate Association matters when requested.

Section 6. The Secretary shall record and preserve the minutes of all Governing Body and Executive Committee meetings and shall maintain a continuous record of all official correspondence between the local Association and the university administration, including such minutes as may be taken at official discussions with the university administration, excepting such minutes and correspondence dealing with grievance.

Section 7. The Treasurer shall disburse funds for the Association, [shall prepare the budget each year prior to the fall meeting of the Governing Body for approval at that meeting,] and shall be responsible for all financial records of the local Association, and report the financial status of the local organization.

Section 8. The Immediate Past President shall serve as a Delegate to the APSCUF Legislative Assembly for the year immediately following his or her term as president and as Rules and Bylaws Officer. As Rules and Bylaws Officer, he or she shall be responsible for providing copies of the current edition of the local Bylaws to the membership, for publishing revised editions of the Bylaws when they are amended, and for the editorial processing of all Bylaw amendments proposed. She or he shall not have veto over such proposals nor significantly delay their presentation for discussion or action. In the absence of an Immediate Past President, the President shall appoint a member of the Executive Committee to serve as Rules and Bylaws Officer.

Section 9. Any elected officer is subject to recall from office upon petition of twenty (20) percent of the local membership and a majority vote for recall upon written ballot of the local membership. The Nominations and Elections Committee shall hold elections for any office vacated by recall within four weeks of the recall. If the President is recalled, the terms of appointment by the President terminate, effective on the date of the recall; and the recalled President shall not then succeed to the office of immediate Past President.

Section 10. Vacancies occurring in elected offices, except the office of President, for reasons other than by recall shall be filled by special election, according to the procedures of Article VII, Section 2. The special election shall be held within four weeks after the vacancy has occurred.

ARTICLE VII: STANDING COMMITTEES AND CHAPTER OFFICERS

Section 1. All standing committee members and chapter officers shall be drawn from the membership of the local Association. Members shall be eligible to serve on any APSCUF Legislative Assembly or the Governing Body of the local Association.

A) Committee chairpersons shall submit the rosters of their committee members to the Executive Committee no later than October 1 of each year.

B) It shall be the responsibility of the secretary of the local Association to verify eligibility of members for service on each committee.

C) All chairpersons of standing committees and chapter officers shall serve as voting members of the Executive Council. They shall be appointed by the President for one year terms, subject to confirmation by a two-thirds vote of the members in attendance at the fall meeting of the Governing Body, except as otherwise specified in these Bylaws.

Section 2. Nominations and Elections Committee

The Nominations and Elections Committee shall be responsible for conducting all local APSCUF regular and special elections, including the election of faculty and coach representatives on Presidential Search Committees, all locally required balloting for state APSCUF votes, all elections for the bargaining unit. The chairperson of the committee shall serve as a member of the APSCUF Executive Committee.

A) **Formation of the committee:** The Committee shall consist of five (5) members who shall be elected annually for two year terms by the Governing Body from a slate of candidates presented on the ballot in the spring election. The candidates shall be members in good standing of the local association. The president shall designate one of the elected members to serve as chairperson of the Committee.

B) **Nomination and Election of APSCUF Officers:** The Nominations and Elections Committee shall actively seek candidates for each APSCUF office from the entire membership of the local Association, attempt to obtain a slate of at least two candidates for each vacant office. Candidates may be nominated by the Committee and by petition signed by ten (10) members of the association in good standing and by the candidate. The Committee shall provide the petition forms, which shall include space for the signed consent of the nominee and the signed endorsement of ten (10) other local associations. The committee shall circulate the slate of nominees at least two weeks prior to the spring meeting.

1. At the spring meeting of the Governing Body, the president shall yield the chair to the Chairperson of the Nominations and Elections Committee, who shall present the nominees for each office and give each nominee an opportunity to speak on behalf of his or her candidacy or to have another member speak in his or her behalf.

2. Election from the list of nominees for each office shall be by secret written ballot at locations selected by the Nominations and Elections Committee on both the main campus and the Venango Campus. Election rules and procedures shall be prepared by the Nominations and Elections Committee, approved by the Governing Body, and distributed to the membership. These rules shall remain in force until changed by action of the Governing Body.

3. The election of an officer shall require a plurality of ballots cast for that office. Delegates and alternate delegates to the Legislative Assembly shall be elected from separate lists of nominees for delegates and alternate delegates. The nominee(s) receiving the highest total(s) of votes given the number of delegates and alternate delegates to be elected, shall be elected.

4. All members in good standing shall be eligible to vote in local APSCUF elections.

5. Election of officers must be completed on or before May 1 of each year. The Nominations and Elections Committee shall report the slate of newly elected officers to the President of Clarion APSCUF immediately upon completion of the ballot count. The Committee shall be responsible for notifying the membership in writing within two days of the ballot count.

C) **Election of Contract Committee Membership** The Nominations and Elections Committee shall also be responsible for the nomination and election to Contract Committees: the Committee on Courses and Programs of Study, the Promotion Committee, the Sabbatical Leave Committee, and the Tenure Committee.

1. The Nominations and Elections Committee shall nominate a slate of eligible candidates sufficient to fill all vacancies on Contract Committees and in doing so shall give consideration to all faculty members of the Bargaining Unit.

2. The Nominations and Elections Committee shall accept additional written nominations of eligible faculty candidates from members of the Bargaining Unit if such nominations include the signed consent to serve of the person nominated and the signed endorsement of ten members of the Bargaining Unit. The Nominations and Elections Committee shall supply forms of such nominations.

3. The Nominations and Elections Committee shall circulate a list of candidates to the [entire] faculty members of the Bargaining Unit at least two weeks prior to the annual spring elections.

4. The Nominations and Elections Committee shall announce the results of the Bargaining Unit elections within three days of the completion of the balloting.

5. In instances where a vacancy in a Contract Committee occurs during the year, a special election shall be held to fill the vacancy. The Nominations and Elections Committee shall immediately announce the vacancy to the Bargaining Unit and shall prepare a list of nominees according to the provisions of Article VII, Section 2.c.1 and 2. Within two (2) weeks of announcement of the vacancy, the election shall be completed and the results announced. In the event that the vacancy occurs after the contract committee begins deliberations, the vacancy shall not be filled.

Section 3. Negotiation Committee

The function of the Negotiations Committee shall be to collect negotiable items of concern to local members and submit such items to the state Negotiations Committee for state-level negotiations with the SSHE and to cooperate with the state Negotiations Committee and the state Negotiations Team to facilitate the process of negotiations.

A) The Chairperson of the Negotiations Committee shall be the local delegate to the APSCUF Negotiations Committee or shall designate a member of the local committee to act in his or her place.

B) At least one member of the local Negotiations Committee shall be a member whose major assignment is on the Venango Campus.

C) The Negotiations Committee shall inform the membership of contract negotiations at regular intervals during negotiations and shall keep the state APSCUF Negotiations Committee informed of local priorities during negotiations.

Section 4. Grievance Committee

The Grievance Committee shall consist of the Chairperson, the Departmental Representative Council Chairperson, one coaches' representative and two other members, all appointed by the President.

A) The Grievance Chairperson shall regularly inform the Executive Committee of the status of all local grievances and potential grievances and shall be responsible for informing the membership as directed by the President.

B) The Chairperson of the Grievance Committee shall be the local delegate to the state APSCUF Grievance Committee or shall designate a member of the local Committee to act in his or her place.

Section 5. Legislative Committee

The Legislative Committee shall assist the state APSCUF Legislative Committee in generating and promoting the passage of desirable legislation and shall work closely with the Chairperson of the CAP Committee in promoting the political welfare of the university and the State System of Higher Education.

A) The Chairperson of the Legislative Committee shall be the local delegate to the APSCUF State Legislative Committee or shall designate a member of the Committee to act in his or her place.

Section 6. Membership Officer

The responsibilities of the Membership Officer shall be to recruit new members for the local Association, to maintain a correct official record of the local membership, and to certify the local membership total to the state APSCUF Membership Chairperson for the purpose of accrediting Clarion chapter delegated to the APSCUF Legislative Assembly.

A) The membership Officer shall be the local delegate to the state APSCUF Membership Committee or shall designate a member of the local Association to act in his or her place.

Section 7. Health and Welfare Officer

The Health and Welfare Officer is charged with the local supervision of such health and welfare benefits as are available to the membership through contractual or membership stipulations. He or she shall maintain current information on and assist members in obtaining access to these benefits.

A) The Health and Welfare Officer shall be the local delegate to the APSCUF state Health and Welfare Committee or shall designate a member of the local Association to act in his or her place.

Section 8. Human Relations Officer

The Human Relations Officer is charged with ascertaining that the local Association is fully informed about and in conformity with all equal rights and civil rights laws and regulations of both State and Federal Governments and shall inform the President of the local Association in writing when any act or Bylaw of the local Association violates these directives.

A) This officer shall serve as the local Association representative to all committees, conferences, commissions, etc. on the general issue of civil rights to which the local Association is a party.

B) The Human Relations Officer shall provide information and assistance to the local Grievance Committee and Meet and Discuss Team in matters related to equal rights of faculty and coaches.

C) The Human Relations Officer shall report to the President of the local Association any and all observed instances of discrimination resulting from official acts of the university in matters affecting faculty [members.] and coaches.

D) The Human Relations Officer shall serve as a member of the Gender Issues and Social Justice Committee.

Section 9. Student Liaison Officer

The Student Liaison Officer shall coordinate such cooperative undertakings as the local Association may engage in with the students of the university and shall serve as liaison between the Executive Committee and the local student government organizations and student associations.

A) The Student Liaison Officer shall serve as the chairperson of the APSCUF state Student Liaison Committee or shall designate a member of the local Association to act in his or her place.

Section 10. Meet and Discuss Spokesperson

The Meet and Discuss Spokesperson shall prepare the Meet and Discuss agenda for the local Association and shall present the views of the Association to the University administration at the Meet and Discuss meetings.

A) The Meet and Discuss Spokesperson shall, in cooperation with the Vice President and Chairperson of the Meet and Discuss Team, identify issues that the Association will take to the Meet and Discuss table and shall, prior to the official Meet and Discuss, develop the position of the Association with its team.

B) When the Meet and Discuss Team has determined its agenda, the spokesperson shall be responsible for submitting that agenda to the university administration.

C) The Meet and Discuss spokesperson shall serve as the liaison between the Meet and Discuss Team and the Executive Council and shall be responsible for providing appropriate information from Meet and Discuss meetings to the membership of the Association.

D) The Meet and Discuss spokesperson shall cooperate with the Grievance Chairperson on issues of common concern to specific grievants and to the Association membership in its entirety.

Section 11. Chairperson of the Committee for Action through Politics (CAP)

The CAP Chairperson is responsible for all local efforts to raise funds for political action, for submitting local recommendations for state disbursement of such funds, and for the disbursement of funds locally. In all activities the CAP Chairperson is subject to the provisions of state and local CAP Bylaws.

A) The CAP Chairperson shall be a member of the Executive Committee and shall work closely with the Legislative Chairperson to promote the political welfare of the university and the State System of Higher Education.

B) The CAP Chairperson shall serve as local Association representative to the state Committee for Action through Politics.

C) The CAP Committee shall consult with the Executive Committee of the local Association for advice and recommendation in its nomination and election of its CAP Chairperson in a manner consistent with its own local Bylaws and those of the state APSCUF-CAP organization.

Section 12. Meet and Discuss Team

The Meet and Discuss Team shall represent the Association in formal discussions with the university administration on matters of mutual concern to faculty and administration and on all issues of concern to the university community. It shall be the sole representative of the Bargaining Unit in formal discussions of contractual concerns.

A) The Meet and Discuss Team shall have as its Chairperson the Vice President of the local Association as provided in Article VI, Section 6 b.

B) The President shall appoint a Spokesperson according to the provisions of Article VII, Section 1. The duties of the Spokesperson shall be those stated in Article VII, Section 11.

C) In addition to the President, Vice President, and Spokesperson(s), the local Grievance Officer(s), and one coaches' representative shall serve as member(s) of the Meet and Discuss Team(s). After consultation with the Vice President, the Spokesperson(s), and the Grievance Officer(s), the President may appoint such other members to the Meet and Discuss Team(s) as he or she chooses.

D) The Meet and Discuss Team shall meet no less than once each month at a mutually agreeable time with the university administration and shall meet sufficiently frequently as a Team to ensure full and proper representation of concerns before the administration.

E) The Chairperson and Spokesperson shall be responsible for preparing reports from Meet and Discuss for the membership.

Section 13. Departmental Representative Council

The Departmental Representative Council shall consist of one (1) member from each academic department and administrative unit and one (1) coaches' representative to provide advice and recommendations to the Executive Committee on matters of concern to all faculty and coaches and to disseminate APSCUF information, to explain APSCUF policy and services, and to convey to the President, the Executive Committee, and the Governing Body departmental concerns. The Council shall also conduct such solicitations within the department on behalf of APSCUF as may be appropriate.

A) Each department or unit shall elect its representative to the Council, who shall agree to attend all meetings and carry out all appropriate responsibilities to APSCUF and the department. If a representative cannot be present at a meeting, he or she shall be responsible for appointing a substitute for that meeting. Should a department not be represented at two consecutive meetings, the Chairperson of the Council may request that [the Department elect] a new representative be elected.

B) The President shall appoint a Chairperson from among the elected representatives, who shall serve as a member of the Executive Council and also the Grievance Committee.

C) The Council shall meet no less than four times each semester and may hold additional meetings at the request of the Chairperson or the President, or upon petition from five (5) members.

D) Any Council member shall have the privilege of submitting items of concern to his or her [representational group to the agenda.

E) The Chairperson or his or her designee shall be responsible for distributing summaries of Council activities to the representatives and the Executive Council.

Section 14. Gender Issues and Social Justice Committee

The President, in consultation with the Executive Committee shall appoint five (5) members, representative of the diversity within the Association, to serve as the local Gender Issues and Social Justice Committee. Among those appointed will be representatives from groups concerned with gender issues, such as the Commission on the Status of Women, the Commission on Sexual Harassment, and the Commission on Human Relations. One member shall be a coaches' representative. The President shall appoint one of the members to serve as Chair of the Committee. The Chair of the Committee shall serve as the representative of the Association on the statewide Gender Issues and Social Justice Committee.

Section 15. State APSCUF Officers:

Any member of the local association who holds a State Office and is not otherwise a member of the Executive Committee shall be a member of the Executive Committee during his or her tenure in that office.

Section 16. Standing Committee Chairpersons and Chapter Officers:

Shall serve as members of the Executive Committee and shall make appropriate reports to the Governing Body upon request.

ARTICLE VIII: SPECIAL COMMITTEES AND SPECIAL OFFICERS

Special Committees and Special Officers: The President of the local association may form such other committees and name such other officers as may be useful in the discharge of chapter responsibilities. The names and functions of such committees and officers, who shall serve at the pleasure of the President, shall be reported to the Governing Body at its first meeting following their appointment. These appointees do not serve as members of the Executive Committee by virtue of their appointment to special committees or to special offices.

ARTICLE IX: DUES

Section 1. Annual dues shall be set by the Legislative Assembly of APSCUF, according to the procedures specified in the State Bylaws. There shall be no separate local dues.

Section 2. All dues will be collected in one or another of the manners stipulated or permitted by the Collective Bargaining Agreement and the Legislative Assembly of APSCUF.

ARTICLE X: QUORUM

Section 1. A quorum of the Governing Body shall consist of the members present at a meeting provided the written notice of the meeting and an agenda have been distributed to the membership at least seven days prior to the date of the meeting.

Section 2. A quorum of the Executive Committee shall consist of the members present at a meeting provided that written notice has been distributed to its members at least seven days prior to the date of the meeting.

ARTICLE XI: RULES OF ORDER

Robert's Rules of Order, newly revised, shall be the authority on all questions of procedure not otherwise provided for in these Bylaws.

ARTICLE XII: AMENDMENTS

Section 1. An amendment to these Bylaws may be adopted by a two-thirds vote of the total voting membership of the Governing Body present at any meeting or by a simple majority vote of the total local association membership by written secret ballot, provided that copies of the amendment have been disseminated to the membership at least two weeks before either the meeting or the ballot.

Section 2. All proposed amendments shall be submitted to the President of the local association, who shall assign the proposal to the Rules and Bylaws Officer for such editorial preparation as assigning proper Article and Section number, altering terminology to achieve internal consistency throughout the Bylaws, etc. The President shall arrange for the timely distribution of the proposed amendment to the membership. Neither the President nor the Rules and Bylaws Officer shall have the authority to withhold, delay, or substantially alter the meaning of a proposed amendment.

Section 3. Proposals to amend the Bylaws must be submitted to the President of the local association at least twenty (2) working days prior to the meeting of the Governing Body or any proposed ballot date at which the amendment is to be considered.

ARTICLE XIII: PROVISIO

The above Bylaws shall be interpreted so as not to contradict any provision of the APSCUF State Bylaws or condition of any Collective Bargaining Agreement current between APSCUF and the Commonwealth of Pennsylvania or any State or Federal Law.

ARTICLE XIV: EFFECTIVE DATE

These Bylaws and amendments to these Bylaws shall take effect immediately upon the day upon which they are properly approved unless otherwise specified by the Governing Body. Originally Adopted: April 25, 1972

Revised: April, 1974
December 1, 1977
April 1, 1978
April 27, 1982 (to become effective January 1983)
January, 1986
September 17, 1988
April 3, 1990
November 6, 1992
March, 1993
September, 1997
September, 1998
September, 2002
April 1, 2008