

# CONSTITUTION AND BYLAWS

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**Constitution and Bylaws  
of  
United Academics of the University of Oregon  
AFT/AAUP Local 3209, AFL-CIO**

**PREAMBLE**

The university is a community of scholars dedicated to the highest standards of academic inquiry, learning, and service. Recognizing that knowledge is the fundamental wealth of civilization, the university strives to enrich the public that sustains it.

We the faculty — tenure track and non-tenure track, pro tem faculty and officers of research and instruction— are hereby united to strengthen the quality of education and research at the University of Oregon. We have the power in our union to shape the future of higher education, raising our collective voice for the preservation of public education and the role of faculty in governing our University.

For purposes deemed wise and good, our goal is to fairly and equally represent faculty in all matters pertaining to employment and professional relations, pursuant to Oregon State Law, and our own sense of professional responsibility.

In order to best address the needs of the students, the faculty and the administration of the University of Oregon, it is essential that faculty members be informed and involved in all aspects of University matters. In order to promote increased faculty participation and to give voice to faculty in the planning, policy-making, and decision-making processes of the institution, we herein establish ourselves as the United Academics of the University of Oregon.

**ARTICLE I  
NAME**

This union shall be known as United Academics of the University of Oregon, AAUP/AFT Local 3209, AFL-CIO.

**ARTICLE II  
OBJECTIVES**

The purpose of this union shall be:

Section 1. To promote the interests of higher education and research, to advance the standards and welfare of the profession, and to serve as the collective bargaining agent for the eligible faculty of the University of Oregon.

Section 2. To encourage mutual understanding and cooperation among the membership.

- 1
- 2 Section 3. To promote the interests of citizens who are served by the membership.
- 3
- 4 Section 4. To preserve affordable public education for students.
- 5
- 6 Section 5. To advocate publicly for the value of higher education, including passage and
- 7 retention of appropriate laws, to improve the climate for students and higher
- 8 education employees, and to support the delivery of quality education.
- 9 Section 6. To promote democracy, equality, and labor rights in the society at large.

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11 **ARTICLE III**

12 **MEMBERSHIP**

13

- 14 Section 1. All classifications of employees listed in the certification issued by the
- 15 Employment Relations Board of the State of Oregon in Case No. CC-002-12, or as
- 16 modified through the collective bargaining process, are eligible for membership
- 17 in this union.
- 18
- 19 Section 2. No person shall be denied membership, nor shall this union ever discriminate
- 20 against individual members or applicants for membership on the basis of
- 21 political beliefs; individual or group identity characteristics, such as race, color,
- 22 religion, national or ethnic origin, age, sex, sexual orientation, gender identity or
- 23 expression; marital or civil union status; or disability.
- 24
- 25 Section 3. A member in good standing is defined as a bargaining unit member who has
- 26 been actively employed by the university in a bargaining unit position at any
- 27 time during the last twelve months, has signed a union membership card, and
- 28 either pays regular membership dues while employed by the university or pays a
- 29 \$10 per month membership dues fee when not employed by the university.
- 30
- 31 a. Members in good standing have voting rights as described in the relevant
- 32 section(s) below. The term “member” is used throughout this document,
- 33 except in Article VIII, to mean a member in good standing.
- 34 b. A member who is or was more than 30 days delinquent in dues payment
- 35 while they were employed shall be considered to be a member in bad
- 36 standing, and shall be promptly notified of such status. A member shall be
- 37 removed from full membership in this union, with notice, following three
- 38 months of dues nonpayment during a period in which they were employed,
- 39 unless a plan to pay back dues is made and approved by both the Executive
- 40 Council and the member.
- 41 c. A fair share member is not a member in good standing because he or she has
- 42 not signed a membership card. Fair-share bargaining unit members do not
- 43 have union voting rights.

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Section 4. The Executive Council shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT and AAUP guidelines.

**ARTICLE IV  
ELECTION OF OFFICERS AND COMMITTEE CHAIRS**

Section 1. Elections shall be conducted in accordance with the AFT and AAUP Constitutions and the standards set forth by the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).

Section 2. Officers and committee chairs shall be elected in March of odd years. Terms of office shall be two years.

Section 3. The union will elect the following officers:

- a. President
- b. Executive Vice President
- c. Secretary
- d. Treasurer
- e. Vice President for Tenure Track Faculty Affairs.
- f. Vice President for Non-Tenure Track Instructional Faculty Affairs.
- g. Vice President for Non-Tenure Track Research Faculty Affairs.
- h. Vice President of Diversity and Equity

Section 4. The union will elect the following committee chairs:

- a. Chair of the Grievance and Contract Administration Committee
- b. Chair of the Organizing and Membership Committee
- c. Chair of the Politics Committee

Section 5. Eligibility for Office

- a. To be eligible for office a person must be a member in good standing of the union.
- b. To be eligible for office as a Vice President, a person must meet employment qualifications for office under this Article within the constituency area for which he or she is seeking office as Vice President.

Section 6. Nominations

- a. Sixty (60) days prior to the date of the election, the Elections Committee shall

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- i. Determine the manner of the election (e.g. mail ballot, ballot box).
- ii. Notify all members of the opening of nominations for officers, committee chairs, convention delegates, the offices to be filled, and of the date of the election by email to the members' university email addresses.

b. To be nominated for all offices other than Vice President for TTF Affairs, NTTF-Instructional Affairs, and NTTF-Research Affairs, a candidate or nominating member must submit to the Elections Committee a petition containing the signatures of ten (10) members. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.

c. To be nominated as a candidate for the office of Vice President for TTF Affairs, NTTF-Instructional Affairs, or NTTF-Research Affairs, a candidate or nominating member must submit to the Elections Committee a petition containing the signatures of ten (10) members from the employment classification for the vice-presidential office the candidate is seeking. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.

d. Members nominated to run for office must affirmatively accept their nomination no later than twenty-four (24) hours following the close of nominations in order to be placed on the ballot.

e. The Elections Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 7. At least twenty (20) days prior to the last day of the election, the Elections Committee shall notify all members of the election date(s) and the candidates for office by sending notice to the members' last known home addresses.

Section 8. The Elections Committee shall solicit a candidate statement from all candidates and post the statements to the United Academics website on a page designated for this purpose.

Section 9. Candidates for the office of Vice President for TTF Affairs, NTTF-Instructional Affairs, and NTTF-Research Affairs 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 10. Ballots

- 1  
2 a. All elections will be conducted using a conventional preference vote  
3 system when there are two or fewer candidates.  
4  
5 b. Elections will be conducted using an “Approval Voting” system when  
6 there are more than two candidates. Under this system, all members will  
7 have the opportunity to vote for all candidates they approve of (one or  
8 more), and the candidate with the most votes (the most approval) will  
9 win. The ballots shall be tabulated by the Elections Committee.  
10  
11 c. If there is only one candidate for an officer or committee chair position,  
12 that position does not need to be listed on the ballot.  
13  
14 d. In the event of a tie, the Elections Committee shall flip a coin to  
15 determine the winner.  
16

17 Section 11. The election results will be published and distributed by email to the  
18 membership within five (5) days of the count. All elections materials, including  
19 the ballots, will be kept in a secure location for one (1) year.  
20

21 Section 12. Challenges and objections to the election must be submitted in writing, with a  
22 statement of supporting reasons that includes specific facts as well as any  
23 documentation, to the Elections Committee within five (5) days of the release of  
24 results. The Elections Committee shall issue its written opinion regarding the  
25 objections no later than ten (10) days after receipt of such objections.  
26

27 Section 13. Successful candidates shall assume office within thirty (30) days of the  
28 conclusion of the election.  
29

30 Section 14. With the exception of the President, or in case of a recall, the Executive Council  
31 will have the power to fill vacancies in its membership or the Representative  
32 Assembly until the next general election.  
33

34 Section 15. A physical petition signed by thirty percent (30%) of the membership, and  
35 alleging constitutional violations, fiduciary breaches, or acts clearly detrimental  
36 to the union, shall be sufficient to require the Executive Council to vote on  
37 whether to conduct a recall election of the officer identified in the petition. The  
38 officer subject to recall and any Executive Council member signing the petition  
39 shall not vote nor be present during the vote on the question of a recall election.  
40 If a majority of the Executive Council approves a recall election, the Elections  
41 Committee shall supervise all aspects of the recall process.  
42

1 Section 16. All officers, committee chairs, and representatives shall be eligible to complete  
2 their term of office even if they do not hold an appointment at the university for  
3 the entire duration of their term.  
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6 **ARTICLE V**  
7 **DUTIES OF OFFICERS**  
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9 Section 1. The President shall:  
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- 11 a. assume executive responsibility for all UA activities and shall represent
- 12 the union before the public or appropriate bodies;
- 13 b. carry out the policies and decisions of the Executive Council;
- 14 c. act as chairperson of UA membership meetings;
- 15 d. be a non-voting *ex-officio* member of all committees;
- 16 e. be the official spokesperson for UA, and shall sign all necessary papers
- 17 and documents;
- 18 f. be authorized to sign checks and payments of the union and shall
- 19 monitor and approve with the Treasurer financial matters;
- 20 g. represent the union and participate in external union activity whenever
- 21 possible;
- 22 h. if elected, be the chief/ranking delegate to the AFT's convention, the
- 23 AAUP's annual meeting, the AAUP Collective Bargaining Congress
- 24 business meeting, the Oregon Conference of AAUP, and the state
- 25 convention of AFT-Oregon whenever possible;
- 26 i. work on building the union among all members of the bargaining unit;
- 27 j. oversee monthly updates for the membership and make a report to the
- 28 membership at least once each year summarizing the accomplishments
- 29 of the UA and outlining plans for the next year;
- 30 k. with the approval of the Executive Council, appoint Executive Council
- 31 members in the case of a vacancy according to the terms of Article IV,
- 32 Section 14 of this Constitution; and
- 33 l. be able to delegate the responsibilities of the office except where
- 34 otherwise specified by the Constitution.  
35

36 Section 2. The Executive Vice President shall:  
37

- 38 a. assume the duties of the President in the event of the absence, illness, or
- 39 death of the President;
- 40 b. be responsible for the coordination of activities for collective bargaining
- 41 and shall serve, *ex-officio*, and chair the meetings of the Collective
- 42 Bargaining Committee;
- 43 c. serve on the Grievance and Contract Administration committee;
- 44 d. serve on the Communications committee;



- e. serve *ex-officio* on any other standing or ad-hoc committees concerned with contract negotiations, such as committees on salaries, workloads, and other matters subject to contract negotiation;
- f. co-sign financial instruments in the absence of the President or Treasurer; and
- g. perform other duties as delegated by the President or assigned by the Executive Council.

Section 3. The Secretary shall:

- a. serve as chair of the Communications Committee;
- b. be responsible for communications programs of the local including regular and periodic publications to members;
- c. be responsible for communicating news of the union to the community, including public relations activities;
- d. maintain the non-financial files and records of the union;
- e. be the custodian of the seal and charter of the union;
- f. record and keep accurate minutes of meetings of the membership, the Executive Council, and the Representative Assembly;
- g. assist the President in handling the correspondence of the union;
- h. perform duties of the office as required by the LMRDA; and
- i. perform other duties as delegated by the President, or assigned by the Executive Council.

Section 4. The Treasurer shall:

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

1 j. perform other duties as delegated by the President or assigned by the  
2 Executive Council.

3  
4 Section 5. Each Vice President shall serve their own constituency area and the general  
5 interest of the union as follows:  
6

7 a. The Vice President for Tenure Track Faculty Affairs shall:  
8 i. represent all tenure track faculty who are members of the union; and  
9 ii. perform other duties as delegated by the President or assigned by the  
10 Executive Council.

11  
12 b. The Vice President for Non-Tenure Track Instructional Faculty Affairs  
13 shall:  
14 i. represent all non-tenure track faculty whose primary terms of  
15 employment are instruction-oriented and who are members of the  
16 union; and  
17 ii. perform other duties as delegated by the President or assigned by the  
18 Executive Council.

19  
20 c. The Vice President for Non-Tenure Track Research Faculty Affairs shall:  
21 i. represent all officers of research and non-tenure track research faculty  
22 whose primary terms of employment are research-oriented and who  
23 are also members of the union; and  
24 ii. perform other duties as delegated by the President or assigned by the  
25 Executive Council.  
26

27 Section 6. All officers shall serve as members of the Executive Council.  
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30 **ARTICLE VI**  
31 **EXECUTIVE COUNCIL**  
32

33 Section 1. The Executive Council shall meet at least monthly, or at the call of the President,  
34 or at the call of four (4) or more of its members, or at the call of the  
35 Representative Assembly, for the purpose of initiating, overseeing, or revising  
36 the program of the union and to conduct other business of the union that is  
37 within its authority. All members of the Executive Council must be notified of the  
38 date, time, and location of each Executive Council meeting. A quorum for the  
39 Executive Council shall be one-half of its members.  
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41 Section 2. The Executive Council shall consist of the officers and the chairpersons of the  
42 Grievance and Contract Administration Committee; the Organizing and  
Membership Committee; the Communications Committee; and the Politics  
Committee.

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Section 3. The Executive Council 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 be July 1.

Section 4. The Executive Council shall employ all professional, technical, clerical, and support staff of the union.

Section 5. The Executive Council shall establish the salary, benefits, and expense guidelines of any employees of the union.

Section 6. The Executive Council 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 Council shall have the power to sue, complain, and defend on behalf of the membership.

Section 7. The Executive Council shall approve the membership of all standing and special committees of the union, except the Elections Committee, and receive regular reports from such committees.

Section 8. The Executive Council shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the union.

Section 9. The Executive Council shall issue regular reports, including an annual report, to the Representative Assembly and the membership.

Section 10. Four unexcused absences from an Executive Council meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Council member's suspension and/or replacement. Pursuant to Article IV, Section 16, the Executive Council shall have the authority to appoint a member to take the seat of an Executive Council member who was suspended or replaced under the terms of this Section. If the seat of a Vice President becomes vacant due to unexcused absence, he or she must be replaced by a member from the same constituency.

Section 11. The Vice President of Diversity and Equity shall:

- a. be primarily responsible for issues related to age, ethnicity, gender, physical abilities/qualities, race, sexual orientation, educational background, geographic origin, income, marital status, military experience, parental status, and religious beliefs;
- b. advance union programs to support underrepresented faculty;

- c. work to implement affirmative action goals, and pursue equal opportunity, fairness, and equal treatment at the University; and
- d. perform other duties as delegated by the President or assigned by the Executive Council.

Section 12. The Chair of the Grievance and Contract Administration committee shall:

- a. be responsible for pursuing the resolution of faculty grievances;
- b. be acquainted with current grievance procedures and with the implementation of the current contract;
- c. assist and advise persons in the bargaining unit from the initiation of a grievance to its eventual resolution;
- d. with the support and advice of the Grievance and Contract Administration Committee, advise the Executive Council on all matters pertaining to the grievance procedure and on all grievance cases as well as any problems regarding the implementation of the current contract;
- e. with the advice of the Grievance and Contract Administration Committee, appoint Assistant Grievance Officers as necessary;
- f. work with the University ombudsperson and the University Senate's grievance committee when appropriate; and
- g. perform other duties as delegated by the President or assigned by the Executive Council.

Section 13. The Chair of the Organizing and Membership Committee shall:

- a. be responsible for membership benefits, services, and development programs aimed at membership growth and expansion;
- b. be responsible for coordinating organizing and membership responsibilities with state and national affiliates;
- c. be responsible for coordinating, with the Vice-Presidents, faculty mentorship, professional development, and membership service and benefit programs of the union;
- d. be responsible for overseeing membership organizing;
- e. be responsible for recruiting, training, and activating stewards; and
- f. perform other duties as delegated by the President or assigned by the Executive Council.

Section 14. The Chair of the Politics Committee shall:

- a. be responsible for working with the Executive Council and the Politics Committee to monitor higher education issues in state and federal government;
- b. serve on the political committees for AFT Oregon and AAUP Oregon, if appointed;

- c. research viewpoints of the membership on such issues;
- d. be responsible for political education of the membership in legislative and governmental election matters and assist the Executive Council in initiating and coordinating lobbying activities; and
- e. perform other duties as delegated by the President or assigned by the Executive Council.

**ARTICLE VII**  
**COMMITTEE RESPONSIBILITIES**

- Section 1. The regular committees of the union shall be:
- a. Finance Committee
  - b. Grievance and Contract Administration Committee
  - c. Organizing and Membership Committee
  - d. Politics Committee
  - e. Communications Committee
- Section 2. The Collective Bargaining Committee, the Elections Committee, and the Constitution and Bylaws Committee are intermittent committees that meet when needed.
- Section 3. The Executive Council, either on its own initiative, or at the direction of the Representative Assembly may establish special committees.
- Section 4. Upon appointment by the President and approval by the Executive Council, committee chairs shall have thirty (30) days to select committee members and present their names to the Executive Council for approval.
- Section 5. Within 30 days of formation, each committee shall present its annual program of action to the Executive Council and the Membership Meeting.
- Section 6. The Collective Bargaining Committee (CBC) shall be chaired by the Executive Vice President, and shall include the members of the Negotiating Team, the Vice Presidents for Tenure Track, NTT Instructional, and NTT Research, and any other members of the Executive Council, Representatives Assembly, or UA membership approved by the Executive Council. The CBC shall be responsible for surveying the membership, developing a platform, and presenting the platform to the Representative Assembly for approval. The CBC shall be charged with forming any necessary ad hoc working groups or advisory committees as needed.

- 1 Section 7. The Finance Committee shall be responsible for drawing up and recommending  
2 the proposed budget; shall review expenditures and the activities of the  
3 Treasurer on a regular basis, and shall report to the President, the Executive  
4 Council, and the Representatives Assembly.  
5
- 6 Section 8. The duties of the Vice President of Diversity and Equity will be to coordinate with  
the Grievance and Contract Administration Committee and University Offices,  
Centers, and Institutes to advance and promote equity and diversity at the  
University of Oregon and within the union. Vice President of Diversity and Equity  
will develop specific strategies for outreach to other faculty unions; for public  
communications in the community; for internal communications; co-sponsor  
trainings with the Organizing and Membership and Communications committees to  
elevate values of inclusion and equity across the union.
- 14  
15 Section 9. The duties of the Grievance and Contract Administration Committee will be to  
16 assist the chair of the committee in the resolution of faculty grievances, to study  
17 labor law and grievance procedures as they pertain to the needs and interests of  
18 the union, and to provide the Executive Committee guidance on the desirability  
19 to pursue grievances to arbitration.  
20
- 21 Section 10. The duties of the Organizing and Membership Committee will include actively  
22 maintaining and recruiting members and working with the Executive Council to  
23 prepare newsletters and press releases, and create and maintain appropriate  
24 electronic communication services. A roster of Representatives shall be available  
25 to this committee to assist in collaboration and support.  
26
- 27 Section 11. The duties of the Politics Committee will be to  
28 monitor higher education issues in state and federal government; research  
29 viewpoints of the membership on such issues; and assist the Executive Council in  
30 initiating and coordinating lobbying activities.  
31
- 32 Section 12. The Communications Committee is chaired by the union Secretary and shall  
33 coordinate, produce, and authorize all news, publications, and communications.  
34 The Executive Council, with support from the Executive Director, shall guide the  
35 communications agenda of the union.  
36
- 37 Section 13. The Elections Committee shall conduct all general and special elections and  
38 referenda of the union. Members of the Elections Committee may not run for or  
39 hold elected office in the union.  
40
- 41 a. The Elections Committee shall consist of five members in good  
42 standing selected by the Representative Assembly at its first meeting  
43 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 Council.

Section 14. The duties of the Constitution and Bylaws Committee shall be to review proposed amendments to the Constitution and Bylaws to assure their conformity with requirements of affiliates or applicable labor laws. The committee may initiate proposed amendments. Its review of proposed amendments will be reported to the Executive Council.

**ARTICLE VIII  
ELECTION OF REPRESENTATIVE ASSEMBLY MEMBERS**

Section 1. The Elections Committee shall conduct elections for the Representative Assembly at the same time as elections for Officers.

Section 2. For the purposes of Article VIII, “member” shall be defined as “bargaining unit member,” unless otherwise specified.

Section 3. The Representative Assembly shall consist of no more than fifty Representatives. Each Representative will represent a roughly proportional number of members, with representation distributed on the basis of both employment classification and between academic work units. Determination of the precise number of Representative seats shall be made pursuant to the rules set forth in the Bylaws.

Section 4. Prior to the call for nominations of Officers, Chairs, and Representatives, (usually in early March of odd years), the Elections Committee shall conduct a census of members in order to determine the proper apportionment of seats by academic work unit and employment classification in the Representative Assembly. The Elections Committee shall proportionately allocate seats to each employment class of each academic work unit based on the numbers of actual members.

Section 5. At the time of the call for nominations, the Elections Committee shall notify all members in good standing as to the number of Representative seats allotted to each employment classification within each academic unit. Nominating information shall be circulated at this time to the members of each academic work unit for either self-nomination or for nomination of another member. Eligibility for voting for, and serving as, a Representative, and for nominating candidates for Representative positions, is limited to members in good standing. Members in good standing may self-nominate or nominate candidates for seats in the Representative Assembly within their work unit. Nominees must confirm to the chair of the Elections Committee their willingness to serve. All nominations need to be received no later than thirty (30) days following the

1 opening of nominations. The Elections Committee will prepare and distribute  
2 ballots to all members in good standing at the time of the election, as set forth in  
3 Article IV of the Constitution. Representatives shall take office immediately upon  
4 election.  
5

6 Section 6. The employment classifications represented shall be:

- 7
- 8 a. Tenured and tenure track faculty
- 9 b. Non-tenure track instructional faculty
- 10 c. Non-tenure track research faculty
- 11

12 Section 7. Each Representative shall be representing his/her academic work unit, reflecting  
13 the current structure of the University, such as:

- 14 a. The School of Architecture and Allied Arts
- 15 b. The College of Education
- 16 c. The Lundquist College of Business
- 17 d. The School of Music and Dance
- 18 e. The School of Journalism and Communication
- 19 f. The College of Arts and Science – Humanities Division
- 20 g. The College of Arts and Sciences – Social Sciences Division
- 21 h. The College of Arts and Sciences – Natural Sciences Division
- 22 i. Library
- 23 j. Research Institutes
- 24 k. Physical Education / Recreation
- 25 l. At-large Unit – composed of members pooled from all work units that  
26 have fewer than ten (10) members in any employment class.  
27

28 Section 8. Based on membership at the time of the member census on odd years (usually  
29 winter term), the Elections Committee shall apportion the number of seats for  
30 each employment classification of each academic work unit using these criteria:

- 31 a. The Representative Assembly shall consist of no more than fifty (50)  
32 representatives.
- 33 b. Representatives will be elected from these three (3) employment  
34 classifications:
  - 35 i. Tenured and tenure track faculty
  - 36 ii. Non-tenure track instructional faculty
  - 37 iii. Non-tenure track research faculty
- 38 c. The first stage of apportionment requires that the Elections Committee  
39 assign one (1) seat for the first ten (10) members in a single employment  
40 classification per academic work unit. Each employment classification  
41 within an academic unit is eligible for one Representative if it meets the  
42 ten (10) member threshold for that employment classification by the  
43 time of the member census in winter term.



- 1 d. In this first stage of apportionment, a single academic work unit can have
- 2 up to, but no more than, three (3) seats for the Representative Assembly
- 3 (one seat per employment classification).
- 4 e. When a work unit has fewer than ten (10) members in a given
- 5 employment classification, members of that unit will be pooled in the At-
- 6 large work unit.
- 7 f. The pooled members of the At-large work unit will be eligible to
- 8 nominate or self nominate for candidacy as a Representative provided
- 9 the At-large work unit has at least ten (10) members in the respective
- 10 employment classification.
- 11 g. No Representative shall represent fewer than 10 members.
- 12 h. After allotting one representative to each eligible employment
- 13 classification within each unit including the pooled At-Large unit, the
- 14 Elections Committee will then determine proportional assignment of the
- 15 remaining possible Representative seats to the various employment
- 16 classes of each academic work unit, based on their relative numbers of
- 17 actual union members.
- 18 i. The overall number of Representative Assembly seats apportioned to
- 19 each employment class in each work unit shall to the extent possible
- 20 reflect the fraction of total union membership comprised by that
- 21 employment classification of that work unit.
- 22

23 Section 9. Each Representative shall be elected by the members in good standing of his/her  
24 employment classification within his/her academic work unit.

- 25 a. All elections will be conducted using a conventional preference vote
- 26 system when there are two or fewer candidates.
- 27 b. Elections will be conducted using an “Approval Voting” system when
- 28 there are more than two candidates running to represent a particular
- 29 employment class within a work unit. Under this system, all members will
- 30 have the opportunity to vote for all candidates they approve of (one or
- 31 more), and the candidate with the most votes (the most approval) will
- 32 win. The ballots shall be tabulated by the Elections Committee. If more
- 33 than one seat is available for a given employment classification within a
- 34 work unit, then the Seats shall be assigned to the candidate with the
- 35 highest votes followed by the second highest vote count, and so on.
- 36 c. In the event of a tie, the Elections Committee shall flip a coin.
- 37

38 Section 10. All members of the Representative Assembly shall be eligible to complete their  
39 term of office even if they do not hold an appointment at the University for the  
40 entire duration of their elected position, as long as they remain members in  
41 good standing.

42  
43 Section 11. Representatives shall serve for two years. Any vacancies that occur will be filled  
44 by the Executive Council until the next general election.

1  
2  
3 **ARTICLE IX**  
4 **DUTIES OF REPRESENTATIVES**  
5

6 Section 1. Representatives shall:  
7

- 8 a. elect a chair of the Representative Assembly at the October meeting in an  
9 odd year;  
10 b. attend all regular and special meetings of the Representative Assembly  
11 and all meetings of the general membership;  
12 c. hold regular meetings of the membership at the worksite, or other  
13 appropriate place, for the purpose of making reports, discussing work  
14 place and organizational concerns, receiving instruction from the  
15 membership, and other activities as may be required;  
16 d. recruit eligible persons to membership;  
17 e. process grievances and resolve disputes at the worksite, or other  
18 appropriate location;  
19 f. consult regularly with the employer's management personnel at the  
20 worksite regarding matters of interest to the union membership; and  
21 g. serve as departmental stewards.  
22

23 Section 2. The Representative Assembly shall meet in October, November, January,  
24 February, April, and May for the purpose of:  
25

- 26 a. establishing the policies of the union;  
27 b. receiving and reviewing the reports of the President, Executive Council,  
28 and Committees;  
29 c. reviewing and approving the budget submitted by the Executive Council;  
30 d. initiating and taking other such actions as the body deems necessary; and  
31 e. participating in trainings related to steward and representative work.  
32

33 Section 3. A majority of its members shall be a quorum for the Representative Assembly.  
34

35 Section 4. The Representative Assembly may be called into Special Session at the discretion  
36 of the Executive Council or upon the presentation of a valid petition of twenty-  
37 five (25) percent of the Representatives to the Secretary of this union.  
38  
39

40 **ARTICLE X**  
41 **DELEGATES TO AFFILIATE CONVENTIONS**  
42

43 Section 1. Each September, the Executive Council will evaluate the upcoming affiliate  
44 conventions during the coming year and recommend the number of delegates to

- 1 fund to each convention. The Executive Council's recommendation shall be sent  
2 to the Representative Assembly at the Assembly's October meeting. The  
3 Representative Assembly shall determine the number of delegates to send to  
4 each convention at the Assembly's October meeting. The Representative  
5 Assembly will also determine the month the delegate election is to take place.  
6
- 7 Section 2. Elections shall be conducted in accordance with the AFT and AAUP Constitutions  
8 and the standards set forth by the Labor-Management Reporting and Disclosure  
9 Act of 1959 (LMRDA).  
10
- 11 Section 3. To be eligible to be a delegate, a person must be a member in good standing of  
12 the union.  
13
- 14 Section 4. Nominations  
15
- 16 a. Sixty (60) days prior to the date of the election, the Elections Committee shall  
17 i. Determine the manner of the election.  
18  
19 ii. Notify all members of the opening of nominations for delegate,  
20 instructions on how to nominate, and of the date of the election by  
21 email to the members' university email address.  
22
- 23 b. Members can nominate members or self-nominate by submitting  
24 nominations to the Elections Committee. A place on the Union's website will  
25 be created for this purpose and how-to information will be included in the  
26 nomination notice. Said nominations must be submitted no later than thirty  
27 (30) days following the notice of the opening of nominations.  
28
- 29 c. Members nominated to run for office must affirmatively accept their  
30 nomination no later than twenty-four (24) hours following the close of  
31 nominations in order to be placed on the ballot.  
32
- 33 d. The Elections Committee shall determine whether the nominations were  
34 timely and if the nominees are eligible for office.  
35
- 36 Section 5. At least twenty (20) days prior to the last day of the election, the Elections  
37 Committee shall notify all members of the election date(s) and the candidates  
38 for delegate by sending notice to the member's last known home address.  
39
- 40 Section 6. The Elections Committee shall solicit a candidate statement from all candidates  
41 and post the statements to the United Academics website on a page designated  
42 for this purpose.  
43
- 44 Section 7. Ballots

- 1  
2 a. All elections will be conducted using a conventional preference vote  
3 system when there are two or fewer candidates.  
4  
5 b. Elections will be conducted using an “Approval Voting” system when  
6 there are more than two candidates. Under this system, all members will  
7 have the opportunity to vote for all candidates they approve of (one or  
8 more), and the candidate with the most votes (the most approval) will  
9 win. The ballots shall be tabulated by the Elections Committee.  
10  
11 c. In the event that there are fewer nominees than funded positions, the  
12 nominees will be considered elected and no election will be necessary.  
13  
14 d. In the event of a tie, the Elections Committee shall flip a coin to  
15 determine the winner.  
16

17 Section 8. The election results will be published and distributed by email to the  
18 membership within five (5) days of the count. All elections materials, including  
19 the ballots, will be kept in a secure location for one (1) year.  
20

21 Section 9. Challenges and objections to the election must be submitted in writing, with a  
22 statement of supporting reasons that includes specific facts as well as any  
23 documentation, to the Elections Committee within five (5) days of the release of  
24 results. The Elections Committee shall issue its written opinion regarding the  
25 objections no later than ten (10) days after receipt of such objections.  
26

27 **ARTICLE XI**  
28 **STEWARDS**

29  
30 Section 1. Each department/academic unit, as defined for purpose of representation in the  
31 Representative Assembly may select at least one steward. Stewards serve in a  
32 voluntary capacity and have no direct role in governance of the union.  
33

34 Section 2. Each steward shall be an active union member in good standing of the  
35 department/academic unit that he/she represents. Stewards may concurrently  
36 hold another office in the union except the offices of President, Secretary, or  
37 Treasurer. This restriction shall not apply to the office of Secretary or Treasurer  
38 during the first two years after the chartering of the union.  
39

40 Section 3. Stewards will receive their official appointment from the Chair of the Organizing  
41 and Membership Committee and will serve for a term of one year, with no term  
42 limit.  
43

1 Section 4. With the Vice-Presidents of Tenure Track Faculty, Non-tenure Track Instructional  
2 Faculty, and Non-tenure Track Research Faculty, the Officer of Organizing and  
3 Membership may appoint more than one steward within a single academic unit,  
4 in which case those appointed will be responsible for coordinating their activities  
5 within the academic unit.  
6

7 Section 5. Stewards may meet as a committee as needed, subject to the call of the Vice-  
8 Presidents of Tenure Track Faculty, Non-tenure Track Instructional Faculty, and  
9 Non-tenure Track Research Faculty. When possible, this meeting should occur  
10 immediately prior to a general membership meeting.  
11

- 12 Section 6. The duties of the steward shall be:
- 13
  - 14 a. To coordinate union activities within the academic unit;
  - 15
  - 16 b. to communicate relevant decisions and activities of the Executive Council  
17 and Representative Assembly to union members and other employees in  
18 the bargaining unit within their academic unit as appropriate, including,  
19 but not limited to, notification of upcoming elections, meetings, and  
20 social events;  
21
  - 22 c. To act as advocates and advisors for union members within their  
23 department/academic unit regarding issues related to the union.  
24 Stewards are particularly charged with facilitating the resolution of any  
25 complaint that might result in a grievance, directing the member to the  
26 appropriate union resources and following up, as appropriate, to ensure  
27 that the issue has been resolved;  
28
  - 29 d. To regularly attend steward meetings convened by the Vice-Presidents of  
30 Tenure Track Faculty, Non-tenure Track Instructional Faculty, and Non-  
31 tenure Track Research Faculty Affairs or the Chair of the Organizing and  
32 Membership Committee in order to coordinate the activities of all of the  
33 stewards and  
34
  - 35 e. To encourage UO employees within the bargaining unit to join the union  
36 and to enroll them should the employee so choose.  
37

38 **ARTICLE XII**  
39 **THE NEGOTIATING TEAM**  
40

41 Section 1. During the year before a current contract expires, the Executive Council will  
42 appoint a Negotiating Team responsible for negotiating a contract with the  
43 representatives of the administration of the University of Oregon. The chair of  
44 this team shall be the President of the union.

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Section 2. The Negotiating Team will consist of a Chief Negotiator and no less than two other members, with each of these selections ratified by a majority vote of the Executive Council.

**ARTICLE XIII  
COLLECTIVE BARGAINING AND CONTRACT RATIFICATION**

Section 1. The Negotiating Team will draft contract proposals. Such proposals shall be prepared in consultation with the Executive Council.

Section 2. The President may appoint special subcommittees to research and assist in drafting proposals.

Section 3. Early in the process, the Chief Negotiator and the President will hold a Collective Bargaining Caucus for the purpose of gathering and discussing members' ideas and concerns.

Section 4. The Executive Council is responsible for keeping the Representative Assembly informed during contract negotiations.

Section 5. A tentative agreement will be presented to the membership of the union for ratification.

Section 6. At least seven (7) days in advance, the Executive Council shall announce the date, place, and time of a meeting for ratification of a proposed contract, and circulate copies of the proposed contract. In unusual cases of crisis, the Executive Council may reduce the 7 day notification rule to not less than 48 hours. The meeting shall be at a time when few classes are held and copies of the proposed agreement will be made readily available.

Section 7. At the contract ratification meeting, any vote taken on the contract shall be by secret ballot. Only members of the union, or any persons whose attendance is invited by the Executive Council, may attend this meeting and only members in good standing present at this meeting shall have the right to vote. The standard quorum requirements for membership meetings shall not apply to the contract ratification meeting.

**ARTICLE XIV  
MEMBERSHIP MEETINGS**

Section 1. The union will hold three regular membership meetings each year, one in the Fall, one in Winter, and one in the Spring. Membership meetings will be held on the first Thursday of each term.

1  
2 Section 2. A quorum for transacting business at a membership meeting shall be 10% of the  
3 membership.

4  
5 Section 3. Special meetings of the membership may be called by:

- 6  
7 a. the Representative Assembly, or  
8 b. a petition of ten percent (10%) of the members. The petition must state the  
9 reason for the meeting. Such a meeting must be called within two weeks  
10 after the Executive Council receives a valid petition. The Executive Council  
11 will provide no less than seven days' notice of such a meeting with all agenda  
12 items listed on the notice.

13  
14 **ARTICLE XV**  
15 **DUES**

16  
17 Section 1. Dues rate is set at 1.1% of salary for all bargaining unit faculty members.

18  
19 Section 2. The dues rate may be modified. In order to modify the dues rate, the  
20 Representative Assembly must approve a motion to recommend a new dues rate  
21 to the membership. The membership must vote to adopt the recommendation  
22 of the Representative Assembly at the next scheduled membership meeting held  
23 in accordance with Article XIV.

24  
25 If the membership meeting chooses not to adopt a dues increase, dues shall be  
26 set at the level that existed prior to the Representative Assembly's action.

27  
28 Under no circumstances may the membership meeting vote to terminate or  
29 modify the dues pass-through set forth in Section 3 of this Article.

30  
31 Section 3. The dues assessed shall include at least the prevailing per capita amounts for the  
32 AAUP, AAUP-Oregon, AFT, AFT-Oregon, AFL-CIO local and state affiliates, and  
33 insurance premiums. Whenever the dues of a required affiliate increases, the  
34 dues of the local shall automatically and simultaneously increase by the same  
35 amount.

36  
37 Section 4. The dues of the organization shall be posted and announced publicly.

38  
39 Section 5. The union shall adopt procedures consistent with local, state, and federal law  
40 and Article VIII, Sections 1 (a) – (d) of the AFT Bylaws, as regards fair share dues  
41 collection.

42  
43 Section 6. The union is authorized to receive contributions from any donor (grants,  
44 donations, contributions, and other funding activities) provided that the

1 Executive Council determines that the conditions or purposes of any  
2 contribution are not inconsistent with this Constitution or the general purposes  
3 of the union.  
4

5 **ARTICLE XVI**  
6 **AFFILIATIONS**  
7

8 This union shall maintain affiliation with the following organizations:  
9

10 Section 1. The American Federation of Teachers (AFT). Whenever possible, the union will  
11 send delegates to the AFT's convention.  
12

13 Section 2. The American Association of University Professors (AAUP). Whenever possible,  
14 the union will send delegates to the AAUP's national meetings.  
15

16 Section 3. AFT-Oregon. Whenever possible, the union will send delegates to the AFT-  
17 Oregon convention.  
18

19 Section 4. AAUP Oregon. Whenever possible, the union will send delegates to the AAUP  
20 Oregon annual meeting.  
21

22 Section 5. The Oregon AFL-CIO. Whenever possible, the union will send delegates to the  
23 Oregon AFL-CIO convention.  
24

25 Section 6. The Oregon American Federation of Labor-Congress of Industrial Organizations  
26 (AFL-CIO Oregon). Whenever possible, the union will send representatives to  
27 Strong Voice and other chapter activities of the AFL-CIO Oregon.  
28

29 Section 7. Other labor unions or chapters in locations where the university has a campus  
30 and the union has significant membership as determined by the Executive  
31 Council.  
32

33 Section 8. All convention delegates shall make written reports to the Executive Council on  
34 meetings attended. Every reasonable effort shall be made by the union to pay  
35 the legitimate expenses of delegates to meetings and conventions of affiliated  
36 organizations. The union to the best of its ability shall be active in the affairs of  
37 affiliated organizations.  
38

39 **ARTICLE XVII**  
40 **RULES OF ORDER**  
41

42 *Robert's Rules of Order Newly Revised* shall govern this union and all of its subordinate bodies in  
43 all matters not expressly covered by this Constitution or the Bylaws of this union.  
44



1 **ARTICLE XVIII**

2 **SANCTIONS AND DUE PROCESS PROTECTIONS AND PROVISIONS**

3  
4 Section 1. Every member has the right to due process when faced with accusations of  
5 having caused harm to the interests of the union or its membership; likewise  
6 every member has the right to initiate proceedings against other members who  
7 are perceived to have caused egregious material or constitutional harm to the  
8 interests of the union or its membership. Under no circumstances shall this  
9 article be utilized to infringe upon the free speech rights of the membership.

10  
11 Section 2. In the rare and unusual circumstance in which a member is accused of having  
12 taken egregious action that materially harms the union or its members, or that is  
13 contrary to this Constitution or the interests of this union or its membership, the  
14 union has the right to protect its interests, and the accused member has a right  
15 to full due process. This article sets forth that due process.

- 16  
17 a. A member may be sanctioned by the union for actions contrary to this  
18 Constitution or to the interests of the union or its membership. Such  
19 action may only be initiated by the bringing of written and signed charges  
20 to the Executive Council by two or more members of the local; these  
21 charges must include a specific and detailed accounting, including any  
22 documentation, of the allegations against the member. Any sanctions  
23 imposed as a result of this process shall conform to Oregon law.
- 24 b. Upon the receipt of such charges, the Executive Council shall cause a  
25 preliminary investigation to be conducted in order to determine whether  
26 the charges against the member have merit. In addition, at this time, the  
27 Executive Council shall give a copy of the charges to the accused  
28 member.
- 29 c. Following the preliminary investigation, the Executive Council shall vote  
30 on the question of whether a hearing should be held. If a majority of the  
31 Executive Council votes to hold a hearing, the member shall be given at  
32 least ten (10) days written notice of the hearing.
- 33 d. At a hearing, the accused member shall have the right to be represented  
34 by a person of their choice, and shall have the right to question the  
35 charges and present evidence and witnesses to support their defense. At  
36 the conclusion of the hearing, a two-thirds (2/3) vote of the Executive  
37 Council shall be required for sanctions. If a member of the Executive  
38 Council has brought the charges against the member, that Council  
39 member shall recuse him/herself from the vote.
- 40 e. A sanctioned member may appeal the decision of the Executive Council  
41 to the membership by requesting a vote at the next regular meeting. A  
42 simple majority of the members voting shall be sufficient to overrule the  
43 decision of the Executive Council to impose a sanction.
- 44

**ARTICLE XIV  
AMENDMENT**

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3  
4 Section 1. Twenty percent (20%) of the membership, or Representatives of 20% thereof,  
5 may present, by petition, a proposed amendment to this Constitution to the  
6 Secretary, who shall notify the Representatives of the proposed amendment no  
7 later than thirty (30) days prior to the next meeting of the Representative  
8 Assembly. Alternatively, a majority of the Executive Council may vote to present  
9 a proposed amendment to the Representatives at the next meeting of the  
10 Representative Assembly. A copy of the proposed amendment, along with an  
11 explanation of said amendment, shall be distributed to all Representatives, at  
12 least one week prior to the Representative Assembly meeting at which the  
13 amendment will be introduced and discussed.  
14

15 Section 2. The Representative Assembly shall vote on amendments to the Constitution  
16 initiated via the method set forth in section 1 of this article.  
17  
18 a. Following the meeting of the Representative Assembly at which the  
19 proposed amendment was introduced, a vote shall be held on the  
20 amendment at the next meeting of the Representative Assembly.  
21 b. In the alternative, following the meeting of the Representative Assembly  
22 at which the proposed amendment was introduced, a special  
23 Representative Assembly meeting for the purpose of voting on the  
24 proposed amendment may be called by the Executive Council. The special  
25 meeting shall be conducted in accordance with the terms of Article VIII,  
26 Section 9.  
27 c. Two-thirds (2/3) of the entire membership of the Representative  
28 Assembly shall be required for passage of the amendment.  
29

30 Section 3. Amendment By Direct Vote of the Membership: If 50% of the membership shall  
31 sign a petition to amend the Constitution, the Elections Committee shall conduct  
32 a vote by mail ballot on the proposed amendment. Two-thirds (2/3) of the total  
33 membership must vote to approve of such amendment in order for it to be  
34 enacted.  
35

**ARTICLE XX  
AVAILABILITY OF THE CONSTITUTION AND BYLAWS**

36  
37  
38  
39 Section 1. A digital copy of this Constitution and all subsequent amendments shall be  
40 submitted by electronic means to the office of the Secretary-Treasurer of the  
41 American Federation of Teachers.  
42  
43 Section 2. One copy shall be sent to the similar officer of each organization with which this  
44 union is affiliated.

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Section 3. The Secretary shall make available upon request a copy to any member of the union.

This Constitution was adopted by the membership on June 14, 2013;  
(and last amended on \_\_\_\_\_, 20\_\_\_\_).  
*(date)*