

**AAUP**

University of Nebraska at Omaha Chapter of the  
American Association of University Professors

**CONSTITUTION**

**AND**

**BY-LAWS**

Ratified April 15, 2018

**Constitution of the University of Nebraska at Omaha  
Chapter of the American Association of University  
Professors**

**ARTICLE I--Name and Purposes**

This organization will be called “The University of Nebraska at Omaha Chapter of the American Association of University Professors” (UNO-AAUP). The purposes of this Chapter shall be to facilitate cooperation among the faculty of the University of Nebraska at Omaha for the promotion of the interests of higher education and research, including the use of collective bargaining, and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession. The Chapter is organized and will be operated to qualify as a labor organization under section 501(c)(5) of the Internal Revenue Code for the above stated purposes.

**ARTICLE II--Membership**

A. Admission of members.

1. Membership shall be open to all members of the Bargaining Unit as defined in the most recent Collective Bargaining Agreement and application shall be made to the Treasurer of the Chapter. All members of the UNO-AAUP are also members of the AAUP at the national level.
2. A member may resign by notifying the Treasurer of the Chapter. A member shall forfeit his or her membership by nonpayment of dues or assessments.

B. Rights of members.

Members shall have the right to vote and hold office after three months of membership in good standing.

C. Dues and assessments.

1. The Chapter’s dues structure and assessments shall be determined by a two-thirds vote of the Chapter membership.
2. To maintain good standing in the Chapter, members must pay their dues and assessments within sixty days of the due date as determined by the Treasurer.

D. Members’ authorization and approval.

In preparing for, and during the course of collective bargaining negotiations, when possible, the members’ views shall be solicited, and members shall be apprised of developments. A majority vote of the members present at a regular or special meeting called for that purpose shall be necessary to ratify a proposed contract or to authorize any job action.

### **ARTICLE III--Officers**

- A. The officers of the Chapter shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer.
- B. The terms of office of these officers shall be for two years, except in the case of the President, who shall serve for one year. Officers shall be elected by secret ballot of the membership. Elections shall take place as provided by the By-laws.
- C. In case of vacancy in the office of the President, the President-elect shall succeed to that Office.
- D. In case of a vacancy in any other office, the President shall make an interim appointment in consultation with the members of the Executive Committee.
- E. Incumbents are eligible for reelection.
- F. Elected Officers may be removed in accordance with the By-laws.

### **ARTICLE IV--The Executive Committee**

- A. The Executive Committee shall consist of the Officers, the President-elect, the Immediate Past President, and one representative each from the ranks of professor, associate professor, assistant professor, and other bargaining unit members. Chairs of standing Committees as established in the By-laws, shall serve *ex officio*. A quorum shall consist of six members of the Executive Committee. The Immediate Past President shall be defined as a person holding no other current office who served as President in either of the two preceding years, the most recent having precedence of eligibility. In the event that the Immediate Past President cannot serve, or no person qualifies for such a title, the position shall be filled for a one-year term with the appointment of a previous officer by the President in consultation with the members of the Executive Committee.
- B. The four Executive Committee members representing the four professorial ranks shall be elected at-large by the membership for a term of one year. Incumbents are eligible for re-election. Representatives may be removed in accordance with the By-laws. In the case of a vacancy, the President may fill the position by appointment in consultation with the members of the Executive Committee.
- C. The Executive Committee shall be responsible for carrying out the general purposes of the Chapter as defined in Article I. It shall have authority to delegate specific responsibility to any committees it may appoint, including the

Negotiating Team as provided for in the By-laws, or any committee established by the membership.

- D. The Executive Committee shall have authority to approve expenditures and to reimburse officers and other members for the expenses incurred in the conduct of Chapter activities. No part of the funds of the UNO-AAUP shall inure to the benefit of, or be distributed to, any officer, employee or other individual, partnership, estate, trust, or corporation having a personal or private interest in the Chapter. Compensation for services actually rendered and reimbursement for expense actually incurred in attending to the affairs of the Chapter shall be limited to reasonable amounts.
- E. An action taken by the Executive Committee may be over-ruled by a two-thirds vote of the membership.
- F. The Executive Committee shall call at least two regular meetings of the Chapter during the academic year, plus any special meetings that may be required. Adequate notice of the time and place of meetings shall be provided. Upon petition of any twenty members of the Chapter, the Committee shall call a special meeting of the Chapter.
- G. The Executive Committee may poll the membership by mail or electronically on any issue, but the results of such a poll shall not be binding on the Chapter.

#### **ARTICLE V--By-laws**

Matters regarding procedures shall be provided in the By-laws to the Constitution, and shall be subject to revision or addition as set forth by the By-laws.

#### **ARTICLE VI--Amendments**

Amendments to the Constitution may be proposed by the Executive Committee, or, in writing, by no fewer than five members to the Executive Committee. A proposed text shall be circulated by the Executive Committee, with its recommendation, to the membership for information and response fifteen days prior to submission to the membership of the final text. Recommendations for further submission and/or revisions may be submitted to the Executive Committee during this fifteen-day period. The Executive Committee shall have the right of final decision on these additional submissions and/or revision for purposes of presentation and vote. Voting upon the amendment(s) shall take place after thirty days' notice to the membership. Two-thirds of those voting either bymailed or electronic ballot, circulated to the membership, or of the members present at a regular or special meeting called for that purpose, shall be necessary for approval.

## **ARTICLE VII--Ratification of the Constitution and By-Laws**

This Constitution and By-laws shall be in force upon ratification by a two-thirds majority of all members voting, either by mailed or electronic ballot circulated to the membership, or of the members present at a regular or special meeting called for that purpose.

## **ARTICLE VIII--Chapter Dissolution**

Upon dissolution of the Chapter, its assets shall be disposed of exclusively for the purposes of the Chapter or distributed to such organizations which shall, at the time, qualify as exempt organizations under sections 501(c)(3) or 501(c)(5) of the Internal Revenue Service Code.

Ratified April 15, 2018

## **By-laws of the University of Nebraska at Omaha Chapter of the American Association of University Professors**

### **Section I: Nomination and Election of Members of the Executive Committee**

- A. A Nominating Committee, chaired by the Past President, will be formed by February 1. The two other members will be selected from the Chapter by the President in consultation with the Executive Committee.
- B. The First Vice-President and Treasurer shall be elected in odd-numbered years for two-year terms and the Second Vice-President and Secretary shall be elected in even-numbered years for two-year terms.
- C. The President elect and the representatives of the ranks shall be elected for one-year terms.
- D. The Nominating Committee will solicit nominees from the membership and will attempt to secure two candidates for each open position.
- E. The Nominating Committee will prepare a slate of candidates to be presented to the Executive Committee by March 15.
- F. The Secretary will send out the ballots by mail or electronically to the membership by April 1.
- G. There shall be spaces on the ballot for write-ins for every open office.
- H. Ballots are to be completed online or returned to the Secretary by April 15.
- I. The newly-elected members of the Executive Committee shall take office on May 1.

### **Section II: Responsibilities of the Officers**

- A. The President shall assume executive responsibility for Chapter. The President shall act as chair and shall preside at all meetings of the Executive Committee and the Chapter. The President or the President's designated alternate shall serve as spokesperson for the Chapter. The President or the President's designated alternate shall represent the Chapter at national and state AAUP meetings.
- B. The First Vice President shall be responsible for coordination of the activities of the Chapter for collective bargaining. In the absence of the President, the First Vice-President shall preside at meetings of the Executive Committee and the Chapter.

- C. The Second Vice-President shall be primarily responsible for grievance matters. As grievance officer, the Second Vice-President shall inform and consult with the Executive Committee on issues of faculty concern related to the existing Collective Bargaining Agreement.
- D. The Secretary shall be responsible for the arrangement of elections and balloting and for the records of meetings of the Executive Committee and the Chapter. The Secretary shall, as directed by the President, conduct all routine correspondence and shall keep records of such correspondence.
- E. The Treasurer shall receive all moneys due the Chapter and deposit them in the name of the Chapter. The Treasurer shall pay all bills approved by the Executive Committee and shall keep all Chapter financial records. The Treasurer shall provide the Executive Committee with regular financial reports and an annual report of the Chapter's financial status in February of each year. The Treasurer shall also keep and maintain the Chapter's membership records, recalculate member dues annually, and be responsible for notifying the national office and the UNO administration of any membership changes. The Treasurer shall also arrange for the filing of annual income tax returns and Labor Department forms as required by law.
- F. The Executive Committee shall authorize periodic audits of the Chapter's financial records.

### **Section III: The Negotiating Team.**

- A. For the purposes of collective bargaining, a Negotiating Team shall consist of the First Vice-President, three members, and a Chief Negotiator appointed by the Executive Committee. No more than two of the Negotiating Team shall be from the Executive Committee. The Negotiating Team shall recommend bargaining positions to the Executive Committee, but decision-making authority shall reside exclusively with the Executive Committee.
- B. The President may participate in planning and may attend negotiation sessions, whether or not he/she has been appointed to the Negotiating Team.
- C. With the approval of the Executive Committee, the Negotiating Team may invite other Chapter members to assist in planning.
- D. Members of the Negotiating Team may be removed by vote of the Executive Committee.

#### **Section IV: Meetings**

- A. At Chapter meetings, one-fifth of the total membership shall constitute a quorum. Non-members may be admitted as observers and may be granted permission to speak upon approval of a majority of the members present. The most recent edition of *Robert's Rules of Order* shall determine parliamentary questions and procedures.
- B. Collective bargaining meetings. Meetings called for the purpose of the discussion of collective bargaining matters shall be limited to members. Contract ratification meetings shall be governed by Article II, section D, of the Constitution.
- C. Executive Committee and committee meetings. Meetings of the Executive Committee and of all committees shall be closed except upon invitation.

#### **Section V: Dues and Assessments**

Dues and assessments shall be set by majority vote and by secret ballot of the eligible members voting at a regular Chapter meeting or special meeting, after notice of at least fifteen days of the intention to vote upon such a question, or by majority vote of the eligible members voting in a membership referendum conducted by secret ballot. No assessments for political purposes may be levied.

#### **Section VI: Discipline, Removal from Office, and Due Process**

- A. Executive Committee members may be censured and/or removed for misconduct or dereliction of duties; other members may be censured and/or relieved of their Chapter duties for misconduct or dereliction of duties in connection with Chapter assignments.
- B. Proceedings may be instituted by the Executive Committee or by a petition of at least ten members to the Executive Committee. In such event, the accused shall have a full opportunity to present a defense against the charge(s) both before the Executive Committee, which shall make a recommendation to the membership, and before a special meeting of the membership, which shall be convened by the Executive Committee after notice of at least fifteen days. A majority vote of the membership present and voting shall be required for a decision.

#### **Section VII: Committees**

The Executive Committee may form *ad hoc* committees, such as a Committee on the Status of Women, or a Governmental Relations Committee, when deemed necessary.



Committee chairs of ad hoc committees may serve as non-voting, *ex officio* members of the Executive Committee.

**Section IX: Revisions or Additions to By-laws**

- A. Revisions or additions to the By-laws may be proposed by the Executive Committee or in writing to the Executive Committee by no fewer than five members of the Chapter. A proposed text shall be circulated by the Executive Committee with its recommendation to the membership for information and response fifteen days prior to submission to the membership of the final text for voting. Recommendations for further submission and/or revisions may be submitted to the Executive Committee during this fifteen-day period. The Executive Committee shall have the right of final decision on these additional submissions and/or revisions for purposes of presentation and vote.
- B. Voting upon changes in the By-laws shall take place after fifteen days notice to the total membership. A majority vote of those voting either by mailed or electronic ballot circulated to the membership or of the members present at the regular or special meeting called for that purpose shall be necessary for approval.

Ratified by the UNO-AAUP Chapter, April 15, 2018