

# **BYLAWS TO THE CONSTITUTION**

## **BYLAWS TO ARTICLE III**

### MEMBERSHIP

- Section 1. Membership dues in UAFT shall be fixed by a vote of the membership. A plurality of votes cast by members in good standing will determine the amount of membership dues .
- Section 2. Agency fee (full service fee) for bargaining unit membership shall be fixed by a vote of the membership. A plurality of votes cast by members in good standing will determine the amount of agency fee.
- Section 3. Additional finances may be obtained by various fund raising activities.
- Section 4. Other University employees may be approved for eligibility for affiliation by a majority decision by the Executive Board.

## **BYLAWS TO ARTICLE IV**

### ELECTION OF OFFICERS

- Section 1. If there are Co-Presidents, rather than one President for the UAFT, then presidential duties will be divided among the Co-Presidents to reflect the release time each Co-President receives. At least one Co-President must be in Anchorage. Co-Presidents who are not in Anchorage may be required to spend some time each month in Anchorage to perform all the duties of the office.
- Section 2. The 1<sup>st</sup> Vice President shall be in Anchorage and will assume duties in the absence of the President.
- Section 3. The 2<sup>nd</sup> Vice President will be available for duties as assigned by the President, Union Leadership Committee, and the Executive Board.
- Section 4. The duties of the Secretary and Treasurer may be combined.
- Section 5. The President and the Treasurer shall be ex-officio delegates to the National Convention. The remaining delegates to which the local is entitled shall be elected as specified in Article VII.

Section 6. Officers responsible for the day-to-day operation of the Union shall receive paid release time as approved periodically by the Executive Board. Releases for Co-Presidents will not exceed those given for a single President.

Section 7. Anyone receiving a Union release from teaching or other professional activity must provide assurance to the Union that they will spend the hours required fulfilling union duties, commensurate with the release provided. See below:

1 credit	=	3 hours minimum per week
3 credits	=	9 hours minimum per week
6 credits	=	18 hours minimum per week
9 credits	=	27 hours minimum per week
12 credits	=	36 hours minimum per week

## **BYLAWS TO ARTICLE IV**

### OTHER ELECTIONS

Section 1. Voting to Ratify a Collective Bargaining Agreement:

- a. Only those members who have paid the membership fee can vote to ratify a contract;
- b. Voting can be done by mail, email, or in person;
- c. There must be a mechanism to have the member's name associated with a ballot so that membership can be verified;
- d. Votes that cannot be verified will not count; and
- e. The position receiving a plurality of the votes cast shall be declared the winning position.

Section 2. Taking a Strike Vote:

- a. A post office box shall be rented for use in a strike vote;
- b. An accounting firm can be hired to collect the ballots from the post office box and count the votes, or a committee of members can do these duties;
- c. Only those members who have paid the membership fee can participate in a strike vote;
- d. A strike vote will be conducted using mailed ballots and allowing for the vote to be secret;
- e. Members' signatures must be on the return envelope for the ballot so that membership can be verified; and
- f. Results can be held until such time as they are most beneficial to the negotiations process.

Section 3. Voting for Campus Representatives:

- a. Every 2 years the Campus Representative shall be elected by a vote of the members in good standing of their campus;

- b. The candidate receiving a plurality of the votes cast shall be declared elected;
- c. Each campus conducts its own election with results being sent to the Union office prior to the May Executive Board meeting; and
- d. Campus Representatives start their term of office in the next academic year.

## **BYLAWS TO ARTICLE VI**

### EXECUTIVE BOARD

- Section 1. The Executive Board shall meet in one of two sessions:
- a. Full session with campus representatives from all campuses present, as well as other board members.
  - b. Partial session without all campus representatives present but with other Anchorage campus members present.
- Section 2. The Executive Board shall normally meet in full session during the regular academic year, at least once a month at the University of Alaska Anchorage or via audio-conference.
- Section 3. The Executive Board shall meet when needed in partial session at the University of Alaska Anchorage between regular full sessions of the Executive Board.
- Section 4. Any issue discussed by the Executive Board may be referred to a vote of the general membership by a majority vote of the Executive Board members. The decision of a simple majority of the voting members in good standing shall be determinative.
- Section 5. Duties of a Campus Representative shall include:
- a. meetings with Campus President or Director and Deans;
  - b. settling informal disputes and complaints between a Bargaining Unit Member and the administration;
  - c. attendance at ACCFT Statewide Executive Board meetings, or provide an alternate;
  - d. serve as a member of Campus Committees;
  - e. serve as official liaison between administration and local Bargaining Unit Members;
  - f. gathering information and taking polls as requested by the Executive Board;
  - g. developing an effective communication system with Bargaining Unit Members;
  - h. assisting in annual Union membership drive; and

- i. other duties as delegated by the President or as assigned by the Executive Board.

Section 6. Campus Representatives who miss three (3) or more Executive Board Meetings in an academic year, will be replaced by presidential appointment and will serve until the next election cycle.

## **ARTICLE VII**

### DUTIES OF SPECIAL COMMITTEES

Section 1. The Finance Committee shall assist the Executive Board in the preparation of the annual budget and shall identify, and with the approval of the Executive Board, pursue activities to generate revenues for the good and welfare of the UAFT. The Treasurer will chair this committee.

Section 2. The Audit Committee shall schedule the annual audit with the accountant. It is recommended that a UAFT Faculty Member who is a CPA work on this committee with the Treasurer.

Section 3. The Elections Committee shall conduct and supervise all elections of the UAFT.

Section 4. The Special Projects Committee can be appointed when there is a need and the standing committees have no relationship to the project.

## **BYLAWS TO ARTICLE VIII**

### MEMBERSHIP MEETINGS

Any member in good standing who cannot be present for a membership meeting may name a proxy.

The purpose of the proxy is to insure that UAFT members in good standing who cannot be present for a duly called UAFT meeting be represented by having their vote cast by another UAFT member in good standing.

Proxy Regulations:

1. The proxy is delegated for a specific period of time.
2. The proxy delegation covers all issues requiring a membership vote.

3. The instructions from the proxy giver to the proxy holder are general: i.e., proxy holder votes as he/she thinks the giver would wish.
4. The proxy may be delegated in writing, by e-mail, facsimile, or similar documentation. The delegation must include the name of the delegating person; the name of the person delegated to act as proxy; any stipulations attached to the delegation (e.g., time period delegation is in force); and the date the delegation is transmitted.
5. UAFT members in good standing may hold as many proxies as they wish to accept.
6. When a vote is taken, the proxy holder must announce the name of the vote of the person(s) represented and must present the proof of delegation.
7. The proxy holder should report back to the giver how he/she voted.

## **BYLAWS TO ARTICLE XII**

### AMENDMENT

- Section 1. These bylaws may be amended as follows: the proposed amendment shall be made available to all members who have paid their membership dues at least one month before a ballot is sent. A simple majority vote of those members voting shall be sufficient to adopt the amendment. Amendments shall be submitted in writing to the Secretary who shall be in charge of the notification and balloting process.
- Section 2. Three copies of these Bylaws to the Constitution and all subsequent amendments shall be submitted to the Secretary-Treasurer of the American Federation of Teachers.
- Section 3. The Secretary/Treasurer shall make available upon request a copy to each organization with which this organization is affiliated.
- Section 4. The Secretary/Treasurer shall make available upon request a copy to any member of the UAFT.