

# **Chapter Constitution and Bylaws**

**of the Wright State University Chapter**

**American Association of University Professors**

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**Article I: Name**

The name of this organization is the *Wright State University Chapter of the American Association of University Professors* (AAUP-WSU).

**Article II: Purposes, Empowerment, Fiduciary responsibility, and Distribution of Assets in Event of Chapter Dissolution**

**A. Purposes**

The purposes of AAUP-WSU are to:

1. Support the mission of the Association (national AAUP): “The mission of the American Association of University Professors (AAUP) is to advance academic freedom and shared governance; to define fundamental professional values and standards for higher education; to promote the economic security of faculty, academic professionals, graduate

students, post-doctoral fellows, and all those engaged in teaching and research in higher

education; to help the higher education community organize to make our goals a reality; and to ensure higher education's contribution to the common good.”

2. Serve as the collective bargaining agent for the Collective Bargaining (CB) Unit Faculty (unit certified by the Ohio State Employment Relations Board on 11 June 1998 and amended subsequently in 2012 and 2022). The CB Unit consists of “all full-time tenured and tenure-track faculty, Senior Lecturers, Lecturers, Instructors, Clinical Assistant Professors, Clinical Instructors, and Visiting Faculty employed by Wright State University. Excluded from the unit are: All School and Department Chairs and Heads, all ranks of deans, all ranks of provosts, all ranks of vice-presidents, the president, all other supervisors defined by O.R.C. 4117.01(F.), and all faculty within the School of Medicine.

and

any other Collective Bargaining Unit(s) for which AAUP-WSU is certified by the Ohio State Employment Relations Board; and to so serve for any amalgamation of such units that may be certified by the Ohio State Employment Relations Board.

3. Defend academic freedom at Wright State University.
4. Encourage participation in Faculty governance at Wright State University.
5. Protect and advance the professional status and interests of all faculty.
6. Facilitate the dissemination among the WSU faculty of information on higher education principles and practices.
7. Convey the policies and views of the AAUP to WSU administrators, the Wright State University Board of Trustees, local and state legislative bodies, and the general public.
8. Participate in the Ohio Conference of AAUP, and the national AAUP, and in successors of those organizations that may be created.
9. Develop necessary and proper chapter programs to accomplish the aforementioned purposes.

## **B. Empowerment**

To further the purposes listed above, but not in limitation thereof, the chapter shall have power to:

1. conduct studies;
2. disseminate statistics and other information;
3. engage in various fund-raising activities;
4. conduct promotional activities, including advertising and publicity;
5. hold such property as is necessary to accomplish its purposes;
6. employ individuals to represent the chapter in collective bargaining and for other purposes.

## **C. Fiduciary Responsibility Statement**

This is a non-profit chapter, organized and operated for the above stated purposes, and no part of any net earnings shall inure to the benefit of any member.

## **D. Distribution of Assets in Event of 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 I.R.S. Section 501 (c) (3), such as the national American Association of University Professors (Washington, D.C.).

## Article III: Members

### A. Definition

Each member of this chapter must

1. either
  - a. be in a Collective Bargaining Unit as defined in Article II. A. 2., or
  - b. be a fulltime faculty member at Wright State University not in a Collective Bargaining Unit but eligible for Associate Member status with national AAUP;and
2. have joined AAUP-WSU by submitting an AAUP-WSU Payroll Deduction Form or an AAUP-WSU Membership Form; and
3. be paying dues via payroll deduction.

A person who submits an AAUP-WSU Payroll Deduction Form or an AAUP-WSU Membership Form will be enrolled by AAUP-WSU as a member of national AAUP and of the Ohio Conference of AAUP.

### B. Categories

Each member of this chapter will be considered as being in one of the following two categories:

1. Regular: A Regular Member is a chapter member who is also in a Collective Bargaining Unit as defined in Article II. A. 2. Hereafter in this document, the terms “Regular Chapter Member” or “RCM” refer to the above definition.
2. Associate: An associate member is a chapter member who is not a member of a Collective Bargaining Unit as defined in Article II. A. 2. Hereafter in this document, the terms “Associate Chapter Member” or “ACM” refer to the above definition.

### C. Rights and Privileges

1. Regular Chapter Members are eligible to:
  - a. hold office, except as limited in Article IV A and Article XII;
  - b. attend, make motions and vote in all chapter meetings, including those restricted to collective bargaining matters, except as limited in Article X;
  - c. be members of the Chapter Council or Negotiating Team;
  - d. pursuant to Article X, vote on the ratification of Collective Bargaining Agreements applicable to the Bargaining Unit of which they are a member;
  - e. petition for calling of special chapter meetings;
  - f. nominate regular chapter members for office and vote in chapter elections; however, only Tenure-Eligible and Tenured faculty (TET) RCMs may vote for TET at large members of Executive Committee, and only Non-Tenure Eligible (NTE) RCMs may vote for NTE at large members of the Executive Committee.
  - g. have all other privileges of membership as indicated in Article III. C. 1; and
  - h. participate in nominations for, elections for, and service on the Chapter Council as specified in Article XII.
2. Associate Chapter Members are eligible to:
  - a. receive chapter communications not related to collective bargaining;
  - b. attend functions sponsored by the chapter;
  - c. attend chapter meetings except when collective bargaining matters are being addressed;

3. No Member can be disciplined by the AAUP Chapter without adherence to due process, which shall include notice of the alleged offense(s), a hearing before an impartial body of RCMs, the right to be heard at such a meeting, and the right to be represented by another member chosen by the charged member.

## **Article IV: Officers**

### **A. Elected Officers**

The elected officers of AAUP-WSU shall be the President, Vice President, Secretary, Communication Officer, Treasurer, two TET members-at-large and two NTE members-at-large. The term of office for elected officers shall be two consecutive years, except as provided for in Article VI B 4 a. The Vice President, Treasurer and two members-at-large (one TET and one NTE) will be elected in even numbered years and the President, Secretary, Communication Officer and two members-at-large (one TET and one NTE) will be elected in odd numbered years. A sitting officer or member of the Executive Committee may run for any office, but can only hold one elected office at a time. There are no term limits. The nominations and elections shall follow the procedures outlined in Article VI.

1. **President.** The president shall carry out the policies, coordinate the functions, and exercise general supervision over the activities of the chapter. The president shall preside at meetings of the chapter, Executive Committee, and Chapter Council, respond to inquiries from the press unless the president delegates this task to the communication officer, and nominate, subject to the consent of the Executive Committee, representation to the meetings of the Ohio Conference, and national AAUP. The president shall be a member ex officio nonvoting of all committees, but the president shall not be counted in determining a quorum in these committees.
2. **Vice President.** The vice president shall oversee Chapter recruiting efforts. The vice president shall chair the Nominating Committee, which provides names of candidates for election to the chapter members. The vice president shall chair the meetings of the Executive Committee, Chapter Council, or chapter in the absence of the president; and, in the absence of the president, shall otherwise serve. The vice president shall also perform the duties that are requested by the president, subject to the approval of the Executive Committee.
3. **Secretary.** The secretary is responsible for keeping minutes of all proceedings and submission of these records to the appropriate body for approval.
4. **Communication Officer.** The communication officer is responsible for disseminating chapter communications such as e-mailed announcements, including election-related announcements, and news items.
5. **Treasurer.** The treasurer is responsible for administration of the chapter finances and maintenance of accurate records of all money received and of all disbursements. These records must be available for inspection by any RCM. The treasurer shall prepare an annual budget and an annual financial report and submit them for approval at a Fall Semester chapter meeting. The treasurer shall ensure that no loans will be made by the chapter, unless empowered to do so by the Executive Committee in the event of a strike. In such cases, the treasurer shall prepare and sign a promissory note for each loan, and enforce the provisions set forth in the promissory note. Upon specific request by SERB (State Employment Relations Board), the treasurer shall ensure that all officials and employees of the chapter who handle funds, trusts or other property of the chapter or subsidiary organizations will be bonded. The Treasurer, with the assistance of the Administrative Assistant, will pay quarterly, national and state dues. In the case of vacancy of both President and Vice President, the Treasurer shall assume the presidency of the chapter until these vacancies are filled.
6. **Members-at-large:** The duties of the four elected members-at-large shall be to attend Executive Committee meetings and to perform such duties requested by the Executive Committee or the president.

## **B. Vacancies**

1. Any officer may resign at any time by giving written notice to the president or to the secretary of the chapter.
2. Resignation, disqualification, or recall. When an officer has resigned or is disqualified or is recalled, the office shall be filled by a special election following procedures outlined in Article VI. A & B. The person so elected shall hold office for the remainder of the unexpired term. The Executive Committee is empowered to fill vacancies in any elective office until a special election is held.
3. Recall. All members of the Executive Committee are subject to recall.
  - a. A two-thirds (2/3) vote by the RCMs attending a regular or special meeting, or a petition signed by thirty (30) percent of the RCMs shall cause a recall election to be conducted within one (1) month.
  - b. Upon a two-thirds (2/3) vote of the RCMs casting ballots in favor of recall, the officer shall be recalled and relieved of his/her duties. This vote shall be held as stipulated in Article VI. B.
4. Other conditions. Should circumstances arise when there is but one remaining officer, an Executive Committee shall be recruited from RCMs and confirmed at the next regular chapter meeting.

## **C. Conflict of Interest Statement**

The chapter prohibits any business or financial interests of its officers, employees, agents, their spouses, or others that conflicts with the fiduciary obligations of such persons to the organization.

## **Article V: Committees**

### **A. Executive Committee**

The Executive Committee shall consist of the nine elected officers of the chapter and the following appointed officers (*ex-officio*), each of whom shall be selected by the elected officers:

- the Chief Negotiator
- the Grievance Officer(s)
- the Contract Administration Officer
- the Media Officer

The elected members of the Executive Committee shall meet to evaluate the performance of each appointed officer annually, and they retain the right to remove or replace any of the appointed officers at any time. Each evaluated person shall have the right to respond to the evaluation.

Appointed officers will recuse themselves from votes on matters related to their responsibilities and on which they are being given direction by the Executive Committee. Other voting restrictions are noted elsewhere in these bylaws. Otherwise, all members of the Executive Committee, whether elected or appointed officers, will have voting rights.

1. The Executive Committee shall act as the governing body of the chapter to uphold the Constitution & Bylaws. Seven Executive Committee members - which must include the president or presiding officer - shall constitute a quorum for the conduct of business by the Committee, with the following exception: when the business at hand is restricted to elected officers (e.g., annual evaluation of an appointed officer), five elected Executive Committee members shall constitute a quorum.
2. The Executive Committee shall assume responsibility for the chapter's continuing effective presence at Wright State University and for its collective bargaining responsibilities, including adherence to Ohio Revised Code (ORC) 4117. Among the duties of the Executive Committee are the following:
  - a. Meet with chapter members to provide assistance and receive comments and suggestions.
  - b. Conduct the business of the chapter between chapter meetings.
  - c. Regularly recruit members and encourage renewal of membership, via assignment by the vice president.
  - d. Make necessary appointments to complete an unexpired term of any officer until a special election is held.
  - e. Set the agenda for regular and special chapter meetings
  - f. Consult, as appropriate, with the Wright State University administration on matters of mutual interest.
  - g. Appoint a Chief Negotiator.
  - h. Appoint a Negotiating Team (NT). The members of the NT will be selected by the elected members of the Executive Committee in consultation with the Chief Negotiator. The elected members of the Executive Committee retain the right to remove and replace any member of the NT at any time.
  - i. Receive regular reports from the Chief Negotiator during the contract negotiation process. The Executive Committee will communicate the proposed collective bargaining agreement (here and elsewhere, CBA) to the Chapter Council. The Executive Committee must transmit a proposed CBA, with or without recommendation, to the RCMs to whom the CBA applies for ratification.
  - j. Appoint a Grievance Officer.
  - k. Appoint a Contract Administration Officer, who is responsible for handling matters related to contract administration that are not likely to involve a grievance: for instance, devising mechanisms for addressing ambiguities in the contract language, for implementing new contract language, and for providing oversight of the implementation of the contract language.
  - l. Make decisions on grievance and contract administration issues presented by the Grievance Officer (or assistants) or by the Contract Administration Officer.
  - m. Appoint a Media Officer, who is responsible for
    1. Updating and maintaining the chapter website, Facebook page, and other such social and digital media
    2. Integrating those effectively with the Ohio Conference and national websites
    3. Developing other uses of social and digital media that will enhance and expand the chapter's impact and increase internal and external awareness of the chapter's activities.
    4. Maintaining relationships with national and local media outlets as needed.
  - n. Appoint committee chairs for AAUP Committees, as well as chairs, co-chairs and/or members, representing the AAUP, of joint University/AAUP committees,

as specified by the CBA.

- o. The Executive Committee will assume responsibility for promoting diverse representation in terms of gender, race, ethnicity, age, disability, tenure status.
- p. Meet with the administration to discuss minor changes to the contract and/or make interim agreements between contract negotiations. At least two Executive Committee members must meet with the administration for the purpose of reaching an interim agreement. If a verbal agreement is reached, it must be transformed into a written document and signed by at least two members of the Executive Committee, following a vote of approval by the Executive Committee. A two-thirds (2/3) vote of the Executive Committee is required to approve a change in the CBA (consider such a change “minor”) without taking it to the RCMs for a vote as outlined in X.C.8.
- q. If the chapter is authorized or obligated to designate a representative(s) to the Board of Trustees of the Ohio Conference (or other body associated with the Ohio Conference), then the representative(s) shall be chosen each year by one of the following two methods; each year, the Executive Committee will select which method will be used. If more than one representative is to be selected, then the Executive Committee may choose to employ method 1 below for a given number (none, some, or all) of said representatives and method 2 for the rest.
  1. The Executive Committee will select the representative from among the elected members of the Executive Committee.
  2. The Executive Committee will arrange for an election in which the Regular Chapter Members will elect the representative.

## **B. Other Committees**

AAUP-WSU Executive Committee may create standing and *ad hoc* committees as needed to promote the welfare of the chapter’s program at Wright State University. The chairperson and members of these committees shall be appointed by the Executive Committee.

# **Article VI: Nominations and Voting Procedures for Election of Officers and At-Large Members**

## **A. Nominations**

1. Nominations for chapter officers: The Nominating Committee shall consist of the vice president (who serves as the Committee chair) and the four Members-at-Large of the Executive Committee.
2. By no later than January 31<sup>st</sup> of each year, nominees shall be sought using a “Call for Nominations”. If possible, at least two nominations for each office shall be obtained.
3. In a Special Election, the Nominating Committee shall call for nominees as soon as possible upon learning of the vacancy.
4. Chapter Council members shall be nominated as outlined in XII. D.

## **B. Voting Procedures**

1. Voting will be by electronic or online voting, via a means that provides for secrecy and for one vote per member, announced to each voter via e-mail or equivalent means at least one week prior to the close of voting. The announcement must specify instructions for voting, and the date and hour for the close of voting.
2. For each office, the candidate receiving a majority of votes cast shall be declared the winner. In the event that no candidate obtains a majority, a run-off election shall be held; the candidates who finish first and second will participate in the run-off election. In the event of a tie, an additional run-off election shall be held. The incumbent officer will continue to serve until a replacement officer is duly elected.

## **C. Term of office**

Officers elected during the Spring Semester will begin their term of office on May 1 of that year. Newly elected secretary, communication officer and treasurer shall be trained by current officers from election day until they take office. When these newly elected officers complete their training, they will be eligible for course-release throughout their term in office, subject to approval of the Executive Committee; otherwise, no provision of these Chapter Constitution and Bylaws shall limit The Executive Committee in assigning course releases made available to AAUP-WSU by any agreement(s) with the Wright State University administration. Newly elected members of the Executive Committee may attend Executive Committee meetings prior to their term in office, as non-voting *ex-officio* members, with two-thirds consent of the voting Executive Committee members.

## **Article VII: Meetings**

### **A. Regular Chapter Meetings**

The chapter shall hold regular meetings at least once each term (except for summer term). Written notice of such meetings shall be provided to each Member of the chapter who is eligible to attend at least one week in advance of the date selected.

### **B. Special Chapter Meetings**

1. Other chapter meetings are authorized in accordance with Article X. C. 6., under the time schedule specified by Ohio Revised Code 4117.
2. Special meetings of the chapter may be called by the president, a majority of the Executive Committee, or by petition by ten (10) percent of RCMs delivered to any chapter officer. The president shall call the meetings within seven days after having been directed by the Executive Committee or by petition. Written notice of such meetings shall be provided to each RCM of the chapter at least five days in advance of the date selected.

### **C. Agenda Items**

The written meeting notice shall include the agenda of the meeting. All items requiring votes must be put on the agenda. Any RCM may have an item placed on the agenda at the time of the meeting if this item is approved by an affirmative vote of a majority of the RCMs present.

### **D. Quorum**

The quorum required for the transaction of business at all meetings of the chapter shall consist of twenty RCMs of the chapter.

## **Article VIII: Dues**

### **A. Establishment of Local Chapter Dues**

AAUP-WSU shall establish local chapter dues to be levied on RCMs and ACMs.

### **B. Dues Rates for Regular Chapter Members**

RCMs shall pay total dues not to exceed 0.9% of the nine-month base salary (but not less than the sum of national and state dues). The Executive Committee will set the actual rate based on the

annual budget approved by the membership. (The nine-month base salary for bargaining unit members on “fiscal” (vs. nine-month “academic”) contracts shall be computed as the annual base salary times 9/11 (=0.8182)). These dues shall include national, Ohio conference, and local components.

### **C. Dues Rates for Associate Chapter Members**

ACMs shall pay national and Ohio Conference dues plus \$25 per year in local chapter dues.

### **D. Dues for RCMs on Reduced Salary Leave**

Dues for RCMs on reduced salary during leave shall be reduced proportionately, but not below the sum of national and state dues.

### **E. Special Dues Assessment**

The Executive Committee may propose a special assessment in local chapter dues. Ratification of the special assessment requires a majority of votes cast.

### **F. Method of Payment**

Pursuant to Article III A 3, dues must be paid by monthly payroll deduction by all chapter members.

## **Article IX: Parliamentary Procedure at Meetings**

Robert’s Rules of Order, newly Revised, shall be the authority for this chapter in matters of parliamentary procedure unless otherwise noted in these Bylaws.

## **Article X: Contract Negotiations**

### **A. Overview**

Informed by the Chapter Council, the Executive Committee and the Negotiating Team shall determine the professional preferences of the RCMs and formulate the draft bargaining proposals. The Chapter Council will review and may recommend to the Executive Committee and

Negotiating Team modifications of any kind to the draft bargaining proposals. The Negotiating Team negotiates a contract with representatives of Wright State University. During negotiations, the Chief Negotiator will present all tentatively agreed upon contract language to the Executive Committee. If approved by the Executive Committee, these proposals will be communicated to the Chapter Council which will recommend to the Executive Committee and Negotiating Team approval of or modifications to the aforementioned contract language. The Executive Committee shall submit to the RCMs the tentative negotiated contract for ratification.

### **B. Duties of the Negotiating Team and its Members**

1. The Chief Negotiator shall advise the Executive Committee regarding selection of the members of the Negotiating Team.
2. The Chief Negotiator will work with the Executive Committee to survey the RCMs with regard to collective bargaining matters in order to determine faculty desires and priorities. Draft proposals for negotiations may be written by members of the Negotiating Team, the Executive Committee, or members of the Chapter Council.
3. The Negotiating Team will assist the Chief Negotiator in gathering the data necessary to

- support bargaining positions.
4. The Negotiating Team negotiates in good faith with representatives of Wright State University in order to produce a contract.
  5. The Chief Negotiator shall serve as the primary spokesperson for the Negotiating Team in all negotiation sessions.
  6. The Negotiating Team will maintain detailed notes of all negotiating sessions.
  7. Subject to the approval of the Executive Committee, the Negotiating Team has the option to ask both intramural and extramural specialists to participate in its activities. The Negotiating Team also has the option of forming research groups to provide supporting data for the Team's proposals or positions.
  8. The Negotiating Team will not participate in negotiating sessions without the Chief Negotiator, nor will it participate in negotiating sessions without any other Negotiating Team members or extramural participants deemed essential for a given session by the Negotiating Team and Executive Committee.
  9. During negotiations, the Chief Negotiator will present all tentatively agreed upon contract proposals to the Executive Committee and the chapter council.
  10. Only the Negotiating Team is authorized to participate in contract negotiations on behalf of AAUP-WSU.

### **C. Contract Ratification**

1. A tentative Collective Bargaining Agreement may be ratified by the RCMs either at a special chapter meeting or by online voting.
2. The Executive Committee shall make available a digital copy of the tentative CBA to the RCMs at least 10 calendar days before online voting closes.
3. Unless precluded by Ohio Revised Code 4117, the tentative CBA will be ratified only if a majority of the RCMs casting a ballot vote in favor of ratification.
4. If ratification at a meeting is used, then
  - a. the Executive Committee will announce the meeting and its purpose – to discuss and vote upon the tentative CBA – to all the RCMs one week before the meeting,
  - b. a secret ballot shall be used for the ratification vote, and
  - c. the meeting may extend over more than one day, or over more than one meeting session on a single day, or both.
5. If ratification by electronic or online voting is used, then the Executive Committee will implement the vote in accordance with Article VI B 1. Also, the Executive Committee will announce a chapter meeting to discuss the tentative CBA with at least 3 days' notice. The meeting will be held at least 4 days before the close of voting.
6. When Ohio Revised Code 4117 or unusual circumstances require a quick response of the members, the Executive Committee will call a meeting for ratification but is not obligated to adhere to the time constraints that would otherwise apply.
7. Major modifications of a collective bargaining agreement in the interim period between contract negotiations must be approved by RCMs, following the process specified in the other provisions of this Article X C.
8. The chapter shall comply with all rules and regulations of the Ohio State Employment Relations Board which are applicable to contract ratification and resolution of contract disputes.

### **D. Procedures for a Strike Authorization Vote and Strike Vote**

1. Preamble

A strike authorization vote (3 below) is a vote to empower the AAUP-WSU Executive Committee (EC) to call a strike (4 below) if circumstances merit. The strike authorization vote demonstrates a will to act collectively to protect our collective bargaining rights and the collective bargaining agreement itself, including but not limited to our role in shared governance and our academic freedom.

2. Voting in the EC

In voting of the EC specified in (3) and (4) below, the Chief Negotiator shall not be eligible to

vote.

### 3. Strike Authorization Vote

In taking a strike authorization vote, the EC will act in accordance with the following minimum requirements:

- a. The EC, if feasible, shall call a meeting of the RCMs with at least 72 hours advance notice and present the issue or issues involved that warrant a strike authorization vote. If a meeting is not feasible, then the EC shall present said issue(s) in a message to all RCMs, which shall be sent at least 72 hours before voting begins pursuant to 2 (b) below.
- b. The RCMs shall vote by secret ballot on the question of whether or not a strike will be authorized. Voting must utilize a means that provides for secrecy and for one vote per RCM. At least 60% of the RCMs voting must vote in favor of the strike authorization in order for it to pass.
- c. The results of strike authorization vote shall be sent to the President and the Chief Negotiator of the AAUP-WSU.
- d. If the EC does not call a strike within 100 days of the strike authorization vote, another strike authorization vote would be required.

### 4. EC Vote to Call a Strike

With an affirmative strike authorization vote and after the results of the strike authorization vote are communicated to the RCMs, the EC is empowered to call a strike to begin at any time no later than 100 days after the strike authorization vote ended. In voting whether to strike, AAUP-WSU Executive Committee will act in accordance with the following minimum requirements:

- a. All members of the EC who are eligible to vote will be invited to register a vote for or against a strike.
- b. At least 60% of the EC voting shall be required to call a strike.
- c. The President or Communications Officer shall communicate the outcome of the strike vote to all RCMs.
- d. The EC shall determine the terms and conditions required to end the strike.
- e. At least 60% of the EC voting members shall determine whether to end the strike.

## **E. Strike Loan Fund**

In the event of a strike, the Executive Committee may vote to authorize the creation of a loan fund for RCMs. Upon consultation with the treasurer, they shall allocate a specific amount of money to a loan pool. Loans shall bear no interest, and the term of the loan shall not exceed 270 days. In the event a loan to an RCM is not paid in full at the end of the term, it shall convert to an interest-bearing loan.

## **Article XI: Amendments**

These Constitution and Bylaws may be amended by a two-thirds (2/3) affirmative vote of RCMs present at a regular or special chapter meeting, or by two-thirds (2/3) of the RCMs responding to electronic or online voting. A notice of the proposed amendment(s) including reasons and any known objections shall be sent to each RCM at least 15 calendar days prior to the vote. The Executive Committee or a petition of ten (10) percent of the RCMs may initiate amendments.

## **Article XII: Chapter Council**

### **A. Overview**

In addition to the elected and appointed officers, the chapter shall form a standing body, the

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Chapter Council.

## **B. Composition**

1. The President or the Presiding Officer shall preside over meetings of the Chapter Council but will have no vote.
2. The Chief Negotiator may attend meetings of the Chapter Council.
3. Each member of the Chapter Council must be an RCM.
4. For Chapter Council representation, the Colleges are
  - i. The College of Engineering and Computer Science
  - ii. The College of Health, Education, and Human Services
  - iii. The College of Liberal Arts
  - iv. The College of Science and Mathematics
  - v. The Lake Campus, and
  - vi. The Raj Sooin College of Business.
5. Each of the aforementioned colleges is eligible to have two representatives on the Chapter Council, one NTE and one TET who serve a term of two years.
6. Minutes must be kept for all meetings of the chapter council and approved at the subsequent meeting. A copy of the minutes so approved will be given to the Executive Committee.

## **C. Responsibilities of the Chapter Council**

Attend meetings of the Chapter Council. Meetings may be called by the President whenever necessary. Special meetings of the Chapter Council will also be held whenever at least three members of the Chapter Council request such a meeting.

Provide regular recommendations to the Executive Committee about issues of concern to the RCMs

Serve as liaison with RCMs, including communications from RCMs to the Executive Committee, Negotiating Team, etc. as well as communications to RCMs from those bodies

Organize actions and otherwise help mobilize the RCMs, as needed

Suggest ways to increase engagement of RCMs in the affairs of the chapter,

and assist in recruitment of RCMs.

Undertake surveying or collection of data in support of chapter objectives in general and CBA negotiations in particular

## **D. Replacements**

The Executive Committee will replace Chapter Council members who resign or fail to meet their responsibilities.

## **Article XIII: Travel Policy**

### **A. Overview**

1. Reimbursement by the chapter for expenses associated to travel on chapter business, and pre-payment of such expenses by the chapter, requires the approval of the Executive Committee.

### **B. Rules**

1. All reimbursements, other than those for local travel, will require receipts.
2.
  - a. AAUP-WSU will pay “standard airfare”, which is defined to be the economy, round-trip, non-refundable airfare from the Dayton area to the site of travel. Reimbursement for airfare from a city other than Dayton entailing a higher total cost will require approval by the President and Treasurer on a case by case basis.
  - b. If a traveler drives rather than flies, then reimbursement will be for mileage (at the standard IRS rate) up to a maximum of the standard airfare. Parking fees will be reimbursed.
3. The following expenses may be submitted for reimbursement: registration fees, meals, lodging, car rental, and parking. In the absence of receipts, per diem rates will be applied.
4. AAUP-WSU will pre-pay on travel costs for airfare, registration, and lodging, if the receipts or other documentation of the expenses are presented and the item has been approved by the President and Treasurer. If the AAUP-WSU representative does not attend the conference/meeting, then AAUP-WSU will be reimbursed, except in cases of an unforeseen emergency.

## **Article XIV: Compensation Beyond the Nine-Month Schedule**

Periodically, faculty members are called upon to serve specific needs of AAUP-WSU beyond the nine month schedule of the university. These include officers of the Executive Committee as well as non-Executive Committee members of the union. In order to provide fair compensation for members working beyond the nine month schedule of the university, the Executive Committee will periodically review the need, if any, and approve compensation for those members. Compensation will be in accordance with the rates for summer pay established in the CBA and awarded in retrospect for time served.

## **Article XV: Friends, Affiliates, and Allies of AAUP-WSU**

AAUP-WSU recognizes that some persons affiliated with Wright State University may be members (actual or potential) of national AAUP but not eligible for membership in AAUP-WSU; among these are academic Professionals, faculty in the Boonshoft School of Medicine and adjunct faculty, emeritus faculty, and graduate students. AAUP-WSU further recognizes that it shares interests and values with such persons. Therefore AAUP-WSU is committed to supporting the development of an advocacy chapter(s) that will address the concerns and advance the interests of those groups within our university and beyond.