

# CONSTITUTION

## The University of Connecticut Professional Employees Association

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Last Updated: July 1, 2022

### **ARTICLE I: NAME**

#### *Section 1:*

This organization is local 3695 of the American Federation of Teachers (AFT) and shall be known as The University of Connecticut Professional Employees Association (UCPEA).

### **ARTICLE II: AFFILIATIONS**

#### *Section 1:*

This Association shall be affiliated with and participate actively in the American Federation of Teachers Connecticut (AFT CT), American Federation of Teachers (AFT), the AFL-CIO (American Federation of Labor-Congress of Industrial Organizations), the Connecticut State Labor Council, and the regional labor council.

### **ARTICLE III: PURPOSE**

#### *Section 1:*

The purpose of the Association shall be:

To promote, protect, and advance a safe, fair, and inclusive workplace for the professional staff of the University of Connecticut.

To empower our members to collectively create an environment respectful of individual diversity and group differences to affirm workers' rights in support of the quality of education, research, and community outreach at the University.

### **ARTICLE IV: MEMBERSHIP**

#### *Section 1:*

Membership in the Association shall be open to all members of the non-teaching professional staff of the University of Connecticut, active or on leave, who have not been excluded from the bargaining unit by the Connecticut State Labor Relations Board or the UCPEA contract.

#### *Section 2:*

A member in good standing is defined as one who has paid dues as stipulated in Article XI of this Constitution and has elected membership on the University of Connecticut Professional Employees Association (UCPEA)/AFT CT/AFT membership card.

#### *Section 3:*

Each member in good standing is entitled to one vote on any issue presented for consideration at a meeting of the Association, or by a general mailing to the membership of the Association.

#### *Section 4:*

Retired UCPEA members, and other non-members approved by the Executive Board, may become non-voting UCPEA Associates. An Associate in good standing receives association publications, is entitled to attend Association meetings and functions, and may, if elected, serve as a delegate to affiliate organizations.

*Section 5:*

No discrimination shall ever be shown toward individual members, or applicants for membership, on the basis of an individual's status in any group protected by civil rights laws, including but not limited to: race, disability, religion, national origin, sex, age, marital status, sexual orientation, or political beliefs. Any member in good standing shall not be disenfranchised for an opportunity to serve as an area representative, and/or on the Executive Board, and/or on any committees.

## **ARTICLE V: EXECUTIVE BOARD**

*Section 1:*

The Executive Board of the Association shall consist of all elected officers. The elected officers shall include: President, First Vice President, Vice President for Professional Issues, Vice President for Political Affairs, Vice President for Communications, Vice President for Membership Services, Vice President for Social Justice, Recording Secretary, Treasurer, and Chief Union Steward.

*Section 2:*

A majority of current Executive Board members constitutes a quorum.

*Section 3:*

The Executive Board shall set, administer, maintain and oversee all policies and procedures of the Association, and be the final authority on all committee recommendations. A manual outlining the policies and procedures of the Association shall be maintained by the Recording Secretary and housed in the UCPEA office.

*Section 4:*

The chair of the Executive Board shall be the President of the Association. In the absence of the President, Executive Board and general membership meetings shall be chaired by the next highest ranking Executive Board Officer as listed in Article V, Section 1.

*Section 5:*

The frequency of Executive Board meetings shall be as set forth in the Bylaws of the Association and the schedule shall be published in the union newsletter and on the UCPEA web site.

*Section 6:*

The Executive Board shall have the power to employ an Executive Director and all personnel as may be determined by the needs and finances of the Association. Normally, all temporary and permanent positions shall be advertised, and applicants interviewed, in accordance with UCPEA's established procedures. Relatives of Executive Board officers are prohibited from seeking or accepting employment with UCPEA. UCPEA members who are relatives of UCPEA office staff are prohibited from running for Executive Board office. For the purposes of this provision, the term "relative" shall mean one of the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, spouse or domestic partner, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

*Section 7:*

The Executive Board shall be kept informed on a monthly basis of all grievances and Unfair Labor Practices filed, and other pertinent information. The Executive Board will approve the continuation of grievances to arbitration and filings with outside agencies, except Unfair Labor Practices.

*Section 8:*

Only the Executive Board or its designees may make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of the Association's purposes, and to borrow money for Association purposes at such rates

of interest, terms and conditions, as they may determine necessary.

*Section 9:*

The Executive Board shall approve the annual budget for the Association prior to the Annual Membership Meeting.

*Section 10:*

It is the duty of each officer to attend Executive Board meetings, Union Steward meetings, general membership meetings, and other special meetings called by the President. Executive Board members shall be available at these meetings to report their activities.

*Section 11:*

Executive Board officers will be required to sign a confidentiality agreement upon taking office. The purpose of this agreement is to protect personal and confidential information incumbents may come across in their role as an Executive Board officer.

*Section 12:*

Executive Board officers shall be required to participate in Executive Board training within two months of taking office; trainings should cover officer's specific roles and responsibilities, diversity and inclusion and labor's core values.

The Executive Board shall hold three full day meetings for planning the agenda of the organization each year. These meetings shall be scheduled one during the month of July and during the fall and spring semesters respectively. Attendance is mandatory for all Executive Board officers.

*Section 13:*

The Executive Board will approve appointments made by the President.

*Section 14:*

The Executive Board may appoint committees.

*Section 15:*

The Executive Board will decide all matters affecting the policies, aims and means of accomplishing all purposes of the Association not specifically provided for in the Constitution or by action of the Association at a meeting.

*Section 16:*

The Executive Board must approve all mid-contract Memoranda of Agreement and notify the membership and Union Stewards of any such agreements.

*Section 17:*

The Executive Board shall solicit delegates to serve at all conventions of affiliated organizations as outlined in Article VIII, Section 9. The duties of the officers of the association shall include service as a delegate to statewide and national conventions as needed.

## **ARTICLE VI: DUTIES OF OFFICERS & UNION STEWARDS**

*Section 1:*

**PRESIDENT:** The President shall be the chief executive officer of the Association and shall preside at all general membership meetings of the Association and the Executive Board. The President shall uphold the constitution of the Association and ensure that the resources of UCPEA effectively support the priorities set by the Executive Board. The President shall be an ex officio member of all committees, shall sign all necessary papers and documents, and represent, or appoint someone to represent, the Association when and where necessary. The President shall make a report to the membership at least once each year, summarizing the accomplishments of the Association and outlining plans for the next year. The President shall be responsible for calling regular and special meetings of the Association and the Executive Board. The actions of the President shall be subject to the approval of the Executive Board. The President shall oversee and coordinate the responsibilities of all officers, oversee the training and development

of the officers and staff, and maintain communications with officers and assigned staff of UCPEA affiliates. The President or designee shall direct the staff of affiliated organizations assigned to UCPEA on issues affecting UCPEA. The President, or the President's designee, shall actively seek a voting position on the AFT CT Executive Committee and will attend all meetings of said committee. The President is responsible for supervision and evaluation of the Executive Director. (See Article V, Section 6.) The President shall handle other matters as assigned and approved by the Executive Board.

*Section 2:*

**FIRST VICE PRESIDENT:** The First Vice President shall perform all duties of the President in the absence of the President. Under the general direction of the Executive Board, the First Vice President shall collect data on the effectiveness of the current contract and contract language options, and shall develop a schedule in coordination with the Chief Union Steward for carrying out pre- negotiation tasks. This officer shall chair or co-chair the Negotiating Committee and carry out duties as requested by the Executive Board for contract administration and negotiations. The First Vice President shall be the chair of the Grievance Team. This officer shall act a liaison between the Executive Board and the University's Health and Safety Committee, and between the Executive Board and the UCPEA members of the Job Classification Committee. This officer shall serve as one of the Pension Trustees for the staff 401k plan in use. The First Vice President shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 3:*

**VICE PRESIDENT FOR PROFESSIONAL ISSUES:** Under the general direction of the Executive Board, the Vice President for Professional Issues shall be responsible for coordinating activities on the professional issues of UCPEA members and shall act as an advocate for members on professional issues. This officer shall monitor the tuition reimbursement fund and shall chair or co-chair the Professional Development Committee. The Vice President for Professional Issues shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 4:*

**VICE PRESIDENT FOR POLITICAL AFFAIRS:** Under the general direction of the Executive Board, the Vice President for Political Affairs shall be responsible for UCPEA's political coalition work with other organizations, coordination of election-related and legislative activities, and keeping officers and members informed on issues of importance in the political domain. The Vice President for Political Affairs shall be the chair or co-chair of the Committee on Political Education (COPE). The Vice President or designee may be expected to attend legislative hearings and/or meetings with legislative leaders, as necessary. The Vice President for Political Affairs shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 5:*

**VICE PRESIDENT FOR COMMUNICATIONS:** Under the general direction of the Executive Board, the Vice President for Communications shall be responsible for coordinating and implementing all activities related to keeping the UCPEA membership and the general public informed of issues and events affecting the membership. The Vice President for Communications shall solicit articles and act as the official editor of the UCPEA newsletter and shall be the chair or co-chair of the Communications Committee. The Vice President for Communications shall also act as the liaison to affiliated organizations on public relations issues. The Vice President for Communications shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 6:*

**VICE PRESIDENT FOR MEMBERSHIP SERVICES:** Under the general direction of the Executive Board, the Vice President for Membership Services shall be responsible for the development, coordination and implementation of activities and programs that service the UCPEA membership. The Vice President for Membership Services shall also be responsible for the welcoming and orientation of new members, shall chair or co-chair the Membership Services Committee, and shall be the liaison between the Executive Board and the Child Care Committee. The Vice President for Membership Services shall work with the Vice President for Communications to develop new avenues of interaction with UCPEA members. The Vice President for Membership Services shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 7:*

**SECRETARY:** Under the general direction of the Executive Board, the Secretary shall be responsible for recording all formal proceedings of UCPEA. The Secretary shall be the parliamentarian for all formal proceedings of UCPEA. Formal proceedings include all Executive Board meetings, the Annual Membership Meeting, and special meetings where business is conducted. The Secretary shall maintain minutes and a compilation of all Executive Board motions in an electronic format. The Secretary shall maintain the Association's Policies and Procedures Manual. The Secretary shall chair or co-chair the Nominating Committee. The Secretary shall be a member of and serve as the liaison between the Executive Board and the Constitution and Bylaw Committee. The Secretary may be selected to serve as chair or co-chair of the Constitution and Bylaw Committee. The Secretary shall track and keep the Executive Board apprised of all constitutional timelines and deadlines. The Secretary shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 8:*

**TREASURER:**

Under the general direction of the Executive Board, the Treasurer shall serve as UCPEA's chief fiscal officer with responsibility for overseeing all financial affairs of UCPEA. The Treasurer shall chair the Finance Committee. The Treasurer is responsible for performing financial management functions, as well as any other functions required to discharge the treasurer's fiduciary duties.

The Treasurer serves as one of the Pension Plan Administrators and as one of the Pension Trustees for the UCPEA staff 401k plan. The Treasurer shall serve as the treasurer for the Committee on Political Education (COPE) and file required reports to the appropriate authorities.

The Treasurer shall keep adequate records available in accordance with generally accepted accounting principles. The Treasurer shall have the authority to require submission of prudent financial documentation from any UCPEA member or employee, in order to discharge the treasurer's fiduciary duties. The Treasurer shall cause an independent audit of the Association's finances to be conducted annually.

On a monthly basis, the Treasurer shall present a written report to the Executive Board and the Finance Committee. This monthly report shall include a budget summary for the fiscal year, as well as a Statement of Financial Position.

The Treasurer shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 9:*

**CHIEF UNION STEWARD:** Under the general direction of the Union Stewards, the Chief Union Steward shall be responsible for communications between the Executive Board and the Union Stewards. In addition, the Chief Union Steward shall coordinate all activities of the Union Stewards pertaining to their roles of informing their area membership of pending issues and representing their views to the Executive Board and other appropriate UCPEA committees. The Chief Union Steward shall chair regular meetings of the Union Stewards. The Chief Union Steward shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 10:*

Each officer is required to submit a formal written report to the President three weeks prior to the Annual Membership Meeting. Using these reports, the President shall craft a single comprehensive annual report to the membership which shall be available at the Annual Membership Meeting. The completed report, and all submitted officers' reports, shall be kept on file in the UCPEA office and made available to any member who wishes to review them. The annual report shall be available on the UCPEA web site, and shall be sent to members upon request.

*Section 11:*

Each officer shall turn over to the Association all Association records and property entrusted to the officer or in the officer's possession upon leaving office.

*Section 12:*

**UNION STEWARDS:** The Union Stewards shall: attend Union Stewards trainings and meetings; advise the Executive Board of their constituent members' views on Association policies and practices; communicate Executive Board decisions, contract interpretations, and the results of meetings to their constituent members; assist the Grievance Team in handling grievances; elect one member from among themselves to serve as Chief Union Steward, who shall be a member of the Executive Board and chair Union Steward meetings. Union Stewards shall handle other matters as assigned by the Chief Union Steward.

*Section 13:*

**VICE PRESIDENT FOR SOCIAL JUSTICE:** Under the general direction of the Executive Board, the Vice President (VP) for Social Justice shall be responsible for UCPEA's advocacy, collaborator, and leadership of social justice, equity, diversity and inclusion work with members and community affiliates. Moreover, the Vice President for Social Justice will work in partnership with all members to engage in active citizenship to identify and dismantle social inequities that affect UCPEA members and the UConn community at large, including but not limited to people targeted for oppression, marginalization, and discrimination on the basis of an individual's status of any group protected by civil rights laws, including but not limited to: race, disability, religion, national origin, sex, age, marital status, sexual orientation, or political beliefs. The VP for Social Justice shall be the chair of the Social Justice Committee and service on the American Federation of Teachers (AFT-CT) Social Justice Committee. The VP for Social Justice shall handle other matters as assigned by the President and approved by the Executive Board.

*Section 14:*

**LEAVE OF ABSENCE:** In the event an officer is unable to fulfill their duties to the Union and the membership on a temporary basis due to medical, personal or other reasons the officer may issue written notice to the Executive Board of their intention to take a leave of absence for up to 90 consecutive days. The written notice shall reflect an effective date of leave and the officer's best estimation of the duration of leave. To the extent possible, the officer shall facilitate the transfer of responsibility as directed by the Executive Board during such leave.

Should the Executive Board learn of a medical, personal or other event affecting an officer which is likely to prevent the officer from fulfilling the position's duty to the union and the membership, the President, or the President's designee, shall first make reasonable attempts to contact the officer and ascertain whether the officer is able to meet their duty. In the event the officer cannot be contacted or is unable to initiate the process for leave of absence for themselves, the Executive Board may for good cause vote by a two-thirds majority to place an officer on temporary leave of absence. Such vote shall be placed on the next Executive Board meeting agenda and noticed as an agenda item at least three (3) business days prior to the meeting at which the vote is to be held. Notice of the result of a vote to place an officer on a temporary leave of absence shall be sent to the officer by email and written letter no later than five (5) business days from the date of the Executive Board vote. Placing an officer on leave of absence under this section shall be non-punitive and is distinct and separate in all respects from suspension as described in Article IX.

An officer who is on a leave of absence may return to union duty by delivering to the Executive Board written notice of intent to return at least ten business days before returning to duty. The Executive Board may waive the notice period for return to duty at its discretion.

The privacy of the officer shall be preserved and the reason or event for which the leave is initiated shall not become part of the record of the Association.

Officers on leave shall receive the position's stipend on a pro-rated basis for time served.

## **ARTICLE VII: COMMITTEES**

*Section 1:*

Members of all committees must be Association members in good standing. The Executive Board may appoint UCPEA office staff or Associates as ex officio members of committees.

Committee members shall serve with the approval of the committee chairperson, subject to appeal to the Executive Board.

Members of committees shall be appointed by the chairperson. The chairperson shall be appointed by the President. Committee members shall be required to sign a confidentiality agreement at the beginning of their term. The purpose of this agreement is to protect personal and confidential information incumbents may come across in their role as a committee member.

Committees shall meet regularly at a time and place specified by the committee chairperson. Minutes and attendance shall be recorded for all committee meetings and filed in the UCPEA office monthly.

*Section 2:*

**NEGOTIATING COMMITTEE:**

The Executive Board shall appoint the Negotiating Committee one year prior to the anticipated onset of contract negotiations. The Negotiating Committee shall be comprised of the First Vice President, Executive Director, the Vice President for Social Justice or a member from the Social Justice Committee, case work staff as designated by the Executive Director, a staff member from AFT-CT and no less than five (5) members from the membership. The Negotiating Committee is charged with direct negotiations with the University on contract issues. The First Vice President and the Executive Director shall normally serve as the official spokespeople for UCPEA during negotiations with the University.

Six (6) months prior to the anticipated onset of contract negotiations, a membership survey shall be conducted by the Negotiation Committee. The purpose of the survey is to determine the membership's priorities for the ensuing contract negotiations with the University. The results of this survey shall be shared with the membership prior to the onset of contract negotiations.

All contract negotiation sessions shall be open to UCPEA members. Those attending but not on the Negotiating Committee shall act as observers only. UCPEA members in attendance may participate in UCPEA caucus sessions.

*Section 3:*

**HEALTH AND SAFETY COMMITTEE:** The Health and Safety Committee shall advise members and the Executive Board on health and safety issues which affect the members. This committee shall act as an advocate for members on these issues and shall research related issues for contract negotiations. Membership of the committee shall include, but not be limited to the First Vice President and the members of the Grievance Team.

*Section 4:*

**COMMITTEE ON POLITICAL EDUCATION (COPE):** The Committee on Political Education (COPE) shall educate members about issues and legislation affecting the Association, labor organizations, or the University. It may raise money for political contributions. COPE will recommend to the Executive Board political endorsements and contributions.

*Section 5:*

**MEMBERSHIP SERVICES COMMITTEE:** The Membership Services Committee shall be responsible for developing membership services, benefits and activities, and for the planning and facilitating of social events.

*Section 6:*

**WOMEN'S ISSUES COMMITTEE:** Prior to the development of the Social Justice Committee, the Women's Issues Committee was established to improve the climate for female employees and raise awareness of the issues that impact women's careers. In acknowledgement of the intersection of identities and the need to address women's issues within the context of all social justice work, the Women's Issues Committee will be retired effective July 1, 2021 and the mission incorporated into the Social Justice Committee. The Social Justice Committee may choose to establish a subcommittee or work group on the topic of women's issues.

*Section 7:*

**PROFESSIONAL DEVELOPMENT COMMITTEE:** The Professional Development Committee shall be responsible for the review of Requests for Professional Development Funding, according to the guidelines approved by the Executive Board. The guidelines for this Committee shall be developed by the Committee on an on-going basis and approved by the Executive Board. It shall consist of members representing as broad a spectrum of the Association as possible, plus an ex officio member from University management. Regular members shall be appointed by the President. The ex officio member shall be chosen by University management. The terms of service for regular members of the Committee are as set forth in the guidelines approved by the Executive Board.

*Section 8:*

**FINANCE COMMITTEE:** The Finance Committee shall perform the following functions: (1) advise the Executive Board on all financial matters of the Association; (2) advise the Executive Board on all matters pertaining to UCPEA staff collective bargaining issues; (3) draft an annual Fiscal Year Budget for the Association and submit it to the Executive Board for approval; (4) serve as the Association's Audit Committee with authority over the audit process as specified below; (5) monitor the budget and statement of financial position and recommend any necessary budget adjustments to the Executive Board; (6) review the budget quarterly with the Executive Board and twice annually with the Union Stewards; (7) review and make recommendations to the Executive Board regarding any leases, contracts or agreements including those for office space and equipment.

The Finance Committee membership shall be comprised of the Treasurer, the President, and the First Vice President, a minimum of four and a maximum of six UCPEA members at-large, and one non-voting UCPEA staff member. Only two Executive Board members may vote. The voting Executive Board members will be the Treasurer and the President. The First Vice President may vote in the absence of one of the other Executive Board members. The Committee members shall be appointed by the President for two year terms in July following the biennial election of officers. Committee member appointments shall be approved by the Executive Board. An at-large member vacancy shall be filled by appointment by the President and approval of the Executive Board and run until the end of the two year term.

The Committee shall oversee the Association's annual financial audit.

The Committee shall draft an annual budget for the ensuing fiscal year (July 1 through June 30) to be presented to the Executive Board by April 1.

The Finance Committee shall recommend to the membership at the Annual Membership Meeting any proposed changes to compensation for the elected officers, and shall recommend to the Executive Board any changes to dues necessary to fund the recommended budget. The committee shall present the adopted budget at the Annual Membership Meeting.

*Section 9:*

**NOMINATING COMMITTEE:** The Nominating Committee shall administer the nomination process for all elected officers, Union Stewards and convention delegates, as outlined in Article VIII, Sections 4a and 9. The Executive Board shall appoint this Committee in January of every odd-numbered year.

*Section 10:*

**ELECTION AND BALLOTING COMMITTEE:** The Election and Balloting Committee shall oversee all constitutionally required balloting of members, and certify the results. The Executive Board shall appoint the Election and Balloting Committee prior to each election, and as needed. No candidate for elections will be involved in any aspect of the supervision and certification of the same election.

*Section 11:*

**GRIEVANCE TEAM:** At the discretion of the First Vice President, a Grievance Team may be appointed. The Grievance Team, using means that are ethical, moral and legal, shall defend, preserve and enhance the rights of bargaining unit members, while resolving disputes and misunderstandings in a manner likely to encourage improved working conditions. Team members shall be responsible for grievances assigned by the Association according to the procedures set forth in the Association's contract, and shall maintain records of such grievances. The Team shall also

be responsible for educating members about their rights as employees of the University.

Each of the members shall be appointed by the President and approved by the Executive Board, and shall serve at the discretion of the Executive Board. The Executive Director, or the Executive Director's designee, under the supervision of the Executive Board, shall be responsible for the direction, coordination, and continuing education of the Grievance Team. The Executive Director shall report monthly to the Executive Board on the activities of the Grievance Team.

*Section 12:*

**CONSTITUTION AND BYLAW COMMITTEE:** The Constitution and Bylaw Committee shall review the Constitution and Bylaws annually, and may propose amendments in accordance with the process set forth in Article XII of the Constitution. The Executive Board shall appoint the Constitution & Bylaw Committee by November 1 of each year.

*Section 13:*

**CHILDCARE REIMBURSEMENT COMMITTEE:** The Childcare Reimbursement Committee shall be responsible for the review of Childcare Reimbursement Applications, according to the guidelines approved by the Executive Board. The guidelines for this Committee shall be developed by the Committee on an on-going basis and approved by the Executive Board.

*Section 14:*

**HIRING AND ADVANCEMENT COMMITTEE:** The Hiring and Advancement Committee shall advise the Executive Board on hiring, promotion and professional advancement issues which affect the membership. The committee shall monitor the University's policies and practices relating to these issues and maintain an awareness of the human resource management systems and procedures utilized by the University. The committee shall collect and research information about hiring, promotion and professional advancement issues and serve as an advocate for the membership to ensure that there are fair, equitable and transparent processes in place.

Members of the committee shall be recommended by the chairperson to the Executive Board for approval. The committee shall be comprised of members representing as broad a spectrum of the Association as possible. The committee shall report to the First Vice President. The First Vice President or designee shall serve as an ex officio member.

*Section 15:*

**REGIONAL CAMPUS COMMITTEE:** The Regional Campus Committee shall advise members and the Executive Board about issues which uniquely impact members employed on the University's various regional campuses, the School of Social Work, and the School of Law. The committee shall act as an advocate for those members to ensure that adequate attention is given to their concerns. The committee shall be comprised of all Union Stewards from the regional campuses, the School of Social Work, and the School of Law, the Chief Union Steward, and a staff member from the Association. The committee shall meet at least four times per calendar year.

*Section 16:*

**SOCIAL JUSTICE COMMITTEE:** The Committee shall work to identify and dismantle social inequities that affect UCPEA members and the UConn community at large, including but not limited to people targeted for oppression, marginalization, and discrimination on the basis of an individual's status of any group protected by civil rights laws, including but not limited to: race, disability, religion, national origin, sex, age, marital status, sexual orientation, or political beliefs. The committee shall seek collaboration with university stakeholders and work to raise awareness, create opportunities for meaningful intersectional and cross cultural engagement, and advocate for true social change.

*Section 17:*

**COMMUNICATIONS COMMITTEE:** The Communications Committee shall be responsible for assisting the Vice President for Communications in all activities related to keeping the UCPEA membership and the general public informed of issues and events affecting the membership, including the UCPEA newsletter, maintenance of the UCPEA website and the Association's social media presence. The committee shall be comprised of members and staff from the Association.

## **ARTICLE VIII: ELECTION OF OFFICERS, UNION STEWARDS AND CONVENTION DELEGATES**

### *Section 1:*

The elected officers of the Association's Executive Board shall be as listed in Article V, Section 1. No member may be a candidate for more than one Executive Board office concurrently. No member may hold more than one Executive Board office concurrently.

### *Section 2:*

All officers, Union Stewards and convention delegates must be members in good standing.

### *Section 3:*

The election of officers and Union Stewards shall be held in April of the odd-numbered year. The Chief Union Steward, however, shall be elected in June of the odd-numbered year, as specified in Article VIII, Section 7. Elected union stewards shall take office on June 1 of that year; elected officers shall take office on July 1 of that year.

### *Section 4:*

a. Nominations of officers and union stewards shall be solicited from the membership by a Nominating Committee. This call for nominations shall be in writing during the months of February and March of the odd-numbered year. The Nominating Committee shall attempt to provide at least two nominations for each office. Candidates can self-nominate or be nominated by another member in good standing. The names of all members who are nominated and agree to run shall be placed on the ballot. The names of nominees who have accepted and nominators will be available to the membership. The Nominating Committee will accept valid nominations for officers and union stewards beginning the first week in February of the odd-numbered year. The Nominating Committee shall close nominations ten (10) business days prior to mailing the ballots.

All nominees should submit a statement in support of their candidacy. Candidate statements must be received no later than close of business two (2) business days after the close of nominations. The acceptable format(s) of the candidate statements will be determined by the Recording Secretary. The Nominating Committee will inform all nominees of the acceptable formats and deadlines.

b. Ballots for the elections of officers and Union Stewards shall be prepared and mailed to each member in good standing by April 1 of odd-numbered years. The ballots shall be returned no later than ten (10) business days from the date originally sent to the members and shall be counted by the Election and Balloting Committee within three (3) business days thereafter. Nominees for each office receiving the highest number of votes shall be elected. Members shall be notified of election results in writing within ten (10) business days, or in the next scheduled union newsletter, whichever occurs first.

### *Section 5:*

Officers shall be installed at a special meeting prior to July 1 of the election year.

### *Section 6:*

When a mid-term vacancy occurs in any Executive Board position, except for the Chief Union Steward position, the Executive Board shall prominently post a notice and a call for nominations in the union newsletter, or a letter shall go out to the membership. Candidates can self-nominate or be nominated by another member in good standing. The names of all members who are nominated and agree to run shall be placed on the ballot. The names of nominees who have accepted and nominators will be available to the membership. Valid nominations shall be accepted for a period no shorter than ten (10) business days. When the above process results in only one candidate, the Executive Board is empowered to appoint the candidate, otherwise a mail ballot shall be held for the full membership. A mid-term vacancy in the Chief Union Steward position shall be filled as specified in Article V, Section 8.

### *Section 7:*

The Union Stewards shall be elected from their respective areas by UCPEA members in good standing. Election of the Chief Union Steward shall take place as follows: The President shall send a letter of notice calling for a June meeting

of the Union Stewards. This letter shall be sent at least ten (10) business days prior to the meeting and shall solicit nominations and outline the process for electing a Chief Union Steward. At that meeting the President shall also seek nominations. Candidates shall have an opportunity to address the group. An election shall be conducted by the President at this meeting. The Chief Union Steward shall be elected by a majority vote of those Union Stewards in attendance at the meeting.

*Section 8:*

When a mid-term vacancy occurs in any Union Steward position, the Chief Union Steward shall send a letter seeking nominations to all members in the affected area. If only one person expresses interest in running, the Executive Board is empowered to appoint the candidate. A notice shall be sent to area members to inform them that the individual has been appointed to fill the vacancy. When more than one area member expresses interest in the vacancy, it shall be filled by mail ballot of area members. If an area remains without a representative after a call for nominations has been conducted in the affected area, a separate call for nominations may be extended to the entire membership. If only one person expresses interest in running, the Executive Board is empowered to appoint the candidate. If multiple people then express interest in the vacancy, an election shall take place by mail ballot for members within the affected area. Preference shall be given to volunteers from the affected area.

When a mid-term vacancy occurs in the Chief Union Steward position, within 60 days an election shall be conducted by the President at a Union Stewards meeting. The Chief Union Steward shall be elected as outlined in Article VIII, Section 7.

*Section 9:*

The election of delegates to attend statewide and national conventions shall be conducted in accordance with the Bylaws and when applicable law or regulation.

*Section 10:*

In the event of a temporary absence of an officer due to suspension or leave of absence the executive board may, at its discretion, to preserve the functioning of the union, appoint an acting officer to fulfill the absent officer's duties and responsibilities.

Acting officers may be selected for a pool of appointed committee chairs of constitutionally created committees or from the pool of currently serving Union Stewards. A candidate for appointment in an acting capacity must be a member in good standing and affirmatively accept the nomination to serve as an acting officer. Appointment of the acting officer shall be by two-thirds majority vote of the Executive Board at an Executive Board meeting. Members shall be notified of the appointment of an acting officer in writing within ten (10) business days, or in the next scheduled union newsletter, whichever occurs first.

Acting officers shall include the prefix of "Acting" before the title of the position and such prefix shall be noted in all references to the title. Acting officers are subject to all the provisions of the Constitution and Bylaws as if they were serving in a nonacting capacity up to and including suspension and removal.

The appointment of an acting officer shall be effective until such time as the absent officer returns to duty, is removed from office, or resigns, but in no event beyond the absent officer's term. Should a mid-term vacancy occur in a position for which an acting officer has been appointed, the acting officer shall continue to serve until the vacancy is filled consistent with Section 6 of this article.

Acting officers shall receive the position's stipend on a pro-rated basis for the time served.

## **ARTICLE IX: REMOVAL OF OFFICERS, COMMITTEE CHAIRS AND UNION STEWARDS OR SUSPENSION OF DUTIES OF OFFICERS**

*Section 1:*

Removal of an officer for neglect of duty, malfeasance of office, or misappropriation of funds may be initiated by a member in good standing by circulating a petition among the membership stating the alleged offense. The petition

must be signed by at least ten (10) percent of the membership in good standing, and then submitted to the Executive Board.

The Executive Board shall review the petition and forward it to the Union Stewards. At their next regularly scheduled meeting, the Union Stewards shall review the petition. There must be a quorum of more than 50% of the Union Stewards at this meeting. If the Chief Union Steward is the subject of the recall petition, the President shall preside over the meeting, but shall not vote. Union Stewards who serve on the Executive Board, with the exception of the Chief Union Steward, shall not participate in the process, unless they are called as witnesses. The initiator of the petition and the officer identified in the petition shall have an opportunity to speak, call witnesses, and present additional written documents. Using this information and the contents of the petition the Union Stewards shall, by a majority vote of those in attendance, find if there is a basis for the charge and report their recommendation to the Executive Board. Within ten (10) business days the Executive Board shall distribute notice of the proposed removal, along with the recommendation of the Union Stewards, to the membership, providing at least two weeks' notice of a membership meeting at which the removal is to be discussed. At that meeting, the initiator of the petition and the officer identified in the petition shall have an opportunity to speak, call witnesses and present additional written documents. A mail ballot will follow within ten (10) business days of the meeting. A copy of the petition, along with a written statement from the officer (if s/he chooses to submit one), and the recommendation of the Union Stewards shall be included with the mail ballot. Ballots shall be returned no later than ten (10) business days from the date originally sent to the members. Removal of said officer shall be accomplished by a two-thirds majority of eligible ballots returned.

*Section 2:*

A committee chairperson may be removed by the Executive Board for neglect of duty, malfeasance of office, or misappropriation of funds. Prior to a decision to remove a chairperson, the Executive Board shall apprise the chairperson of the allegations and provide him/her with an opportunity to speak before the Executive Board, or present a written statement. Removal shall be accomplished by a two-thirds majority vote of the Executive Board.

*Section 3:*

Removal of a Union Steward may be initiated for neglect of duty, malfeasance of office, or misappropriation of funds. This process may be initiated either by a written statement from the Chief Union Steward, or a petition signed by at least ten percent (10%) of the members in the area, but no fewer than three (3) members. This documentation, stating the alleged offense(s), shall be submitted to the Executive Board.

The Executive Board shall review the documentation at their next regularly scheduled meeting. At that time, the initiator of the proposed removal and the Union Steward identified shall have an opportunity to speak, call witnesses and present additional written documents. Based upon this information and the contents of the petition or statement, a majority vote of the Executive Board members in attendance shall determine whether there is a basis for the charge. If the Executive Board finds there is a basis for the charge, within ten (10) business days it shall call a meeting of members of the Executive Board and Union Stewards. At that meeting, the initiator of the proposed removal and the Union Steward identified shall have an opportunity to speak, call witnesses and present additional written documents. A vote will be conducted by the President at this meeting by a raise of hands. Removal of a Union Steward shall be accomplished by a two-thirds majority of votes.

*Section 4:*

Suspension of duties of an officer for neglect of duty, malfeasance of office, misappropriation of funds, or for inability to perform the duties of office may be initiated by any member of the Executive Board at any Executive Board meeting.

If possible, notification must be made to the work and personal e-mail addresses and work and personal phone numbers of all Executive Board members of the date and time of the Executive Board meeting at the UCPEA office at which a suspension of duties may be initiated.

At the Executive Board meeting, the reason why the duties should be suspended must be stated by the board member who initiates the request for suspension of the officer's duties. If in attendance, the officer whose duties may be suspended must be afforded the right to speak, call witnesses, and present additional written documents to the reason stated for suspending the officer's duties.

If the President is the officer whose duties may be suspended, the Executive Board meeting shall be chaired by the next highest ranking Executive Board Officer as listed in Article V, Section 1, for the duration of the motion to suspend duties, discussion, and vote on suspension. Suspension shall be accomplished by a two-thirds majority vote of the Executive Board. If suspended, the officer may no longer conduct any duties of office for the duration of the suspension.

The duties may be suspended for any amount of time, up to a maximum of 180 calendar days, as determined by a two-thirds majority vote of the Executive Board. Duties may not be suspended for more than a total of 180 days in an Executive Board officer's term of office. The suspension cannot extend beyond the duration of the officer's term of office. If an officer's duties are suspended, the officer's stipend will be paid on a pro-rated basis for time served while not on suspension.

An officer whose duties have been suspended may appeal the suspension of duties to the Union Stewards at the next Union Stewards regularly scheduled meeting or a meeting to be held within 35 days of the suspension of the officer's duties, whichever is sooner.

There must be a quorum of more than 50% of the Union Stewards at this meeting. If the Chief Union Steward is the subject of the suspension of duties, the meeting shall be chaired by the next highest ranking Executive Board Officer as listed in Article V, Section 1.

Neither the Chief Union Steward nor any Executive Board member, including those who are Union Stewards, shall vote on the issue at the meeting. Excepting the officer who initiated the request for the suspension of duties and the officer whose duties were suspended, Executive Board members, including those who are Union Stewards, shall not participate in the discussion unless they are called as witnesses. The officer who initiated the request for the suspension of duties and the officer whose duties were suspended shall have an opportunity to speak, call witnesses, and present additional written documents. Using this information the Union Stewards, excluding Executive Board members, shall, by a majority vote of those in attendance, determine whether to continue the suspension of duties. If a majority vote does not continue the suspension of duties of the officer, the officer's duties are immediately returned.

## **ARTICLE X: MEETINGS**

### *Section 1:*

Meetings of the Association shall take place regularly, as designated in the Bylaws.

### *Section 2:*

There shall be an Annual Membership Meeting at which a quorum is required. A quorum shall be five (5) percent of the number of members in good standing as of the first business day of the preceding month.

## **ARTICLE XI: DUES**

### *Section 1:*

Dues of the Association shall be as set forth in the Bylaws.

## **ARTICLE XII: AMENDMENTS**

### *Section 1:*

Amendments may be proposed by the Constitution and Bylaw Committee, or by individual members in good standing.

Proposed amendments developed in conjunction with or created by the Constitution and Bylaw Committee which receive the support of the committee shall be presented to the membership for approval.

Proposed amendments submitted to the Constitution and Bylaw Committee by individual members in good standing supported by a petition containing the signatures of at least 3% of the current membership in good standing shall be presented to the membership for approval. For the purposes of calculating the 3% requirement, the total number of

members in good standing as of December 1<sup>st</sup> shall be multiplied by 3% and rounded up to the nearest whole number of members. The deadline for submission of a proposed amendment and required signatures to the Constitution and Bylaw Committee shall be April 1.

Amendments proposed by individual members meeting the petition requirements must be presented for a membership vote. The Constitution and Bylaw Committee may offer feedback and suggestions regarding proposed amendments offered by an individual member, however neither the Constitution and Bylaw Committee, nor the Executive Board, shall change such an amendment in any way. Modification of amendments submitted by individuals shall be accomplished by the proposer withdrawing the original proposed amendment and the submission of a replacement proposed amendment together with signatures in support of the replacement proposed amendment meeting the petition requirement.

An amendment proposed by an individual member may be withdrawn in writing by that member. The withdrawal must be submitted to the Constitution and Bylaw Committee no later than the end of the business day on which the Annual Membership Meeting is held.

*Section 2:*

In order to carry out its charge as stated in Article VII, Section 12, the Constitution and Bylaw Committee shall adhere to the following schedule as closely as possible:

- 1) Issue a formal call to the UCPEA membership for proposed Constitution amendments via the December and February UCPEA newsletters.
- 2) Issue a similar call for amendments at the December and February Union Stewards meetings.
- 3) Present proposed amendments for discussion at the March Union Stewards meeting.
- 4) Hold a membership meeting to discuss proposed amendments no later than March 15.
- 5) No later than March 15, submit a preliminary report to the Executive Board containing amendments proposed by both the committee and by individual members. The Executive Board shall review the proposed amendments and shall forward any comments and recommendations to the Constitution and Bylaw Committee no later than April 1.
- 6) Accept proposed amendments from members through April 1.
- 7) Present final proposed amendments for discussion at the April Union Stewards meeting.
- 8) No later than April 20, submit a final report containing all proposed amendments to the Executive Board.
- 9) Post the final proposed amendments on the UCPEA web site not later than ten (10) business days prior to the Annual Membership Meeting.
- 10) Ensure that the Annual Membership Meeting notice, required by Article II, Section 2 of the Bylaws, contains pertinent instructions for accessing proposed amendments via the UCPEA web site.
- 11) Formally present all proposed amendments for discussion at the Annual Membership Meeting. Proposed Constitution amendments may not be modified at this meeting.

*Section 3:*

The membership shall vote on proposed amendments by mail ballot. The Constitution and Bylaw Committee shall determine whether proposed amendments are to be voted on individually or in combination, based on the logical relationship of the amendments. The preferred method shall be to vote on amendments individually whenever practical.

Ballots for voting on proposed amendments shall be mailed to the membership no later than June 7. Ballots shall be returned within seven (7) business days from the date originally sent to the members, and counted within three (3) business days thereafter. Approval shall require a two-thirds majority of eligible ballots returned. The membership shall be notified in writing of ballot results by July 1.

*Section 4:*

Approved Constitution amendments shall be effective as of July 1.

## **ARTICLE XIII: PROCEDURE**

*Section 1:*

Robert's Rules of Order Revised shall govern procedure at any meeting at which any official business is conducted.

## **ARTICLE XIV: AVAILABILITY OF THE CONSTITUTION**

*Section 1:*

Three (3) copies of the Constitution and all future amendments shall be submitted to the national office of the American Federation of Teachers.

*Section 2:*

Copies shall be made available to other affiliated organizations upon request.

*Section 3:*

Copies shall be available for any member of this Association upon request and shall be available via the UCPEA web site.

## **ARTICLE XV: CONTRACT RATIFICATION PROCESS**

*Section 1:*

When UCPEA reaches a tentative contract agreement as a result of collective bargaining with the University, the presentation of information to, and vote by the membership, shall be conducted as follows:

- 1) Following the successful negotiation of a contract, the Negotiating Committee shall be responsible for the ratification process.
- 2) The Negotiating Committee shall send the membership notice of a membership meeting within three (3) business days of reaching a tentative agreement. At this meeting the Negotiating Committee shall review and answer questions about the tentative agreement with members. This meeting must take place on the Storrs campus at noon within fifteen (15) business days of reaching a tentative agreement.
- 3) Meetings for members at the Regional Campuses and the Law School shall be scheduled by the Negotiating Committee to be held concurrently or within 24 hours of the Storrs meeting. Separate regional meetings shall be conducted by the Negotiating Committee, either in person, or via electronic means. At this meeting the Negotiating Committee shall review and answer questions about the tentative agreement with members.
- 4) The complete agreement shall be available on the UCPEA web site five (5) business days prior to the membership meeting as described in Article XV, Section 1 and 2-
- 5) Three (3) days following the initial contract presentation membership meeting as described in Article XV, Section 1 and 2, there will be a second membership meeting for further discussion.
- 6) Electronic balloting will begin and be open for 72 hours following the second membership meeting.
- 7) Guidelines for voting shall be established by the Election and Balloting Committee.

8) Ballots shall be counted and certified within three (3) business days of the last day of voting.

9) Notification of the contract ratification results shall be made available within one (1) business day of certification via the UCPEA web site. Notification of the ballot results shall be sent to the membership within three (3) business days of certification.

*Section 2:*

When the State Employee Bargaining Agent Coalition (SEBAC) reaches a tentative contract agreement as a result of collective bargaining with the State of Connecticut, the presentation of information to, and vote by the membership, shall be conducted according to the process defined in Article XV, Section 1. The Bargaining Team for SEBAC negotiations shall be defined as the Executive Board.

The UCPEA membership proportional vote totals shall be used in the UCPEA portion of the AFT CT portion of the SEBAC total vote.

*Section 3:*

A certified ballot result of the UCPEA membership shall be submitted and counted only once toward any UCPEA and/or SEBAC contract ratification. Once used, the certified ballot result of the UCPEA membership shall not be reused or resubmitted for any subsequent contract ratification regardless of whether or not the proposed contract has been changed.

## **ARTICLE XVI: BALLOTS**

*Section 1:*

Ballots may be mail ballots or secure electronic ballots at the discretion of the Executive Board. Sending the location of a secure electronic ballot to members shall be considered sending a ballot. Voting by secure electronic ballot shall be considered returning a ballot.

# BYLAWS

## The University of Connecticut Professional Employees Association

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### **ARTICLE I: DUES**

#### *Section 1:*

The regular annual dues of the Association shall be equal to 1% of the salary of the member plus any increase in per capita of affiliated organizations of the Association.

#### *Section 2:*

Associates shall pay \$30 a year in dues unless waived by the Executive Board.

#### *Section 3:*

The dues year shall be from July 1 through June 30.

#### *Section 4:*

Dues shall be paid through payroll deduction for active employees. Members on leave shall pay quarterly dues at the rate of their annual salary at the time the leave takes effect.

#### *Section 5:*

Members will be notified once annually by the Treasurer of the total percent of dues paid to UCPEA and to affiliated organizations.

### **ARTICLE II: MEETINGS**

#### *Section 1:*

Membership meetings of the Association shall take place at least three times per year at times and places to be determined by the Executive Board.

#### *Section 2:*

There shall be an Annual Membership Meeting at a date, time and location to be determined by the Executive Board. Such meeting shall be held during the month of May.

A notice of the date, time, and location of this meeting shall be mailed to the membership no later than two weeks prior to the meeting date.

#### *Section 3:*

The Executive Board shall meet at least twice each month except in January, June, July, August, and December when the Executive Board shall meet at least once each month.

### **ARTICLE III: COMPENSATION**

#### *Section 1:*

Changes in the annual compensation for officers of the Association shall be presented at the Annual Membership Meeting of the Association in an even-numbered year. Such changes take effect in July of the next odd-numbered year, and shall remain in effect for the complete term of elected or appointed officers.

President \$4,000

First V.P., Collective Bargaining \$2,500

V.P., Professional Issues \$2,000

V.P., Political Affairs \$2,000

V.P., Communications 2,000

V.P., Membership Services \$2,000

V.P., Social Justice \$2,000  
Secretary \$2,000  
Treasurer \$2,500  
Chief Union Steward \$2,000

*Section 2:*

Each Grievance Team member shall receive an annual stipend of \$750. All changes shall follow the procedures as specified in Article III, Section 1.

## **ARTICLE IV: AMENDMENT**

*Section 1:*

Amendments to the Bylaws may be proposed by the Constitution and Bylaw Committee, or by individual members in good standing.

Amendments developed in conjunction with or created by the Constitution and Bylaw Committee which receive the support of the committee shall be presented to the membership for approval.

Proposed amendments submitted to the Executive Board by individual members supported by a petition containing the signatures of at least twenty-five (25) members in good standing at the time of submission and shall be presented to the membership for approval.

Amendments proposed by individual members meeting the petition requirements must be presented for a membership vote. The Constitution and Bylaw Committee may offer feedback and suggestions regarding proposed amendments, however neither the Constitution and Bylaw Committee, nor the Executive Board, shall change such an amendment in anyway. Modification of amendments submitted by individuals shall be accomplished by the proposer withdrawing the original proposed amendment and the submission of a replacement proposed amendment together with signature in support of the replacement proposed amendment meeting the petition requirement.

An amendment proposed by an individual member may be withdrawn in writing by that member. The withdrawal must be submitted to the Constitution and Bylaw Committee no later than the end of the business day on which the Membership Meeting (referenced in Section 2 below) is held.

*Section 2:*

Amendments to the Bylaws may be proposed, submitted and approved in conjunction with the timeline for Constitutional amendments outlined in Article XII of the UCPEA Constitution, or according to the following schedule. The Executive Board shall adhere to the following schedule as closely as possible.

Within fifteen (15) business days of receipt, the Executive Board shall meet to review the proposed amendment. The author(s) of the proposed amendment shall be invited to attend the Executive Board meeting.

The Executive Board shall hold a membership meeting within sixty (60) calendar days of the Executive Board meeting.

Proposed amendments shall be posted on the UCPEA web site not later than ten (10) business days prior to the membership meeting.

Notification of the membership meeting, along with pertinent instructions for accessing proposed amendments via the UCPEA web site, shall be distributed to the membership at least five (5) business days prior to the meeting.

*Section 3:*

The membership shall vote on proposed amendments by mail ballot or secure electronic ballot with the Executive Board determining which method to use. The Constitution and Bylaw Committee shall determine whether proposed amendments are to be voted on individually or in combination, based on the logical relationship of the amendments. The preferred method shall be to vote on amendments individually when practical.

Ballots, or the location of a secure electronic ballot, for voting on proposed amendments shall be mailed to the membership within ten (10) business days of the adjournment of the membership meeting, returned within seven (7) business days, and counted within three (3) business days thereafter. Approval shall require a majority of eligible ballots returned. The membership shall be notified in writing of ballot results within five (5) business days.

## **ARTICLE V: UNION FINANCIAL OPERATIONS**

Section 1:

**FISCAL YEAR:** The fiscal year shall be July 1 to June 30.

Section 2:

**FIDUCIARY DUTIES OF THE TREASURER:** The Treasurer's fiduciary duties include: (1) receipt and timely deposit of all dues, accounts receivable and other monies collected on behalf of UCPEA; (2) timely payment of all legal obligations incurred on behalf of UCPEA; (3) managing investment and operating funds; (4) maintaining a fixed assets inventory; (5) forwarding all per capita dues to keep the Association in good standing at all times with its affiliate organizations, and; (6) performing appropriate accounting functions.

The Treasurer may delegate to an UCPEA staff member the deposit of monies received. Maintenance of the fixed assets inventory may be delegated to the Certified Public Accountants who perform the annual financial review. Delegation of these functions, however, does not relieve the Treasurer of the responsibility to ensure that the functions are performed according to prudent accounting practice.

Section 3:

**THE ANNUAL BUDGET:** The annual budget shall be drafted by the finance committee in accordance with the UCPEA constitution. The budget should include the following expenses: affiliation expenses, staff expenses, Executive Board expenses, office occupancy and operation expenses, salaries for officers, working monies for committees, and any other necessary Association expenditures. The budget should also include projected income for the ensuing fiscal year. Included in the budget recommendation shall be an annual three-year capital improvement plan, with supporting expenses. The finance committee shall seek input for the budget from the membership, the Union Stewards and the Executive Board.

Section 4:

**ANNUAL AUDIT OF THE ASSOCIATIONS FINANCES:** Conduct of the Audit falls under the purview of the Finance Committee in accordance with the UCPEA Constitution Article VII, 6 Section 8. The Finance Committee's responsibilities shall include appointment of the Auditor, coordination of the audit process, and final acceptance of the Audit report. The Finance Committee shall review the Audit report with the Executive Board prior to the Executive Board's final vote of acceptance.

Section 5:

**PURCHASE OF REAL ESTATE OR CAPITAL ASSETS OF SIMILAR NATURE:** Any purchase of real estate (land or buildings), or equally significant unbudgeted financial transactions, shall be approved by a ballot vote of the UCPEA membership in good standing. Approval of such purchases shall require a two-thirds majority of eligible ballots returned.

Section 6:

**REVIEW OF UNBUDGETED ITEMS:** The Finance Committee shall review and make recommendations to the Executive Board on any budgeted expenditure which exceeds its budgeted amount by greater than \$250, or any expenditure greater than \$250 which is not included in the approved budget. The Executive Board shall approve any expenditure which exceeds its budgeted amount by greater than \$50.00, and any expenditure which is greater than \$50.00 and is not included in the approved budget.

Section 7:

**UCPEA STAFF COLLECTIVE BARGAINING AND EXECUTIVE DIRECTOR CONTRACT:** The Finance Committee shall consult

with the Executive Board's representative for staff collective bargaining and Executive Director contract negotiations prior to and during all phases of the negotiation process. The Finance Committee shall advise the Board's negotiator on matters pertaining to compensation and benefits for Executive Director and UCPEA staff. One non-Executive Board voting member of the Finance Committee may be present at all UCPEA staff negotiation sessions.

Section 8:

**FINANCE COMMITTEE OFFICERS AND OPERATIONS:** Finance Committee officers shall be as follows: (1) Chair: UCPEA Treasurer; (2) Vice Chair: one committee member at large who shall be elected by the Committee. The Vice Chair shall preside over meetings in the absence of the Treasurer; (3) a recording secretary: one committee member at large who shall be elected by the Committee. The Committee shall meet at least monthly to monitor the Association's annual budget and its overall financial position, and to develop long-range financial plans for the Association.

## **ARTICLE VI: OPERATIONS OF THE UNION STEWARDS**

Section 1:

**MEETINGS OF THE UNION STEWARDS:** The Union Stewards shall meet at least once in all months except January and July, at other times as called by the Chief Union Steward, and at times required by the processes contained in the UCPEA Constitution and Bylaws. The Chief Union Steward shall work with all Union Stewards to ensure maximum attendance at all meetings of Union Stewards.

At the first meeting of the Union Stewards after the Chief Union Steward takes office, the Chief Union Steward shall appoint: (1) a Union Steward, who is not an Executive Board member, to chair meetings of Union Stewards in the absence of the Chief Union Steward; (2) a recording secretary to take minutes of the Union Stewards meetings.

Section 2:

**TRAINING OF UNION STEWARDS:** The Chief Union Steward shall coordinate at least one training session for Union Stewards annually. During election years, a Union Steward training session shall take place by the end of the fall semester. Training topics should include roles and responsibilities of Union Stewards, diversity and inclusion and labor's core values.

## **ARTICLE VII: ELECTION OF DELEGATES**

Section 1:

**ELECTION OF DELEGATES:** Association officers elected by secret ballot may serve as convention delegates without nomination or election under this section.

Members shall be notified of upcoming state and national conventions including their date, time and location. The notice will include the deadline for nominations for the position of delegate and the timeline for the election of delegates. The notice shall be sent at least 15 (fifteen) days prior to the election. Nominees and elected delegates must be members in good standing. The nomination process will be overseen by the Nominating Committee.

Prior to the announcement of the nomination period the UCPEA Executive Board shall determine the maximum number of delegates UCPEA will send to any given convention and pass a rule as to the allocation of funding. The delegates shall be elected by the members in good standing via a secret ballot. The ballot for the election of delegates shall remain open for 72 hours.

Each member in good standing shall be allowed to cast one vote for each delegate position or the total number of nominees, whichever is less. Nominees who receive votes from the majority of the members voting shall be delegates. In the event more nominees are elected delegate than there are delegate positions, the delegate positions shall be filled by those nominees with the most votes. Nominees who are elected delegates but do not receive a delegate position shall serve as alternate delegates. Ties shall be resolved by consent of the tied delegates or in the absence of consent, a flip of a coin. Results of the election shall be announced to the membership within 10 business days or published in the next union newsletter, whichever occurs first.