

CONSTITUTION AND BYLAWS

REVISED February 2023



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

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PREAMBLE

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

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

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

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

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**ARTICLE I
NAME**

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

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**ARTICLE II
OBJECTIVES**

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The purpose of this union shall be:

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

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

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Section 3. To promote the interests of citizens who are served by the membership.

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Section 4. To preserve affordable public education for students.

Section 5. To advocate publicly for the value of higher education, including passage and retention of appropriate laws, to improve the climate for students and higher education employees, and to support the delivery of quality education.

Section 6. To promote democracy, equality, and labor rights in the society at large.

**ARTICLE III
MEMBERSHIP**

Section 1. All classifications of employees listed in the certification issued by the Employment Relations Board of the State of Oregon in Case No. CC-002-12, or as modified through the collective bargaining process, are eligible for membership in this union.

Section 2. No person shall be denied membership, nor shall this union ever discriminate against individual members or applicants for membership on the basis of political beliefs; individual or group identity characteristics, such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression; marital or civil union status; or disability.

Section 3. A member in good standing is a bargaining unit member who is actively employed by the university in a bargaining unit position, has signed a union membership card, and pays regular membership dues. Bargaining unit faculty members can maintain their membership in good standing for up to 12 months after being actively employed by the university by paying a \$10 monthly membership dues fee.

- a. Members in good standing have voting rights as described in the relevant section(s) below. The term “member” is used throughout this document, except in Article VIII, to mean a member in good standing.
- b. A member who is or was more than 30 days delinquent in dues payment while they were employed shall be considered to be a member in bad standing and shall be promptly notified of such status. A member shall be removed from full membership in this union, with notice, following three months of dues nonpayment during a period in which they were employed, unless a plan to pay back dues is made and approved by both the Executive Council and the member.

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

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

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4 Section 1. Elections shall be conducted in accordance with the AFT and AAUP Constitutions and
5 the standards set forth by the Labor-Management Reporting and Disclosure Act of 1959
6 (LMRDA).
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8 Section 2. Officers and committee chairs shall be elected in May of each year. Terms of office shall
9 be two years.
10

11 Section 3. The union will elect the following officers and committee chairs in odd years:
12

- 13 a. President
- 14 b. Secretary
- 15 c. Vice President for Tenure Track Faculty Affairs.
- 16 d. Vice President for Non-Tenure Track Research Faculty Affairs.
- 17 e. Chair of the Organizing and Membership Committee
18

19 Section 4. The union will elect the following officers and committee chairs in even years:
20

- 21 a. Executive Vice President
- 22 b. Treasurer
- 23 c. Vice President for Non-Tenure Track Instructional Faculty Affairs.
- 24 d. Vice President of Diversity and Equity
- 25 e. Chair of the Grievance and Contract Administration Committee
- 26 f. Chair of the Politics Committee
27

28 Section 5. The union will elect up to 10 members who are not officers or committee chairs to serve
29 as delegates to the AFT's convention, the AAUP's annual meeting, the AAUP business
30 meeting, the Oregon Conference of AAUP, and the state convention of AFT-Oregon.
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32 Section 6. Eligibility for Office
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- 34 a. To be eligible for office a person must be a member in good standing of the union.
- 35 b. To be eligible for office as a Vice President for TTF Affairs, NTTF-Instructional Affairs,
36 and NTTF-Research Affairs, a person must meet employment qualifications for office
37 under this Article within the constituency area for which they are seeking office as
38 Vice President.
39

40 Section 7. Nominations
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- 42 a. At least forty-five (45) days prior to the last date of the election, the Elections
43 Committee shall
44 (i) Determine the manner of the election (e.g. mail ballot, ballot box).

- 1 (ii) Notify all members of the opening of nominations for officers, committee chairs,
2 convention delegates, the offices to be filled, and of the date of the election by
3 email to the members' email addresses on file.
- 4 b. To be nominated for all offices other than Vice President for TTF Affairs, NTTF-
5 Instructional Affairs, and NTTF-Research Affairs, a candidate or nominating member
6 must submit to the Elections Committee a petition containing the signatures of ten
7 (10) members. Said petitions must be submitted no later than thirty (30) days
8 following the notice of the opening of nominations.
- 9 c. To be nominated as a candidate for the office of Vice President for TTF Affairs, NTTF-
10 Instructional Affairs, or NTTF-Research Affairs, a candidate or nominating member
11 must submit to the Elections Committee a petition containing the signatures of ten
12 (10) members from the employment classification for the vice-presidential office the
13 candidate is seeking. Said petitions must be submitted no later than thirty (30) days
14 following the notice of the opening of nominations.
- 15 d. Members nominated to run for office must affirmatively accept their nomination no
16 later than forty-eight (48) hours following notification from the Elections Committee
17 to be placed on the ballot.
- 18 e. The Elections Committee shall determine whether the nominations were timely and
19 if the nominees are eligible for office.

20
21 Section 8. At least twenty (20) days prior to the last day of the election, the Elections Committee
22 shall notify all members of the election date(s) and the candidates for office by sending
23 notice to the members' last known home addresses.

24
25 Section 9. The Elections Committee shall solicit a candidate statement from all candidates and post
26 the statements to the United Academics website on a page designated for this purpose.

27
28 Section 10. Candidates for the office of Vice President for TTF Affairs, NTTF-Instructional Affairs, and
29 NTTF-Research Affairs shall be elected by the membership from the constituency area in
30 which they serve.

31
32 Section 11. Ballots

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- 34 a. All elections will be conducted using a conventional preference vote system when
35 there are two or fewer candidates.
- 36 b. Elections will be conducted using an "Approval Voting" system when there are more
37 than two candidates. Under this system, all members will have the opportunity to
38 vote for all candidates they approve of (one or more), and the candidate with the
39 most votes (the most approval) will win. The ballots shall be tabulated by the
40 Elections Committee.
- 41 c. If there is only one candidate for an officer or committee chair position, that
42 position does not need to be listed on the ballot.
- 43 d. In the event of a tie, the Elections Committee shall flip a coin to determine the
44 winner.

- 1 Section 12. The election results will be published and distributed by email to the membership within
2 five (5) days of the count. All elections materials, including the ballots, will be kept in a
3 secure location for one (1) year.
4
- 5 Section 13. Challenges and objections to the election must be submitted in writing, with a
6 statement of supporting reasons that includes specific facts as well as any
7 documentation, to the Elections Committee within five (5) days of the release of results.
8 The Elections Committee shall issue its written opinion regarding the objections no later
9 than ten (10) days after receipt of such objections.
10
- 11 Section 14. Successful candidates shall assume office on May 15 following the conclusion of the
12 election.
13
- 14 Section 15. The Executive Council will have the power to fill vacancies in its membership or the
15 Representative Assembly until the next general election.
16
- 17 Section 16. A physical petition signed by thirty percent (30%) of the membership, and alleging
18 constitutional violations, fiduciary breaches, or acts clearly detrimental to the union,
19 shall be sufficient to require the Executive Council to vote on whether to conduct a
20 recall election of the officer identified in the petition. The officer subject to recall and
21 any Executive Council member signing the petition shall not vote nor be present during
22 the vote on the question of a recall election. If a majority of the Executive Council
23 approves a recall election, the Elections Committee shall supervise all aspects of the
24 recall process.
25
- 26 Section 17. All officers, committee chairs, and representatives shall be eligible to complete their
27 term of office even if they do not hold an appointment at the university for the entire
28 duration of their term.
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30 **ARTICLE V**
31 **DUTIES OF OFFICERS AND CHAIRS**
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- 33 Section 1. The President shall:
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- 35 a. assume executive responsibility for all UA activities and shall represent the union
 - 36 before the public or appropriate bodies;
 - 37 b. carry out the policies and decisions of the Executive Council;
 - 38 c. act as chairperson of UA membership meetings;
 - 39 d. be a non-voting ex-officio member of all committees;
 - 40 e. be the official spokesperson for UA, and shall sign all necessary papers and
 - 41 documents;
 - 42 f. be authorized to sign checks and payments of the union and shall monitor and
 - 43 approve with the Treasurer financial matters;
 - 44 g. represent the union and participate in external union activity whenever possible;

- 1 h. be the chief/ranking delegate to the AFT's convention, the AAUP's annual meeting,
2 the AAUP business meeting, the Oregon Conference of AAUP, and the state
3 convention of AFT-Oregon whenever possible;
- 4 i. work on building the union among all members of the bargaining unit;
- 5 j. oversee monthly updates for the membership and make a report to the membership
6 at least once each year summarizing the accomplishments of the UA and outlining
7 plans for the next year;
- 8 k. with the approval of the Executive Council, appoint Executive Council members in
9 the case of a vacancy according to the terms of Article IV, Section 14 of this
10 Constitution; and
- 11 l. be able to delegate the responsibilities of the office except where otherwise
12 specified by the Constitution.

13
14 Section 2. The Executive Vice President shall:

- 15
- 16 a. assume the duties of the President in the event of the absence, illness, or death of
17 the President;
- 18 b. be responsible for the coordination of activities for collective bargaining and shall
19 serve, ex-officio, and chair the meetings of the Collective Bargaining Committee;
- 20 c. serve on the Grievance and Contract Administration committee;
- 21 d. serve on the Communications committee;
- 22 e. serve ex-officio on any other standing or ad-hoc committees concerned with
23 contract negotiations, such as committees on salaries, workloads, and other matters
24 subject to contract negotiation;
- 25 f. serve as delegate to the state convention of AFT-Oregon;
- 26 g. co-sign financial instruments in the absence of the President or Treasurer; and
- 27 h. perform other duties as delegated by the President or assigned by the Executive
28 Council.

29
30 Section 3. The Secretary shall:

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- 32 a. serve as chair of the Communications Committee;
- 33 b. be responsible for communications programs of the local including regular and
34 periodic publications to members;
- 35 c. be responsible for communicating news of the union to the community, including
36 public relations activities;
- 37 d. maintain the non-financial files and records of the union;
- 38 e. be the custodian of the seal and charter of the union;
- 39 f. record and keep accurate minutes of meetings of the membership, the Executive
40 Council, and the Representative Assembly;
- 41 g. assist the President in handling the correspondence of the union;
- 42 h. serve as delegate to the state convention of AFT-Oregon;
- 43 i. perform duties of the office as required by the LMRDA; and
- 44 j. perform other duties as delegated by the President, or assigned by the Executive

1 Council.

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3 Section 4. The Treasurer shall:

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5 a. receive, record, and deposit all dues monies and other income in the name of the
6 union;
7 b. maintain accurate membership records;
8 c. issue membership cards and notices of delinquency;
9 d. be one of the responsible financial officers of the union and be authorized to co-sign
10 financial instruments and make regular and usual disbursements of funds;
11 e. maintain all financial records of the union;
12 f. arrange for an independent audit or review of the finances of the union annually and
13 make same available to the Executive Council, Representative Assembly, and
14 membership;
15 g. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the
16 American Federation of Teachers, Secretary-Treasurer of the AAUP, and similar
17 officers of all other bodies with which the union is affiliated;
18 h. oversee the work of, and receive reports from, the Finance Committee;
19 i. serve as delegate to the state convention of AFT-Oregon;
20 j. perform duties of the office as required by the LMRDA and the guidelines developed
21 by the AFT and AAUP; and
22 k. perform other duties as delegated by the President or assigned by the Executive
23 Council.

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

- 27
28 a. The Vice President for Tenure Track Faculty Affairs shall:
29 i. represent all tenure track faculty who are members of the union;
30 ii. serve as delegate to the state convention of AFT-Oregon; and
31 iii. perform other duties as delegated by the President or assigned by the
32 Executive Council.
33
34 b. The Vice President for Non-Tenure Track Instructional Faculty Affairs shall:
35 i. represent all non-tenure track faculty whose primary terms of employment
36 are instruction-oriented and who are members of the union;
37 ii. serve as delegate to the state convention of AFT-Oregon; and
38 iii. perform other duties as delegated by the President or assigned by the
39 Executive Council.
40
41 c. The Vice President for Non-Tenure Track Research Faculty Affairs shall:
42 i. represent all officers of research and non-tenure track research faculty
43 whose primary terms of employment are research-oriented and who are also
44 members of the union;

- 1 ii. serve as delegate to the state convention of AFT-Oregon; and
- 2 iii. perform other duties as delegated by the President or assigned by the
- 3 Executive Council.

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5 d. The Vice President of Diversity and Equity shall:

- 6 i. be primarily responsible for issues related to age, ethnicity, gender, physical
- 7 abilities/qualities, race, sexual orientation, educational background,
- 8 geographic origin, income, marital status, military experience, parental
- 9 status, and religious beliefs; advance union programs to support
- 10 underrepresented faculty;
- 11 ii. work to implement affirmative action goals, and pursue equal opportunity,
- 12 fairness, and equal treatment at the University;
- 13 iii. serve as delegate to the state convention of AFT-Oregon; and
- 14 iv. perform other duties as delegated by the President or assigned by the
- 15 Executive Council.

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17 Section 6. The Chair of the Grievance and Contract Administration committee shall:

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- 19 a. be responsible for pursuing the resolution of faculty grievances;
- 20 b. be acquainted with current grievance procedures and with the implementation of
- 21 the current contract;
- 22 c. assist and advise persons in the bargaining unit from the initiation of a grievance to
- 23 its eventual resolution;
- 24 d. with the support and advice of the Grievance and Contract Administration
- 25 Committee, advise the Executive Council on all matters pertaining to the grievance
- 26 procedure and on all grievance cases as well as any problems regarding the
- 27 implementation of the current contract;
- 28 e. with the advice of the Grievance and Contract Administration Committee, appoint
- 29 Assistant Grievance Officers as necessary;
- 30 f. work with the University ombudsperson and the University Senate's grievance
- 31 committee when appropriate;
- 32 g. serve as delegate to the state convention of AFT-Oregon; and
- 33 h. perform other duties as delegated by the President or assigned by the Executive
- 34 Council.

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36 Section 7. The Chair of the Organizing and Membership Committee shall:

- 37
- 38 a. be responsible for membership benefits, services, and development programs aimed
- 39 at membership growth and expansion;
- 40 b. be responsible for coordinating organizing and membership responsibilities with
- 41 state and national affiliates;
- 42 c. be responsible for coordinating, with the Vice-Presidents, faculty mentorship,
- 43 professional development, and membership service and benefit programs of the
- 44 union;

- d. be responsible for overseeing membership organizing;
- e. be responsible for recruiting, training, and activating stewards;
- f. serve as delegate to the state convention of AFT-Oregon; and
- g. perform other duties as delegated by the President or assigned by the Executive Council.

Section 8. The Chair of the Politics Committee shall:

- a. be responsible for working with the Executive Council and the Politics Committee to monitor higher education issues in state and federal government;
- b. serve on the political committees for AFT Oregon and AAUP Oregon, if appointed;
- c. research viewpoints of the membership on such issues;
- d. be responsible for political education of the membership in legislative and governmental election matters and assist the Executive Council in initiating and coordinating lobbying activities;
- e. serve as delegate to the state convention of AFT-Oregon; and
- f. perform other duties as delegated by the President or assigned by the Executive Council.

Section 9. All officers shall serve as members of the Executive Council.

**ARTICLE VI
EXECUTIVE COUNCIL**

Section 1. The Executive Council shall meet at least monthly, or at the call of the President, or at the call of four (4) or more of its members, or at the call of the Representative Assembly, for the purpose of initiating, overseeing, or revising the program of the union and to conduct other business of the union that is within its authority. All members of the Executive Council must be notified of the date, time, and location of each Executive Council meeting. A quorum for the Executive Council shall be one-half of its members.

Section 2. The Executive Council shall consist of the officers and the chairpersons of the Grievance and Contract Administration Committee; the Organizing and Membership Committee; the Communications Committee; and the Politics Committee.

Section 3. The Executive Council shall prepare and present for approval to the Representative Assembly an annual budget in the month prior to the beginning of the fiscal year, which shall be July 1.

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

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

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Section 6. The Executive Council shall be empowered to make contracts and incur liabilities including the purchase of services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Council shall have the power to sue, complain, and defend on behalf of the membership.

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

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

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

**ARTICLE VII
COMMITTEE RESPONSIBILITIES**

- Section 1. The regular committees of the union shall be:
- a. Finance Committee
 - b. Grievance and Contract Administration Committee
 - c. Organizing and Membership Committee
 - d. Politics Committee
 - e. Communications Committee
 - f. Operations Committee

Section 2. The Collective Bargaining Committee, the Elections Committee, and the Constitution and Bylaws Committee are intermittent committees that meet when needed.

Section 3. The Executive Council, either on its own initiative, or at the direction of the Representative Assembly may establish special committees.

Section 4. The Collective Bargaining Committee (CBC) shall be chaired by the Executive Vice President, and shall include the members of the Negotiating Team, the Vice Presidents for Tenure Track, NTT Instructional, and NTT Research, and any other members of the Executive Council, Representative Assembly, or UA membership approved by the Executive Council. The CBC shall be responsible for surveying the membership, developing a platform, and presenting the platform to the membership. The CBC shall be charged with forming any necessary ad hoc working groups or advisory committees as needed.

- 1 Section 5. The Finance Committee shall be responsible for drawing up and recommending the
2 proposed budget; shall review expenditures and the activities of the Treasurer on a
3 regular basis, and shall report to the President, the Executive Council, and the
4 Representative Assembly.
5
- 6 Section 6. The duties of the Grievance and Contract Administration Committee will be to assist the
7 chair of the committee in the resolution of faculty grievances, to study labor law and
8 grievance procedures as they pertain to the needs and interests of the union, and to
9 provide the Executive Committee guidance on the desirability to pursue grievances to
10 arbitration.
11
- 12 Section 7. The duties of the Organizing and Membership Committee will include actively
13 maintaining and recruiting members and working with the Executive Council to prepare
14 newsletters and press releases, and create and maintain appropriate electronic
15 communication services. A roster of Representatives shall be available to this committee
16 to assist in collaboration and support.
17
- 18 Section 8. The duties of the Politics Committee will be to monitor higher education issues in state
19 and federal government; research viewpoints of the membership on such issues; and
20 assist the Executive Council in initiating and coordinating lobbying activities.
21
- 22 Section 9. The Communications Committee is chaired by the union Secretary and shall coordinate,
23 produce, and authorize all news, publications, and communications. The Executive
24 Council, with support from the staff, shall guide the communications agenda of the
25 union.
26
- 27 Section 10. The Elections Committee shall conduct all general and special elections, ratifications,
28 recalls, strike votes, dues votes, and referenda of the union. Members of the Elections
29 Committee may not run for or hold elected office in the union.
30
- 31 a. The Elections Committee shall consist of three members in good standing selected
32 by the Representative Assembly at its first meeting of the year.
33 b. Any member of the Elections Committee nominated for or seeking office must
34 vacate their position and be replaced by a member nominated by the President and
35 approved by the Executive Council.
36
- 37 Section 13. The duties of the Constitution and Bylaws Committee shall be to review proposed
38 amendments to the Constitution and Bylaws to assure their conformity with
39 requirements of affiliates or applicable labor laws. The committee may initiate proposed
40 amendments. Its review of proposed amendments will be reported to the Executive
41 Council.
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ARTICLE VIII
ELECTION OF REPRESENTATIVE ASSEMBLY MEMBERS

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- Section 1. The Elections Committee shall conduct elections for the Representative Assembly at the same time as elections for Officers.
- Section 2. For the purposes of Article VIII, “member” shall be defined as “bargaining unit member,” unless otherwise specified.
- Section 3. The Representative Assembly shall consist of no more than fifty Representatives. Each Representative will represent a roughly proportional number of members, with representation distributed on the basis of both employment classification and between academic work units.
- Section 4. Prior to the call for nominations of Officers, Chairs, and Representatives, (usually in early March of odd years), the Elections Committee shall conduct a census of members in order to determine the proper apportionment of seats by academic work unit and employment classification in the Representative Assembly. The Elections Committee shall proportionately allocate seats to each employment class of each academic work unit based on the numbers of actual members.
- Section 5. At the time of the call for nominations, the Elections Committee shall notify all members in good standing as to the number of Representative seats allotted to each employment classification within each academic unit. Nominating information shall be circulated at this time to the members of each academic work unit for either self-nomination or for nomination of another member. Eligibility for voting for, and serving as, a Representative, and for nominating candidates for Representative positions, is limited to members in good standing. Members in good standing may self-nominate or nominate candidates for seats in the Representative Assembly within their work unit. Nominees must confirm to the chair of the Elections Committee their willingness to serve. All nominations need to be received no later than thirty (30) days following the opening of nominations. The Elections Committee will prepare and distribute ballots to all members in good standing at the time of the election, as set forth in Article IV of the Constitution. Representatives shall assume office on May 15 following the conclusion of the election.
- Section 6. The employment classifications represented shall be:
- a. Tenured and tenure track faculty
 - b. Non-tenure track instructional faculty
 - c. Non-tenure track research faculty
- Section 7. Each Representative shall be representing their academic work unit, reflecting the current structure of the University, such as:
- a. The College of Design

- 1 b. The College of Education
- 2 c. The Lundquist College of Business
- 3 d. The School of Music and Dance
- 4 e. The School of Journalism and Communication
- 5 f. The College of Arts and Science – Humanities Division
- 6 g. The College of Arts and Sciences – Social Sciences Division
- 7 h. The College of Arts and Sciences – Natural Sciences Division
- 8 i. Library
- 9 j. Research Institutes
- 10 k. Physical Education / Recreation
- 11 l. At-large Unit – composed of members pooled from all work units that have fewer
- 12 than ten (10) members in any employment class.

- 13
- 14 Section 8. Based on membership at the time of the member census on odd years (usually Winter
- 15 Term), the Elections Committee shall apportion the number of seats for each
- 16 employment classification of each academic work unit using these criteria:
- 17 a. The Representative Assembly shall consist of no more than fifty (50) representatives.
 - 18 b. Representatives will be elected from these three (3) employment classifications:
 - 19 i. Tenured and tenure track faculty
 - 20 ii. Non-tenure track instructional faculty
 - 21 iii. Non-tenure track research faculty
 - 22 c. The first stage of apportionment requires that the Elections Committee assign one
 - 23 (1) seat for the first ten (10) members in a single employment classification per
 - 24 academic work unit. Each employment classification within an academic unit is
 - 25 eligible for one Representative if it meets the ten (10) member threshold for that
 - 26 employment classification by the time of the member census in Winter Term.
 - 27 d. In this first stage of apportionment, a single academic work unit can have up to, but
 - 28 no more than, three (3) seats for the Representative Assembly (one seat per
 - 29 employment classification).
 - 30 e. When a work unit has fewer than ten (10) members in a given employment
 - 31 classification, members of that unit will be pooled in the At-large work unit.
 - 32 f. The pooled members of the At-large work unit will be eligible to nominate or self-
 - 33 nominate for candidacy as a Representative provided the At-large work unit has at
 - 34 least ten (10) members in the respective employment classification.
 - 35 g. No Representative shall represent fewer than 10 members.
 - 36 h. After allotting one representative to each eligible employment classification within
 - 37 each unit including the pooled At-Large unit, the Elections Committee will then
 - 38 determine proportional assignment of the remaining possible Representative seats
 - 39 to the various employment classes of each academic work unit, based on their
 - 40 relative numbers of actual union members.
 - 41 i. The overall number of Representative Assembly seats apportioned to each
 - 42 employment class in each work unit shall to the extent possible reflect the fraction
 - 43 of total union membership comprised by that employment classification of that
 - 44 work unit.

- 1 Section 9. Each Representative shall be elected by the members in good standing of their
2 employment classification within their academic work unit.
- 3 a. All elections will be conducted using a conventional preference vote system when
4 there are two or fewer candidates.
- 5 b. Elections will be conducted using an "Approval Voting" system when there are more
6 than two candidates running to represent a particular employment class within a
7 work unit. Under this system, all members will have the opportunity to vote for all
8 candidates they approve of (one or more), and the candidate with the most votes
9 (the most approval) will win. The ballots shall be tabulated by the Elections
10 Committee. If more than one seat is available for a given employment classification
11 within a work unit, then the Seats shall be assigned to the candidate with the
12 highest votes followed by the second highest vote count, and so on.
- 13 c. In the event of a tie, the Elections Committee shall flip a coin.
- 14
- 15 Section 10. All members of the Representative Assembly shall be eligible to complete their term of
16 office even if they do not hold an appointment at the University for the entire duration
17 of their elected position, as long as they remain members in good standing.
- 18
- 19 Section 11. Representatives shall serve for two years. Any vacancies that occur will be filled by the
20 Executive Council until the next general election.
- 21

22 **ARTICLE IX**
23 **DUTIES OF REPRESENTATIVES**

- 24
- 25 Section 1. Representatives shall:
- 26 a. elect a chair of the Representative Assembly at the October meeting in an odd year;
- 27 b. attend all regular and special meetings of the Representative Assembly and all
28 meetings of the general membership;
- 29 c. hold regular meetings of the membership at the worksite, or other appropriate
30 place, for the purpose of making reports, discussing workplace and organizational
31 concerns, receiving instruction from the membership, and other activities as may be
32 required;
- 33 d. recruit eligible persons to membership;
- 34 e. process grievances and resolve disputes at the worksite, or other appropriate
35 location;
- 36 f. consult regularly with the employer's management personnel at the worksite
37 regarding matters of interest to the union membership; and
- 38 g. serve as departmental stewards.
- 39
- 40 Section 2. The Representative Assembly shall meet in October, November, January, February,
41 April, and May for the purpose of:
- 42 a. establishing the policies of the union;
- 43 b. receiving and reviewing the reports of the President, Executive Council, and
44 Committees;

- c. reviewing and approving the budget submitted by the Executive Council;
- d. initiating and taking other such actions as the body deems necessary; and
- e. participating in trainings related to steward and representative work.

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

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

**ARTICLE X
DELEGATES TO AFFILIATE CONVENTIONS**

Section 1. All elected officers, committee chairs, and delegates shall serve as delegates to the state convention of AFT-Oregon.

Section 2. All elected officers, committee chairs, and delegates shall be eligible to serve as delegates to the AFT’s convention, the AAUP’s annual meeting, the AAUP business meeting, and the Oregon Conference of AAUP.

Section 3. Delegates to the AFT’s convention, the AAUP’s annual meeting, the AAUP business meeting, and the Oregon Conference of AAUP will be appointed by the Executive Council from among those eligible to serve.

Once the Executive Council determines the number of delegates the union will fund for attendance at the AFT’s convention, the AAUP’s annual meeting, the AAUP business meeting, or the Oregon Conference of AAUP, all elected officers, committee chairs, and delegates will be notified of the opportunity to be appointed to attend.

If more elected officers, committee chairs, or delegates express interest in attending an affiliate convention or meeting than the Executive Council has determined to fund, the Executive Council will appoint delegates from among the volunteers, giving preference to those who were elected as delegate.

**ARTICLE XI
STEWARDS**

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

Section 2. Each steward shall be an active union member in good standing of the department/academic unit that they represent. Stewards may concurrently hold another office in the union except the offices of President, Secretary, or Treasurer. This

1 restriction shall not apply to the office of Secretary or Treasurer during the first two
2 years after the chartering of the union.

3
4 Section 3. Stewards will receive their official appointment from the Chair of the Organizing and
5 Membership Committee and will serve for a term of one year, with no term limit.
6

7 Section 4. With the Vice-Presidents of Tenure Track Faculty, Non-tenure Track Instructional
8 Faculty, and Non-tenure Track Research Faculty, the Chair of Organizing and
9 Membership may appoint more than one steward within a single academic unit, in
10 which case those appointed will be responsible for coordinating their activities within
11 the academic unit.
12

13 Section 5. Stewards may meet as a committee as needed, subject to the call of the Vice-Presidents
14 of Tenure Track Faculty, Non-tenure Track Instructional Faculty, and Non-tenure Track
15 Research Faculty. When possible, this meeting should occur immediately prior to a
16 general membership meeting.
17

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

36 **ARTICLE XII**
37 **THE NEGOTIATING TEAM**
38

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

44 Section 2. The Negotiating Team will consist of a Lead Negotiator and no less than two other

1 members, with each of these selections ratified by a majority vote of the Executive
2 Council.

3
4 **ARTICLE XIII**
5 **COLLECTIVE BARGAINING AND CONTRACT RATIFICATION**
6

- 7 Section 1. The Negotiating Team will draft contract proposals. Such proposals shall be prepared in
8 consultation with the Executive Council.
9
- 10 Section 2. The President may appoint special subcommittees to research and assist in drafting
11 proposals.
12
- 13 Section 3. Early in the process, the Lead Negotiator and the President will hold a Collective
14 Bargaining Caucus for the purpose of gathering and discussing members' ideas and
15 concerns.
16
- 17 Section 4. The Executive Council is responsible for keeping the Representative Assembly informed
18 during contract negotiations.
19
- 20 Section 5. A tentative agreement will be presented to the membership of the union for ratification.
21
- 22 Section 6. At least seven (7) days in advance, the Executive Council shall announce the date, place,
23 and time of a meeting for ratification of a proposed contract, and circulate copies of the
24 proposed contract. In unusual cases of crisis, the Executive Council may reduce the 7
25 day notification rule to not less than 48 hours. The meeting shall be at a time when few
26 classes are held and copies of the proposed agreement will be made readily available.
27
- 28 Section 7. At the contract ratification meeting, any vote taken on the contract shall be by secret
29 ballot. Only members of the union, or any persons whose attendance is invited by the
30 Executive Council, may attend this meeting and only members in good standing present
31 at this meeting shall have the right to vote. The standard quorum requirements for
32 membership meetings shall not apply to the contract ratification meeting.
33

34 **ARTICLE XIV**
35 **MEMBERSHIP MEETINGS**
36

- 37 Section 1. The union will hold three regular membership meetings each year, one in the Fall, one in
38 Winter, and one in the Spring.
39
- 40 Section 2. A quorum for transacting business at a membership meeting shall be 10% of the
41 membership.
42
- 43 Section 3. Special meetings of the membership may be called by:
44 a. the Representative Assembly, or

1 b. a petition of ten percent (10%) of the members. The petition must state the reason
2 for the meeting. Such a meeting must be called within two weeks after the Executive
3 Council receives a valid petition. The Executive Council will provide no less than
4 seven days' notice of such a meeting with all agenda items listed on the notice.
5

6 **ARTICLE XV**
7 **DUES**
8

9 Section 1. Dues rate is set at 1.1% of salary for all members.
10

11 Section 2. The dues rate may be modified. In order to modify the dues rate, the Representative
12 Assembly must approve a motion to recommend a new dues rate to the membership.
13 The membership must vote to adopt the recommendation of the Representative
14 Assembly at the next scheduled membership meeting held in accordance with Article
15 XIV or via a secret ballot vote organized by the Elections Committee following the
16 principles of contract ratification vote.
17

18 If the membership meeting or secret ballot vote chooses not to adopt a dues increase,
19 dues shall be set at the level that existed prior to the Representative Assembly's action.
20

21 Under no circumstances may the membership meeting vote to terminate or modify the
22 dues pass-through set forth in Section 3 of this Article.
23

24 Section 3. The dues assessed shall include at least the prevailing per capita amounts for the AAUP,
25 AAUP-Oregon, AFT, AFT-Oregon, AFL-CIO local and state affiliates, and insurance
26 premiums. Whenever the dues of a required affiliate increases, the dues of the local
27 shall automatically and simultaneously increase by the same amount.
28

29 Section 4. The dues of the organization shall be posted and announced publicly.
30

31 Section 5. The union is authorized to receive contributions from any donor (grants, donations,
32 contributions, and other funding activities) provided that the Executive Council
33 determines that the conditions or purposes of any contribution are not inconsistent
34 with this Constitution or the general purposes of the union.
35

36 **ARTICLE XVI**
37 **AFFILIATIONS**
38

39 This union shall maintain affiliation with the following organizations:
40

41 Section 1. The American Federation of Teachers (AFT). Whenever possible, the union will send
42 delegates to the AFT's convention.
43

44 Section 2. The American Association of University Professors (AAUP). Whenever possible, the

1 union will send delegates to the AAUP's national meetings.

2
3 Section 3. AFT-Oregon. Whenever possible, the union will send delegates to the AFT-Oregon
4 convention.

5
6 Section 4. AAUP Oregon. Whenever possible, the union will send delegates to the AAUP-Oregon
7 annual meeting.

8
9 Section 5. The Oregon AFL-CIO. Whenever possible, the union will send delegates to the Oregon
10 AFL-CIO convention.

11
12 Section 6. The Oregon American Federation of Labor-Congress of Industrial Organizations (AFL-CIO
13 Oregon). Whenever possible, the union will send representatives to Strong Voice and
14 other chapter activities of the AFL-CIO Oregon.

15
16 Section 7. Other labor unions or chapters in locations where the university has a campus and the
17 union has significant membership as determined by the Executive Council.

18
19 Section 8. All convention delegates shall make written reports to the Executive Council on
20 meetings attended. Every reasonable effort shall be made by the union to pay the
21 legitimate expenses of delegates to meetings and conventions of affiliated
22 organizations. The union to the best of its ability shall be active in the affairs of affiliated
23 organizations.

24
25 **ARTICLE XVII**
26 **RULES OF ORDER**

27
28 *Robert's Rules of Order Newly Revised* shall govern this union and all of its subordinate bodies in
29 all matters not expressly covered by this Constitution or the Bylaws of this union.

30
31 **ARTICLE XVIII**
32 **SANCTIONS AND DUE PROCESS PROTECTIONS AND PROVISIONS**

33
34 Section 1. Every member has the right to due process when faced with accusations of having
35 caused harm to the interests of the union or its membership; likewise every member
36 has the right to initiate proceedings against other members who are perceived to have
37 caused egregious material or constitutional harm to the interests of the union or its
38 membership. Under no circumstances shall this article be utilized to infringe upon the
39 free speech rights of the membership.

40
41 Section 2. In the rare and unusual circumstance in which a member is accused of having taken
42 egregious action that materially harms the union or its members, or that is contrary to
43 this Constitution or the interests of this union or its membership, the union has the right
44 to protect its interests, and the accused member has a right to full due process. This

1 article sets forth that due process.

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

26
27 **ARTICLE XIX**
28 **AMENDMENT**
29

30 Section 1. Twenty percent (20%) of the membership, or Representatives of 20% thereof, may
31 present, by petition, a proposed amendment to this Constitution to the Secretary, who
32 shall notify the Representatives of the proposed amendment no later than thirty (30)
33 days prior to the next meeting of the Representative Assembly. Alternatively, a majority
34 of the Executive Council may vote to present a proposed amendment to the
35 Representatives at the next meeting of the Representative Assembly. A copy of the
36 proposed amendment, along with an explanation of said amendment, shall be
37 distributed to all Representatives, at least one week prior to the Representative
38 Assembly meeting at which the amendment will be introduced and discussed.

39
40 Section 2. The Representative Assembly shall vote on amendments to the Constitution initiated via
41 the method set forth in section 1 of this article.

- 42 a. Following the meeting of the Representative Assembly at which the proposed
- 43 amendment was introduced, a vote shall be held on the amendment at the next
- 44 meeting of the Representative Assembly.

- 1 b. In the alternative, following the meeting of the Representative Assembly at which
2 the proposed amendment was introduced, a special Representative Assembly
3 meeting for the purpose of voting on the proposed amendment may be called by
4 the Executive Council. The special meeting shall be conducted in accordance with
5 the terms of Article VIII, Section 9.
6 c. Two-thirds (2/3) of the entire membership of the Representative Assembly shall be
7 required for passage of the amendment.
8

9 Section 3. Amendment By Direct Vote of the Membership: If 50% of the membership shall sign a
10 petition to amend the Constitution, the Elections Committee shall conduct a vote by
11 mail ballot on the proposed amendment. Two-thirds (2/3) of the total membership must
12 vote to approve of such amendment in order for it to be enacted.
13

14 **ARTICLE XX**
15 **AVAILABILITY OF THE CONSTITUTION AND BYLAWS**
16

17 Section 1. A digital copy of this Constitution and all subsequent amendments shall be submitted by
18 electronic means to the office of the Secretary-Treasurer of the American Federation of
19 Teachers.
20

21 Section 2. One copy shall be sent to the similar officer of each organization with which this union is
22 affiliated.
23

24 Section 3. The Constitution and Bylaws will be posted on the United Academics webpage.
25

26
27 This Constitution was adopted by the membership on June 14, 2013; (and last amended on February
28 22, 2023).