

CONSTITUTION
Of
The University of Washington English Language Faculty,
Local 6486, American Federation of Teachers, AFL-CIO

ARTICLE I: NAME

The name of this organization shall be **University of Washington English Language Faculty, Local #6486**, of the American Federation of Teachers, AFL-CIO, herein after referred to as "**UWELF**".

ARTICLE II: OBJECTIVES

The organization exists to build among its members the power of solidarity and collective action to influence all matters affecting their professional practice, to uphold quality in the institution in which they work, to create excellent working conditions and to align with other workers in the quest for economic and social justice. Specifically, the purpose of this organization shall be:

1. To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all faculty who are eligible for membership.
2. To advance the economic, social, and political well-being of the faculty.
3. To promote the improvement of standards in the employment situation of the faculty.
4. To encourage mutual understanding and cooperation among the faculty.
5. To promote the interests of those who are served by the faculty.
6. To promote the effectiveness and quality of the educational programs in which our faculty teach.
7. To support efforts to organize workers in related fields.
8. To promote strong membership involvement.

ARTICLE III: MEMBERSHIP

Section 1. The power of the union to achieve the objectives outlined in Article II relies on an educated and active membership. Members share basic duties and obligations of union membership that include making a good faith effort to stay informed of union issues and events, to participate in union governance and to help build the union.

Section 2. All **University of Washington International and English Language Programs Faculty** who are not supervisors or managers are eligible for membership in this organization.

Section 3. No person eligible under Section 2 shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, disability, social, political, or economic status, or national origin.

Section 4. A member in good standing is defined as a member who is current in payment of dues to the organization.

Section 5. The Executive Board may establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

Section 6. Faculty on leave without pay shall retain their membership voting rights for the duration of the leave.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the US Department of Labor.

Section 2. Officers shall be elected in May of even years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Secretary
- e. Treasurer

Section 3. To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

Section 4. The Elections Committee shall conduct all general and special elections and referenda of the organization.

The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Board and the membership. The Elections Committee shall elect its chair.

Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.

Section 5. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by first class U.S. Mail to the members' last known home or email address.

Section 6. The nomination of candidates for office shall be conducted as follows:

A candidate may be nominated by a current member in good standing of the union or a member in good standing may self-nominate by notifying the Elections Committee by mail or email at any time during Winter Quarter.

Nominations may also be made from the floor at the membership meeting in Winter Quarter.

Members nominated to run for office must affirmatively accept their nomination in writing.

The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 7. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices. Provided the local has already provided notice by first class U.S. Mail, as required in Section 5, this reminder about the election may be distributed by other means such as, member mailboxes, union bulletin boards, electronic newsletter, email and/or the local's website.

Section 8. The Elections Committee shall conduct an election for officers via US Mail prior to the May Membership Meeting. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election.

Section 9. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.

Section 10. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

Section 11. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.

Section 12. Successful candidates shall assume office within thirty (30) days of the conclusion of the election

Section 13. With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership via special election until the next general election of officers.

Section 14. A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election

ARTICLE V: DUTIES OF OFFICERS

Section 1. The President shall:

- a. be the presiding officer at all meetings of the membership and the Executive Board;
- b. be an ex-officio member of all standing committees except the Elections Committee;
- c. appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee (requiring the approval of the membership);
- d. be the principal executive officer of the organization;
- e. receive, report and respond to correspondence of the organization;
- f. supervise all employees of the organization;
- g. be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- h. represent the organization before bodies of the employer, executive and legislative officials;
- i. represent the organization before the public, community organizations, and the news media;
- j. be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- k. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- l. make an annual report to the organization's membership; and
- m. be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.
- n. help build the organization in size, power and ability to represent members' needs and interests.

Section 2. The Vice Presidents shall:

- a. assume the duties of the President, sequentially, in the event of the absence, illness, or death of the President;
- b. oversee the work of and receive regular reports from the Organizing and Leadership Development Committees;
- c. perform other duties as delegated by the President or assigned by the Executive Board; and

- d. co-sign financial instruments in the absence of the President or Treasurer
- e. oversee the organization's programs of new member outreach
- f. develop membership mobilization campaigns around issues of importance

Section 3. The Secretary shall:

- a. maintain the non-financial files and records of the organization;
- b. be the custodian of the seal and charter of the organization;
- c. record and keep accurate minutes of meetings of the membership and the Executive Board;
- d. assist the President in handling the correspondence of the organization;
- e. oversee the work of, and receive and certify the reports of, the Elections Committee;
- f. perform other duties as delegated by the President, or assigned by the Executive Board;
- g. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act; and
- h. where appropriate, a local may merge the offices and duties of the Secretary and Treasurer.

Section 4. The Treasurer shall:

- a. receive, record and deposit all dues monies and other income in the name of the organization;
- b. maintain accurate membership records;
- c. issue membership cards and notices of delinquency;
- d. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- e. maintain all financial records of the organization;
- f. arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership;
- g. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- h. oversee the work of and receive reports from the Finance Committee;
- i. perform other duties as delegated by the President or assigned by the Executive Board;
- j. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT;

Section 5. All officers elected by the general membership of the organization shall serve as members of the Executive Board.

ARTICLE VI EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers, and additional members appointed by the President and confirmed by a vote of the Officers. The board shall meet monthly, or at the call of the President, or at the call of two (2) or more of its members, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be three of its members.

Section 2. The Executive Board shall determine the agenda for all Membership Meetings.

Section 3. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 4. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.

Section 5. The Executive Board 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 Board shall have the power to sue, complain and defend on behalf of the membership.

Section 6. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.

Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.

Section 8. The Executive Board shall issue regular reports, including an annual report, to the membership.

Section 9. Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement.

ARTICLE VII: COMMITTEES

Section 1. The standing committees of the organization shall be:

- a. Elections
- b. Grievance
- c. Contract and Issues
- d. Political Action
- e. Publications
- f. Social

Section 2. The Executive Board, either on its own initiative, or at the direction of the Membership Meeting, may establish special committees.

Section 3. The President, with the approval of the Executive Board, shall appoint all committee chairs and committee members. The appointment will be for two years.

Section 4. Each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

Section 5. The Elections Committee shall conduct and supervise all elections of the organization.

Section 6. The Contract and Issues Committee is responsible for involving the membership in the development of proposals and campaigns to support the outcome of negotiations; and identifying and campaigning on issues of importance to the organization

Section 7. The Grievance Committee shall work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes beyond the immediate work location. The grievant may appeal these last decisions to the Executive Board. The Executive Board shall develop and adopt a policy that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals. The Grievance Committee shall follow this policy.

Section 8. The Political Action Committee shall secure voluntary contributions to support the political work of the organization; screen and recommend endorsement of candidates for local, state and federal office to the Executive Board; educate members on the issues of importance to the organization, its membership and clients;

and develop programs to promote voter registration and to support the election of candidates who support the interests of the organization, its membership and the people they serve. The committee shall be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations.

Section 11. The Publications Committee shall design, produce and distribute a regular communication to the membership; a regular bulletin for officers and committee chairs; and other material for the organization as necessary.

Section 12. The Social Committee shall conduct activities that promote the social well-being of the membership, are attractive to potential members and promote community among organized labor and in the society at large.

ARTICLE VIII: MEMBERSHIP MEETINGS

Section 1. The legislative power of the organization shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the organization

Section 2. The Membership Meeting shall meet quarterly at a predetermined time and place, or more or less often as approved by the majority vote of assembled members in the regularly constituted Membership Meeting.

Section 3. Quorum for the Membership Meeting shall be twenty percent (20%) of total membership of the organization.

Section 4. Special meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

ARTICLE IX: RULES OF ORDER

Section 1: *Robert's Rules of Order, Newly Revised* shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE X: REVENUES

Section 1. The dues of this organization shall be equal to a portion of each member's annual income as specified in this constitution's by-laws. Whenever the dues of a required affiliate increase, the dues of the local shall automatically and simultaneously be increased by the same amount.

Section 2. Special assessments for specific purposes may be levied by the Executive Board, provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

Section 3. The local union will be responsible for collecting agency fee and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) — (d) of the AFT By-Laws.

ARTICLE XI: AFFILIATIONS

Section 1: UWELF shall maintain affiliation with the following organizations:

- a. American Federation of Teachers, AFL-CIO

- b. AFT-Washington
- c. The State American Federation of Labor-Congress of Industrial Organizations, AFL-CIO
- d. The Washington State Labor Council (WSLC)
- e. The King County Labor Council (KCLC)

Section 2: Whenever possible, UWELF will send delegates to the AFT conventions. Whenever possible, it will be the duty of the President or an appointed delegate to represent UWELF at conventions. The delegates will be chosen by procedures consistent with Article IV of this Constitution.

ARTICLE XII: AMENDMENT

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next Membership Meeting. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership Meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all members a reasonable time prior to the Membership Meeting at which the amendment will be introduced and discussed.

Constitutional amendments may be proposed on an annual basis at any quarterly membership meeting of the organization, and will be adopted by a majority of the votes cast at the next quarterly membership meeting.

Section 2. A quorum for any meeting at which constitutional amendments are to be considered and adopted shall consist of forty (40) percent of the membership of the organization.

Section 3. The membership shall vote on all amendments to the Constitution.

Following the membership meeting at which the proposed amendment was introduced, the Election Committee will hold a (secret ballot) vote on the amendment at the next Membership Meeting.

In the alternative, following the membership meeting at which the proposed amendment was introduced, a special membership meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article VIII, Section 4.

The Elections Committee will tally the results. Two-thirds (2/3) of the membership present at the meeting shall be required for passage of the amendment.

Section 4. By-laws may be amended by a majority vote of those present at a regular meeting or at a special meeting called for the purpose of amending the by-laws, so long as sufficient notice of the meeting and of the proposed by-law amendment has been given to the membership in writing via e-mail at least two weeks in advance of the regular or special meeting.

ARTICLE XIII: Internal Dispute Resolution

Section 1. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

Section 2. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held.

If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.

Section 3. At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.

Section 4. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

ARTICLE XIV: AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

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

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

This constitution was adopted by the membership on **October 25, 2011**.

AFT-University of Washington English Language Faculty, #6486

Signed:

Richard Moore, President

Attest:

Julia Sandler, Secretary

UWELF By-Laws

Article I: Dues

Section 1: Membership dues shall be 1.4% of gross income.

Section 2: The dues shall be from October 1 through September 30 of the following year. Dues shall be deducted from the member's income each pay period by automatic deduction.

Section 3: Upon request, any member who is also a member of another local affiliated with AFT Washington and the American Federation of Teachers, AFL CIO (AFT National) and who has proof of paying dues to that local will be entitled to a monthly reimbursement equal to the monthly amount of AFT National per capita at the half member rate provided that this amount is no greater than the total monthly dues deducted by the other local.

Article II: Finances

Section 1: The fiscal year shall be from October 1 through September 30 of the following year.

Section 2: Two signatures shall be required on all checks and payments issued by the local.

Section 3: There shall be an annual audit of the funds of the local at the conclusion of the fiscal year.

Section 4: A Financial Review Committee shall be established each year at the conclusion of the fiscal year. The committee shall be composed of a minimum of three (3) members in good standing. The Treasurer shall not be a member of the Financial Review Committee. The Financial Review Committee shall conduct an audit of the funds and write a financial review report. The report shall be presented at an Executive Board meeting and made available to the membership. The report and a certification signed by the President shall then be submitted to AFT no later than six (6) months after the end of the fiscal year.

Section 5: At the end of the fiscal year an annual budget for the upcoming year shall be prepared by the Treasurer and presented at an Executive Board meeting. The budget shall be adopted by the Executive Board.

Article III: Meetings

Section 1: The regular membership meetings for this local shall be held at least once per quarter. The Executive Council may schedule additional meetings at any time as needed.

Section 2: Items on the agenda will be circulated 15 days prior to the membership meeting.

Article IV: Rules of Order

Section 1: Roberts Rules of Order shall be instituted in all meetings of the local.

Section 2: One member of the Executive Council on a rotating basis shall be delegated the duty of maintaining order in each meeting.

Article V: Committees

Section 1: The Elections Committee shall meet in December prior to an election year to determine the timing of the election process during Winter and Spring Quarters prior to the May Membership Meeting. It shall also meet on an as-needed basis for replacement of officers.

Section 2: The Grievance Committee shall meet on an as-needed basis. It shall be reconstituted following the election of new officers.

Section 3: The Contract and Issues Committee shall meet under the guidance of a Vice President on at least a monthly basis in the year prior to the start of contract negotiations. It shall be reconstituted following the election of new officers.

Section 4: The Political Action Committee shall meet on a quarterly basis under the guidance of a Vice President to identify, prioritize and design a plan of action on issues affecting the goals and principles of the union. It shall be reconstituted following the election of new officers.

Section 5: The Publications Committee shall meet on a quarterly basis under the guidance of the Secretary to facilitate publication of a newsletter and posting of timely materials on the bulletin boards and list-serves. It shall be reconstituted following the election of new officers.

Section 6: The Social Committee shall meet on a quarterly basis under the guidance of the Social Committee chair to consider and schedule social events for the succeeding quarter. It shall be reconstituted following the election of new officers.

Article VI: Quorum

Section 1: Quorum for the Membership Meeting shall be twenty percent (20%) of total membership of the organization.

Article VII: Member at Large

Section 1: The Member at Large shall be elected by the membership for a period of one year. The election will be organized by the elections committee.

Section 2: The Member at Large shall

- a. serve as a preliminary grievance channel for the faculty.
- b. will represent the faculty at certain meetings as needed by the organization.
- c. report to the President or Executive Board personal grievances as directed by the grievant, maintaining confidentiality as requested by the grievant.
- d. attend Executive Board meetings as a non-voting member.

Article VIII: Contract Bargaining

Section 1: Between six and twelve months prior to the start of bargaining a new contract a Contract Bargaining Committee shall be formed. Ideally, the Contract Bargaining Committee consists of all interested members and represents a cross section of the membership.

Section 2: The Contract Bargaining Committee shall be responsible for forming Contract Issue Committees as needed to solicit input from the general membership, conduct research, and formulate proposals for the upcoming round of contract bargaining.

Section 3: The Contract Bargaining Committee shall establish a Contract Bargaining Team to directly negotiate with the employer. The Contract Bargaining Committee shall determine the size of the Contract Bargaining Team, but it should be a minimum of 4 (four) members.

Section 4: Candidates for the Contract Bargaining Team may be nominated by a current member in good standing of the local or a member in good standing may self-nominate. The Team will be determined by an online ranking by the general membership. Those receiving the most votes will go to the table with the employer. Those beyond the number established by the Contract Bargaining Committee shall serve as alternates and shall participate in Contract Issue Committees and Contract Bargaining Team meetings. The ranking shall be conducted by the Elections Committee.

Section 5: The duties of the Contract Bargaining Team shall include the following:

- represent the interests of bargaining unit members at the table
- develop and adapt a negotiation strategy
- determine priority issues of the general membership
- train new team members
- make regular progress reports to the general membership
- return to the bargaining table for further negotiation as necessary
- keep abreast of other Locals' negotiations

Section 6: Any final contract agreement shall be ratified by a ballot of members. Acceptance of an agreement shall be by a simple majority of those voting.

The Bylaws were adopted by the membership on **October 25, 2011** and subsequently amended on **April 22, 2013**.