

EIU-UPI Chapter Bylaws

*Revision Approved by Members Spring 2014
and by the UPI Local Executive Board August 22, 2014*

E I U - U P I
Eastern Illinois University
University Professionals of Illinois Local 4100

Article I -- Name

This organization will be known as the Eastern Illinois Chapter of the University Professionals of Illinois, Local 4100.

Article II -- Officers

Section 1. The following officers shall be elected to serve a term of three years: president, vice-president, executive assistant, and treasurer.

- A. Any person who is a member in good standing of the Chapter is eligible to run for Chapter office.
- B. Officers shall be elected by secret ballot in April of every third year. A majority of all votes cast shall be necessary for election. In case no one candidate receives a majority, there will be a run-off election between the two highest vote getters.
- C. Officers shall hold no other elected office in the Chapter during their tenure.

Section 2. The president shall appoint a secretary to serve a term of three years.

Section 3. The duties of the officers shall be as follows:

- A. President:
 - a. Chapter Duties
 - i. The President shall be the presiding officer at all meetings of the Chapter and at all meetings of the executive board.
 - ii. The President shall appoint the chairpersons of the standing committees with the advice and consent of the other elected officers and, as needed, shall appoint special committees with the advice and consent of the executive board.
 - iii. The President shall be an ex-officio member of all committees.
 - iv. The President shall appoint the area representatives. [See Article VI]
 - v. The President shall sign all necessary papers and documents, and represent the Chapter when and where necessary.
 - b. Local Duties
 - i. The President shall serve as the link between the Local and the Chapter. The responsibilities include communicating Chapter concerns to the Local through membership on the Local's Executive Board, and communicating the Local's concerns and concerns of other Chapters to the Chapter membership. It is the President's responsibility to consult membership regarding

issues of importance to the Chapter. These responsibilities may be delegated to the Chapter Vice-President, in his/her capacity as the Chapter's 2nd representative on the Local's Executive Board.

- B. Vice-President:
 - a. Chapter Duties: The Vice-President shall perform all duties of the President in the absence of that officer and shall assume other duties as assigned by the President.
 - b. Local Duties: The Vice-President shall serve as the second representative of the Chapter on the Executive Board of the Local.
- C. Executive Assistant: The Executive Assistant shall perform those duties assigned by the President in consultation with the Vice-President.
- D. Treasurer:
 - a. The Treasurer shall receive the Chapter's share of membership dues from the Local and shall administer the expenditure of these funds.
 - b. The Treasurer shall keep, in cooperation with the Local's Treasurer, the membership roll and facilitate collection of local dues.
 - c. The Treasurer shall serve on the Local's Budget Committee.
 - d. The Treasurer shall keep adequate records available at all times for the Executive Board and the Audit Committee.
 - e. The Treasurer shall pay all bills authorized by the Chapter budget, retaining vouchers or invoices for the same, and shall present bills not authorized in the budget to the Executive Board for authorization.
- E. Secretary:
 - a. The Secretary shall handle all correspondence delegated by the President and the Executive Board and shall keep minutes of the Executive Board meetings of the Chapter and any General Membership meetings at which business is transacted.

Section 4. Vacancies in elected positions shall be filled as follows:

- A. President: The Vice-President shall succeed to the Presidency and assume the duties of that office for the duration of the term unless the Vice-President is unwilling to do so, in which case the Vice-President shall serve as Acting President until such time as a new President is elected by special election.
- B. Vice-President: The Executive Assistant shall succeed to the Vice-President and assume the duties of that office for the duration of the term unless the Executive Assistant is unwilling to do so, in which case the Executive Assistant shall serve as Acting Vice-President until such time as a new Vice-President is elected by special election.

- C. Executive Assistant and Treasurer: The President, with the advice and consent of the Executive Board, shall decide whether a vacancy of one year or less shall be filled for the duration of the term by appointment, by special election, or by appointment followed by special election. Vacancies of more than one year shall be filled by a special election.
- D. In the event that an elected representative [see III.d. below] is not able to complete his or her term, the President, with the advice and consent of the Executive Board, shall decide whether a vacancy of one year or less shall be filled for the duration of the term by appointment, by special election, or by appointment followed by special election. Vacancies of more than one year shall be filled by special election.

Section 5. Removal of elected officers shall be accomplished as follows:

- A. A petition requesting the removal of a specific officer and signed by 25 percent of the chapter members shall be submitted to the Executive Board.
- B. The Executive Board shall call a special chapter meeting to conduct a hearing within two weeks of their receipt of petition for a recall. Following the hearing, there shall be a vote by the members present on whether to proceed with the recall.
- C. If the vote favors proceeding with the recall, the Executive Board shall arrange for a secret ballot by the entire membership within two weeks. The issue shall be decided by a majority of those voting.

Article III--Executive Board

Section 1. Membership on the Executive Board shall include:

- A. The four elected officers as voting members
- B. The appointed secretary shall be a non-voting member
- C. The Chairs of the standing committees (Grievance, Legislative, Membership, Balloting) shall be non-voting members
- D. Three representatives elected by their constituent groups, consisting of one Unit B Academic Support Professional (ASP), one Unit B Annually Contracted Faculty member (ACF), and a Unit A Tenured/Tenure track Faculty member. These representatives shall be voting members.
- E. The immediate past president shall be a non-voting member.

- F. One of the members shall be appointed by the President to serve as Parliamentarian.

Section 2. Duties: The Executive Board shall be responsible for making Chapter policy decisions within the limits established by the Local's Executive Board Constitution and the Chapter Bylaws, for monitoring and facilitating the functioning of the Chapter, and for ensuring communication and cooperation between the Local and the Chapter.

Article IV--Standing Committees

Section 1. The Chapter shall have the following standing committees: Grievance, Legislative, Membership, Balloting.

- A. The chairperson of each standing committee shall be appointed by the President with the advice and consent of the other elected officers and shall serve during the President's three-year term. [See Article II, Section 3, a, (1b)]
- B. The chairperson of each standing committee, in consultation with the President, shall enlist the remaining members of that committee.

Section 2. The duties of the standing committees shall be as follows:

- A. Grievance Officer(s):
 - a. Chapter duties: The duties of the Grievance Officer and any Associate or Assistant Grievance Officer(s) include gathering information about member grievances, assessing possible ways of resolving them, and taking action to that end after consultation with the Chapter President.
 - b. Local duties: The Grievance Officer is responsible for providing information about grievances and relevant related conditions to the Local's Grievance Chair. The Chapter Grievance Officer (or an Associate or Assistant Grievance Officer) shall serve on the Local committee in order to help develop an effective system-wide grievance mechanism.
- B. Legislative Committee:
 - a. This committee is responsible for implementing the Local's legislative and political priorities at the Chapter level.

- b. This committee is responsible for making and maintaining contacts with area labor leaders and legislators.
 - c. The chairperson of this committee shall serve on the Local's Legislative Committee, contributing information from the Chapter and participating in the development of the Local's policy in this area.
- C. Membership Committee: This committee is responsible for the growth and vitality of Chapter membership. Its members shall be the area representatives.
- D. Balloting Committee:
- a. Except for strike-related votes, this committee shall conduct all elections and referenda in which the voters are the members of the Chapter or of the bargaining unit.
 - b. Voting shall take place in the following manner:
 - i. The Balloting Committee shall decide whether to have a mail ballot or a polling place.
 - ii. Voting shall be by secret ballot.
 - iii. Ballots shall be counted by the Elections Committee, which shall be composed of at least three Chapter members in good standing. Members of this committee shall be neither nominees nor members of the Nominations Committee.
 - iv. The Balloting Committee shall report the results of elections to the membership and send a written statement of the results, signed by all members of the Committee, to the President of the Chapter and the President of the Local.
 - v. The chair of the Balloting Committee shall keep the ballots in a sealed envelope for one year.
 - c. In Local elections the Balloting Committee may serve both as a nominating committee and an election committee.

Article V--Special Committees

Section 1. Special committees shall be appointed by the President with the advice and consent of the Executive Board. [See Article II, Section 3, a, (1b)]

Article VI--Area Representatives

Section 1. The President, in consultation with the Membership chair, shall appoint area representatives for Academic Support Professionals and for the colleges of Arts & Humanities, Sciences, Education & Professional Studies, and Business & Applied Science.

Section 2. The duties of the area representatives shall be as follows:

- A. In consultation with the Membership chair and the President they shall enlist department and unit representatives.
- B. They shall assist the standing committees in carrying out their duties on the unit and departmental levels.
- C. They shall serve as a two-way communication conduit between the Executive Board and members of the bargaining unit.
- D. Upon request, they shall attend Executive Board meetings and give advice on matters concerning their areas and departments.

Article VII--Labor Council Delegate

Section 1. The Chapter shall affiliate with the area central labor body.

Section 2. The President shall appoint delegates to this area central labor body.

Section 3. The appointed members shall foster a cooperative relationship between the Chapter and the central labor body and shall represent the interest of the Chapter before that body. In discharge of these duties, the delegates shall be advised by the Executive Board.

Article VIII--Meetings

Section 1. General meetings of the full membership:

- A. A meeting shall be scheduled once a semester. Additional meetings, if needed, shall be called by the President with the advice and consent of the Executive Board. Notice of the agenda of such meetings shall be given the membership at least five days in advance.
- B. A special general meeting shall be called by the president upon the written consent of 15 percent of the membership, the meeting to be held within ten days after such a request is presented to the President.
- C. A quorum for doing business at a general meeting shall be 10 percent of the membership in good standing.

Section 2. Executive Board Meetings:

- A. The Executive Board shall meet prior to each General Membership meeting.
- B. The Board shall also meet on call from the President or on the request of four members of the Board.
- C. Members of the Board shall receive written notice of all meetings.
- D. The times and places of the Executive Board meetings shall be announced to the general membership at least five days in advance except when time considerations make such an announcement impractical or impossible.
- E. A quorum for doing business shall be four voting Board members.

Section 3. The current edition of *Robert's Rules of Order, Newly Revised* shall be the authority on parliamentary questions at meetings of the Executive Board and meetings of the Chapter membership at which business is transacted.

Article IX—Amendments to the Bylaws

Section 1. Non-substantive changes in wording may be made at the discretion of the Executive Board.

Section 2. Substantive changes shall be put to the vote of the membership with a majority of votes cast necessary for approval. They shall go into effect when approved by the Local's Executive Board.

- A. The Executive Board may initiate substantive changes.
- B. Substantive changes may be initiated by a petition signed by 10 percent of the Chapter membership in good standing.

Section 3. If changes to the bylaws are approved by the Chapter members, they shall go into effect when approved by the Local's Executive Board, with the proviso that amendments relating to the election and status of officers and members of the Executive Board govern subsequent elections and subsequent Executive Boards.