

# **Constitution of the United Faculty of Western Washington**

## **Organizational Structure Overview:**

The United Faculty of Western Washington (UFWW) is operated according to: 1) its article of incorporation; 2) its constitution; 3) its bylaws; and 4) its standing rules (made by committees or other bodies).

The constitution can only be changed by a 2/3 vote of the members of the UFWW, and only after due notice. The bylaws can be changed by a majority vote of the members of the UFWW, and only after due notice. The standing rules can be changed by a majority vote of the bodies that created them.

The governing bodies of the UFWW are: 1) its membership; 2) its Stewards' Council; and 3) its Executive Board (consisting of the officers and at-large representatives).

The membership of the UFWW has the final say on union issues and will participate regularly in elections of officers, approval of union business, approval of contracts and activities related to bargaining, and the review of union matters.

The Stewards' Council is responsible for communication with and soliciting opinions from the faculty (all those in the UFWW bargaining unit). It is in charge of approving union policies and actions, and nominating committees as needed. The Stewards' Council is expected to actively work on union rules and policy, especially through its committees.

The Executive Board of the UFWW carries out the policy and actions of the union, in accordance with the decisions of the Stewards' Council and the membership. The Executive Board is expected to propose policies and actions to the Stewards' Council and to nominate committees as needed.

Standing committees of UFWW are expected to include (but are not limited to) a Bargaining Committee, a Grievance Committee, and a Nominations and Elections Committee.

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# CONSTITUTION

## Article I—Name and Incorporation (reflect the articles of incorporation)

- Section 1. The name of this organization shall be the United Faculty of Western Washington, hereafter referred to as UFWW.
- Section 2. UFWW shall be incorporated as a nonprofit corporation under the laws of the State of Washington.

## Article II—Purpose

The purpose of the UFWW shall be to: 1) represent all eligible faculty members in bargaining, grievances, and in all matters relating to terms and conditions of employment with Western Washington University; 2) promote the improvement of standards in the employment situation of the faculty; 3) encourage mutual understanding and cooperation among the union members; and 4) promote the interest of citizens who are served by the faculty.

## Article III—Affiliation

The UFWW shall affiliate with United Faculty of Washington State (hereinafter UFWS); Washington Education Association; American Federation of Teachers; National Education Association; and AFT Washington.

## Article IV—Membership

- Section 1. All faculty members in the bargaining unit as defined by the Washington State Public Employees Relations Commission may, upon payment of dues as herein provided, become members of the UFWW with full rights and privileges of membership.
- Section 2. Active members of the UFWW shall also be members of the UFWS.
- Section 3. Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled, or otherwise disciplined.
- Section 4. All members of the UFWW shall have equal rights and privileges within the UFWW which include:
- a. nominating candidates,
  - b. petitioning UFWW,
  - c. participation in membership meetings,
  - d. voting in elections or on referenda of the UFWW,
  - e. voting on contract ratification,
  - f. holding office, and
  - g. attending Stewards' Council meetings.

## **Article V—Dues, Fees, and Assessments**

- Section 1. UFWW members shall pay dues or fees as established in the Bylaws. The dues shall be payable within sixty (60) days of September 1 or date of employment, or through payroll deductions.
- Section 2. The UFWW may levy special assessments on its membership as provided in the Bylaws.
- Section 3. Special assessments may be levied by a two-thirds (2/3) of members who vote, provided they include a termination of the special assessment in either dollar amounts or a specific date.

## **Article VI—Officers**

- Section 1. The officers of the UFWW shall consist of a President, Vice-President, Communications Coordinator, Treasurer, and Chief Steward.
- Section 2. Nominations of officers shall be closed at the April meeting following notice to all members and an open period for nominations. Specific requirements concerning this notice and this open period shall be contained in the Bylaws. The election shall be held not less than fifteen (15) nor more than thirty (30) days after nominations have been closed.
- Section 3. The term of office for officers shall be two (2) years, beginning June 1. Terms of officers shall be limited to three (3) consecutive terms.
- Section 4. Terms of office for at-large representatives to the Executive Board shall be two (2) years and commence on June 1.
- Section 5. In the event of vacancy in the office of President, the Vice-President shall become President for the balance of the term.
- Section 6. The duties of officers shall be as provided in the Bylaws.
- Section 7. An elected officer may be removed from office for cause by a recall election which may be initiated by the general membership.

A general membership meeting will be scheduled prior to the recall election within thirty (30) days after receipt of the recall petition. Following the general membership meeting, the recall election shall be by ballot which will be made available to the entire membership.

The Executive Board shall notify any officer who has been recommended for recall in writing.

## **Article VII—Stewards’ Council**

- Section 1. The Stewards’ Council shall be the legislative and policy making body of the UFWW.
- Section 2. The Stewards’ Council shall consist of the Executive Board and Departmental Stewards.
- Section 3. The term of office for Stewards’ Council members shall be two (2) years, beginning on June 1.
- Section 4. Members of the Stewards’ Council shall be elected by the members of their constituency, defined as the union members in each department or academic unit as set forth in the Bylaws.
- Section 5. The specific duties of the Stewards’ Council shall be provided in the Bylaws.
- Section 6. Each member of the Stewards’ Council shall attend regular meetings of the Stewards’ Council. If a steward is unable to attend a meeting, she or he may provide a substitute for that meeting after notifying the Communications Coordinator. After two absences of a representative, the President may declare the seat unfilled and call for an election to fill out the term.
- Section 7. A recall election shall be held after the receipt of a petition bearing the signatures of at least thirty (30) percent of the representative’s local constituency. The recall election will then be held within thirty (30) days of the receipt of the petition.
- Section 8. Any member of the UFWW who is not a member of the Stewards Council may attend its meetings and may receive permission to speak, but may not vote.

## **Article VIII—Executive Board**

- Section 1. The Executive Board shall be comprised of the officers and two (2) at-large representatives.
- Section 2. The Executive Board shall be the body through which the general administrative and executive functions of the UFWW shall be carried out.
- Section 3. Officers and at-large representatives shall be elected as set forth in the Bylaws.
- Section 4. The specific duties of the Executive Board shall be provided in the Bylaws.
- Section 5. An at-large representative may be recalled in the same manner as officers (as outlined in Article VI, Section 6).
- Section 6. Except for the office of the President, vacancies on the Executive Board shall be filled as follows: a) if six (6) months or more remain in the term, then by special election; and b) if less than six (6) months remains, then by appointment of the Executive Board.

## **Article IX—Policy Authority**

A majority vote of the membership present and voting at any duly authorized meeting or, if not conflicting with a decision by the membership, a majority of the votes cast by the Stewards' Council shall determine the policies and actions of the UFWW, except as otherwise provided in this Constitution and Bylaws.

## **Article X—Parliamentary Authority**

The most current print edition of Roberts Rules of Order, Newly Revised (RONR; currently the 10<sup>th</sup> Edition copyright 2000) governs this organization in all parliamentary situations that are not provided for in the law or in its charter, constitution, bylaws or adopted rules.

## **Article XI—Amendments**

Proposals to amend this Constitution may be made by the Executive Board or by petition of ten (10) percent of the membership. This Constitution shall be amended by 2/3 of the votes cast by members using a secret. Notice of this election and the proposed amendment(s) shall have been delivered to each member at least twenty (20) days in advance. Voting, at the discretion of the Executive Board, may be part of an annual or special meeting or through other established election procedures. Amendments shall become effective immediately unless otherwise provided.

## **Article XII—Non-discrimination**

The UFWW shall not discriminate on the basis of disability, ethnicity, race, color, gender, pregnancy, age, religion, military or veteran status, marital status, or sexual orientation.

## **Article XIII—Quorum**

- Section 1. A quorum for a general membership meeting shall be ten (10%) percent of the membership;
- Section 2. A quorum of the Stewards' Council shall be one third (1/3) of the membership of the Council.
- Section 3. A quorum at any duly authorized meeting of the Executive Board shall be a majority of the Executive Board.

# BYLAWS

## Article I—Constitution

These Bylaws are subordinate to the Constitution of United Faculty of Western Washington (UFWW).

## Article II—Dues, Fees, and Assessments

- Section 1. UFWW members shall pay a minimum amount of \$10 per year for local dues.
- Section 2. Special provisions may be made for members of other locals transferring into this local during the membership year.
- Section 3. The UFWW may collect fees or dues as established through bargaining, and may receive services or financial assistance through its affiliations.

## Article III—Meetings

- Section 1. There shall be at least ten (10) Executive Board meetings per year. All Executive Board meetings shall be called by the President with at least seven (7) days written notice or by a majority of the Executive Board with at least seven (7) days written notice.
- Section 2. There shall be at least three (3) Stewards' Council meetings per year.
- Section 3. The President shall call at least two (2) meetings of the membership each year. One shall be in October and its agenda shall include adopting the budget, and another shall be in April and its agenda shall include the nomination officers and representatives. For membership meetings, all items on which a vote will be taken shall be listed on the agenda.
- Section 4. Special meetings of the membership may be called by the President or the Executive Board or within thirty (30) days of the receipt of a petition to the President signed by ten (10) percent of the members.
- Section 5. All meetings of the membership, except emergency special meetings, shall be announced by a written notice to each member at least fourteen (14) days in advance of said meeting.
- Section 6. The Executive Board or Stewards' Council, by a majority vote, may call an emergency meeting of any governance body at any time. Such meetings will be limited in their decisions to dealing with the announced emergency.
- Section 7. The methods of participation in meetings or any particular meeting shall be set by the Executive Board as long as each meeting is conducted through some means of communication, including but not limited to direct conversation, telephone, email, or video conferencing, so that all board members participating in the meeting may simultaneously communicate with one another during the meeting.

## **Article IV—Elections**

- Section 1. The President, subject to approval by the Stewards' Council, shall, in a timely manner, appoint a Nominations and Elections Committee consisting of three (3) members who shall complete lists of candidates for elections. These lists shall be prepared for the April annual meeting with recommendations for the time and place of the election and an election procedure that guarantees fairness. Each nominee must be a member in good standing and give his/her consent to appear on the ballot.
- Section 2. In addition to the provisions of Section 1 above, nominations from the floor shall be called for and received at the April annual meeting. Each nominee must be a member in good standing and give his/her consent to appear on the ballot. Following the April annual meeting, nominations shall be closed.
- Section 3. The Executive Board shall approve the time and place of elections and ensure that they are convenient for the greatest possible attendance and/or participation by all members. The election shall be by ballot, observing the one (1) person, one (1) vote principle.
- Section 4. Elections of at-large representatives to the Executive Board and of representatives to the Stewards' Council shall take place with the elections of officers (whose timing is specified in the Constitution) or in May.
- Section 5. Officers and at-large representatives to the Executive Board shall be elected by a majority of the votes cast. In the event of a plurality or a tie, the Executive Board shall hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes.
- Section 6. Stewards shall be elected by a plurality of the votes cast by the union members in their constituencies.
- Section 7. A vacancy in the position of any officer other than the President or in the position of an at-large representative to the Executive Board or of representatives to the Stewards' Council shall be filled by a special election within thirty (30) working days.
- Section 8. The election of affiliate delegates shall follow the election procedures outlined by the affiliate. These delegates shall be elected by the membership at-large.

## Article V—Duties of Officers

Section 1. The President shall:

- a. preside at all official meetings and shall perform such duties as are customarily associated with the office,
- b. appoint and/or discharge all committee members with the approval of the Executive Board or Stewards' Council and serve or designate someone to serve as an ex-officio (and voting) member of all committees except the nominations and election committee,
- c. charge committees with their duties,
- d. act as an official representative of UFWW, and
- e. prepare and submit an annual report of the UFWW activities to the October annual meeting following his/her term of office.

Section 2. The Vice-President shall assist the President and shall act in the absence of the President.

Section 3. The Communications Coordinator shall:

- a. handle all correspondence for the UFWW;
- b. notify the appropriate members as to the time and place of the Executive Board, membership, and Stewards' Council meetings within the time limits set forth in the Constitution and Bylaws;
- c. keep accurate minutes of all Executive Board, membership, and Stewards' Council meetings, distribute copies of Executive Board minutes to Executive Board members following meetings, distribute minutes of general membership meetings to all members within thirty (30) days following;
- d. maintain the records and files of the UFWW; and
- e. distribute copies of all proposed amendments to the Constitution and Bylaws.

- Section 4. The Treasurer shall:
- a. oversee the collection, transmittal, and disbursement of dues;
  - b. deposit all monies in a bank in the name of the UFWW;
  - c. notify the UFWW of the name of the bank in which dues are deposited;
  - d. hold all funds and disburse them accordingly upon the submission of vouchers approved by the President;
  - e. sign all checks along with either the President or Vice-President;
  - f. prepare an annual financial report which shall be distributed once each year to Executive Board members (and one to each work site);
  - g. maintain the membership records;
  - h. report at each membership meeting;
  - i. prepare the books for an audit; and
  - j. file the appropriate federal and state forms.

- Section 5. The Chief Steward shall:
- a. coordinate the activities of the Stewards
  - b. assist the President and officers
  - c. coordinate and assist membership activities.

## **Article VI—Duties and Composition of the Stewards' Council**

- Section 1. The duties of the Stewards' Council shall consist of the following:
- a. approve UFWW policies and objectives,
  - b. establish guidelines and hear continuing reports on bargaining,
  - c. approve or ratify the establishment of paid positions in the UFWW,
  - d. approve or ratify the establishment of committees not established in the Bylaws,
  - e. adopt rules and agenda for its meetings, and
  - f. enact such other measures as may be necessary to achieve the goals and objectives of the UFWW which are not in conflict with this Constitution and the Bylaws.

- Section 2. The duties of the Stewards shall consist of the following:
- a. maintain two-way UFWW communication with their constituencies,
  - b. organize and oversee the subsequent elections of Stewards' Council members and the enrollment of new union members.
- Section 3. Each constituency may elect one steward to the Stewards' Council. In addition, each constituency may elect an additional representative to the Stewards' Council for each additional 20 faculty members (or major fraction thereof) in the constituency.

### **Article VII—Duties of the Executive Board**

- Section 1. Between meetings of the Stewards' Council, the Executive Board shall conduct and manage the affairs and business of the UFWW, including interpretation of this Constitution and Bylaws.
- Section 2. The Executive Board shall see that the budget is prepared and submitted for approval at the October meeting of the membership.
- Section 3. The Executive Board shall implement motions and resolutions approved by the membership or Stewards' Council and put into operation other measures consistent with the Constitution, Bylaws, purpose and policies of the UFWW. It shall fix the time and place and shall make all necessary arrangements for annual and special meetings.
- Section 4. With the exception of committees established by the membership or the Stewards' Council, the Executive Board shall approve the appointment and discharge of all standing and special committee members, shall approve the creation of all special committees, and shall review the activities of all committees.

### **Article VIII—Committees**

- Section 1. Both standing and ad hoc committees are authorized by the Bylaws. Ad hoc committees may be established by the Executive Board or Stewards' Council. Committee members shall be appointed by the President with the approval of the Stewards' Council. Committee members shall serve for one year. Ad hoc committee members shall serve until their committee is dissolved by the Executive Board or Stewards' Council or until discharged by the President with the consent of the Executive Board or Stewards' Council.
- Section 2. Standing committees may include but shall not be limited to:
- a. Bargaining Team or Committee
  - b. Grievance Committee
  - c. Nominations and Elections Committee

Section 3. Each committee may establish its own standing rules for the conduct or operation of the committee, as long as the rules comply with these bylaws.

Section 4. Minutes of the proceedings of each committee shall be filed with the Secretary of the UFWW. The Secretary shall provide copies of the minutes of all committees to the committee chairpersons for the ensuing year. All committees shall report to the membership as directed by the President or the Executive Board.

### **Article IX—Membership and Fiscal Year**

The membership and fiscal year shall be September 1 through August 31.

### **Article X—Ratification of Agreements**

Section 1. The President and the chairperson of the bargaining team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completion of the following procedure at a general membership meeting:

- a. a report and recommendation by the bargaining team,
- b. a report and recommendation by the Executive Board and Stewards' Council.
- c. a written digest of the proposed agreement or changes provided to all members in attendance at the ratification meeting,
- d. discussion by the membership, and
- e. a majority affirmative vote by ballot from the members present and voting.

Section 2. Ratification of interim agreements such as memoranda of understanding shall occur at a Stewards' Council meeting.

Section 3. A twenty-four (24) hour written notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.

### **Article XI - Amendments**

Proposals to amend these Bylaws may be made by the Executive Board or by petition of ten (10) percent of the membership. These Bylaws shall be amended by a simple majority ballot vote of the members voting. Notice of this election and the proposed amendment(s) shall have been delivered to each member at least twenty (20) days in advance. Voting, at the discretion of the Executive Board, may be part of an annual or special meeting or through other established election procedures. Amendments shall become effective immediately unless otherwise provided.