**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 UFWW members who vote, and only after due notice. The bylaws can be changed by a majority vote of the UFWW members who vote, 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 Nominations and Elections Committee, and ad hoc Grievance committees when needed.

**Table of Contents**

**Constitution:**

Article I – Name and incorporation. Article II – Purpose.

Article II – Affiliation. Article IV – Membership.

Article V – Dues, fees, and assessments.

Article VI – Officers and At-Large Representatives

Article VII – Stewards’ Council Article VIII – Executive Board Article IX – Policy Authority

Article X – Parliamentary Authority Article XI – Amendments

Article XII – Non‐Discrimination Article XIII ‐ Quorum

**Bylaws:**

Article I – Constitution

Article II – Dues, Fees, and Assessments Article III – Meetings

Article IV – Elections

Article V – Duties of Officers

Article VI – Duties of the Stewards’ Council Article VII – Duties of the Executive Board Article VIII – Committees

Article IX – Membership and Fiscal Year Article X – Ratification of Agreements Article XI – Amendments

**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:

1. nominating candidates,
2. petitioning UFWW,
3. participation in membership meetings,
4. voting in elections or on referenda of the UFWW,
5. voting on contract ratification,
6. holding office, and
7. attending Stewards’ Council meetings.

Section 5 Membership in UFWW shall be personal, shall not survive the death of any individual member, and may not be transferred at any time.

# Article V—Dues and Assessments

Section 1. UFWW members shall pay dues 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 and At-Large Representatives

Section 1. The officers of the UFWW shall consist of a President, Vice‐President, Director of Communications, Treasurer, and Chief Steward.

Section 2. Nominations of officers and at-large representatives shall be closed at the annual spring 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 and at-large representatives shall be two (2) years, beginning June 1. Terms of officers shall be limited to three (3) consecutive terms. Exceptions may be made by majority vote of the Executive Board.

Section 4. In the event of vacancy in the office of President, the Vice‐President shall become President for the balance of the term.

Section 5. The duties of officers and at-large representatives shall be as provided in the Bylaws.

Section 6. An elected officer or at-large representative may be removed from office for cause by a recall election which may be initiated by the general membership.

1. A written petition for removal must be signed by at least 10% of the membership and be received by an Executive Board member.
2. The Executive Board will notify any officer or representative who has been recommended for recall.
3. 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, made available to the entire membership.
4. The results of the recall election will be valid if at least 50% of the membership submits a vote.

# Article VII—Stewards’ Council

Section 1. The Stewards’ Council shall consist of the Executive Board and Departmental

Stewards.

Section 2. The term of office for Stewards’ Council members shall be two (2) years, beginning on June 1. Terms may be repeated with re-election.

Section 3. Members may self-nominate for the position of Steward. 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 4. The specific duties of the Stewards’ Council shall be provided in the Bylaws.

Section 5. Each member of the Stewards’ Council shall attend regular meetings of the Stewards’ Council. If a steward is unable to attend a meeting, the steward may provide a substitute from the membership for that meeting after notifying the Chief Steward. After two absences of a steward, the President may declare the seat unfilled and call for an election to fill out the term.

Section 6. A Steward may be removed from office by a recall election. A recall election shall be held after the Chief Steward receives 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 7. 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 a minimum of two (2) at‐large representatives.

Section 2. The Executive Board shall be the body through which the general administrative, legislative, 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. 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 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 edition of Roberts Rules of Order 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 ballot. 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—Non­discrimination

The UFWW shall not discriminate on the basis of Race, Color, Creed, Religion, National Origin, Sex, (including pregnancy and parenting status), Age, Disability, Marital Status, Sexual Orientation, Gender Identity and Expression, Genetic Information and Veteran Status.

**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 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 one meeting of the membership each year, and its agenda shall include the nomination of officers and at-large 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 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 spring 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 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 spring annual meeting. Each nominee must be a member in good standing and give consent to appear on the ballot. Following the annual meeting, nominations shall be closed.

Section 3. The Executive Board shall approve the process of elections and ensure that it is convenient for the greatest possible 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) in spring.

Section 5. Elected officers and at‐large representatives to the Executive Board shall be determined by the highest number of 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:

1. preside at all official meetings and shall perform such duties as are customarily associated with the office,
2. 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,
3. charge committees with their duties,
4. act as an official representative of UFWW~~.~~

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

Section 3. The Director of Communications shall:

1. handle all correspondence for all UFWW members and nonmembers, including but not limited to meetings, elections, bargaining updates, and amendments to the Constitution and Bylaws,
2. maintain the UFWW website,
3. prepare, edit, and distribute the annual newsletter to UFWW members.

Section 4. The Treasurer shall:

1. oversee the collection, transmittal, and disbursement of dues;
2. deposit all monies in a bank in the name of the UFWW;
3. notify the UFWW of the name of the bank in which dues are deposited;
4. hold all funds and disburse them accordingly upon the submission of vouchers approved by the President;
5. sign all checks along with either the President or Vice‐President;
6. prepare an annual financial report which shall be distributed once each year to Executive Board members;
7. report at each membership meeting;
8. prepare the books for an audit; and
9. file the appropriate federal and state forms.

Section 5. The Chief Steward shall:

1. coordinate the activities of the Stewards
2. assist the President and officers
3. coordinate and assist membership activities
4. maintain the membership records.

# Article VI—Duties and Composition of the Stewards’ Council

Section 1. The duties of the Stewards’ Council may include the following:

1. uphold UFWW policies and objectives,
2. hear continuing reports on bargaining,
3. make a recommendation to the general membership prior to the ratification vote for acceptance of new CBAs,
4. adopt rules and agenda for its meetings, and
5. 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:

1. maintain two‐way UFWW communication with their constituencies,
2. organize and oversee the subsequent elections of Stewards’ Council members and the enrollment of new union members,
3. meet with candidates during WWU faculty searches to explain benefits of union membership.

Section 3. Each constituency may elect one steward to the Stewards’ Council. If a department consists of more than thirty faculty FTE, they may elect a second Steward.

# Article VII—Duties of the Executive Board

Section 1. 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 reviewed annually.

Section 3. The Executive Board shall implement motions and resolutions approved by the membership 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, 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. Standing committee members shall be appointed by the President with the approval of the Executive Board. Standing committee members shall serve for one year. Ad hoc committee members shall serve until their committee is dissolved by the Executive Board or until discharged by the President with the consent of the Executive Board.

Section 2. Standing committees may include but shall not be limited to:

1. Bargaining Team or Committee
2. Grievance Committee
3. 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. 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:

1. a report and recommendation by the bargaining team,
2. a report and recommendation by the Executive Board and Stewards’ Council.
3. a written digest of the proposed agreement or changes provided to all members in attendance at the ratification meeting,
4. discussion by the membership, and
5. a majority affirmative vote by ballot from the members present and voting.

Section 2. A twenty‐four (24) hour advanced notice of the ratification voting period for the CBA is required. The notice shall specify the voting period and method of voting.

Section 3. Ratification of interim agreements such as memoranda of understanding shall occur at Executive Board meetings.

# Article XI ­ Endorsements

# Endorsement of a ballot initiative and/or referendum directly related to WWU faculty salary, benefits, and/or working conditions, brought forward by UFWW members, shall be considered by the UFWW Executive Committee for a vote of UFWW membership.  The UFWW Executive Committee shall follow the results of the membership vote.

# UFWW does not endorse political candidates.

# 

# 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 the proposed amendment(s) and voting period shall be 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.