

**CONSTITUTION OF THE UNIVERSITY
OF ALASKA FEDERATION OF
TEACHERS, LOCAL 2404**

**as amended and approved
April, 2012**

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CONSTITUTION OF THE UNIVERSITY OF ALASKA FEDERATION OF TEACHERS, LOCAL 2404

ARTICLE I

NAME

This organization shall be known as the University of Alaska Federation of Teachers, (UAFT) Local No. 2404.

ARTICLE II

OBJECTIVES

The purpose of this organization shall be:

- Section 1. To secure full union rights, including the rights to exclusive recognition and collective bargaining, for all employees of the University of Alaska who are eligible for membership.
- Section 2. To advance the economic, social, and political well-being of the membership.
- Section 3. To obtain and promote the improvement of terms and conditions of employment.
- Section 4. To encourage mutual understanding and cooperation among the membership and other workers of the University of Alaska.
- Section 5. To promote such educational programs and conditions in the University of Alaska that will enable students to equip themselves to take their places in the ethnic, religious, economic, social, political, family and working lives of their communities.
- Section 6. To promote the effectiveness and quality of the University of Alaska which will improve the welfare of Alaska communities by providing better educational opportunities for all.
- Section 7. To oppose all forms of bias in education due to race, religion, ethnicity, creed, gender, age, life style, sexual orientation, and social, political or economic status.
- Section 8. To work toward the passage and retention of just laws that will improve the educational climate for students, teachers and other workers in education.

- Section 9. To cooperate with organized labor for the purpose of advancing these constitutional objectives.
- Section 10. To promote democracy, equality, and trade unionism in the society at large.

ARTICLE III

MEMBERSHIP

- Section 1. All of the following employees of the University of Alaska are members of the bargaining unit: faculty, librarians and counselors of a community college established by the University of Alaska Board of Regents; faculty, librarians and counselors whose principal assignment is at an extended site of the University of Alaska; faculty whose principal assignment is vocational-technical instruction; faculty who are employed to teach principally at the lower-division level; and other persons employed as instructional personnel, counselors, or librarians as described above for at least (50) percent of a full-time workload.
- Section 2. Those paying membership dues, consistent with Article IX of this constitution, are members in good standing of the UAFT.
- Section 3. Individuals whose term of appointment is less than one full academic year, but who fulfill the job content criteria specified above, shall be eligible for membership.
- Section 4. Employees of the University of Alaska, other than those specifically mentioned above, who are determined by Local 2404's contract with the University of Alaska to be bargaining unit members, or who are determined to be bargaining unit members by the Alaska State Labor Relations Board and the UAFT Executive Board shall also be eligible for membership.
- Section 5. Members who move to supervisory positions, such as those administrators who are not elected by faculty, are automatically removed from the bargaining unit on the effective date of this change or on the effective date when they cease to be bargaining unit members. Questions regarding exclusion from eligibility for the bargaining unit under this section shall be determined by the Executive Board.
- Section 6. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, disability, gender, gender identity, age, life style, sexual orientation, and social, political or economic status.
- Section 7. Any member who fails to pay membership dues will not be a member of UAFT but will remain a bargaining unit member. The member may be reinstated to the UAFT upon the payment of membership dues for the current year.

- Section 8. A member may be expelled for acts detrimental to the UAFT upon the bringing of written and signed charges by two or more members, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which time the accused member shall have the right to examine and question the charges and be represented by a person of their choice. At the conclusion of the hearing, a two-thirds vote of the Executive Board shall be required for expulsion. A person expelled from the organization may appeal the decision of the Executive Board to the membership by requesting a vote at the next scheduled meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to expel.
- Section 9. A member wishing to withdraw membership (while continuing as a bargaining unit member) shall submit a written letter of resignation of membership to the President. This letter shall be submitted to the Executive Board and will not become effective until one month from the date of submission to the President.
- Section 10. The Executive Board shall establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

ARTICLE IV

ELECTION OF OFFICERS

- Section 1. In March of even years the UAFT shall elect officers. Terms of office shall be two years. The UAFT will elect the following officers:
1. President or Co-Presidents
 2. 1st Vice President
 3. 2nd Vice President
 4. Treasurer (Secretary & Treasurer may be combined.)
 5. Secretary (Treasurer & Secretary may be combined.)
- Section 2. To be eligible for office, a person must be a member in good standing of the UAFT for a period of six months prior to the date of the election.
- Section 3. Nominations for office shall be made at the regular March membership meeting of an election year. Notice shall be provided to each member at least fifteen (15) days prior to the meeting that nominations will be in order. Nominations can be made either in writing before the membership meeting or in person or in writing at the regular membership meeting. The person being nominated must agree to be nominated, or the nomination will not be accepted.

- Section 4. The Elections Committee shall conduct all general and special elections and referenda of the UAFT.
- Section 5. Ballots shall be prepared and mailed or emailed to each member in good standing within ten (10) days following the nomination meeting. The ballots shall be returned to the election committee no later than 20 days from the date originally sent to the members. The candidate receiving a plurality of the votes cast shall be declared elected.
- Section 6. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including ballots, will be kept in a secure location for one year.
- Section 7. Officers shall be installed at the next regular membership and Executive Board meeting after election results are announced, or at a special meeting held for this purpose.
- Section 8. The Executive Board will have the power to fill vacancies in its membership until the next general election of officers.
- Section 9. Any officer may be removed from office for acts detrimental to the UAFT upon presentation by a member or members of written charges and a petition for removal signed by at least thirty percent (30%) of the members in good standing. This petition shall be presented to the Executive Board, who will investigate the charges and determine their validity. If the charges are found to be valid, the Executive Board shall, within one week of the determination, place this petition before the membership by mailed ballot. A vote of approval by two-thirds (2/3) of those voting shall be sufficient for removal from office. If an officer is removed from office, the Executive Board will replace that officer to serve until the next general election of officers.
- Section 10. In the event UAFT will be sending delegates to the AFT National Convention, such delegates will be elected during officer elections.

ARTICLE V

DUTIES OF OFFICERS

- Section 1. The President (Co-Presidents) shall:
- a. be the presiding officer at all meetings of the membership and the Executive Board;
 - b. shall be an ex-officio member of all standing committees except the Elections Committee;

- c. shall appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- d. shall appoint, with the approval of the Executive Board, the members of the Negotiating team.
- e. Shall hire, with the approval of the Executive Board, any employees of the UAFT;
- f. shall be the principal executive officer of the UAFT;
- g. shall receive, report and respond to written, email, website and telephone correspondence of the UAFT;
- h. shall supervise all employees of the organization;
- i. shall be one of the responsible financial officers of the UAFT and shall be authorized to co-sign financial instruments and designate signature authority, including to an employee of the organization or another member, and make regular and usual disbursements of funds;
- j. shall represent the UAFT before bodies of the employer such as labor management, faculty senate, Board of Regents and meetings on each campus regarding management and/or special issues;
- k. shall represent the UAFT before bodies of legislative officials;
- l. shall represent the UAFT before the public, community organizations, and the news media;
- m. shall be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- n. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies, such as APEA/AFT;
- o. shall make an annual report to the UAFT's membership;
- p. shall be able to delegate the responsibilities of the office except where otherwise specified by the Constitution; and
- q. shall be a member of the Leadership Committee

Section 2. The 1st Vice President shall:

- a. assume the duties of the President in the event of the absence, illness, or death of the President;
- b. shall oversee the work of and receive regular reports from the Negotiations Committee;
- c. shall be a member of the Leadership Committee;
- d. shall perform other duties as delegated by the President or assigned by the Executive Board; and
- e. may co-sign financial instruments in the absence of the President or Treasurer.

Section 3. The 2nd Vice President shall:

- a. assume the duties of the 1st Vice President in the event of the absence, illness, or death of the 1st Vice President;
- b. shall perform other duties as delegated by the President or assigned by the Executive Board; and

- c. may co-sign financial instruments in the absence of the President, 1st Vice President or Treasurer.

Section 4. The Secretary shall:

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

Section 5. The Treasurer shall:

- a. guarantee all dues monies and other income in the name of the UAFT are received, recorded and deposited;
- b. assure maintenance of accurate membership records;
- c. issue or cause to be issued membership cards and notices of delinquency;
- d. be one of the responsible financial officers of the UAFT and be authorized to co-sign financial instruments, assure and oversee regular and usual disbursements of funds and designate signature authority to an employee of the organization;
- e. assure maintenance of all financial records of the UAFT;
- f. assure scheduling of an annual independent audit of the finances of the UAFT and make the results available to the Executive Board and membership;
- g. make sure that per-capita payments are transmitted on a regular basis to the Secretary-Treasurer of the American Federation of Teachers, the Chief Financial Officer of APEA-AFT and similar officers of all other bodies with which the UAFT is affiliated as well as overseeing other regular and usual disbursements of funds;
- h. chair and oversee the work of and receive reports from the Finance Committee;
- i. shall be a member of the Leadership Committee;
- j. perform or oversee other duties as delegated by the President or assigned by the Executive Board;
- k. perform or oversee duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and
- l. where appropriate the UAFT may merge the offices and duties of the Secretary and Treasurer.

Section 6. All officers elected by the general membership of the UAFT shall serve as members of the leadership committee and the Executive Board.

ARTICLE VI

EXECUTIVE BOARD

- Section 1. The Executive Board of the UAFT shall consist of the following:
- a. all elected officers;
 - b. chairpersons of standing committees;
 - c. campus representatives from each Community College, University campus, or extended site that has UAFT bargaining unit members;
 - d. up to ten (10) building representatives from the UAA campus; and
 - e. all must be members in good standing.
- Section 2. The Executive Board shall meet monthly during the academic year, 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 policy of the UAFT for the good of the membership and to conduct other business of the UAFT that is within its authority.
- Section 3. **A quorum** for the Executive Board shall be one-half of its members, with at least two elected officers present, one of which must be the president, 1st vice-president or 2nd vice-president.
- Section 4. The President of the UAFT shall be the chairperson of the executive Board.
- Section 5. The Executive Board shall employ all professional, technical, clerical and support staff of the UAFT.
- Section 6. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.
- Section 7. 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 the applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

- Section 8. The Executive Board shall approve the chairperson and membership of all standing and special committees of the UAFT, except the Elections Committee and Leadership Committee, and receive regular reports from such committees.
- Section 9. The Executive Board shall be responsible to hear appeals of decisions made by the Grievance Committee regarding which disputes to be taken to grievance and/or arbitration.
- Section 10. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the UAFT.
- Section 11. The Executive Board shall issue regular reports, including an annual report, to the membership.

ARTICLE VII

COMMITTEES

- Section 1. The following standing committees may be active in the UAFT:
1. Membership & Benefits
 2. Publicity & Public Relations
 3. Negotiations & Contract Development
 4. Grievance
 5. Newsletter/Publication
 6. Labor/Management, Availability of Parties
 7. Legislative & Political Education
 8. Leadership
 9. Higher Education
 10. UAA Campus Building Representative
 11. Salary Issues/Labor Management
 12. Organizing and Professional Development
 13. Computer Support
 14. State Federation
 15. Statewide Central Labor Council/AFL-CIO
 16. Health Benefits/Labor Management
- Section 2. The following special committees may be appointed:
- (1) Finance
 - (2) Audit
 - (3) Election
 - (4) Special Projects
- Section 3. The Executive Board, either on its own initiative, or at the direction of the President, may establish special committees.

- Section 4. Chairpersons of each of the standing committees and of all special committees shall be appointed by the President with the consent of a majority of the other elected officers. A committee chairperson of each of the standing committees and of all special committees may be removed by the President with the consent of a majority of the other elected officers.
- Section 5. Members of each committee, with the exception of the UAA Campus Building Representative Committee, shall be appointed by the chairperson of each committee with the consent of the President. All members of the UAA Campus Building Representative Committee shall be appointed by the President, with recommendations from the UAA Campus Representative and with consent of a majority of the Anchorage Executive Board members.
- Section 6. The Membership & Benefits Committee shall develop a growth plan for membership; develop and keep current an effective contact system with membership; identify programs available to the membership for insurance, travel, and welfare, which are of advantage to the membership.
- Section 7. The Publicity & Public Relations Committee shall present the views of the UAFT on both regular and special basis to the print and electronic media, other labor and community organizations, management, students and the general public.
- Section 8. The Negotiations & Contract Development Committee shall conduct research, surveys, hearings, and other activities that gather information and assist the UAFT in its collective bargaining process.
- a. The negotiating team shall:
 1. Serve at the pleasure and direction of the Union Leadership and the Executive Board;
 2. Work closely with existing committee structure;
 3. Represent UAFT in any contract negotiations;
 4. Recommend to the Executive Board action on any contract proposed.
 - b. Whenever possible, at least one member of the negotiating shall be from and extended site.
- Section 9. 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; shall be responsible for the processing of grievances and disputes beyond the immediate work location; and shall make decisions regarding disputes to be taken to grievance and arbitration. The grievant may appeal these last decisions to the Executive Board.
- Section 10. The Newsletter/Publication Committee shall design, produce and distribute a regular printed communication to the membership; a regular bulletin for the membership, officers and executive board members; and other printed material for the UAFT as necessary.

- Section 11. The Labor/Management Committee or Availability of Parties Committee shall recommend changes in the collective bargaining agreement where appropriate to the Negotiations and Contract Development Committee and shall coordinate with the Grievance Committee on obvious inequities.
- Section 12. The Legislative and Political Education Committee shall be responsible for monitoring legislative actions that may affect the membership; develop appropriate responses to such action in cooperation with the UAFT lobbyist and other affiliated organizations; educate members on the legislative issues of importance to the UAFT, its membership and affiliates and encourage the membership to become politically active and to support issues and candidates who support the interests of the UAFT, its membership, and the University and students they serve.
- Section 13. The Leadership Committee shall be responsible for the day-to-day management and decision-making of the UAFT office. The committee shall meet regularly and work cooperatively to resolve issues that affect the UAFT and its membership. Also, this committee shall identify the organizational, education and training needs of the organization's officers, committee members, staff and membership and develop or locate resources needed to meet those needs.
- Section 14. The Higher Education Committee shall represent the UAFT at legislative and other hearings with regard to Higher Education policy in Alaska and express the UAFT's concerns to appropriate state and federal bodies and affiliates.
- Section 15. The UAA Campus Building Representative Committee shall promote UAFT membership by providing: greater two-way communication between the Union and its Anchorage members; greater opportunity to have Union meetings with Anchorage members; assistance to the Anchorage Campus Representative in collecting membership dues and initial problem solving.
- Section 16: The Salary Issues Committee (Labor Management Committee for Market Salary & Statistical Analysis) shall keep the Leadership Committee, Executive Board and members informed on all matters regarding salary and compensation issues.
- Section 17. The Organizing and Professional Development Committee shall develop programs and activities that cause all eligible persons to join and participate in the UAFT; identify the professional and work related educational and training needs of the membership; develop programs and activities that meet those needs; conduct activities that promote the social well-being of the membership and promote community among the UAFT membership, organized labor and in the community at large.

- Section 18. The Computer Support Committee shall advise the Leadership Committee and the Executive Board on the latest technology and advancements in computers, software, web-design, communications, etc. Members shall help maintain equipment and troubleshoot problems.
- Section 19. The State Federation Committee shall serve as the UAFT's delegates to the State Federation by representing UAFT's interests and keeping the membership informed of State Federation actions that affect them. The UAFT President is a delegate by office.
- Section 20. The Statewide Central Labor Council/AFL-CIO Committee shall serve as the UAFT's delegates to the Statewide Central Labor Council/AFL-CIO by representing Local 2404's interests and shall keep the membership informed of the Statewide Central Labor Council/AFL-CIO actions that affect the UAFT. The UAFT President is a delegate by office.
- Section 21. The Health Benefits Committee (Labor Management Committee on Health Benefits) shall keep the Leadership Committee, Executive Board and members informed on all matters regarding issues related to health benefits for the UAFT membership.

ARTICLE VIII

CAMPUS REPRESENTATIVES

- Section 1. Campus representatives are elected by the Faculty Members of the Campus to be represented.
- Section 2. Campus Representative Duties:
1. Attend all regular and special meetings of the UAFT Statewide Executive Board;
 2. Work with the UAFT Grievance Chair to process grievances and resolve disputes at the Campus;
 3. Consult regularly with University Management on the campus regarding matters of interest to the Union and membership;
 4. Maintain an accurate and up-to date roster of members and potential members;
 5. Conduct new employee outreach through a program of sustained, regular contact;
 6. Organize and schedule regular worksite membership meetings in order to both impart and collect information;
 7. Organize conversations to identify issues of concern and to assess levels of support for the union;
 8. Develop issues advocacy campaigns that involve members in the resolution of both union wide issues and issues specific to the campus;

9. Maintain Union visibility efforts such as maintenance of an up-to-date and accessible union bulletin board and use of professional development, social and good welfare activities;
10. Monitor annual voter registration and PAC fundraising campaigns;
11. Assist in campaigns to organize new groups of workers in related fields.

ARTICLE IX

MEETINGS

- Section 1. The legislative power of the UAFT shall be vested in the Membership. Unless otherwise stipulated in the constitution, action items and elections shall require a simple majority of votes cast by the members in good standing.
- Section 2. The time and place of membership meetings shall be determined by the Campus Representative for each campus. There shall be at least one meeting per semester during the regular academic year.
- Section 3. A quorum for membership meetings shall consist of ten (10) percent of the total membership for each campus.
- Section 4. Special meetings may be called by the 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. All such meetings shall be adequately advertised and properly conducted according to the provisions of the Constitution.

ARTICLE X

REVENUES

- Section 1. The membership dues of the UAFT will be ten (\$10) dollars and will be voluntary on the part of the members. Only members who pay membership dues are considered to be members in good standing.
- Section 2. The Union dues (agency fee) of the UAFT will be one thousand two hundred forty dollars (\$1240.00) plus the mandated increases in required affiliation fees, including the per capita amounts for AFT, APEA and AFL-CIO local and state affiliates and insurance premiums. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount.
- Section 3. Agency fee will be paid and collected according to contractual agreement between the University of Alaska and UAFT.

- Section 4. 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.

ARTICLE XI

AFFILIATIONS

- Section 1. The UAFT shall maintain affiliation with and whenever possible send delegates to the following organizations:
- a. The American Federation of Teachers, AFL-CIO. Whenever possible, UAFT will send delegates to the AFT National Convention. All delegates and alternates (other than the President and Treasurer who are ex-officio delegates) shall be elected by procedures consistent with Article IV of this constitution.
 - b. The State Federation/Regional Council-- Delegates shall be appointed by the President with the approval of the Executive Board.
 - c. The Local AFL-CIO Central Labor Councils -- Delegates shall be appointed by the President with the approval of the Executive Board.
 - d. The State/National AFL-CIO Organizations -- Delegates shall be appointed by the President with the approval of the Executive Board.
- Section 2. All delegates shall make reports to the Executive Board on meetings attended.
- Section 3. Every reasonable effort shall be made by the UAFT to pay the legitimate expenses of the delegates to meetings and conventions of affiliated organizations.
- Section 4. The UAFT, to the best of its ability shall be active in the affairs of affiliated organizations.
- Section 5. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

ARTICLE XII

RULES OF ORDER

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

ARTICLE XIII

AMENDMENT

- Section 1. This constitution may be amended as follows:
- a. by submission of proposed amendments to the Executive Board by the chair of the Constitution and Bylaws committee;
 - b. by submission of a proposed amendment to the Executive Board by no fewer than 25% of the total membership in good standing; or,
 - c. by majority vote of the Executive Board.
- Section 2. The proposed amendment, once approved by the Executive Board, shall be made available to all members who have paid their membership dues at least two weeks before a ballot is sent. A simple majority vote of those members voting shall be sufficient to adopt the amendment. Amendments shall be submitted in writing to the Secretary who shall oversee the notification and balloting process.
- Section 3. Once approved, the amended copy of the Constitution shall be posted on the UAFT website.

ARTICLE XIV

AVAILABILITY OF CONSTITUTION

- Section 1. Three (3) 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. The Secretary shall ensure copies are made available upon request to each organization with which this organization is affiliated.
- Section 3. The Secretary shall ensure copies are made available upon request to any member of the UAFT.

Approved by the UAFT Statewide Executive Board on 4/6/12
Approved by the UAFT Membership in good standing 4/25/12