

**United Faculty of Central
UFWS, AFT, WEA, NEA
Bylaws**

ARTICLE I: Membership, Dues, Fees and Assessments

1. All members of the recognized bargaining unit are eligible for membership in UFC.
2. The membership and fiscal year shall be September 1 through August 31.
3. Members shall have the opportunity to withdraw their membership from Sept. 16-Oct.15 each year.
4. UFC members shall pay dues and fees assessed by the United Faculty of Washington State, NEA/AFT, and the UFC.
5. UFC dues are to be determined by the Executive Board consistent with the dues structure established by the United Faculty of Washington State and its affiliated bodies.
6. Any changes in the UFC dues will be proposed and voted on in the same way as a constitutional amendment.

ARTICLE II: Membership Meetings

1. The UFC general membership will meet at least twice each academic year.
2. The Executive Board may call additional meetings, either at their own discretion or at the behest of ten percent (10%) of the membership.
3. All membership meetings will be announced and publicized at least 10 working days in advance of the meeting on the UFC web-site or by other means.
4. Those present will constitute a quorum.
5. Each UFC member attending shall have the right to vote.

ARTICLE III: Nominations and Elections of Officers, Standing Committee Chairs, Department Stewards and Appointment of Delegates to Affiliates

1. The President, with the approval of the Executive Board, shall appoint a Nominations Committee consisting of four members who shall recruit candidates for the UFC officers and other elected representatives. The list of candidates shall be prepared for a nominations meeting with recommendations for the time and place of the election and an

election procedure that guarantees fairness. Elections may be conducted by mail-in or email ballots.

2. Membership in good standing for at least one year immediately preceding the election shall be required for holding office. Each nominee must give his/her consent to appear on the ballot.
3. Nominations from the floor shall be called for and received at a spring quarter meeting. Following this meeting, nominations shall be closed.
4. The slate of officers shall include candidates for all UFC officers (President, Vice President, Communications Officer, and Financial Officer). Chief Stewards are elected by the Stewards Council in a separate election.
5. The Executive Board shall approve the time and place of nominations and elections to ensure that they are convenient for the greatest possible attendance and/or participation by all active members. The election shall be by secret ballot, observing the one person, one vote principle. Members who vote by email shall understand that their vote is not secret and will be known by the Nominations Committee.
6. To win, a candidate must receive 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 candidates receiving the most votes.
7. Each department shall select or elect its Steward(s). Elected candidates must receive a majority of votes cast. Selected Stewards must be approved by UFC president.
8. Delegates to union affiliates will be appointed by the Executive Board.

ARTICLE IV: Duties of Officers

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 members of standing committees with the approval of the Executive Board and serve as an ex officio member of all standing committees or designate someone to do so;
 - c. Charge committees with their duties;
 - d. Represent the UFC at meetings with the employer; and
 - e. Prepare and submit an annual report of UFC activities at an annual meeting.
2. The Vice-President shall:
 - a. Assist the President and act in the absence of the President;

- b. Chair the Stewards' Council and shall be empowered to call meetings of the Council, at least one such meeting shall be held in each of the three academic-year quarters;
 - c. Keep the Executive Board informed of the activities of the Stewards' Assembly.
 - d. Maintain membership records and report to WEA and AFT-Washington.
- 3. The Past-President shall serve as an advisor to the President and the Executive Board.
- 4. The Communications Officer shall:
 - a. Handle all correspondence for UFC;
 - b. Notify the appropriate members as to the time and place of Executive Board and membership meetings within the time limits set forth in the Constitution and Bylaws;
 - c. Keep accurate minutes of all Executive Board and membership meetings, distribute copies of Executive Board minutes to Executive Board members following meetings, distribute minutes of general membership meetings to all membership within thirty (30) days following meetings;
 - d. Maintain the records and files of UFC; and
 - e. Distribute copies of all proposed amendments to the Constitution and Bylaws.
- 5. The Financial Officer shall:
 - a. Oversee the collection, transmittal, and disbursement of dues;
 - b. Deposit all monies in a bank in the name of UFC;
 - c. Notify the UFC of the name of the bank in which dues are deposited;
 - d. Hold all funds and disburse them accordingly upon the submission of vouchers or receipts approved by the UFC President;
 - e. Be a signator on the UFC bank account along with the President or Vice President;
 - f. Prepare an annual financial report which shall be distributed once each year to Executive Board members and to each separate work site;
 - g. Report as necessary at membership meetings;
 - h. Prepare the books for an audit; and
 - i. File the appropriate federal and state forms.
- 6. The Chief Steward shall:
 - a. coordinate the activities of the Stewards;
 - b. assist the President and other officers; and
 - c. coordinate and assist membership activities.

ARTICLE V: Duties of the Executive Board

Are those as described in the Constitution and these Bylaws, the Executive Board shall:

- 1. Conduct and manage the affairs and business of the UFC, including interpretation of this Constitution and Bylaws.
- 2. 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 UFC. It shall fix the time and place and shall make all necessary arrangements for annual and special meetings.

3. Approve the appointment and discharge of all standing and special committee members (with the exception of committees established by the membership or the Stewards Council), approve the creation of all special committees, and shall review the activities of all committees.

4. Hear and decide the appeal of a faculty member who wants to contest the Grievance Committee's decision on his/her grievance.

ARTICLE VI: Ad Hoc and Standing Committees and the Bargaining Team

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.

2. Committee members shall be appointed and removed by the President with the approval of the Stewards' Council and committee members shall serve for at least one year.

3. 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.

4. Standing committees may include but shall not be limited to: the Bargaining Team or Committee, the Campaign Action Committee, the Grievance Committee, Membership and Organizing Committee, and the Communications and Publicity Committee.

5. 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, minutes of the proceedings of each committee shall be filed with the Communications Officer of the UFC, and the Communications Officer shall provide copies of the minutes of each committees to that committee's chairperson for the ensuing year.

6. All committees shall report to the membership as directed by the President or the Executive Board. The Chair of each standing committee shall be elected by the members of that committee, approved by the President, and shall serve at least one (1) year. The President may remove the Chair of a standing committee with Executive Board approval.

ARTICLE VII: Composition and Duties of Standing Committees:

1. The Bargaining Team. The President, with concurrence of the Executive Board, shall appoint a Bargaining Team. The UFC Executive Board will determine whether to use UFWS staff or one of the available AFT Washington or Washington Education Association (NEA/WEA) staff as the chief negotiator.

Any agreement by the Bargaining Team is tentative, subject to ratification. Once a full tentative agreement is reached, it will be shared with CWU faculty, and a vote of the UFC membership to ratify or reject the agreement will be taken. The Bargaining Team shall:

- a. Receive appropriate training in negotiations;
 - b. Develop proposals and begin the negotiations process with the designated representative of Central Washington University Board of Trustees;
 - c. Report regularly during the bargaining process to the Bargaining Issues Committee and, through it, to the membership and the rest of the faculty in the bargaining unit; (A normal practice is to provide brief updates after every bargaining session.)
 - d. Consult with the Campaign Action Committee, as needs arise.
2. The Campaign Action Committee (CAC) functions to plan actions and activities for the purpose of engaging, involving and mobilizing UFC members and other CWU faculty.
 - a. The CAC will work in conjunction with the bargaining team to develop means to determine UFC members' issues and priorities for collective bargaining;
 - b. During the bargaining process, the CAC may plan and implement actions that support UFC negotiating positions and the UFC Bargaining Team's efforts to win the best contract possible for CWU faculty;
 - c. At other times, the CAC may plan and implement actions and activities that raise UFC's profile among the faculty and/or draw attention to issues of importance to CWU faculty and the University community.
 3. The Grievance Committee shall work with Stewards and UFC staff to monitor contract compliance and work place issues, and process grievances and complaints.
 4. The Communications and Publicity Committee shall communicate with UFC members and other faculty, the media, the campus community and others as needed, and maintain the UFC web site and publish a UFC newsletter and other publications as needed.
 5. The Membership and Organization Committee shall recruit members, maintain updated files of members, plan membership meetings, and other membership events.

ARTICLE VIII: Duties of the Stewards' Council

The duties of the Stewards' Council and Stewards shall be to:

1. Develop and maintain the organization's communication network. This shall include, but not necessarily be limited to a "telephone tree", e-mail distribution lists, and a system for

quickly distributing newsletters and other written materials to the membership and to perform other tasks for the organization.

2. Provide a forum for Stewards to communicate with one another, learn from one another, and support one another.
3. Schedule Steward Training programs and communicate the times, dates, and subjects of these programs to all UFC members
4. Maintain two-way personal contact with the individual members they represent in grievances and other matters.
5. Build the union by securing new members and encouraging existing members to attend union functions and join in the life of the union.

ARTICLE IX: Membership Duties

The duties of the general membership are as follows:

1. Establish UFC policies and objectives.
2. Adopt the rules and agendas for its meetings.
3. Adopt the annual budget.
4. Approve or ratify the establishment of any ongoing paid positions.
5. Establish guidelines and hear continuing reports on bargaining agreements.
6. Enact such other measures as may be necessary to achieve the goals and objectives of UFC which do not conflict with the UFC Constitution and Bylaws.
7. Vote in union elections, contract ratifications, and other union initiatives.

ARTICLE X: Contract Ratification

The President shall call *at least* one ratification meeting. At this meeting the bargaining team (members thereof) will report on negotiations and *may* recommend to the membership that they vote yes or no on the proposed agreement. At the meeting(s), the union shall provide copies of the complete proposed agreement and a summary of said proposed agreement. The proposed agreement and summary shall also be posted on the UFC web-site. After the presentation by the bargaining team, those attending the meeting shall have the opportunity to ask questions of the bargaining team and/or the president regarding the content of the proposed agreement.

1. UFC members in attendance at the meeting may vote at any time after the meeting is called to order.
2. The membership shall be given *at least* seven calendar days notice of each ratification meeting scheduled by the President.
3. In addition to ratification meetings, the President and the Bargaining Team, at their discretion, may schedule times and locations where members who did not attend the meeting(s) may vote.

4. The vote shall be by secret ballot of the active membership and a simple majority of the total ballots cast will determine whether the proposed agreement is accepted or rejected.

ARTICLE XI: Quorum

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

ARTICLE XII: Amendments

1. Changes to these By-laws may be proposed, in writing, by any member of the Executive Board or by any regular UFC member during any regular UFC meeting.
2. A proposal must be endorsed by a majority of those present and voting at that meeting.
3. If less than 50% of the membership attends the meeting at which the proposal is endorsed, then the proposal will be distributed in writing, or via e-mail, to all UFC members twenty (20) days prior to the meeting during which the vote will occur.
4. The By-laws may then be amended by a majority vote of those present and voting at the next regular meeting.
5. Amendments shall become effective immediately unless otherwise provided.