

**ASSOCIATION OF PENNSYLVANIA STATE COLLEGE AND UNIVERSITY FACULTIES**

**(APSCUF) LOCK HAVEN CHAPTER**

**CONSTITUTION**

Adopted - November 13, 1972	Amended - March 2, 1993
Amended - May 7, 1974	Amended - April 1, 1997
Amended - November 10, 1975	Amended - March 3, 1998
Amended - April 4, 1977	Amended - November 3, 1998
Amended - May 2, 1986	Amended - February 1, 2000
Amended - February 2, 1988	Amended - November 5, 2002
Amended - September 13, 1991	Amended - May 3, 2005
	Amended - September 2, 2008

**ARTICLE I - NAME**

The name of this organization shall be the LOCK HAVEN CHAPTER OF THE ASSOCIATION OF PENNSYLVANIA STATE COLLEGE AND UNIVERSITY FACULTIES, hereinafter referred to as "the Chapter".

**ARTICLE II - PURPOSE**

Section A. To promote within the professional personnel of Lock Haven University the highest type of professional practices; to encourage active participation in the solution of problems; to engender a genuine spirit of professional ethics; and to seek constantly for harmonious relations between the Chapter and the University Administration, the Student Body, other campus Bargaining Units, the Council of Trustees and the general public.

Section B. To promote, encourage and assist national, state and local professional educational organizations and to urge cooperation among such organizations and the members thereof.

Section C. To cooperate with community organizations and civic bodies having worthy educational objectives and to aid in interpreting to the public the problems and functions of public higher education.

Section D. To promote faculty and coaches participation in the formulation of educational policies for these institutions.

Section E. To encourage faculty and coaches to exercise their rights and privileges as citizens and to assume appropriate leadership responsibility in civic affairs.

Section F. To promote the professional welfare of the faculty and coaches of Lock Haven University.

Section G. To aid in improving salaries, tenure, sound retirement systems and other conditions of employment that will enable faculty and coaches to function as a vital factor in educational progress.

### **ARTICLE III – MEMBERSHIP AND VOTING PRIVILEGES**

Section A. All APSCUF members in good standing who are employed at Lock Haven University comprise the membership of the Chapter.

Section B. The annual dues and methods of collection shall be determined by the State APSCUF Legislative Assembly.

Section C. All active members of the faculty and coaches' bargaining units are eligible to become candidates for office and vote in meetings of the membership. When an issue before the local membership pertains only to an individual bargaining unit, only the members of that bargaining unit shall vote on that issue.

### **ARTICLE IV - OFFICERS**

Section A. The officers of the Chapter shall be a President, a Vice President, a President-Elect, a Past-President, a Secretary, and a Treasurer.

Section B. Election of President-Elect, Vice President, Secretary, and Treasurer shall be by secret ballot of the membership. Elections shall be conducted by the Nominations and Elections Committee in accordance with the charge/operating procedures approved and amended by the membership at a regularly scheduled meeting.

Section C. Terms of Office

1. President-Elect shall serve a term of one year and take office on May 15<sup>th</sup> of all even-numbered years. After the completion of this term, the President-Elect shall succeed to the Presidency for a two-year term. After completion of this term, the President shall serve a one-year term as Past-President.
2. The Vice President shall serve a term of two years and take office on May 15<sup>th</sup> of even-numbered years.
3. The Secretary shall serve a term of two years and take office on May 15<sup>th</sup> of odd-numbered years.
4. The Treasurer shall serve a term of two years and take office on the first day of the Chapter's fiscal year of odd-numbered years.

Section D. If a vacancy occurs in the office of President, the Vice President shall succeed to that office for the unexpired portion of the term. Vacancies in other offices shall be filled by special election by the membership.

Section E. Duties of Officers:

1. President - The President shall preside at all meetings of the membership and the Executive Council. He/She shall appoint, in consultation with the Executive Council

members, all standing and special Chapter committees not otherwise provided for and shall be an ex-officio member of all Chapter committees, except the Nominations Committee. He/She shall appoint, in consultation with the Executive Council, the faculty and coaches component to all University-Wide standing committees. He/She shall be an ex-officio member of all contractual committees.

2. Vice President - The Vice President shall serve as a member of the Executive Council and shall assume all duties of the President in case of absence or shall succeed to the office of President upon the resignation of the President. Vice President may also serve as an alternate delegate to the APSCUF Legislative Assembly.
3. President-Elect - The President-Elect shall serve as a member of the Executive Council and after one year shall succeed to the Presidency.
4. Past-President – The Past-President shall serve as a member of the Executive Council.
5. Secretary - The Secretary shall keep the minutes of all meetings of the Chapter, the Executive Council, and Meet & Discuss. The Secretary shall receive and hold the minutes of all meetings of the Chapter standing and special committees, University-Wide committees and contractual committees.
6. Treasurer - The Treasurer shall receive and deposit all funds in a bank in the name of the Chapter. Disbursements shall be authorized by the Executive Council. A committee appointed by the President shall audit this account annually.

Section E. No person shall hold more than one of these offices simultaneously.

## **ARTICLE V - EXECUTIVE COUNCIL**

### Section A. Membership

1. All officers shall be members of the Executive Council.
2. Elected faculty delegates to the Legislative Assembly of APSCUF and their alternates shall be members of the Executive Council (see Article X for election procedures).
3. Chairpersons of the Faculty Issues, Grievance, Membership, Legislative, and CAP Committees shall be members of the Executive Council (see Article VII for election procedures).
4. Five (5) members elected at large shall be members of the Executive Council. Three (3) members-at-large shall be elected in April of odd-numbered years and two (2) in April of even-numbered years.

5. One representative from the Clearfield Branch Campus shall be a member of the Executive Council. The representative shall be elected in April of odd-numbered years by faculty teaching 1/2 time workload or greater at that campus.
6. The local Coaches' Committee Chair shall be an Executive Council member (see Coaches' Committee Bylaws for election procedures).
7. The Faculty Athletic Representative shall be a non-voting member of the Executive Council.

Section B. The Executive Council shall carry out the policies and instructions of the membership. The Executive Council shall act for the membership when the Chapter is not in session. The Executive Council shall initiate policy in the absence of, but consonant with, previously established policy. The Executive Council shall act in an advisory capacity to the President.

## **ARTICLE VI - GENERAL MEMBERSHIP MEETINGS**

Section A. A quorum shall be one-half of the members present when a meeting is called to order.

Section B. Regular Meetings:

1. There shall be at least four (4) regular meetings of the membership during the fall semester. There shall be at least four (4) regular meetings of the membership during the spring semester. The first meeting shall be held during the first thirty (30) days of the school calendar year. The Executive Council shall prepare a calendar of regular meetings for the year to be presented to the membership for approval at the first regular meeting.
2. The agenda for all regular meetings shall be organized by the Executive Council. The Executive Council shall invite members to submit items for inclusion on the agenda.
3. Membership shall be notified at least one (1) week in advance of the date, time and place of the regular meetings. This notification shall be in writing and shall include the Agenda for the meeting. The President's report and all reports from standing committees should be in writing and distributed to the members at the regular meetings.

Section C. Special Meetings:

1. Special meetings may be called by the President or upon the request of 10% of the membership.
2. The membership shall be notified at least three (3) working days in advance of the date, time and place of a special meeting. This notification should ordinarily be in writing and should include the Agenda for the meeting.

## **ARTICLE VII - CHAPTER COMMITTEES**

### **Section A.** Definitions and Responsibilities

1. Standing committees are those specifically mentioned in these Bylaws or the Bylaws of State APSCUF. All other Chapter committees are special committees.
2. Except as otherwise provided by these Bylaws and the Bylaws of State APSCUF, all standing and special Chapter committees are responsible to the Executive Council and to the membership and their authority is derived there from; action taken by such committees are subject to approval or disapproval by the membership or the Executive Council.

### **Section B.** Nominations and Elections Committee:

1. A Nominations and Elections Committee of five (5) members shall be elected by the membership three with terms commencing on May 15th of each odd-numbered year and two with terms commencing on May 15th of each even-numbered year.
2. The Nominations and Elections Committee shall elect its own Chairperson subject to the approval of the Executive Council.
3. The committee shall present to the membership a slate of candidates at least one week prior to an election.

### **Section C.** Grievance Committee:

1. A Grievance Committee shall consist of five (5) members elected by and from members of the faculty bargaining unit and one (1) member elected by and from the coaches' bargaining unit.
2. Three (3) committee members shall be elected in April of odd numbered years and three (2) shall be elected in April of even numbered years. The Coaches' Representative to the committee shall be elected in April of even numbered years.
3. The Grievance Committee shall elect its own Chairperson subject to the approval of the Executive Council.
4. The local Chairperson of the Grievance Committee shall serve as our representative to the Faculty Statewide Grievance Committee.
5. The coaches' member of the Grievance Committee shall serve as our representative to the Coaches' Statewide Grievance Committee.
6. The Grievance Committee shall implement the grievance procedure described in the current faculty and coaches' Collective Bargaining Agreements.

7. The Grievance Committee shall be governed by the policies of the faculty and coaches' Statewide Grievance Committees.

Section D. Faculty Issues Committee:

1. A Faculty Issues Committee Chairperson shall be elected by and from the members of the faculty bargaining unit in April of even-numbered years.
2. As the need arises, additional committee members shall be appointed by the President and ratified by the membership at the next regular meeting following appointment.
3. Functions of the Faculty Issues Committee shall be:
  - (1) To prepare proposals and submit them to the State-Wide Negotiating Committee.
  - (2) To prepare proposals to be negotiated for its group and to submit them to its negotiating team.
  - (3) To submit agenda items for Meet and Discuss sessions and to assist the Meet and Discuss Team by serving as a source of information on matters of Faculty concern.

Section E. Legislative Committee:

1. The Executive Council shall appoint representatives to the Legislative Committee.
2. The Legislative Committee shall elect its own Chairperson.
3. The local Chairperson of the Legislative Committee shall serve as our representative to the Statewide Legislative Committee.
4. The function of the Legislative Committee shall be to generate and promote the passage of desirable legislation within the guidelines and general policy established by the Legislative Assembly.

Section F. Gender Issues and Social Justice Committee:

1. The Executive Council shall appoint representatives to the Gender Issues and Social Justice Committee.
2. The Gender Issues and Social Justice Committee shall elect its own Chairperson.
3. The local Chairperson of the Gender Issues and Social Justice Committee shall serve as our representative to the Statewide Gender Issues and Social Justice Committee.
4. The function of the Gender Issues and Social Justice Committee shall be to receive and gather information regarding working conditions and other related issues to gender; to bring such information to the attention of the local Executive Council; and to advise and make recommendations concerning gender related issues to the local Executive Council.

Section G. CAP Steering Committee:

1. A Committee for Action through Politics (CAP) Chairperson shall be elected by and from CAP members of the local bargaining unit for a term of three (3) years.
2. A minimum of two additional CAP members shall be appointed by the President.
3. The CAP Chairperson shall serve as our representative to the Statewide CAP Committee.
4. The CAP functions shall include assisting in fundraising and local candidate endorsement recommendations.

Section H. In case of a vacancy in any elected standing committee, an election shall be conducted at the next regular membership meeting.

Section I. The Executive Council and/or President shall establish such other committees to facilitate chapter business. Members on such other committees shall be appointed by the President in consultation with the Executive Council and ratified by the membership at its next regular meeting following appointment. The duration of special committees and length of membership of committee members shall not exceed two (2) years without review of the membership.

**ARTICLE VIII - CONTRACTUAL COMMITTEES**

The Contractual Committees include the Curriculum, Promotion, Tenure and Sabbatical Leave Committees. Membership on contractual committees shall be as determined in the Collective Bargaining Agreements. The Nominations Committee shall prepare a slate of candidates to the contractual committees when required.

**ARTICLE IX - SPECIAL OFFICERS**

Section A. The President may name Special Officers as required for specific purposes or functions. Such officers shall serve at the pleasure of the President, subject to ratification by the membership at its first regular meeting following appointment.

Section B. Special Officers shall include, but not restricted to, the following functions: Membership, Special Services, Health and Welfare, Public Relations, Student Liaison and Parliamentarian.

Section C. The duties of Special Officers shall be specified by the President, in written charge to the Officer and shall be entered into the minutes of the Executive Council.

**ARTICLE X - DELEGATES**

Section A. Delegates to the Legislative Assembly shall represent the membership in the Legislative Assembly meetings of State APSCUF.

Section B. Number of delegates

1. There shall be one regular and one alternate faculty delegate to the Legislative Assembly for each 50 members of the faculty bargaining unit, or major portion thereof, in the local chapter.
2. There shall be one regular and one alternate coaches' delegate to the Legislative Assembly.

Section C. The President shall serve as one of the delegates to the Legislative Assembly. The President-Elect or Past President shall serve as an alternate delegate to the Legislative Assembly. The Vice President shall also serve as an alternate delegate to the Legislative Assembly.

Section D. Election and Term of Delegates

1. The faculty delegates shall be elected by and from the members of the faculty bargaining unit in April and shall serve two (2) year terms beginning September 1 of the year of election. Alternate faculty delegates shall be elected at the same time and in the same manner as regular delegates, except that the President-Elect or Past President shall automatically be designated as an alternate.
2. The coaches' delegate and alternate shall be elected by and from the members of the coaches bargaining unit in April as described in the local Coaches' Committee Bylaws.
3. Regular or alternate delegate vacancies shall be filled by special election in the local association for the duration of the unexpired term only.

**ARTICLE XI – FACULTY MEET AND DISCUSS TEAM**

Section A. The Faculty Meet and Discuss Team of the Chapter shall consist of the President of the Chapter, the Vice President, the Secretary, the President-Elect or Past President, and the Chairperson of the Grievance Committee. The President shall name two (2) additional members each session to fill the Chapter's Meet and Discuss compliment.

Section B. The Faculty Meet and Discuss Team shall represent the Chapter at Meet and Discuss meetings with the local administration.

Section C. Minutes of Faculty Meet and Discuss shall be posted for the membership after each meeting.

**ARTICLE XII – COACHES**

Section A. The coaches at LHU have organized themselves into a Coaches' Committee for purposes of addressing areas of common concern and interest of the coaches to appropriate university officials and/or organizations.

Section B. The description of officers, delegates, committees, and procedures shall be defined in the local APSCUF Coaches' Committee Bylaws approved by the local APSCUF Executive Council.

### **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall be the authority on all questions of procedures not specifically stated in the bylaws.

### **ARTICLE XIV - AMENDMENTS**

Section A. Amendments to this Constitution may be introduced at any regular meeting of the membership, to be acted upon at the next regular meeting.

Section B. A two-thirds (2/3) majority vote of the membership, present and voting, shall be required to adopt the proposed amendment.

### **ARTICLE XV - RATIFICATION**

A two-thirds (2/3) majority of the membership, present and voting, shall be required to adopt this Constitution.