

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

**TOWSON UNIVERSITY CHAPTER
OF THE AMERICAN ASSOCIATION OF UNIVERSITY
PROFESSORS/FACULTY ASSOCIATION**

(Appendix A of the Faculty Handbook)

CONSTITUTION:

ARTICLE I. NAME AND PURPOSE	2
ARTICLE II. MEMBERSHIP AND DUES	2
ARTICLE III. OFFICERS OF THE CHAPTER.....	2
ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE.....	3
ARTICLE V. MEETINGS AND QUORUM.....	3
ARTICLE VI. THE STEERING COMMITTEE	4
ARTICLE VII. COMMITTEES.....	5
ARTICLE VIII. DEPARTMENTAL REPRESENTATIVES	5
ARTICLE IX. AMENDMENTS	5

BYLAWS:

I. ELECTIONS.....	6
II. ELECTED STANDING COMMITTEES	6
III. APPOINTED STANDING COMMITTEES	7
IV. FORMATION OF COMMITTEES.....	8
V. AD HOC COMMITTEES	9
VI. AMENDMENTS	9
VII. REMOVAL OF ELECTED OFFICERS.....	9

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

ARTICLE I. NAME AND PURPOSE

- A. Name. The name of this organization shall be the Towson University Chapter of the American Association of University Professors/Faculty Association.
- B. Purpose. The purposes of this organization shall be to
 - 1. represent the professional interests of the Faculty of the University,
 - 2. advance the standards, ideals, and welfare of higher education,
 - 3. serve, when properly elected, as the collective bargaining agent and exclusive representative of the faculty,
 - 4. improve the terms and conditions of employment for the faculty.

ARTICLE II. MEMBERSHIP AND DUES

There shall be two categories of membership contingent solely upon the payment of appropriate national and local dues. These are:

- A. Active Membership. An Active Member is any faculty member employed by the University with primary responsibility for classroom teaching who has applied for membership and who has paid or is paying local dues. Librarians, elected department chairpersons, visiting lecturers, and part-time instructors are included in this definition. Full-time members of the University Administration and classified employees of the University are excluded. Only active members may vote in the elections of the Chapter, hold elective office in the Chapter, or in other ways be concerned with the Chapter as a collective bargaining agency.
- B. Non-Bargaining Membership. A non-Bargaining Member is a faculty member as defined in II, A. who has not applied for AAUP membership or who declines to pay local dues. Non-Bargaining Members are entitled to participate in Chapter activities, including service on Committees, but may not vote in Chapter elections, hold elective office in the Chapter, serve on the Steering Committee, nor otherwise participate in the collective bargaining activities of the Chapter.
- C. Dues. A combination of national and local dues shall be annually proposed by the Executive Committee and shall be approved by a majority of the voting Active Members, either at a meeting of the Chapter or by mail ballot.

ARTICLE III. OFFICERS OF THE CHAPTER

- A. The Chapter shall have a President, Vice-President, Secretary, and Treasurer elected for two-year terms.
- B. The President and Vice-President shall have the duties normally associated with these offices. The President shall call and preside over Chapter meetings, Executive Committee meetings, and shall serve as a member of the Steering Committee. He/she shall serve as an ex-officio, non-voting member of Chapter

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

committees. He/she shall appoint and nominate membership to Committees. The Vice-President shall serve as a member of the Steering Committee and shall keep the Executive Committee informed as to the activity of Chapter Committees.

- C. The Secretary and Treasurer shall have the duties normally associated with these offices. The Secretary shall keep the minutes of meetings, maintain the official records of the Chapter, conduct the Chapter correspondence, and keep membership records. The Treasurer shall be responsible for safeguarding and disbursing the Chapter monies and shall present an annual financial report. The Treasurer shall present a copy of the Chapter bank statement to the Executive Committee on a monthly basis. If the administrative duties of the Secretary or Treasurer are performed by a paid employee(s) of the Chapter, the Secretary or Treasurer shall ensure that such duties are performed properly.

ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE

- A. The current Chapter officers shall compose the Executive Committee. The Executive Committee may invite non-voting, consulting members to aid in its deliberations.
- B. The Executive Committee shall act for the Chapter in carrying out the purposes of the Chapter, shall present annually, subject to ratification by the Active Membership, the schedule of dues and regulations governing their payment, shall establish committees of the Chapter, shall determine the Agenda items, and shall convene special meetings of the Chapter. Committee appointments and nominations made by the President shall be ratified by the Executive Committee.
- C. The Executive Committee shall advise the membership on matters of faculty rights and responsibilities. It shall present to the membership nominees for election to the Steering Committee. Any action taken by the Executive Committee may be overruled by a majority vote of those voting at a meeting of the membership.

ARTICLE V. MEETINGS AND QUORUM

- A. Chapter meetings shall be scheduled so that the membership may vote on important issues. At least one meeting shall be held in each of the fall and spring semesters.
- B. The Executive Committee must call a meeting upon being petitioned by 10% of the Active Members to do so.
- C. Regular and petitioned meetings shall be called at least one week prior to the meeting date; meetings for changing the Constitution or By-Laws require two weeks notice. If the above advanced notices are given, no quorum of the membership need exist. If the notices are not given, 50% of the Active Members

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

must be present in order for action to be taken. Meetings shall be called at a time and place reasonably convenient to the faculty.

- D. Except where supplanted in the Constitution or By-Laws, the conduct of meetings shall be governed by Robert's Rules of Order, Revised.

ARTICLE VI. THE STEERING COMMITTEE

A. The Steering Committee shall be responsible for conducting the collective bargaining activities of the Chapter. It shall have the power to make policy decisions in achieving the bargaining goals of the Chapter. It shall act as authorized and directed by the membership and shall secure legal advice where appropriate. The Steering Committee shall have the authority to appoint special service committees for research, analysis, or other purposes related to collective bargaining. The Steering Committee may authorize disbursements of Chapter funds subject to the ratification of the Executive Committee. Actions of the Steering Committee shall be submitted to the Executive Committee for review. Any Steering Committee action may be brought to the membership by the Executive Committee for ratification.

B. The membership of the Steering Committee shall be as follows:

1. The four elected officers of the Chapter.
2. The chairperson for each standing committee.
3. One Active Member from each of the academic divisions of the University.

These members shall be elected in the Spring semester for one-year terms by a vote of the active members of the Chapter. Vacancies occurring between elections shall be filled by appointment by the Executive Committee.

C. The Steering Committee shall solicit the views of the Active Members and shall keep the faculty apprised of collective bargaining developments. A majority vote of the Active Members present at a meeting called for the purpose shall be necessary to ratify contract or other terms agreed to after negotiations. The Steering Committee is authorized to establish a Negotiating Team for the purpose of bargaining with the University and/or State of Maryland. The composition and size of the Negotiating Team shall be at the discretion of the Steering Committee. The Negotiating Team shall disband upon ratification of terms agreed to as a result of negotiations. The team may be advised and/or accompanied by legal counsel. The Chapter President may participate in planning and negotiation whether or not appointed to the Negotiating Team. The Negotiating Team is not authorized to approve the disbursement of funds but may request such approval from the Steering Committee.

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

ARTICLE VII. COMMITTEES

Chapter committees shall be established as described in the By-Laws.

ARTICLE VIII. DEPARTMENTAL REPRESENTATIVES

- A. The Chapter shall establish a structure for departmental representation. Each departmental representative shall be an active member of the Chapter. The departmental representative will be selected in a manner satisfactory to both the department and the Chapter.
- B. Each departmental representative shall be responsible for liaison between the department and the Chapter, for advising the Executive Committee and Steering Committee on problems or questions raised by the department, and for handling AAUP matters in the department.

ARTICLE IX. AMENDMENTS

Amendments to this Constitution may be proposed by any Chapter Member with support of 10% of the membership and must include reasons for adoption. A special meeting for the purpose of approving amendments must be called within one month of their receipt by the Executive Committee. The membership must receive two weeks notice of the meeting and the call of the meeting must include the reasons for adopting the amendments.

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

BY-LAWS

I. ELECTIONS

- A. The annual Chapter election will be held at the April Chapter meeting.
- B. The Executive Committee shall determine the date of the election and shall announce same to the faculty at least six weeks in advance.
- C. The elective vacancies on the Steering Committee shall be filled each year in this election.
- D. The election of Chapter officers shall occur on alternate years.
- E. Candidates for Chapter offices and for positions on the Steering Committee must be active members of AAUP (as defined in the Constitution) as of March 1 of the election year.
- F. There shall be no limitation as to the number of consecutive one-year terms that a person may serve on the Steering Committee.
- G. No person shall serve more than two consecutive two-year terms in the same Chapter office.
- H. The Nominations Committee upon notice of the date of the annual election shall accept nominations for the offices and positions to be filled. Nominations shall be made known to the membership through the AAUP NEWS NOTES and/or other available means not later than three weeks before the date of the election. Additional nominations shall be accepted from the floor during the April meeting.
- I. The precise election procedure shall be determined by the Executive Committee, but the election shall be by secret ballot at the meeting on the date announced.
- J. Election to any office or position shall be by majority of those voting. In the case that no candidate receives a majority there shall be a run-off election between the top two candidates for the vacant office.
- K. The Executive Committee shall certify to the membership the results of each election.

II. ELECTED STANDING COMMITTEES

- A. There shall be one standing committee, Grievance and Mediation, to be elected by the faculty-at-large, which shall report to the AAUP officers and Steering Committee. The election of persons to serve on these committees shall be conducted by the Elections Committee in conjunction with the University-wide elections for other elected standing committees of the University.

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

- B. The Committee shall consist of five tenured faculty members whose full elected terms shall last for three years.
- C. The Committee may inquire into faculty allegations of grievances in all campus matters except those within the jurisdiction of the Promotions and Tenure Committees. If it finds sufficient evidence of a grievance and is unable to resolve the dispute, it may recommend that the Faculty Hearing Committee conduct a full hearing, as provided by Senate regulations.

III. APPOINTED STANDING COMMITTEES

The following are the appointed standing committees of the Chapter and are responsible to the Executive Committee. Other standing committees may be created at a subsequent time. If a need for an additional committee is determined, a proposal shall initiate from or be approved by the Executive Committee and shall be presented to the membership at a regular meeting for approval.

- A. COMMITTEE A: To be composed of 3-6 active Chapter members. This committee is to concern itself with all matters pertaining to academic freedom and tenure at the university.
- B. COMMITTEE C: To be composed of 3-6 active Chapter members. Committee assumes responsibility in matters affecting the quality of teaching, research, and publication.
- C. COMMITTEE W: To be composed of 5-10 faculty members. Committee works to remove injustices of all types suffered by campus women.
- D. MEMBERSHIP COMMITTEE: To be composed of 3-6 active Chapter members. Works to increase Chapter membership.
- E. EXTERNAL RELATIONS/COMMUNICATIONS COMMITTEE: To be composed of 3-6 faculty members. Committee serves as a link to other AAUP affiliates and bodies to other groups and organizations. Committee also has a public relations function and will develop improved means of communication for the Chapter.
- F. SALARY AND FRINGE BENEFITS COMMITTEE: To be composed of 5-10 faculty members. Committee develops statistical material about the economic status of the faculty and is concerned in all areas relating to salary and fringe benefits.
- G. ELECTIONS COMMITTEE: To be composed of 3-6 faculty members. Committee conducts university-wide elections for University Senate and for any other purpose.
- H. NOMINATIONS COMMITTEE: To be composed of 3-6 faculty members. Committee is responsible for determining faculty interest in various university

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

and Chapter committees. Committee proposed to the President of the University names of faculty members as nominees for appointment to the standing committees of the University Senate. Committee also solicits nominations for Chapter elections and will make other nominations as requested.

- I. PART-TIME FACULTY COMMITTEE: To be composed of 6-12 faculty members, both full- and part-time, to provide a forum to address concerns of part-time faculty and to pass these concerns on to the Executive Committee.

IV. FORMATION OF COMMITTEES

- A. The committee year shall be from October 15 to October 14.
- B. Terms of service on all appointed committees shall be for two years and for elected committees terms shall be for three years.
- C. The President of the Chapter shall name the Chairpersons of all appointed committees.
- D. Committees shall hold at least two meetings each semester. Committee meetings are open to all faculty who may speak if the committee permits. Executive sessions are permitted, but each time an executive session is held the committee must file a statement of reasons for the action with the Executive Committee.
- E. A quorum of a committee shall be a majority of its members. No binding action may be taken without a quorum present.
- F. Committee meetings are ordinarily to be conducted informally. However, a committee may adopt formal procedures by majority vote.
- G. Committees may remain active during the summer. The chairperson shall seek the will of the committee when school is not in session and shall act in good faith to execute its will. If the will of the committee cannot be determined, the chairperson shall be empowered to act in behalf of the committee.
- H. Committees may establish sub-committees from among their own membership or from the faculty in general. Descriptions of such sub-committees and the names of their members shall appear promptly in the committee minutes so that the Executive Committee will become aware of their creation.
- I. No faculty member shall serve on more than two standing committees simultaneously.
- J. Typing, duplicating, and stenographic service, if otherwise not available, shall be provided through the office of the President of the Chapter.
- K. Each standing committee shall designate one of its members as secretary.
- L. To assist the Executive Committee in discharging its responsibilities each committee shall:

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

- send an advance notice of meetings to the Vice President;
- send copies of the minutes of all meetings to the President and Vice President within two weeks after the meeting. The Vice President will review the work of committees and will bring significant matters to the Executive Committee for consideration;
- send, separately from the minutes, statements of policy approved by the committee; and
- submit to the Executive Committee an annual report of the committee=s activities and suggestions for the future.

M. Should the Executive Committee question the appropriateness of a committee decision, action should be taken as promptly as possible to assure orderly committee work.

N. Committees shall work within these restrictions and shall be bound by the By-Laws of the Chapter.

V. AD HOC COMMITTEES

The method for determining membership for all Ad Hoc Committees will be designated at the time the committee is established. Ad Hoc committees can be established by a general membership meeting, by the Executive Committee, or by the President of the Chapter.

VI. AMENDMENTS

Amendments to these By-Laws may be proposed by any Chapter member and must include reasons for adoption. The proposed amendment shall be included in the written notice of the regular meeting or special meeting which follows the submission of the proposal by not more than one calendar month. The membership must receive two weeks notice of this meeting.

VII. REMOVAL OF ELECTED OFFICERS

Officers and elected members of the Steering Committee may be removed for misconduct or dereliction of duties upon the recommendation of the Executive Committee and the vote of a majority of members. In the event such proceedings are conducted, full opportunity to present a defense against the charges shall be afforded to the accused officer both before the Executive Committee before its recommendation, and before the membership before its vote on the matter. In the event an officer resigns during an elected term or is removed as above provided the Executive Committee shall assume the responsibility of filling the vacancy created.