

University of Maine at Augusta Chapter
Associated COLT Staff of the Universities of Maine
Constitution & Bylaws

<u>Article</u>	<u>Page No.</u>
Article I: Name	1
Article II: Purpose.....	1
Article III: Membership	1
Article IV: Chapter Assembly	1
Article V: Executive Committee.....	2
Article VI: Officers	4
Article VII: Duties of Officers	5
Article VIII: Standing Committees	6
Article IX: Ad Hoc Committees	7
Article X: ACSUM Executive Board.....	8
Article XI: Delegate Assembly	8
Article XII: Rules of Order	9
Article XIII: Amendments to the Constitution and Bylaws	9

Article I: Name

Section 1. The name of this organization shall be the University of Maine at Augusta Chapter of the Associated COLT (Clerical, Office, Laboratory and Technical) Staff of the Universities of Maine, hereinafter referred to as the UMA Chapter of ACSUM.

Article II: Purpose

Section 1. To promote the professional welfare of the members of the UMA Chapter of ACSUM by seeking to improve salaries, job security, retirement systems, working conditions, and other conditions of employment.

Section 2. To represent Chapter members' interests in campus affairs.

Section 3. To represent Chapter members' interests to the Associated COLT Staff of the Universities of Maine.

Section 4. To promote, among the COLT staff of the University of Maine at Augusta, the highest professional practices.

Article III: Membership

Section 1. Membership shall be available to all employees of the University of Maine at Augusta whose positions are assigned to the COLT bargaining unit.

Section 2. Membership in the University of Maine at Augusta Chapter of ACSUM shall be open only to dues-paying members of ACSUM.

Article IV: Chapter Assembly

Section 1. The Chapter Assembly shall consist of all members of the UMA Chapter of ACSUM.

Section 2. Only dues-paying members of ACSUM, who are COLT staff at UMA, shall be members of the Chapter Assembly, eligible to vote, hold office, or serve on Chapter Committees.

Section 3. The Chapter Assembly shall nominate and elect members to serve on the Chapter's Executive Committee.

- Section 4. The Chapter Assembly shall nominate and elect members to serve as Chapter representatives on the ACSUM Executive Board and to the annual ACSUM Delegate Assembly.
- Section 5. Meetings of the Chapter Assembly shall be held twice each year, one during the last two weeks of May and one during the first two weeks of November.
- A. The co-chairs, with the advice and consent of the Executive Committee, shall call the meeting, prepare the agenda, and circulate the agenda to all members of the Chapter Assembly at least ten (10) days in advance of the chapter Assembly meeting.
 - B. The annual meeting of the UMA Chapter Assembly shall be the meeting held in the month of May.
 - C. Meetings of the Chapter Assembly shall be open to all members of the UMA Chapter of ACSUM.
- Section 6. Special meetings of the Chapter Assembly may be held at the call of the co-chairs, upon written request from a majority of the Executive Committee, or upon written request by thirty per cent (30 %) of the dues-paying members of the Chapter.
- A. The call to a meeting shall be sent in writing to each member of the Chapter at least five (5) days in advance of the meeting.
 - B. Business to come before such special meetings must be stated in the written call to a meeting.
- Section 7. Each active member of the Chapter Assembly shall have one (1) vote. A simple majority of the membership present at any meeting of the Chapter Assembly shall constitute a quorum.

Article V: Executive Committee

- Section 1. The Executive Committee shall:
- A. Be the executive authority of the UMA Chapter of ACSUM;
 - B. Be responsible for the management of the UMA chapter of ACSUM;
 - C. Approve all expenditures of the Chapter and report its transactions to the membership;
 - D. Carry out the policies and instructions of the Chapter Assembly, the ACSUM Executive Board, and the ACSUM Delegate Assembly.
- Section 2. Only active members of the Chapter Assembly of the UMA Chapter of ACSUM shall be eligible to serve as members of the Executive Committee.

- Section 3. The Executive Committee shall consist of:
- A. Seven (7) elected members, who shall be elected by the active members of the Chapter Assembly of the UMA Chapter of ACSUM
 1. At least two (2) of the seven members shall be from the Bangor campus.
 - B. Two (2) grievance representatives (one representative for each campus) who shall be appointed by the co-chairs with the advice and consent of the other elected members of the Executive Committee.
- Section 4. Membership on the Chapter's Executive Committee shall be divided into three groups, so that no more than one third (1/3) of the elected members' terms expire annually.
- Section 5. Nomination and election of Executive Committee members:
- A. Nominations to fill the expiring terms of positions on the Chapter's Executive Committee shall be sought annually from the membership of the Chapter Assembly, between February 1st and 12:00 noon on the Tuesday prior to the regularly scheduled monthly meeting of the Chapter's Executive Committee in February;
 1. The nomination deadline shall be 12:00 noon on the Tuesday prior to the regularly scheduled meeting of the Chapter's Executive Committee in February;
 - B. Elections to fill the expiring terms of positions on the Chapter's Executive Committee shall be held annually by ballot (except otherwise noted in this section), between the regularly scheduled meeting of the Chapter's Executive Committee in February and March 1;
 - C. The term of service for members of the Chapter's Executive Committee shall begin and end at the close of the regularly scheduled monthly meeting of the Chapter's Executive Committee in March.
- Section 6. The term of service on the Executive Committee shall be two years.
- Section 7. Each member of the Executive Committee, with the exception of the co-chairs, shall be required to serve as a member of at least one Standing Committee.
- Section 8. In the event a member of the Executive committee is unable to complete his/her term, the co-chairs shall, with the advice and consent of the Executive Committee, have the authority to appoint a member to fill that seat for the duration of the unexpired term, if the term's duration is six months or less.
 1. If the term's duration is more than six months, the Chapter shall hold a special election, through open nominations and secret ballot, on terms consistent with the provisions of Section 5 A-C (above).
- Section 9. Each member of the Executive Committee shall have one (1) vote. A simple majority of the Executive Committee shall have the authority to appoint a member to fill that seat for the duration of an unexpired term of six months or less.

Section 10. Members of the Chapter's Executive Committee shall be required to attend all regular meetings.

1. With prior notice to the other members, each member of the Chapter's Executive Committee may have up to three excused absences per year.

Section 11. If a member of the Executive Committee has three consecutive unexcused absences from regular meetings of the Executive Committee, the co-chairs shall have the authority to appoint, with the advice and consent of the Executive Committee, a member to fill that seat for the duration of the unexpired term, if the term's duration is six months or less.

1. If the term's duration is more than six months, the Chapter shall hold a special election, through open nominations and secret ballot, on terms consistent with the provisions of Section 5 A-C (above).

Section 12. Meetings of the Executive Committee:

- A. Regular meetings of the Executive Committee shall be held on the second Friday of each month throughout the year;
- B. A quorum shall consist of five (5) members of the Executive Committee, including at least four (4) elected members.
- B. The annual meeting of the Executive Committee is the meeting held in the month of March;
- C. Regular meetings of the Executive Committee may be postponed or cancelled by the co-chairs, with the advice and consent of the Executive Committee, provided that timely notice of such change is given to the Chapter Assembly.
- D. Special meetings of the Executive Committee may be called by the co-chairs or by the written request of three (3) members of the Executive Committee.

Article VI: Officers

Section 1. The officers of the UMA chapter of ACSUM shall be two co-chairs, one from the Augusta campus and one from the Bangor campus, secretary, and treasurer;

- A. Only members of the Executive Committee shall be eligible to serve as officers of the Chapter;
- B. Officers shall be elected by a majority vote of the Executive Committee at the regularly scheduled meeting in April.

Section 2. Officers shall serve for a period of one (1) year;

- A. An officer's term shall begin and end at the close of the April meeting.

Section 3. In the event a vacancy should occur in the office of co-chair, the Board shall appoint a member of the Executive Committee to fill the vacancy for the duration of the unexpired term.

Section 4. A vacancy in any office other than that of a co-chair shall be filled for the duration of the unexpired term by appointment of the co-chairs, with the advice and consent of the Executive Committee.

Article VII: Duties of Officers

Section 1. The co-chairs of the UMA Chapter of ACSUM shall:

- A. Preside at all meetings of the chapter Assembly and the Executive Committee;
- B. Have the authority, with the advice and consent of the Executive Committee, to appoint members of the standing committees from amongst the active members of the Chapter Assembly;
- C. Have the authority to appoint chairpersons of the standing and ad hoc committees from amongst the members of the Chapter's Executive Committee.
- D. Serve as ex officio members of all standing and ad hoc committees, with no voting privileges.
- E. Be the official spokespersons for the Chapter;
- F. Perform all duties relevant to the office of co-chair.

Section 2. The secretary of the UMA chapter of ACSUM shall:

- A. Keep an accurate record of all meetings of the Chapter Assembly and Executive Committee meetings;
- B. Attend all meetings of the Chapter Assembly and Executive Committee or provide a substitute in his/her absence;
- C. Carry on the correspondence of the Chapter.
- D. File copies of all correspondence received or sent, treasurer's reports, membership rosters, and copies of all committee reports.
- E. Notify officers, Executive Committee members, and members of the Chapter Assembly of meetings, the agenda, and changes and/or cancellations;
- F. Maintain records of the terms of all elected representatives and committee members, and notify the Chapter Executive Committee of expiring terms in timely manner.
- G. Maintain a directory of officers and committee members with addresses, telephone numbers, and e-mail addresses.

Section 3. The treasurer of the UMA Chapter of ACSUM shall:

- A. Be responsible for all financial matters of the Chapter, subject to policies established by the Chapter Assembly and authorized by the Executive Committee;

- B. Serve as the chairperson for the finance and budget committee;
- C. Prepare and circulate financial reports;
- D. Submit an annual budget for the UMA Chapter for consideration and approval of the Executive Committee;
- E. Present a written annual report of the treasury at the Chapter Assembly Annual Meeting in May.

Article VIII: Standing Committees

Section 1. All Standing Committees shall:

- A. Have the authority to place matters of concern on the agenda of meetings of the chapter's Executive Committee;
- B. Hold as many meetings as necessary to carry out the business of said committee;
- C. Submit to the Executive Committee, at their annual meeting in March, a written annual report.

Section 2. Membership Committee:

- A. Shall consist of a minimum of two (2) ACSUM members, at least one of whom is from the Bangor campus;
- B. Shall explain the benefits of membership and services provided;
- C. Shall organize and conduct unified membership drives;
- D. Shall coordinate its efforts with the statewide Membership Committee;
 - 1. One member of the UMA Chapter Membership Committee shall also serve on the statewide Membership Committee.

Section 3. Communications Committee:

- A. Shall consist of a minimum of two (2) ACSUM members, at least one of whom is from the Bangor campus;
- B. Shall maintain a communications network that will facilitate the dissemination of information to all members of the UMA Chapter Assembly;
 - 1. Communications media utilized may include e-mail, website, newsletter, and flyers
 - 2. Shall contribute information on the UMA Chapter to the **ACSUM Accent** and statewide ACSUM website

- C. Shall coordinate its efforts with the statewide Communications Committee;
 - 1. One member of the UMA Chapter Communications Committee shall also serve on the statewide Communications Committee.

Section 4. Elections & Bylaws Committee

- A. Shall consist of a minimum of three (3) ACSUM members, one of whom shall be the Secretary, who shall serve as chairperson, and at least one of whom shall be from the Bangor Campus;
- B. Shall be responsible for overseeing the process of nominating and electing members to serve:
 - 1. On the UMA Chapter's Executive Committee;
 - 2. On the statewide ACSUM Executive Board and;
 - 3. As representatives to the ACSUM Delegate Assembly
- C. Shall submit a written report of nominations to the Chapter's Executive Committee;
- D. Shall have the sole responsibility of tabulating ballots;
- E. Shall periodically review of the UMA Chapter's Constitution and Bylaws
 - 1. When appropriate, shall submit proposed amendments/revisions to the UMA Chapter's Executive Committee in time for review/approval at the regularly scheduled meeting in February of each year
 - 2. When appropriate, shall submit to the statewide ACSUM Executive Board proposed amendments/revisions to the statewide ACSUM Constitution and Bylaws prior to March 1 of each year

Section 5. Finance & Budget Committee

- A. Shall consist of a minimum of two (2) ACSUM members, one of whom shall be the Treasurer, who shall serve as chairperson;
- B. Shall have the responsibility of assisting the treasurer
 - 1. In the preparation of an annual budget for the chapter
 - 2. In the development of guidelines for the disbursement of Chapter funds
 - 3. In the development of the annual financial report of the Chapter.

Article IX: Ad Hoc Committees

- Section 1. Ad hoc committees and chairpersons shall be appointed by the co-chairs with the advice and consent of the Executive Committee.

- Section 2. Ad hoc committee members shall be dues-paying members of the UMA Chapter Assembly.
- Section 3. Each ad hoc committee shall have the authority to place, by written request, matters on the agenda for consideration at meetings of the UMA Chapter's Executive Committee.
- Section 4. Each ad hoc committee shall be required to submit a written report to the Chapter's Executive Committee upon completion of its work.

Article X: ACSUM Executive Board

- Section 1. ACSUM Executive Board members shall be elected through open nominations and secret ballot by the UMA Chapter Assembly.
- Section 2. ACSUM Executive Board alternate members shall be elected through open nominations and secret ballot by the UMA Chapter Assembly.
- Section 3. Chapter election results shall be submitted to the statewide ACSUM president no later than April 1.
- Section 4. The UMA Chapter of ACSUM shall be entitled to one (1) Executive Board member who shall be one of the Chapter co-chairs or designee, as well as one (1) member for each one hundred (100) Chapter members or portion thereof.
- A. At least one Executive Board member shall be from the Bangor campus.
- Section 5. The term for ACSUM Executive Board members shall be for one (1) year to commence July 1 of the year in which they are elected.

Article XI: Delegate Assembly

- Section 1. The UMA Chapter of ACSUM shall be eligible for one (1) delegate, plus one (1) more delegate for each ten (10) Chapter members or portion thereof, for the Delegate Assembly to be held in April of each year.
- A. At least one of the delegates shall be from the Bangor campus.
- Section 2. The UMA Chapter's Elections & Bylaws Committee shall conduct elections through open nominations and secret ballot.
- A. Election results shall be submitted to the UMA Chapter Elections & Bylaw Committee chairperson no later than March 1 of each year.
- Section 3. Delegates to the Delegate Assembly shall serve for a three (3) year term, beginning March 15 of the year in which they are elected.
- A. Initial terms shall be configured so that at least one delegate's term expires annually.
- Section 4. Alternate delegates for each chapter shall be elected at the same time and in the same manner as delegates.
- A. In case of vacancy, an alternate shall fill the balance of the unexpired term.

Section 5. The UMA Chapter of ACSUM shall encourage ethnic and female/male representation proportionate to its ethnic and female/male membership.

Article XII: Rules of Order

Section 1. Robert's Rules of Order (Newly Revised) shall be the authority on all questions of procedure not specifically covered in the Constitution and Bylaws.

Section 2. A parliamentarian may be appointed by the co-chairs of the UMA Chapter of ACSUM.

Article XIII: Amendments to the Constitution and Bylaws

Sections 1. Amendments to the Constitution and Bylaws shall be made in the following manner:

- A. Initiation by a majority vote of the Chapter Assembly or by a majority vote of the Chapter Executive Committee;
- B. Each amendment shall be submitted to the secretary of the UMA Chapter of ACSUM in writing at least thirty (30) days prior to the vote on the proposed amendment;
- C. The secretary shall submit the proposed amendment to the Executive Committee for recommendation;
- D. The amendment shall be ratified by a majority of members present at the next regularly scheduled meeting of the Chapter Assembly.