

University of Maine at Presque Isle Chapter of
ACSUM



Constitution and Bylaws
as ratified February 1987

University of Maine at Presque Isle Chapter of ACSUM Constitution and Bylaws

ARTICLE I. NAME AND PURPOSE

- Section 1. The name of this organization is the University of Maine at Presque Isle Chapter of Associated COLT (Clerical, Office, Laboratory, Technical) Staff of the University of Maine (UMPI Chapter of ACSUM, affiliated with Maine Teachers Association (MTA) and the National Education Association (NEA).
- Section 2. The purpose of the organization is to promote the professional practice among the members of UMPI Clerical/Technical Staff.

ARTICLE II MEMBERSHIP

Active membership shall be available to those employees of UMPI who are eligible for membership in the Clerical/Technical bargaining unit (ACSUM) and who pay appropriate dues. Such persons shall be entitled to vote, to hold office, and to serve on ACSUM committees.

ARTICLE III EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall be the executive authority of the UMPI Chapter of ACSUM and shall carry out the policies and instructions of the Executive Board and Delegates Assembly of ACSUM. It shall approve all the expenditures and report its transactions to the membership.
- Section 2. The Executive Committee of the UMPI Chapter of ACSUM shall consist of the Officers (President, Vice-President, Secretary/Treasurer) and the Executive Board Members. The Executive Committee shall not exceed ten (10).
- Section 3. Eligibility for membership on the Executive Committee shall be open to all active members of the UMPI Chapter of ACSUM.
- Section 4. An Election shall be held annually between February 5 and March 5, to fill vacancies in the Executive Committee.
- Section 5. One term of service on the Executive Committee shall equal one (1) year.
- Section 6. Each member of the Executive Committee shall have one (1) vote. Fifty per-cent (50%) shall constitute a quorum.

ARTICLE IV. OFFICERS

- Section 1. Officers of the UMPI Chapter of ACSUM shall be President, Vice-President, Secretary/Treasurer. Officers shall be elected at the first regularly scheduled meeting in February by a majority of the members of the UMPI Chapter of ACSUM. Officers shall serve for one (1) year, and their term of office shall begin at the close of the February meeting. No person shall be elected to any one office for more than three (3) consecutive years.
- Section 2. In the event a vacancy occurs in the office of President, the Vice-President shall succeed to that office for the unexpired term. A vacancy in any other office shall be filled by appointment of the President with the advice of the Executive Committee.
- Section 3. The President of the UMPI Chapter of ACSUM shall keep preside at all meetings of the Chapter and Chapter Executive meetings.
- Section 4. The Vice-President of the UMPI Chapter of ACSUM shall assist the President and assume all duties in the absence of the President.
- Section 5. The Secretary/Treasurer of the UMPI Chapter of ACSUM shall keep a record of the minutes of all meetings of the Chapter and Chapter Executive Committee and assume responsibility for all financial matters of the Chapter, subject to agreement with a majority of the Executive Committee.

ARTICLE V RULES OF ORDER

Roberts' Rules of Order (Newly Revised) shall be the authority on all questions of procedure not specifically covered in the Constitution and By-Laws.

ARTICLE VI MEETINGS

- Section 1. The regular meeting of the UMPI Chapter of ACSUM shall be held monthly September through May.
- Section 2. Special meetings may be called by the President upon the written request of three (3) members of the Chapter. A notice of at least seven (7) days shall be given.

ARTICLE VII AD HOC COMMITTEES

- Section 1. The Ad Hoc Committee shall be appointed by the President of the UMPI Chapter of ACSUM with the advice of the Executive Committee.

- Section 2. These representatives shall be active members of the UMPI Chapter of ASCUM.
- Section 3. All Ad Hoc Committee members of the UMPI Chapter of ACSUM shall report their findings to the Executive Committee.
- Section 4. The President of the UMPI Chapter of ACSUM shall serve on all Ad Hoc Committees as ex-officio.

ARTICLE VIII STANDING COMMITTEES

- Section 1. Each Standing Committee of the UMPI Chapter of ACSUM shall elect a chairperson.
- Section 2. All members of the Standing Committee shall be active members of the UMPI Chapter of ACSUM.
- Section 3. The President of the UMPI Chapter of ACSUM shall serve on all standing committees as ex-officio.
- Section 4. Standing Committees shall be:
- A. Constitution and By-Laws Committee shall consist of three (3) active members of the UMPI Chapter of ACSUM. They shall provide a continuous review of the Constitution and By-Laws.
 - B. Elections Committee shall consist of three (3) active member of the UMPI Chapter of ACSUM. They shall be responsible for holding all elections.
 - C. Grievance Committee shall consist of two (2) active members of the UMPI Chapter of ACSUM and the elected Grievance Representative. They shall be the monitor of the current contract between the UMPI Chapter of ACSU and the University of Maine. Any violation for the contract can be brought to discussion within the Grievance Committee for appropriate action to be taken.
 - D. Membership Committee shall consist of two (2) active members of the UMPI Chapter of ACSUM. They shall organize and conduct unified membership drive (s).
- Section 5. All Standing Committees shall be appointed by the President of the UMPI Chapter of ACSUM.
- A. Each Standing Committee shall include at least one (1) Executive Committee member of the UMPI Chapter of ACSUM.

- B. Appointment for a Standing Committee shall be for a term of two (2) years.

ARTICLE IX EXECUTIVE BOARD

The UMPI Chapter of ACSUM shall elect its ACSUM Executive Board Member (s) through open nomination and secret ballot between Feb. 5 and March 5 of each year. The ACSUM Executive Board Member (s) of the UMPI Chapter of ACSUM shall serve a one (1) year term to commence on July 1.

ARTICLE X DELEGATE ASSEMBLY

The UMPI Chapter of ACSUM shall be eligible for one (1) delegate plus one (1) delegate for each ten (10) members or portion thereof for the Delegates Assembly held in May of each year. The Election Committee of the UMPI Chapter of ACSUM shall conduct elections through open nominations and secret ballot between March 5 and April 5 of each year. Delegates shall serve for one (1), two (2), and three (3) year terms. Alternate delegates shall be elected at the same time and serve for one (1) year.

ARTICLE XI NEGOTIATING TEAM REPRESENTATIVE

The Negotiating Team representative is appointed by the President of the ACSUM Executive Board (State Board). Recommendations for the Negotiating Team Member shall result from open nomination and secret ballot of the year of the expiration of the negotiated contract. The President of the UMPI Chapter of ACSUM shall submit the recommendations to the President of the ACSUM Executive Board for consideration.

ARTICLE XII GRIEVANCE REPRESENTATIVE

Section 1. The Grievance Representative of the UMPI Chapter of ACSUM shall be elected through open nomination and secret ballot between March 5 and April 5 of each year. The Grievance Representative shall serve a one (1) year term to begin after the annually held Delegates Assembly in May.

Section 2. Responsibilities of the Grievance Representative shall be:

- A. determine how problems can best be handled (as complaints or grievances);
- B. contact the Affiliate Services Director for assistance;
- C. represent member at informal level of grievance procedure;

- D. prepare grievance form for presentation at level one of formal procedure;
- E. represent grievant at supervisor's level (Step One) of the formal grievance procedure and any other level as required;
- F. act as liaison between grievant and the Association in the processing of grievance;
- G. maintain confidential records of all grievances originating on campus.

ARTICLE XIII BARGAINING COUNCIL

- Section 1. The Bargaining Council Representative shall be appointed by the President of the UMPI Chapter of ACSUM with the advice of the Executive Committee.
- Section 2. The Bargaining Council Representative shall be a member of the Bargaining Council (State Level) and act as liaison to the Negotiating Team.
- Section 3. The Bargaining Council Representative shall be responsible for surveying the UM COLT Staff (priority survey), evaluating other contracts, sponsoring debates/discussions on controversial issues, etc.
- Section 4. The Bargaining Council Representative shall serve as a reaction panel for the Negotiating Team and responsible for explaining any contract negotiated to chapter unit members prior to ratification.

ARTICLE XIV AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- Section 1 Amendments to the Constitution and By-Laws of the UMPI Chapter of ACSUM shall be made in the following manner:
 - A. Each amendment shall be submitted to the Secretary/Treasurer of the UMPI Chapter of ACSUM in writing at least thirty (30) days prior to the vote on the proposed amendment(s).
 - B. The Secretary/Treasurer of the UMPI Chapter of ACSUM shall forward the proposed amendment(s) to the Chairperson of the Constitution and By-Laws Committee.
 - C. The proposed amendment(s) and recommendations of the Constitution and By-Laws Committee shall be distributed by the Secretary/Treasurer to the members of the UMPI Chapter of

ACSUM at least fifteen (15) days prior to the regularly scheduled meeting of the chapter.

- D. The amendment(s) shall be ratified by a majority of members present at the next regularly scheduled meeting of the Chapter.
- E. All ratified amendments to the Constitution and By-Laws shall take effect after the annually scheduled Delegates Assembly in April.