

**UNITED ACADEMIC ADJUNCTS
LOCAL 6054
APEA / AFT-AAUP / AFL-CIO
BY-LAWS**

ARTICLE 1

NAME

This organization shall be known as the University of Alaska United Academic Adjuncts Local 6054, Alaska Public Employee's Association / American Federation of Teachers - American Association of University Professors / AFL-CIO (hereafter APEA/AFT, Local 6054, UA Adjuncts or Local 6054 Adjuncts).

ARTICLE 2

OBJECTIVES

- A. Facilitate a more effective cooperation among the UA Adjuncts at the University of Alaska for the promotion of the interests of higher education and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession.
- B. Protect the professional status and interests of all UA Adjunct Local 6054 faculty.
- C. Promote the diversity of unique academic interests and capabilities at each campus within a unified university.
- D. Defend academic freedom at the University of Alaska.
- E. Obtain and maintain satisfactory terms and conditions of employment through the collective bargaining process.

ARTICLE 3

AFFILIATIONS

Section 1

UA Adjuncts Local 6054 is an affiliate of the APEA/AFT-AAUP/AFL-CIO.

Section 2

UA Adjuncts Local 6054, through the Executive Board, shall elect a representative (Board of Director) to the meetings of its affiliates.

Section 3

This Board of Director shall issue a written report to the Local 6054 Executive Board after the APEA/AFT Biennial Caucus.

ARTICLE 4

THE EXECUTIVE BOARD

Section 1

The Executive Board shall be the governing body of the Local. The duties of the Executive Board shall include, among others, the duty to guide and run the operation of the Local, to establish and administer an annual budget and to formulate policy and procedure that will expedite and create efficiency in the administration of the Local.

Section 2

The Executive Board of UA Adjuncts Local 6054 shall consist of the elected officers, i.e. the President, the three Vice-Presidents and the Secretary / Treasurer.

Section 3

The President and Executive Board shall have the power to appoint and approve the Negotiating Team, which Team shall function as specified in these Bylaws.

Section 4

The Executive Board shall meet regularly as set forth in these Bylaws.

Section 5

The Executive Board members shall maintain confidentiality of Local 6054 matters.

Section 6

The Executive Board shall report its activities at least once a year in the form of a newsletter or web page announcement to inform members of its activity.

Section 7

Additional duties of officers are included in these Bylaws.

ARTICLE 5

EXECUTIVE BOARD OFFICERS

Section 1

The following Executive Board officers shall be elected in accordance with these bylaws:

A. President

B. Three Vice-Presidents, one each from the University of Alaska Anchorage MAU (South Central), the University of Alaska Fairbanks MAU (Northern), and the University of Alaska Southeast MAU (Southeast) (MAU = Management Administration Units).

C. Secretary / Treasurer

The offices of President, and Treasurer / Secretary shall be elected by the membership at large. The three Vice-Presidents shall be elected by their respective memberships at the University of Alaska Anchorage MAU, the University of Alaska Fairbanks MAU, and the University of Alaska Southeast MAU.

Section 2

Statewide officers shall be elected for two (2) year terms, and can be elected for up to a maximum of four (4) consecutive terms.

Section 3

The Executive Board Officers shall be elected biennially in odd numbered years (in accordance with the APEA/AFT Local 8050 State Federation). The APEA/AFT Business Manager shall be notified of the results of the elections.

Section 4

The Local 6054 Executive Board Officers shall be members in good standing of Local 6054 and of APEA/AFT in order to seek and hold office in Local 6054.

Section 5

In case of a vacancy in an Executive Board Officer seat the Executive Board shall appoint a person to fill that vacancies until the next regular election or call for a special election to fill that seat.

Section 6

Successful candidates for office shall prevail in the election by winning a simple majority of the votes cast.

Section 7

The Local 6054 Executive Board shall appoint one of its Board members to represent Local 6054 at the APEA/AFT biennial Caucus. This person, known as a Board of Director of the APEA/AFT, shall issue a biennial report to the APEA/AFT Statewide Board of Directors at the Biennial Caucus.

Section 8

Fiscal Year - The business of the Local 6054 shall commence on July 1 and end on June 30 of the following year.

Section 9

UA Adjuncts Local 6054, to the best of its ability, shall be active in the affairs of affiliated organizations.

ARTICLE 6

EXECUTIVE BOARD OFFICER DUTIES

Section 1 - President

The President or their designee shall:

- A. Serve as President of the Executive Board.
- B. Be the presiding officer at all meetings of the membership and the Executive Board,
- C. Appoint all necessary committees and be an ex-officio member of all standing committees with the exception of the Elections Committee,
- D. Appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee,
- E. Appoint, with the approval of the Executive Board, the members of the Collective Bargaining Negotiating Team,
- F. Be responsible for the ongoing administration of the organization,
- G. Receive, report and respond to correspondence of the organization,
- H. Supervise all committees of the Local,
- I. Be one of the responsible financial officers of the organization, shall be authorized to co-sign financial instruments and is authorized to delegate the regular and usual disbursements of funds,
- J. Represent the organization before bodies of the employer, executive and legislative officials, and other labor organizations,
- K. Be a delegate to the biennial caucus of the APEA/AFT,
- L. Be, by office, a delegate to the Central Labor Council of the AFL-CIO,
- M. Be, by office, a delegate to the conventions of the American Association of University Professors and the American Federation of Teachers, and meetings of the conventions of its affiliated subordinate bodies,
- N. Make an annual report to the membership of the organization,
- O. Be able to delegate the responsibilities of the office except where otherwise specified by these by-laws,
- P. Coordinate the work of and receive regular reports from the Collective Bargaining Agreement negotiations team,
- Q. Perform such other duties as required or permitted by the bylaws of APEA/AFT or the Local 6054.

Section 2 – Vice Presidents

The Vice Presidents or their designee shall:

- A. Coordinate contract development, grievances, communications, public relations, benefits, professional development, social, legislative, and political education activities at their respective campus,
- B. Perform other duties as delegated by the President or assigned by the Executive Board,
- C. Represent the Local 6054 at the regional Central Labor Councils and seek concurrence of the full Executive Board before any commitment of name, money or endorsement of the organization is given,
- D. Serve as coordinator between the President, the APEA/AFT Regional Office and Management for members at the work sites,
- E. To perform the duties of the President in the absence of, or upon the request of, the President. In the event of a vacancy in the Presidency prior to the end of his/her term, the vice presidents shall elect a president from among

their members who will fulfill the responsibilities of the presidency until the next election,

- F. If any of the Regional Vice Presidents cannot complete their term of office for any reason, the Executive Committee may appoint a replacement until the next regular election,
- G. Be familiar with the terms of the Collective Bargaining Agreement, the APEA/AFT bylaws and the Local 6054 bylaws,
- H. Assist members with job related questions and disputes,
- I. Participate in Employee Representative training,
- J. Distribute APEA/AFT Adjuncts information,
- K. Orient new employees regarding APEA/AFT Adjuncts,
- L. Conduct polls and surveys,
- M. Organize members for employee actions,
- N. Solicit information for negotiators,
- O. Recommend candidates for the Negotiating Committee and advisory boards,
- P. Attend the Local's meetings,
- Q. Work with professional staff and provide information obtained in the investigation of a grievance or complaint.

Section 3 – Secretary / Treasurer

The Secretary / Treasurer or their designee shall:

- A. Maintain the non-financial files and membership records of the organization,
- B. Record and keep accurate minutes of general meetings of the membership, the Executive Board,
- C. Assist the president or designee in handling the correspondence of the organization,
- D. Oversee the work of, and receive and certify the reports of the Elections Committee,
- E. Perform other duties as delegated by the President, or assigned by the Executive Board,
- F. At least annually, submit to the University of Alaska Statewide Labor Relations a list of names of the Executive Board members with their titles,
- G. Be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and authorize regular and usual disbursements of funds,
- H. Arrange for an annual audit of the finances of the organization and make the results available to the Executive Board,
- I. Arrange and authorize to have transmitted the per capita payments on a regular basis to the Secretary-Treasurer of the American Association of University Professors, the Secretary-Treasurer of the American Federation of Teachers, and similar officers of all other bodies with which the organization is affiliated,
- J. Oversee the work of and receive reports from the Finance, Budget and Audit Committee,
- K. Perform other duties as delegated by the President or assigned by the Executive Board,
- L. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act,
- M. If the Secretary / Treasurer cannot complete the term of office for any reason, the Executive Board may appoint a replacement until the next regular election.

ARTICLE 7

MEETINGS

Section 1 - Executive Board Meetings

The Executive Board (Officers) shall meet at least once per semester. The Executive Board shall meet at such times and places as it may determine, or upon the call of the President. Notice of meetings shall be given by the President to all members of the Executive Board at least seven days prior to the day of the meeting unless such notice shall have been waived. These meetings may be by teleconference. For purposes of the Executive Board meetings, a quorum shall consist of three (3) members, one of which must be the President or Vice-President.

One of these meeting may be designated as the Annual Statewide General Membership meeting and shall be conducted as an in-person meeting in a location selected by the President.

Section 2 - Vice Presidents Meetings

Vice Presidents may hold meetings within with their MAU's at least once a semester.

Section 3 - Annual General Membership Meetings

General Membership meetings of the Local 6054 shall be held annually as designated by the Local 6054 Executive Board. Advance notice of the meetings will be posted on the Local 6054 web site and e-mailed to members at least fourteen (14) days before the meeting.

These meetings may include any business requested by the Board of Directors including the installation of officers and presentation of the Local budget.

Section 4 - Special Meetings

Special meetings may be called by the Local 6054 President on request of:

- A. The APEA/AFT Statewide Board of Directors, or
- B. Two or more members of the Local Executive Board, or
- C. Ten (10) Local 6054 members or 10 percent of the Local membership; whichever is less.

Special meetings shall be limited to the approved agenda.

Section 5 - Quorum for a meeting

For purposes of the General Membership Meeting a quorum shall consist of five (5) members, one of which must be an elected officer.

Section 6 - Rules of Order

Rules of order: The proceedings of all meetings of the Local shall be governed by the current Robert's Rules of Order Revised when not in conflict with the Bylaws of the APEA/AFT or Local 6054.

Section 7 - Order of Business

Order of business: The order of business at Regular Meetings will be as follows:

1. Call to order.
2. Roll call of Officers.
3. Reading and approval of minutes.
4. Treasurer's report.
5. Correspondence and bills.
6. Report of the Local Executive Committee.
7. Report of the Standing Committee (if any).
8. Report of Special Committees (if any).
9. Elections
10. Unfinished business.
11. New business.
12. Announcements.
13. Good of the membership.
14. Adjournment.

ARTICLE 8

COMMITTEES

The President of the Local may appoint the following committees as needed:

1. Bylaws
2. Nominations and election
3. Entertainment
4. Audit
5. Conduct – If the Conduct Committee is being appointed to investigate misbehavior on the part of the Local President, the committee members shall be appointed by the VicePresidents.
6. Other committees as needed.

ARTICLE 9

BY LAW AMENDMENTS

Section 1 - Amending By Laws

These By Laws may be amended by submission of a proposed amendment to the Executive Board. If the proposed amendment(s) is approved by the Executive Board it shall be voted on by the membership at the next regular election or a special election if called by the Executive Board.

Notification of voting on Local 6054 administration business including By Law amendments or elections may be issued by posting on the Local 6054 web site and by e-mail to the membership.

Voting on all Local 6054 administrative business or elections may be conducted electronically by e-mail.

Section 2 - Balloting on amending By Laws

A ballot on any such amendment will be posted on the Local 6054 web site and sent to the membership by electronic e-mail or U S Postal mail at least fifteen (15) days before the ballots are counted. A vote of a simple majority of the valid ballots cast shall be sufficient to adopt the amendment. Proposed amendments shall be submitted in writing to the Secretary/Treasurer of UA Adjuncts, who shall be in charge of the notification and balloting.

Article 10

STRUCTURE OF ORGANIZATION

The Local 6054 will be structured on a regional basis representing employees who are within a geographical boundary that facilitates communication. These regions are based on the University's Management Administrative Units (MAU). Examples of the regions are as follows:

<u>UA Fairbanks MAU - Northern</u>	<u>UA Anchorage MAU - South central</u>	<u>UA Juneau MAU - Southeast</u>
Fairbanks (UAF) Nome Kotzebue Bethel Delta Junction Dillingham	Anchorage (UAA) Kenai Peninsula Kodiak Valdez Mat-Su Seward Palmer Cordova	Juneau (UAS) Ketchikan Sitka

ARTICLE 11

ATTENDANCE RESPONSIBILITIES AND REMOVAL PROCEDURES

Section 1 - Attendance

A. An Executive Board member may forfeit their office if they have more than two (2) unexcused absences from meetings scheduled by the President or the Board in a fiscal year, or

- B. Excused absences shall be any absence that:
 1. Has been reported to the President in advance of the meeting, or
 2. Is due to the injury or illness of the Board member or a member of their family.
- C. Any other absence shall be considered unexcused.

Section 2 - Removal Procedure

- A. The President shall chair the Conduct Committee. The Conduct Committee shall be responsible for removal procedures.
- B. A Local Officer accused of malfeasance, misconduct, dereliction of duties or failure to carry out objectives and policies of Local 6054 or the office held will, upon petition for removal from office by a simple majority of the Executive Board Officers or ten (10) percent of the members empowered to elect, be subject to a vote to remove. The narrative of the petition shall include the charges. The petition shall include documentation of the charges. Membership status of the petition signers must be verified within five (5) days. A copy of the petition shall be provided to the Local Officer within five (5) days after verification of petition.
- C. The accused Local Officer shall have ten (10) days to submit a written rebuttal to the Conduct Committee.
- D. Twenty (20) days after verification of the petition for removal a ballot shall be sent out to the appropriate membership. Included with the ballot shall be the written accusation and written rebuttal by the accused, if submitted. Members voting will have fifteen (15) days to return their ballots. (See Article 15 - Voting).
- E. Retention or removal will be decided by a simple majority of votes cast.

ARTICLE 12

MEMBERSHIP

Section 1 - Member in Good Standing

A member in good standing is:

- A. A Local 6054 Adjunct employee (active or inactive) who is a full dues paying member of the Local 6054 for a period of at least six months, and
- B. Has worked as an Adjunct employee within the past 12 months, and
- C. Who is up to date and current in dues payments/obligations to Local 6054.

Section 2 - Voting Rights

Only members in good standing shall be entitled to vote, hold office and serve on committees. Members in good standing may vote on contract administration matters (i.e. contract ratification, strike votes, legal defense), election of officers, and removal of officers.

Section 3 - Active / Inactive Member

Active membership in the bargaining unit includes all those who teach at least one credit per semester. Inactive members are those who are not teaching at least one credit per semester but have taught at least six credits in the previous 12 months.

ARTICLE 13

DUES

Section 1 - Dues

The dues are equal to 2.5 % (2.5 percent) of the gross salary on the salary schedule.

Section 2 - Change in Dues Structure

Changes in the dues structure may be recommended from time to time by the Executive Board and approved by a vote of the membership.

ARTICLE 14

MEMBER RIGHTS AND RESPONSIBILITIES

Section 1 - Member in Good Standing

A member in good standing is:

- A. A Local 6054 Adjunct employee (active or inactive) who is a full dues paying member of the Local 6054 for a period of at least six months, and
- B. Has worked as an Adjunct employee within the past 12 months, and
- C. Who is up to date and current in dues payments/obligations to Local 6054.

Section 2 - Entitled to Vote

Only members in good standing shall be entitled to vote, hold office and serve on committees. Members in good standing may vote on contract administration matters (i.e. contract ratification, strike votes, legal defense), election of officers, and removal of officers. (See Article 15 - Voting).

Section 3 - Active / Inactive Member

Active membership in the bargaining unit includes all those who teach at least one credit per semester. Inactive members are those who are not teaching at least one credit per semester but have taught at least six credits in the previous 12 months.

Section 4

Official publications of the Local 6054 shall be sent without charge to members in good standing and may at the discretion of the Executive Board be sent to non-members.

Section 5

During the election for Officers members shall elect:

1. Executive Board Officers

Section 6

Members shall vote to approve or reject:

1. Negotiated Collective Bargaining Agreements,
2. Strike Vote,
3. Local Dues,
4. Assessments,
5. State Federation Constitution and Bylaws and Local Bylaws,
6. Changes of State or Federation affiliation.

Section 7

Members may remove by vote:

1. Executive Board Officers

ARTICLE 15

VOTING

Section 1 - Notification and Voting - Electronically and E-Mail

Notification of voting on Local 6054 administration business including By Law amendments or election of Officers may be issued by posting on the Local 6054 web site and/or by e-mail to the membership.

Voting on all Local 6054 administrative business including Collective Bargaining Agreements, By Law amendments or election of Officers may be conducted electronically by e-mail, electronic voting or by regular U.S. mail service as directed by the President and Executive Board.

During an in person or telephone conference meeting a vote on all business regarding the Local may be taken verbally of all members present at the meeting, but when one-fifth (1/5) of the members present demand a 'yea' or 'nay' vote be taken, it shall be done by a 'roll call' vote.

Section 2 - Election of Officers Electronically

Election of Officers (and the removal of Officers) may be conducted electronically by ballot (e-mail) or by the regular U.S. Mail service. Members shall have the ballot delivered electronically (e-mail) or mailed to them at least fourteen (14) days before the election.

Section 3 - Proxy Votes during a meeting

Voting by proxy during a meeting will be permitted only to the extent that one (1) member may carry not more than one (1) proxy. Proxy votes shall be registered at the beginning of the meeting and the authorization to carry the proxy shall be in writing.

Section 4 - Simple Majority of Votes Cast

Voting on all administrative matters including Collective Bargaining Agreement ratification balloting, By Law amendments and election of Executive Board Officers shall be decided by a simple majority of votes cast.

Article 16

CONTRACT NEGOTIATIONS

Section 1 - Primary Negotiators and Alternates

All primary negotiators and alternates shall be appointed by the President and approved by the Local 6054 Executive Board.

At least nine (9) months prior to the expiration of the Collective Bargaining Agreement the President will send notification to the Executive Board to solicit volunteers for the positions of negotiation team members. Each person volunteering shall forward a one (1) page resume to the Executive Board for consideration as a negotiating team member.

Alternates shall possess the authority of the negotiator only in the absence or resignation of the primary negotiator.

The negotiating team shall consist of a maximum of four (4) Local 6054 Adjunct members to act as primary negotiators. There shall be at a minimum three (3) negotiators, each representing a different region (Northern, South central and Southeast).

Alternates may be appointed for each position. The alternate may be present at the regional site of negotiations.

Section 2 - Contract Proposals

For the purposes of contract negotiations, only the Local 6054 negotiators will determine the content of the proposals and counter proposals. Local 6054 members, in good standing, shall vote and ratify all negotiated Collective Bargaining Agreements.

Section 3 - Negotiations Committees

Negotiations committees will be appointed by the President and confirmed by the Executive Board. The purpose of these committees is to facilitate communication between the negotiation team and the membership.

Section 4 - Authority of the Negotiating Team

Only the negotiation team shall have the authority to do the following:

- A. Select a staff member of APEA/AFT to act in a capacity designated by the negotiating team. This may include acting as negotiating team spokesperson.
- B. Prepare and distribute to all Local 6054 members a survey requesting input and/or guidance for any upcoming negotiations.
- C. Negotiate ground rules prior to negotiations.
- D. Modify the contract proposal during negotiations.
- E. Reach tentative agreement on a contract proposal.
- F. After ratification of a tentative Collective Bargaining Agreement, to sign, along with the APEA/AFT Business Manager, such agreement.
- G. Declare impasse and call for a strike vote authorization.
- H. After a certified vote to strike has been obtained, call a strike.
- I. During negotiations, make news releases pertaining to negotiations.

- J. Communicate with the APEA/AFT Local 6054 members concerning negotiations by electronic means or by meetings.
- K. Authorize and sign Letters of Agreement that modify the Collective Bargaining Agreement that may possibly affect the membership as a whole after approval of the membership. This approval can be in the form of electronic communication.
- L. Authorize the signing of Letters of Agreement by staff that would affect only an individual member after approval of that individual member.

Section 6 - Responsibilities of the Negotiating Team

- A. During negotiations, the negotiations team shall inform the Local 6054 Executive Board and Negotiations Committees at least monthly of the progress and development of negotiations.
- B. Within fourteen (14) working days after reaching conclusion in negotiations will provide all members in good standing a copy of the tentative agreement or the employer's final offer in a suitable format to show comparison of old contract language and all proposed changes, and a written opinion specifying the pros and cons of the agreement.
- C. Through consultation with and concurrence of the Vice Presidents determine what visits are required to answer questions about the tentative agreement, before ratification ballots are submitted to the membership for voting.
- D. Conduct a ratification vote of Local 6054 members in good standing of the bargaining unit in accordance with Article 15.

Section 7 - Impasse Provisions

If an impasse occurs during negotiations, the negotiating team shall poll the Executive Board as to whether a strike vote should be taken. The question shall be decided by a majority of Executive Board votes cast. The Vice Presidents shall provide all of their members in good standing with such information and statements, and shall cast their vote according to the will of a majority of their members in good standing.

If the majority vote of the Executive Board is cast yes, then the negotiating team shall poll all the members in good standing regarding a strike vote. This vote may be conducted electronically by E-Mail.

Section 8 - Collective Bargaining Agreement Letters of Agreement

The current Negotiating Team shall vote on letters of agreement that changes the Collective Bargaining Agreement in such a manner that affects all members. The Executive Board and the negotiation team shall approve of the change.

Section 9 - Individual Member Letters of Agreement

This is different from Section 8 in that these Individual Member Letters of Agreement affect only a member and does not impact or affect the Collective Bargaining Agreement of the membership as a whole. These Individual Member Letters of Agreement can be signed by the Negotiating Team or their designee after approval of the individual member.

Article 17

SUPERCEDING EFFECT

These By Laws incorporate and supercede all previous By Laws and Constitution of Local 6054. In case of conflict between the APEA/AFT Local 8050 State Federation By Laws and these Local 6054 Bylaws the APEA/AFT By laws supercede and shall control.

APPROVAL

These Local 6054 By Laws were passed by the Executive Board and ratified by the membership on August 30, 2006.