



# **Shippensburg University Chapter**

## **APSCUF Faculty and Coach Bylaws**

Bylaws  
Association of Pennsylvania State College and University Faculties  
**Shippensburg University Chapter**

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## **ARTICLE I - NAME**

The name of this organization is the Shippensburg University Chapter of the Association of Pennsylvania State College and University Faculties, herein called APSCUF/SU.

## **ARTICLE II - PURPOSE**

### Section 1.

To promote and maintain among the Faculty and Coaches at Shippensburg University the highest professional standards and ethics in order to better serve the students of Shippensburg University.

### Section 2.

To act as the exclusive representative for all members of the bargaining unit in implementing any collective bargaining agreement with the Commonwealth of Pennsylvania or with the local administration of the University under the provisions of Act 195 and to operate as the local representative of State APSCUF.

### Section 3.

To promote effective Faculty and Coaches participation in the governance of Shippensburg University and to encourage active Faculty and Coaches engagement in the solution of problems common to the universities of the State System of Higher Education.

### Section 4.

To aid in retaining and attracting highly qualified Faculty and Coaches by improving salaries, tenure, promotions, sabbaticals, health benefits, retirement benefits, and other conditions of employment that may be appropriate.

### Section 5.

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 6.

To encourage Faculty members and Coaches to exercise their Constitutional rights and privileges and to assume appropriate leadership responsibilities in civic affairs.

### Section 7.

To keep local members informed of activities at the local and state levels.

## **ARTICLE III - RELATIONSHIP TO STATE APSCUF**

### Section 1.

APSCUF/SU is a local chapter of APSCUF.

Section 2.

State APSCUF Executive Council shall have general supervisory authority over chapters, their officers and affairs, and the right to act on behalf of or in the place of a chapter or chapter officer.

Section 3.

The authority of the State APSCUF Bylaws and the State APSCUF Executive Council over the local chapter is set forth in ARTICLE XII - Local Chapters of State APSCUF Bylaws.

**ARTICLE IV - MEMBERSHIP AND DUES**

Section 1.

Members of the bargaining unit existent on October 6, 1971 or as revised by the Pennsylvania Labor Relations Board or members of subsequently formed bargaining units are eligible for Active Membership. Dues for Active Members are determined by action of the State APSCUF Legislative Assembly and ratification by a majority vote of the Active Members casting ballots. Dues will be collected in a manner stipulated by the Collective Bargaining Agreement and the State APSCUF Legislative Assembly. All SU faculty and coaches who are APSCUF members are members of APSCUF/SU.

Section 2. Membership Rights

Active Members are eligible to run for office, serve on committees, and vote in elections and meetings of the membership.

Section 3. Acting Managers

Acting Managers who are APSCUF members continue to pay dues on their salary excluding any administrative increment. Acting Managers are not eligible to run for office, serve as faculty representatives on committees, or participate or vote in department meetings or elections, as per Article 7.F.4.d of the CBA.

Section 4. Retrenched Members

Active Members of APSCUF who have been retrenched continue active membership in APSCUF while on the preferential hiring list. Dues will be determined by the State APSCUF Legislative Assembly.

Section 5. Membership Meetings

- a. Meetings of the members shall be convened by the President or upon written petition to the President from ten percent or more of the members.
- b. The President shall inform the membership of the time and place of the meeting.
- c. The members present shall constitute a quorum.

## **ARTICLE V - REPRESENTATIVE COUNCIL**

### **Section 1. Membership**

The Representative Council shall be composed of the APSCUF/SU Executive Committee and delegates elected by and from the APSCUF members of each academic department and the coaches' bargaining unit.

### **Section 2. Composition**

Each academic department with 10 or fewer APSCUF members shall be entitled to elect one delegate to the Council. Departments with more than 10 APSCUF members and the coaches' bargaining unit shall be entitled to elect two delegates. The number of delegates each department is entitled to shall be based on the active membership it has on February 1 of each year. The APSCUF/SU Membership Chairperson shall verify the number of delegates for each department and present the list to the Executive Committee by March 1.

### **Section 3. Election**

- a. Members of the Council shall be elected by and from the APSCUF members in each academic department or coaches' bargaining unit before April 15. The term of office for all delegates shall be two years. Departments entitled to two delegates shall elect one delegate each year.
- b. Alternate delegates for each academic department shall be elected at the same time as regular delegates. Alternates shall have all the rights and responsibilities of a delegate for the meeting at which they serve as alternates.
- c. Only duly elected delegates or their alternates and APSCUF/SU Executive Committee members shall be seated as voting members of the Council. A list of duly elected delegates and alternates shall be provided by the academic Department Chairpersons to the Secretary of APSCUF/SU by April 15. The Secretary shall certify all delegates and alternates prior to the beginning of each Council meeting.
- d. A departmental delegate vacancy shall be filled by a special election at a regular meeting of the department.

### **Section 4. Functions**

The functions of the Council shall be to advise the APSCUF/SU President and Executive Committee regarding concerns and issues of the Faculty and Coaches and to ratify the APSCUF/SU budget.

### **Section 5. Responsibilities**

Delegates to the Representative Council shall be responsible for communicating to the Council issues and concerns of APSCUF members in each academic department and of the coaches and reporting activities of the Council to their academic departments and the coaches.

### **Section 6. Meetings**

A quorum of the Council shall consist of a majority of elected delegates.

- a. Regular meetings of the Representative Council shall be held according to a schedule determined by the Council and/or the APSCUF/SU President. The Council shall meet at least once each semester.

- b. Special meetings shall be called by the President, the Executive Committee, or upon petition from at least 50% of Council or ten percent of the APSCUF/SU membership.
- c. Notice of each meeting shall be announced at least one week before the meeting.
- d. The President or designee shall chair the meetings of the Representative Council.

## **ARTICLE VI - OFFICERS**

### Section 1. Composition of Officers

The Officers of APSCUF/SU shall consist of a President, Vice President, Immediate Past President, Secretary, Treasurer, President Coach and Vice President Coach. All Officers are members of the APSCUF/SU Executive Committee and Representative Council.

### Section 2. Terms of and Qualifications for Office

- a. The following offices have two-year terms: President, Vice President, Secretary, Treasurer, President Coach and Vice President Coach . The initial term of service for each office shall begin May 15 immediately following election. The Immediate Past President will serve one two-year term, which shall not be extended, following his/her term as President.
- b. To be a candidate for the office of APSCUF/SU President, an individual must have been a member in good standing of APSCUF for a minimum of five years and have been a member of the Executive Committee for at least two years in the previous six-year period.

### Section 3. President

The President shall:

- a. preside at all meetings of the Executive Committee, Representative Council, membership and all-campus Faculty and coaches meetings;
- b. appoint, in consultation with the Executive Committee, members to committees not otherwise provided for in the Bylaws;
- c. unless otherwise stated, be an ex-officio member of all APSCUF/SU committees;
- d. prepare the Agenda for meetings of the Executive Committee, Representative Council, membership and Faculty and coaches meetings;
- e. administer, in conjunction with the Treasurer, the budget established by the Executive Committee and ratified by the Representative Council;
- f. represent APSCUF/SU and SU Faculty and Coaches before the public as appropriate;
- g. serve as a member of the University Forum and its Executive Committee;

- h. convene the organizational meeting of the Professional Affairs Committee;
- i. be a delegate to the State APSCUF Legislative Assembly and function as the head of the SU delegation;
- j. serve as APSCUF/SU Negotiations Chairperson and member of the State APSCUF Negotiations Committee;
- k. if appropriate, appoint for a two-year term a member to serve on the Shippensburg University Foundation Board. This appointment shall be ratified by APSCUF members voting during the annual election. If for any reason the appointed member cannot complete the term, the President shall appoint another member to fill the unexpired term.
- l. oversee the work of the chapter's office personnel;
- m. appoint an annual Audit Committee to verify the financial records of the Treasurer and to file the annual State Audit Report;

The President shall consult regularly with the Executive Committee in the implementation of the above duties and responsibilities. The President is ultimately responsible for the duties listed above, although specific responsibilities may be designated to other appropriate members of the organization.

#### Section 4. Vice President

The Vice President shall:

- a. captain the Meet and Discuss Team and report to the Faculty and coaches following each meeting;
- b.. assume all duties of the President in case of absence or disability of the President, and serve as the President's designee at the request of the President;
- c. serve as a delegate to the APSCUF Legislative Assembly.

#### Section 5. Secretary

The Secretary shall keep a record of the minutes of all Executive Committee, Representative Council, membership and all-campus Faculty and Coaches' meetings. During the absence of the Secretary, another member of the Executive Committee shall be appointed by the President to keep the record.

#### Section 6. Treasurer

The Treasurer shall be responsible for all financial matters of APSCUF/SU, subject to policy established by the Executive Committee or State APSCUF. These duties shall include:

- a. paying bills promptly and depositing income to the APSCUF/SU account;
- b. keeping accurate records of financial matters and presenting regular reports to the Executive Committee;
- c. cooperating with the annual Audit Committee;

d. assisting the President in preparing an annual projected budget.

### Section 7. Immediate Past President

The Immediate Past President shall:

- a. represent APSCUF/SU at meetings of the SU Council of Trustees;
- b. preside at membership meetings in cases of recall action.
- c. serve as a member of the University Planning & Budget Council and is a voting member of the Executive Committee
- d. If the Immediate past President retires or resigns from the University or goes on leave before the end of the two-year term, his/her duties will be assigned by the President, in consultation with the Executive Committee.

### Section 8. President Coach

The President Coach shall:

- a. be a voting delegate to State APSCUF Legislative Assembly for his/her term;
- b. serve as coaches' representative to local EC;
- c. serve as a voting member of the local EC

### Section 9. Vice President Coach

The Vice President Coach shall:

- a. serve as alternate delegate to State APSCUF Legislative Assembly when the President Coach can not attend;
- b. serve as alternate coaches' representative to local EC;
- c. serve as Coaches Meet and Discuss rep and report to the coaches following each meeting;

### Section 10. Restrictions on Officers

Officers shall not serve on any contractually mandated committee: Promotion, Tenure, Sabbatical Leave, or Curriculum Committee.



## Section 11. Confidentiality of Officers

Officers shall not discuss specific details beyond the bargaining unit nor release information publicly regarding individual grievances, arbitrations, or cases in litigation filed or pursued by individuals until the issue is concluded or released for publication by State APSCUF Executive Council.

## Section 12 Public Statements by Officers

Officers shall insure that any public statements differing from State APSCUF policies or positions are not presented as positions of State APSCUF.

# **ARTICLE VII - DELEGATES TO APSCUF LEGISLATIVE ASSEMBLY**

## Section 1. Delegate Entitlement

The State APSCUF Legislative Assembly is the governing body of APSCUF, an assembly composed of faculty and coaches' delegates. Each local chapter is entitled to one faculty delegate to the Assembly for each 50 members, or major portion thereof, in the local chapter. Each local shall also be entitled to elect one President Coach to serve as local coach delegate and Vice President Coach to serve as alternate local coach delegate; however, the coaches shall be entitled to only one voting delegate for each 50 coaches across all campuses.

## Section 2. Delegate Obligations

Delegates represent APSCUF/SU at meetings of the Assembly and are members of the APSCUF/SU Executive Committee. At-large Delegates also serve as members of the local Negotiations Committee. The term of office for At-large Delegates is two years.

## Section 3. Local President, Vice President, and President Coach

By virtue of his/her office, the APSCUF/SU President shall be a delegate and head of the chapter's delegation. The Vice President shall also be a delegate. The Coach President shall also be a delegate.

## Section 4. Vacancies in Delegation

If a vacancy occurs with at least 14 months left in the term, an election shall be held to fill the vacancy at the next regular election. If a vacancy occurs with fewer than 14 months left in the term, the President shall appoint an alternate who is willing to complete the unexpired term of the former delegate.

## Section 5. Alternate Delegates

In addition to the one faculty delegate for each 50 faculty in the bargaining unit, the faculty will elect an Alternate Delegate to the Legislative Assembly. Elected members of the Executive Committee who are not delegates to the State APSCUF Legislative Assembly shall be alternate delegates to the State APSCUF Legislative Assembly if needed. The Vice President Coach shall be alternate coaches' delegate to State APSCUF Legislative Assembly if needed.

## **ARTICLE VIII - MEET AND DISCUSS**

### Section 1. Membership

The Meet and Discuss Team shall consist of the Vice President and five elected members, four faculty, and one coaches' representative.

### Section 2. Duties

The duties of the Meet and Discuss Team shall include:

- a. meeting monthly with the University President or designee for the purpose of discussing matters of educational policy and development as well as matters regarding the Collective Bargaining Agreement;
- b. reporting to the Executive Committee and the Representative Council concerns reflected at these meetings;
- c. carrying out the directions of the Executive Committee.

### Section 3. Executive Committee Membership

Meet and Discuss Team Members are elected members of the APSCUF/SU Executive Committee.

### Section 4. Term of Service

The term of service of Team Members shall be two years commencing May 15. Two of the Members shall be elected in even-numbered years and the other two in odd-numbered years.

### Section 5. Vacancies

If a vacancy occurs in the position of a Team Member and there are at least fourteen months left in the term, an election shall be held to fill the vacancy at the next regular election. If a vacancy occurs later, the President shall appoint another member to fill the unexpired term.

## **ARTICLE IX - EXECUTIVE COMMITTEE**

### Section 1. Membership

The Executive Committee shall consist of the following voting members: the officers, President Coach, committee chairpersons elected by the APSCUF/SU membership (Legislative and Planning and Budget), At-Large Delegates to the State APSCUF Legislative Assembly, the Meet and Discuss Team, the Grievance Committee Chairperson, and the Gender Issues Chairperson. The Membership Chairperson, the Health & Welfare Specialist, the Student Affairs Representative and the Public Relations Committee Chairperson shall be non-voting members of the Executive Committee.

## Section 2. Duties

- a. The Executive Committee shall see that the policies and instructions of State APSCUF are carried out.
- b. The Committee shall advise the APSCUF/SU President concerning the implementation of programs and execution of its decisions.

## Section 3. Overturning Presidential Appointments

A two-thirds vote of the Committee shall be required to overturn any presidential appointment.

## Section 4. Meetings

- a. Regular meetings of the Executive Committee shall be held at least once a month during the academic year.
- b. The President or designee shall call and chair all meetings.
- c. One-half of the Executive Committee members shall constitute a quorum.

# **ARTICLE X - COMMITTEES**

## Section 1. Standing Committees

- a. Standing committees are those committees specifically mentioned in these Bylaws.
- b. All standing committees and committees appointed by the President are bodies of the organization and their actions are subject to the authority of the Representative Council, Executive Committee, and membership.
- c. No committee may incur any expense without the prior approval of the President or his/her designee.
- d. Unless otherwise specified in the Bylaws, the President shall appoint each chairperson subject to ratification by the Executive Committee. Terms of office shall be two years with no mandatory limit on terms of service.
- e. Chairpersons of Standing Committees shall have the right to place items on the agenda of meetings of the Executive Committee and of the Representative Council.
- f. Unless stated otherwise in the Bylaws, the President may appoint members to each committee.
- g. Chairpersons of committees having a statewide APSCUF committee shall represent APSCUF/SU at meetings of that committee and report to the membership and Executive Committee on the actions of the committee.
- h. Chairpersons shall call committee meetings as needed.

## Section 2. Grievance Committee

The Grievance Committee shall:

- a. consist of the chairperson, appointed by the President in consultation with the Executive Committee, and as many members as the chair deems necessary; however, the local Grievance Committee should include one appointed coaches' representative.
- b. be responsible for processing grievances according to the terms and conditions of the faculty and coaches' Collective Bargaining Agreements and the State APSCUF Grievance Committee.
- c. The chairperson shall be a voting member of the Executive Committee.
- d. The chairperson of the Grievance Committee shall not serve on any contractually mandated committee: Promotion, Tenure, Sabbatical Leave, or Curriculum Committee.

## Section 3. Legislative Committee

- a. The Legislative Committee shall consist of the elected chairperson and as many members as the chair deems necessary.
- b. The chairperson or his/her designee shall attend the meetings of the State APSCUF Legislative Committee and keep the Executive Committee and members informed of all relevant legislation.

## Section 4. Membership

- a. The Membership Committee shall consist of the appointed chairperson and as many members as the chair deems necessary, including one Coaches' Representative.
- b. The committee shall be responsible for maintaining accurate membership records and recruiting new members.
- c. The chairperson of the Membership Committee shall be a nonvoting member of the Executive Committee and a member of the State APSCUF Membership Committee.
- d. The chairperson shall present to the Executive Committee before March 1 each year a list of the number of delegates each academic department may elect to the Representative Council.

## Section 5. Nominations and Elections Committee

- a. At a meeting prior to February 1 of each year, the Representative Council shall elect one member from each college and the coaches' bargaining unit to a Nominations and Elections Committee. The committee shall elect its own chair.
- b. The Committee shall present a slate of two or more nominees, when possible, for each APSCUF/SU office to the Representative Council at its meeting prior to April. The Committee shall accept nominations from the floor of the Representative Council and shall implement and administer the election of APSCUF/SU offices and University governance offices before April 15 each year.

- c. The Committee shall be responsible for insuring that all necessary arrangements are made for conducting and reporting elections as described in Article XI.
- d. The Committee shall be responsible for administering, certifying, and reporting voting procedures and results in regular and recall elections.
- e. The Committee shall report to the State APSCUF Office the date of APSCUF/SU elections and the total votes cast for each candidate.

#### Section 6. Gender Issues and Social Justice Committee

- a. There shall be a Gender Issues Committee in accordance with State APSCUF Bylaws.
- b. The chairperson shall be elected by majority vote of the Gender Issues and Social Justice Committee and will serve as a member of the State APSCUF Gender Issues and Social Justice Committee and attend its meetings. The Chairperson shall be a voting member of the Executive Committee.
- c. The President shall, with ratification by Executive Committee, appoint members to the Committee.

#### Section 7. Negotiations Committee

- a. The Negotiations Committee shall consist of the President or his/her designee, the Vice President, and the At-Large Delegates to the Legislative Assembly, including the coaches' delegates.
- b. The duties of the local Negotiations Committee shall be to consult with local members, the APSCUF/SU Executive Committee, and Representative Council to identify negotiable issues of concern.
- c. During contract negotiations, the Committee shall also work with the APSCUF/SU President to facilitate communications with and coordinate actions of the local membership.

#### Section 8. APSCUF/SU Planning and Budget Committee

- a. The APSCUF/SU Planning and Budget Committee shall consist of the chairperson who is elected by the Faculty in the spring regular elections and as many members as the chair deems necessary.
- b. The Planning and Budget Committee shall analyze the university budget and budget procedures and provide information to the Executive Committee; the chairperson serves on the University Planning and Budget Council and is a voting member of the Executive Committee.

#### Section 9. Public Relations Committee

The Public Relations Committee shall:

- a. Consist of the chairperson, appointed by the President in consultation with the Executive Committee, and as many members as the chair deems necessary.

1. The chairperson shall be editor of the APSCUF/SU newsletter and shall be responsible for publishing at least ten issues each year.

2. The chairperson shall be a nonvoting member of the Executive Committee.

b. The Public Relations Committee will coordinate public relations for APSCUF/SU with university personnel, students, and public media.

#### Section 10. Health & Welfare Specialist

a. The Health & Welfare Specialist shall be appointed by the President in consultation with the Executive Committee.

b. The Health & Welfare Specialist will be responsible for assisting APSCUF members with questions and/or problems concerning employer paid health benefit packages, as well as questions and/or problems dealing with the PA Faculty Health & Welfare Fund.

c. The Health and Welfare Specialist shall be a member of the State APSCUF Health and Welfare Committee and a nonvoting member of the Executive Committee.

#### Section 11. Student Affairs Representative

a. The Student Affairs Representative shall be appointed by the President, with ratification by the Executive Committee, to maintain contact with and report to the Executive Committee on activities of the student government.

b. The Student Affairs Representative shall be a member of the University Student Affairs Committee and a nonvoting member of the Executive Committee.

#### Section 12. Mobilization Committee

a. The Mobilization Committee chair shall be appointed by the President, with ratification by the Executive Committee.

b. The Mobilization Committee chair shall be a member of the State-wide Mobilization Committee.

c. The Mobilization Committee chair shall be a nonvoting member of the APSCUF/SU Executive Committee.

d. The committee shall be responsible for 1) organizing, educating, and mobilizing faculty for job actions, 2) communication and coordination during a job action, 3) ongoing gathering and maintenance of the current strike manual, and 4) outreach to other unions and organizations.

### **ARTICLE XI - ELECTIONS**

#### Section 1. Conduct of Elections

APSCUF/SU shall conduct elections for its officers and elected committee chairpersons, all Faculty and Coaches positions on the University Forum, Curriculum Committee, Graduate Council, Promotions, Sabbatical Leave, and Tenure Committee, and all other elected Faculty and Coach university-wide committee representatives.

#### Section 2. Timetable for Nominations

By February 15 the Nominations and Elections Committee shall announce all offices that will be vacant the following May 15 or August 31.

### Section 3. Acceptance of Nominations

The Nominations and Elections Committee shall accept nominations for APSCUF/SU offices from any member and from the floor of the Representative Council.

### Section 4. Announcement of Elections

Prior to the election the Nominations and Elections Committee shall announce the dates, hours, and location of the election. In addition the Committee shall announce the names of those who have agreed to be nominated for the various APSCUF/SU and University governance offices and committees.

### Section 5. Separation of Ballots

Separate ballots shall be prepared for APSCUF/SU elections and non-APSCUF elections.

### Section 6. Authentication of Voters

An up-to-date list of members and non-members shall be available at the election site and Faculty and Coaches shall be required to sign their initials next to their name.

### Section 7. Absentee Ballots

Absentee ballots shall be made available for eligible voters who will not be on campus during the election period. The availability of such ballots shall be announced at least two weeks prior to the election.

### Section 8. Determination of Election

A plurality of votes cast shall be necessary for election. Should there be a tie vote among candidates with the highest number of ballots, a runoff election among those tied shall be held to determine plurality.

### Section 9. Terms of Office

- a. The term of office for President and Vice President is two years beginning May 15. Elections for these offices will normally be held in even-numbered years. The term of office for President Coach and Vice President Coach is two years beginning May 15. Elections for coaches' offices will normally be held in odd-numbered years.
- b. The term of office for the following is two years: Secretary, Treasurer, At-Large Delegate to the Legislative Assembly, Meet and Discuss Team Member, Delegate to the Representative Council, Legislative Chairperson, Planning & Budget Committee Chairperson. Approximately one-half of the Meet and Discuss Team, At-Large Legislative Assembly Delegates, and Representative Council Delegates shall be elected in even-numbered years and the remainder in odd-numbered years. The other officers listed above will normally be elected in odd-numbered years. The term of office for all APSCUF/SU service shall begin on May 15 of the year elected, but terms of At-Large Legislative Assembly Delegates shall begin on August 31 of the year elected.
- c. The term of office for the Immediate Past President is for two years. It shall begin May 15 after the completion of term as President. The immediate Past President shall serve one two-year term.
- d. The term of office for University Forum, Graduate Council, Curriculum, Promotions, Sabbatical and Tenure Committees is two-years as described in the governance document.

## Section 10. Vacancies

- a. If a vacancy occurs in the Office of President, the Vice President shall succeed to that office for the unexpired portion of the term.
- b. If a vacancy occurs in the office of Vice President, a special election shall be held within sixty days to elect a successor for the unexpired portion of the term.
- c. Vacancies on the University-wide Promotion Committee will be filled by the candidate receiving the next highest number of votes in that division, or by special election, if necessary (in accordance with the Promotion Policy Guidelines, approved in October 2005). If a vacancy occurs in any other elected position with at least 14 months left in the term, an election shall be held to fill the vacancy at the next regular election. If a vacancy occurs in any other elected position with fewer than 14 months left in the term, the position shall be filled by appointment of the President and ratification of the Representative Council.

## Section 11. Voting Procedures

Voting shall be by written ballot and shall be scheduled for two consecutive days for at least six hours each day at a convenient location. Absentee ballots shall be provided by, administered by and returned to the Nominations and Elections Committee.

## Section 12. Recall

- a. Any elected official shall be subject to recall from office upon presentation to the Immediate Past-President (the official who last served as President) of a petition requesting such, signed by 20% or more of the membership. The petition shall be reviewed for validity by the Executive Committee and the accused shall be notified of the charges. The Executive Committee shall schedule a membership meeting to discuss the petition and announce voting on the recall at least 28 days following the notification to the accused. The accused must be given the opportunity to respond to the charges during that membership meeting.
- b. The Executive Committee may, on its own motion, passed by two-thirds of voting members of the Committee, schedule a vote on recall of any elected official. The elected official may choose to include a written statement refuting the charges. This statement shall be included with the recall vote ballot; and the balloting shall be conducted in the same manner as elections and be administered by the Nominations and Elections Committee.
- c. The Past-President shall preside at the membership meeting.
- d. If two-thirds plus one of those voting vote to recall, the official is removed from office.
- e. The Past-President shall certify and report the results to the membership.
- f. A Past-President cannot be recalled.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern in all cases where they are applicable and where they are not inconsistent with these or State APSCUF Bylaws and any special rules of order adopted by this organization.



## **ARTICLE XIII – AMENDMENTS**

### Section 1.

These Bylaws may be amended by the following two-stage process: (1) the President shall call an open meeting of APSCUF/SU members, held with 14-day prior notification, to discuss proposed Bylaws amendments. Recommendations for a written ballot on a proposed amendment require a two-thirds vote of the members voting at the open meeting; (2) recommended amendments will go before the full membership, with 14-day prior notification, for a vote by written ballot. An amendment is considered adopted if it is passed by two-thirds of the members voting by written ballot.

### Section 2.

Amendments must be forwarded to the State APSCUF Rules and Bylaws Committee by June 1 of each year.

**Amended April 15, 1998**

**Amended April 1, 2001**

**Amended by Faculty and Coaches 11/6-7/2002**

**Amended by Faculty and Coaches 4/2006**

**Approved by State APSCUF 11/2006**

**Amended by Faculty and Coaches 12/6-7/2010**

**Approved by State APSCUF 9/22/2011**

**Amended by Faculty and Coaches 3/25-26/2014**

**Approved by State APSCUF 6/2014**