

BLOOMSBURG UNIVERSITY

Bloomsburg, Pennsylvania

BYLAWS

**ASSOCIATION OF PENNSYLVANIA STATE COLLEGE AND UNIVERSITY FACULTIES,
BLOOMSBURG UNIVERSITY CHAPTER (APSCUF/BU)**

ARTICLE I- NAME

The name of the Bloomsburg Chapter of the Association of Pennsylvania State College and University Faculties will be the Bloomsburg University Chapter. The full and correct acronym, APSCUF/BU may be used to refer to the Chapter.

ARTICLE II- PURPOSE

Section A

To serve as the local Chapter and to subscribe to and support the purpose of State APSCUF.

Section B

To represent and promote the interests of the members of the Bloomsburg University Chapter in the councils of the parent organization, namely APSCUF.

Section C

To act as the exclusive local representative for all members of the bargaining unit(s) as hereinafter defined in all matters that are covered by any collective bargaining agreement with the Commonwealth of Pennsylvania or with the local administration of the University under the provisions of Act 195.

Section D

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

Section E

To aid in improving salaries, tenure, retirement systems and other conditions of employment that it may deem appropriate to attract and retain highly qualified Faculty and Coaches.

ARTICLE III- MEMBERSHIP

Section A

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

Section B

Active Members of APSCUF who have been retrenched may elect to continue membership in APSCUF while on the preferential hiring list. Retired members may not be counted toward delegate entitlement or campus rebate. Dues will be determined by the Legislative Assembly.

Section C

All members of the bargaining unit may attend general meetings unless the meetings are declared closed by action of the Executive Board. The privilege of holding office, committee membership, or voting shall be extended only to dues paying members, except as specifically spelled out in any current Collective Bargaining Agreement (CBA).

ARTICLE IV- OFFICERS AND EXECUTIVE BOARD

Section A

The officers of the Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section B

The above officers, the Immediate Past-President, Chairpersons of the Chapter's Standing Committees, the President Coach, and the Delegates to the APSCUF Legislative Assembly shall constitute the Executive Board. (The term of office for the Immediate Past-President shall be two years.) The Chairs of the Bloomsburg Curriculum Committee and the Professional Development Committee shall serve on the Executive Board unless they are not members of APSCUF; in that case those APSCUF members serving on the BUCC and the Professional Development Committee shall elect one of their members as a representative to serve on the APSCUF Executive Board.

ARTICLE V- FUNCTIONS OF THE OFFICERS AND EXECUTIVE BOARD

Section A

1. President: The President shall
 - a. Be the chief executive officer of the Chapter and shall take care that the Chapter functions effectively and in the best interests of the membership, provided always that the Presidential actions are in concert with the purposes, principles, and the policies of APSCUF and the laws of the Commonwealth of Pennsylvania and of the United States of America.
 - b. Call meetings of the General Membership and shall preside at these meetings, but shall not have a vote except to break a tie.
 - c. Call meetings of the Executive Board and shall preside over them, but shall not have a vote except to break a tie.
 - d. Appoint the chairperson of the Grievance Committee.
 - e. Represent the faculty members, coaches and other professional staff who are by law included in the Bloomsburg University unit(s) under collective bargaining agreement(s) at the meetings of the Council of Trustees of Bloomsburg University. The President may designate another person to sit at a particular meeting of the Council.
 - f. Be a regular member of the Meet and Discuss Committee.

- g. Be a non-voting member of all other Standing committees and shall have the right to attend their meetings and to require a report from their chairpersons on any aspect of their work at any time.
 - h. Be the representative of APSCUF at Bloomsburg University.
 - i. Be one of the Chapter delegates to the APSCUF Legislative Assembly and shall lead the delegation.
 - j. Designate alternate delegates to the APSCUF Legislative Assembly as needed from alternate delegates and elected members of the Executive Board.
 - k. Serve as the Bloomsburg University representative on the State Negotiations Committee.
2. Vice President: The Vice-President shall perform all the functions and responsibilities of the office of the President in the absence or disability of the President. The Vice-President shall serve as the President's designee at the request of the President. The Vice-President shall serve as a regular member on the Meet and Discuss Committee.
 3. Treasurer: The Treasurer shall maintain the records of the finances of the Chapter. The Treasurer shall perform all the functions and responsibilities of the office of the President in the absence of the President and the Vice-President.
 4. Secretary: The Secretary shall maintain the records of the Chapter, including minutes of the Executive Board meetings and meetings of the General Membership. The Secretary shall perform all the functions and responsibilities of the office of the President in the absence of the President, the Vice-President and the Treasurer.
 5. The Executive Board: The Executive Board shall be the executive arm of the General Membership. The Board shall prepare the agenda and propose actions to be approved by the General Membership. The Executive Board shall also be responsible for the implementation of a yearly audit of the Chapter treasury. In emergency situations, the Executive Board may act, but such actions must be reported to the membership at the next regular meeting for review. For Board meetings, a plenary (official) quorum shall consist of a majority of the total membership of the Board. Official action would require a simple majority vote of the quorum.

e.g. If the Board had 17 members, a plenary quorum would be 9 and any official action would require at least 5 affirmative votes.

The officers of the chapter shall be bound by these decisions in all cases. The Board shall meet at least once a month during the academic year.

6. When an elected office becomes vacant between regular elections, the President shall recommend and the Executive Board shall approve a replacement, with the exception of the office of President, which will require a special election.

ARTICLE VI- ELECTION OF OFFICERS

Section A

All regular elections shall take place by the 31st of March in odd number years. All elections shall be conducted according to the Nominations and Elections Policies and Procedural Rules as approved by the membership.

Section B

The Nominations, Elections and Rules Committee shall solicit candidates for all APSCUF offices and elected committees, and shall place all names in nomination not later than 10 college calendar days prior to the date of the elections. If there are fewer candidates for any office than the number to be elected, the Committee shall solicit additional candidates who may be added to the ballot up to five college calendar days prior to the election.

Section C

The four officers of the Chapter (President, Vice-President, Secretary, and Treasurer) shall be determined in each case by a majority of the eligible votes cast for that office.

Section D

For committees and Delegates to the State APSCUF Legislative Assembly, the number of votes counted for each position shall be divided by the number of persons to be elected to that position. A majority of that number shall constitute election. In the event that there are fewer elected than the number to be elected, there shall be a run-off election. In the event that there are fewer elected, than the several candidates not elected, up to twice the number of unfilled positions who receive the highest number of votes will be candidates in the run-off election. A plurality of the votes cast shall determine the winners in the run-off election.

Section E

All elected officials of the Chapter shall hold offices for two years, and their term shall begin on July 1.

Section F

One (1) President Coach and one (1) Vice President Coach shall be elected by the active members of the coaches bargaining unit. The President Coach shall serve as an ex-officio voting Delegate to the Legislative Assembly. The Vice President Coach shall serve as an ex-officio voting Alternate Delegate to the Legislative Assembly.

ARTICLE VII- THE GENERAL MEMBERSHIP

Section A

The General Membership of the Chapter shall consist of all members of APSCUF/BU.

Section B

It shall be the policy-making body of the membership. It shall receive reports by the Officers, Chairpersons of the various Standing Committees, and the Delegates of the Chapter to the APSCUF Legislative Assembly.

Section C

It shall also act as the Election body upon receipt of nominations from the Nominations, Elections, and Rules Committee.

Section D

The Membership shall normally meet at least two times a semester during the regular academic year. The first meeting will be held within 30 calendar days of the start of the Fall Term and the last meeting of each term will be held at least 14 calendar days prior to the start of finals week.

Section E

Special sessions may be called by the President. In addition, the President must call a special session within ten class days upon receipt of a petition signed by ten percent of the membership, or when mandated by a majority vote of the Executive Board.

Section F

The agenda for membership meetings will be prepared by the President with the advice of the Executive Board. Any item requiring official action by the membership will, normally, be placed on the agenda for the first time as a discussion item and on the agenda for a second meeting with a clear indication that it will be an "action item" at that meeting.

Section G

A plenary quorum shall consist of ten percent of the total membership. A working quorum shall consist of at least a majority of a minimum plenary quorum. A working quorum may take plenary (official) action on any matter before it, if passed by a vote equal to a majority of a minimum plenary quorum. However, any official action must have been announced on the official agenda as an action item and distributed no less than five class days prior to the meeting.

Section H

Pending approval by local Meet & Discuss Negotiations, local modifications in Promotion, Tenure and Sabbatical Policies, and of student evaluation instruments will be approved by written ballot in accordance with the Nominations and Elections Policies and Procedures.

ARTICLE VIII- REMOVAL OF ELECTED OFFICIALS

Section A

If specific allegations of gross neglect of duty or of conduct inimical to the interests of the Chapter membership are made against any elected official of the Chapter in a petition signed by a majority of the members, and submitted to the Chairperson of the Nominations, Elections and Rules Committee, the chairperson of that Committee shall call a meeting of the Committee within three days of the receipt of the petition. The Committee shall determine through informal investigation and testimony of witnesses whether it should recommend a formal session of the General Membership to take necessary action. The Committee shall make this determination within ten days of the receipt of the committee's recommendation, hold a special session and make a decision by a majority vote of the total membership for the Chapter.

ARTICLE IX- STANDING COMMITTEES

Section A

1. Standing Committees are those committees specifically mentioned in these Bylaws.
2. All Standing Committees and Committees appointed by the President, are bodies of the organization, and their actions are subject to the authority of the State Legislative Assembly and Executive Council.
3. No Committee may incur any expense, other than those required for normal day-to-day operations, without the prior approval of the President or his or her designee.
4. The size of each committee shall be determined by the President with no fewer than three members being elected and two appointed by the President, except the Nominations and Elections Committee, which must be elected.
5. There shall be the following Standing Committees:

- a. Audit Committee

The Audit Committee is responsible for overseeing the conduct of the annual audit of APSCUF/BU's finances, such audit to be completed no later than June 30 of each year.

- b. Faculty/Student Liaison Committee

The Faculty/Student Liaison Committee shall be responsible for establishing and maintaining communication between the Bloomsburg University Student Organizations and the APSCUF/BU. The Committee is also responsible for selecting students to receive APSCUF/BU scholarships and awards.

- c. Gender Issues and Social Justice Committee

The Gender Issues and Social Justice Committee shall receive and gather information regarding working conditions and other issues related to gender, minorities, and other social justice concerns. The Committee will bring such information to the attention of APSCUF/BU. The Committee may advise and make recommendations concerning gender, minority, and social justice related issues. The chairperson shall represent APSCUF/BU at meetings of the State APSCUF Gender Issues and Social Justice Committee.

d. Grievance Committee (Contract Compliance)

The APSCUF President shall appoint the Grievance Committee Chairperson. The Grievance Committee, which shall include one coach among its members, is responsible for receiving prospective grievances, attempting to resolve such grievances equitably, attending workshops and conferences dealing with the grievance process, and working with the State Grievance Committee and staff on all grievance matters. The Chairperson, or designee, shall represent APSCUF/BU at meetings of the State Grievance Committee. The coach member shall serve on the Coaches' State Grievance Committee.

e. Health and Welfare Committee

The Health and Welfare Committee is responsible for informing members of the health and welfare benefits that are available to them. The Chairperson shall represent APSCUF/BU at meetings of the State Health and Welfare Committee.

f. Legislative Committee

The Legislative Committee is responsible for identifying candidates and issues that influence public higher education in Pennsylvania. The Committee shall also make recommendations regarding political endorsements based upon meetings with candidates and an analysis of their respective positions. The Committee shall inform the membership of its findings. The Chairperson shall represent APSCUF/BU at meetings of the State Legislative Committee.

g. Meet and Discuss Committee

The Meet and Discuss Committee shall represent APSCUF/BU in monthly meetings with management for the purpose of discussing matters related to the implementation of the faculty Collective Bargaining Agreement (CBA). It is the responsibility of the Committee to reach agreement with management on local matters, when such agreement does not conflict with the CBA. The Committee shall include the President, Vice-President, and the Grievance Chairperson. The Committee is responsible for consulting with faculty to identify issues of concern.

h. Membership and Special Services Committee

The Membership and Special Services Committee is responsible for distributing membership information to new faculty and coaches, personally contacting all non-members and new faculty and coaches, and enrolling these faculty and coaches as members of APSCUF/BU. The Committee shall maintain a current membership list and report changes in membership to State APSCUF with

assistance of the APSCUF/BU Office Manager. The Committee shall inform all prospective members, of special services available through APSCUF/BU. The Chairperson shall represent APSCUF/BU at meetings of the State Membership Committee.

i. Nominations, Elections, and Rules Committee

The Nominations, Elections, and Rules Committee is responsible for conducting the election of APSCUF/BU Officers, Delegates/Alternates, and members of all standing committees and all university-wide committees. The Coaches Committee is an exception.

j. Public Relations Committee

The Public Relations Committee shall seek out and develop avenues beneficial to APSCUF/BU and its public image. The Committee should be available as appropriate, for assisting the President in the publication of an APSCUF/BU Newsletter. The Committee should provide appropriate information to the local news outlets that promote the image of APSCUF/BU.

k. Social Committee

The Social Committee shall be responsible for planning and organizing the Chapter's social events, and for providing meeting refreshments.

l. Mobilization Committee

The Mobilization 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 information and materials pertinent to a job action, and 4) outreach to other unions and organizations. Local Mobilization Committee Chair serves on the State-wide Mobilization Committee.

6. A simple majority of each committee shall be elected by and from the eligible membership according to the procedures in Article VI- Election of Officers. By May 1st, the President-elect with the advice and consent of the officers-elect and delegates-elect shall appoint the remainder of the committee. The chairperson of each standing committee (except the Grievance Committee) shall be elected by a majority vote by all members of the committee. Any committee member may be elected chairperson, except for the Grievance Committee whose chairperson shall be appointed by the President.

7. Each committee shall formulate its rules or procedures and operation. The President elect or her/his appointee shall convene the first committee-elect meeting by May 15th. During the first meeting, each committee shall perform the following functions:
 - a. Elect a chairperson (except Grievance)
 - b. Establish a scheduled meeting time
 - c. Establish a charge and/or mission to be accomplished
 - d. Record the minutes and forward them to the APSCUF/BU office
 - e. Maintain an assertive pro-active posture congruent with goals and objectives

ARTICLE X- COACHES COMMITTEES

1. Coaches Committee

- a. The Coaches Committee shall be organized by the coaches themselves for the purpose of ensuring issues distinct to coaches have a place to be reviewed and brought to the executive board; and to ensure that coaches have a voice on the executive board. Failure by the Coaches to establish a committee as provided herein shall not be subject to the grievance and arbitration procedure.
- b. The President Coach shall serve as the chairperson. The chairperson serves as the chief representative and spokesperson of the Coaches committee to the University community.

2. Coaches Meet & Discuss Committee

- a. The coaches Meet & Discuss Committee shall meet monthly with the University President or his/her designee for the purpose of discussing matters related to the implementation of the coaches CBA.
- b. The President Coach, Vice President Coach, Chapter President, and the Chair of the faculty Meet & Discuss Committee shall serve on this committee.
- c. One additional coach may serve on the committee and shall be elected by the members of the coaches bargaining agreement.
- d. The Athletic Director shall serve on the committee if he/she is a member of APSCUF. If the Athletic Director is not an APSCUF member, then the President Coach shall appoint a designee with the approval of the active members of the coaches bargaining unit.

3. State Coaches Leadership Committee

The President Coach shall serve on the State Coaches Leadership Committee. The Vice President Coach shall serve as the alternate.

ARTICLE XI- AD HOC COMMITTEES

Section A

The President with the advice and consent of the Executive Board as needed may appoint an Ad-Hoc Committee.

Section B

The President or his/her appointee shall convene with the first Ad Hoc Committee meeting and deliver the charge.

Section C

The President will dissolve the Ad Hoc Committee when the work is complete or the President's term of office expires.

ARTICLE XII- AMENDMENTS

An amendment to these Bylaws may be adopted by a two-thirds vote of the members at a regular meeting of the General Membership, providing that written notices of the motion to amend are distributed by the President to the Membership at least two weeks prior to the meeting.

ARTICLE XIII- RULES OF PROCEDURE

On questions of procedure not expressly covered in these Bylaws, the most recent edition of Robert's Rules of Parliamentary Procedure shall be the authority in the conduct of business by all organs of the Chapter.

ARTICLE XIV-INTERPRETATION AND SEPARABILITY

The provisions of Act 195, of any collective bargaining agreement signed with the Commonwealth of Pennsylvania, of the Bylaws of APSCUF, of the general laws of the Commonwealth of Pennsylvania and the United States of America shall be controlling in the interpretation of these Bylaws, and any individual provisions hereof will separately be void in case of a conflict.

REVISED March 4, 2010

Membership Approved- Election April 30 & May 1, 2012

REVISED & Membership Approved April 14 & 15, 2014.

Approved by State APSCUF Bylaws Committee April 24, 2014