

**BYLAWS**

**OF**

**THE MILLERSVILLE UNIVERSITY CHAPTER**

**OF**

**THE ASSOCIATION OF PENNSYLVANIA STATE  
COLLEGE  
AND UNIVERSITY FACULTIES**

**REVISIONS APPROVED**

**SPRING, 1967**  
**FALL, 1970**  
**SPRING, 1972**  
**SPRING, 1973**  
**SPRING, 1976**  
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**THE ASSOCIATION OF PENNSYLVANIA STATE COLLEGE**  
**AND UNIVERSITY FACULTIES**  
**MILLERSVILLE UNIVERSITY CHAPTER**

**ARTICLE I**

**Name**

**SECTION 1** The name of this organization shall be the Association of Pennsylvania State College and University Faculties, Millersville Chapter.

**SECTION 2** The official abbreviation of this organization shall be APSCUF-Millersville.

**ARTICLE II**

**Purpose**

**SECTION 1**

APSCUF-Millersville is the local chapter of the Association of Pennsylvania State College and University Faculties, herein known as APSCUF. APSCUF-Millersville supports the APSCUF program at the state level and executes its policies at Millersville University. APSCUF-Millersville's purposes include:

- (a) Keeping the members informed of activities concerning the SSHE universities at state level.
- (b) Protecting and advancing the interests of its members by keeping them informed through its elected representatives of the activities of other state and national organizations which are concerned with the welfare of the state system universities.

**SECTION 2**

**The local program of APSCUF-Millersville shall include:**

- (a) Promoting within the faculty of Millersville University the highest type of professional practices; encouraging active participation in university governance; engendering a genuine spirit of professional ethics and working for the improvement of public higher education.
- (b) Sponsoring service activities for the entire University community.
- (c) Encouraging good fellowship by arranging social activities.
- (d) Cooperating with affiliated groups, community organizations, and civic bodies having worthy educational objectives and aiding in interpreting to the public the problems and functions of public higher education.

## **ARTICLE III**

### **Membership**

#### **SECTION 1**

(a) Members of the bargaining unit existent on October 6, 1971 or revised by the Pennsylvania Labor Relations Board or members of subsequently formed bargaining units are eligible for Active Membership in APSCUF. Dues for active membership are determined by action of the State APSCUF Legislative Assembly and ratification by majority vote of the Active Members casting ballots. Dues will be collected in a manner stipulated by the Collective Bargaining Agreement(s) and the State APSCUF Legislative Assembly. All Millersville University faculty and athletic coaches that are APSCUF members are members of APSCUF-Millersville.

(b) All active members shall have the right to vote and to hold office.

(c) The membership year shall be in accordance with APSCUF Bylaws.

## **ARTICLE IV**

### **Officers and Committees**

#### **SECTION 1**

The officers of APSCUF-Millersville shall be a president, a vice-president, a treasurer, a secretary, and the delegates to State APSCUF Legislative Assembly.

#### **SECTION 2**

The Executive Board shall consist of the officers of APSCUF-Millersville and the chairpersons of the Grievance and Negotiations Committees.

#### **SECTION 3**

The Representative Council shall consist of the officers of APSCUF-Millersville, the chairpersons of elected and appointed committees, and members elected by and from the APSCUF membership of each recognized academic department and the athletic coaches' bargaining unit. Each academic department having from one (1) to ten (10) APSCUF members shall be entitled to one council member. Those departments having eleven (11) or more APSCUF members shall be entitled to two council members. The same scheme of proportional representation that applies to an academic department will apply to the coaches' bargaining unit.

#### **SECTION 4**

Representatives to the Council shall be elected by the APSCUF members of each academic department and the coaches' bargaining unit between April 1 and May 30 and shall serve on year terms beginning June 1. A representative vacancy shall be filled by a special election in the department or coaches' bargaining unit for the duration of the unexpired term only. The secretary shall notify departments and the coaches' bargaining unit to conduct elections.

## **SECTION 5**

If, after June 1, the department is entitled to additional representation in the Representative Council because of increased paid membership in APSCUF, the department shall request verification of department membership from the APSCUF-Millersville Membership Chairman, and shall, at that time, elect the appropriate number of additional representatives to the Representative Council. The terms of the additional representatives shall begin immediately and expire the following May 31. If, after June 1, the APSCUF paid membership in a department decreases sufficiently to warrant a reduction in the number of representatives that department is entitled to, then the department shall hold an election to reduce its representatives to the appropriate number.

## **SECTION 6**

**Committees elected by the active membership are the:**

- (a) Negotiations Committee
- (b) Grievance Committee
- (c) Nominations and Elections Committee

## **SECTION 7**

(a) No later than the September meeting of the Representative Council the President shall propose to the Council those nonelected committees and nonelected positions he intends to establish, subject to the approval of the Council.

(b) Special committees shall be appointed by the president of APSCUF-Millersville according to need.

# **ARTICLE V**

## **Duties of Officers, Elected and Appointed Committees, and the Executive Board**

### **SECTION 1**

**The President:**

- (a) Shall preside at all meetings of APSCUF-Millersville and Representative Council.
- (b) Shall serve as chairman of the Executive Board and Representative Council.
- (c) Shall appoint the members of all non-elected committees and fill all positions authorized by the Representative Council. All presidential appointees shall be appointed by and serve at the discretion of the president. Presidential appointments are subject to the approval of the Representative Council.
- (d) Shall call general meetings of the APSCUF-Millersville and the local bargaining units.
- (e) Shall be an ex-officio member of all committees.
- (f) Shall be the official spokesman of APSCUF-Millersville.
- (g) Shall be or shall designate the Association representative to all appropriate conferences or meetings.
- (h) Shall serve as a delegate to the Legislative Assembly of APSCUF.
- (i) Shall notify the alternate delegates to attend Legislative Assembly meetings in the absence of delegates.
- (j) Shall be a member of the APSCUF-Millersville Meet and Discuss Committee.
- (k) Shall arrange to have the books audited during the month of June by one or two faculty members chosen from persons other than the Executive Board.

### **SECTION 2**

**The Vice President:**

- (a) Shall serve as president-elect.

- (b) Shall, in the absence of the president, assume all duties and authority of the president.
- (c) Shall assist the president in executing the duties and responsibilities of APSCUF-Millersville.
- (d) Shall be a member of the APSCUF-Millersville Meet and Discuss Committee.
- (e) Shall attend and shall serve as a delegate to the Legislative Assembly of APSCUF.

### **SECTION 3**

#### **The Secretary:**

- (a) Shall keep accurate records of general, special, Executive Board, and Representative Council meetings, and shall be responsible for distribution of copies of the minutes to the membership within a reasonable time.
- (b) Shall handle all other business usually assigned to a secretary or designated by the president.
- (c) Shall keep two copies of the minutes which have been approved and distributed to the membership.

### **SECTION 4**

#### **The Treasurer:**

- (a) Shall receive all monies belonging to APSCUF-Millersville and shall pay all bills authorized by the Representative Council as recorded in the minutes. The bills will be paid by checks signed by the treasurer. A voucher signed by the President and Treasurer should be filed for each check written.
- (b) Shall keep an itemized account of receipts and disbursements, and shall have a current report of the same available to give to the membership, the Executive Board and Representative Council upon request of any member of APSCUF-Millersville.
- (c) Shall submit for approval the Treasurer's Report at each regular meeting of the Representative Council.
- (d) Shall ensure that all financial transactions are recorded in Quickbooks and that all reports are printed from Quickbooks.
- (e) Shall submit a monthly transaction report along with a reconciled monthly bank statement to the State Treasurer.
- (f) Shall, with the assistance of the Office Manager, keep an organized file of receipts and disbursements to prepare for the yearly audit in June.
- (g) Shall adhere to the Directives for Local Chapters Financial Best Practices.

### **SECTION 5**

#### **Representative Council:**

The governing and policy making body of APSCUF-Millersville shall be the Representative Council. It shall be authorized to take whatever actions it may decide to be necessary for the best interests of the Association, providing that none of these actions conflict with the Bylaws of the Association.

### **SECTION 6**

#### **The Executive Board:**

The Executive Board shall administer the daily affairs of the Association and carry out the policy of the Representative Council.

### **SECTION 7**

#### **Delegates to the Legislative Assembly of APSCUF:**

- (a) Shall attend meetings of the Legislative Assembly of APSCUF, working for the best interests of APSCUF.
- (b) Shall report to APSCUF-Millersville on the activities of APSCUF.

(c) Should the chapter change representation to the Legislative Assembly due to a change in membership, the change in the representation shall take place so as to keep the delegation as evenly divided as possible between odd and even year terms. If it is necessary to reduce the delegation from among those having completed one year of a term, the delegate elected with the lowest plurality shall be eliminated.

(d) The usual expenses incurred by official delegates or representatives shall be paid wholly or in part by APSCUF-Millersville when not paid by the state APSCUF.

## **SECTION 8**

### **Alternate Delegates:**

(a) Shall be chosen from the candidates for delegates to the Legislative Assembly who did not win election as delegates.

(b) Shall serve as delegates to the APSCUF Legislative Assembly in the absence of regularly elected delegates.

(c) Shall serve at the request of the president.

(d) Shall serve a one-year term.

## **SECTION 9**

### **Negotiations Committee:**

(a) Shall consist of five members elected by and from the APSCUF-Millersville membership. The APSCUF-Millersville chapter president or his/her designee shall be chairperson of the Negotiations Committee.

(b) Shall be responsible for: receiving and/or developing new items for negotiations; evaluating the effectiveness of the contract with emphasis on items to be rewritten, redeveloped or removed; and performing related functions as directed by the Executive Board and Representative Council.

## **SECTION 10**

### **Nominations and Elections Committee:**

(a) Shall consist of five members, elected by and from the APSCUF-Millersville membership, each odd numbered year.

(b) Shall present a slate of at least two candidates, when possible, for each office or committee to the Representative Council at the April meeting.

(c) Shall accept nominations from the floor of the April Representative Council Meeting.

(d) Shall conduct the elections of the officers and committee members on a date scheduled prior to the May Representative Council meeting.

(e) Shall be responsible for announcing the outcome of the elections to the APSCUF membership.

## **SECTION 11**

### **Grievance Committee:**

(a) Shall consist of six members. Four shall be elected by and from the APSCUF-Millersville faculty membership; one shall be elected by and from the membership of the APSCUF-Millersville coaches' bargaining unit; and one member, who shall serve as the committee's chairperson, shall be appointed by the APSCUF-Millersville president, subject to ratification by the Representative Council. Members' terms of two years should not have more than two coterminous.

(b) Shall function as advisor for a member who asserts that he or she has a grievance resulting from a contractual violation. Faculty will be assisted by faculty members of the committee. Coaches will be assisted by the committee member from the coaches' bargaining unit. The committee shall assist the grievant in seeking redress, following the procedure specified in the relevant Contract.

## **SECTION 12**

### **Meet and Discuss Committee:**

- (a) Shall consist of the president and vice president and other members appointed by the president and approved by the Representative Council. The president shall be the chairperson of the Meet and Discuss Committee and may serve as spokesperson or appoint another to serve as spokesperson.
- (b) Shall meet monthly with the President of the College or his/her designee for the purpose of discussing matters related to the implementation of the Contract or other matters of mutual concern to the University and APSCUF.

## **SECTION 13**

### **Gender Issues and Social Justice Committee:**

- (a) Shall consist of 5 members who have a commitment to gender, diversity, and social justice. Members will be elected to two-year terms. Three members will be elected in even-numbered years and two will be elected in odd-numbered years.
- (b) Shall elect a chair of the committee by and from the current membership of the Gender Issues and Social Justice Committee, who will serve no more than two consecutive one year terms. Shall be responsible for the formation of subcommittees relating to gender issues and/or social justice, and will act as mediator on issues related to gender and/or social justice.
- (d) Shall advise and make recommendations concerning gender and/or social justice related issues to the State Executive Council and the Legislative Assembly.
- (e) The Chairperson shall serve on the statewide Gender Issues and Social Justice Committee.

## **SECTION 14**

### **Mobilization Committee:**

- (a) Shall consist of an appropriate number of committee members from the APSCUF-Millersville membership, as needed to fulfill the committee's responsibilities; one member, who shall serve as the chairperson of the committee, shall be appointed by the APSCUF-Millersville President, subject to ratification by the representative Council. Members shall serve two-year terms. The Chairperson shall serve on the Statewide Mobilization Committee.
- (b) Shall be responsible for organizing, educating, and mobilizing APSCUF-Millersville members for job actions.
- (c) Shall be responsible for communication and coordination during a job action.
- (d) Shall be responsible for ongoing gathering and maintenance of information and materials pertinent to a job action.
- (e) Shall be responsible for outreach to other unions and organizations.

## **ARTICLE VI**

### **Meetings**

#### **SECTION 1**

Special Meetings of APSCUF-Millersville may be called by the president, the Executive Board, the Representative Council, or by petition of ten (10) percent of the membership.

## **SECTION 2**

The Executive Board shall meet at the call of the president. The Representative Council shall meet monthly during the Academic Year.

## **SECTION 3**

Special meetings of the Representative Council shall be held upon call of the president or at the request of a majority of the Council.

## **SECTION 4**

Elected and appointed committees shall meet at the call of the chairperson, at the request of the APSCUF-Millersville president, or at the request of a majority of the committee members.

## **SECTION 5**

### **Quorum:**

- (a) The quorum at a general or special meeting of the membership shall be the number attending that meeting.
- (b) The quorum for all committees and the Executive Board shall be a simple majority.
- (c) The quorum for the Representative Council shall consist of fifteen (15) Council members.

## **ARTICLE VII**

### **Elections**

## **SECTION 1**

### **Election of Officers and Terms of Office:**

- (a) The presidential term shall be two years.
- (b) Every two years a vice president, who shall be president-elect, shall be elected. If for any reason the vice president cannot assume the presidency, a president shall be elected.
- (c) When the vice president, who is president-elect, refuses to accept the automatic election to presidency, a president shall be elected for a term of two years.
- (d) The secretary shall be elected in odd-numbered years for a two-year term.
- (e) The treasurer shall be elected in even-numbered years for a two-year term.
- (f) Delegates to the State APSCUF Legislative Assembly shall be elected for two-year terms. These terms shall overlap so that, insofar as is possible, the terms of office are not coterminous. Elections of one or more delegates each year may thereby be necessitated. Each local chapter is entitled to one (1) Faculty delegate for each fifty (50) Faculty in the Active Membership of the Faculty bargaining unit and one (1) delegate elected from the coaches' bargaining unit. The delegate elected from the coaches' bargaining unit will be seated with the local delegation at Legislative Assembly meetings; however the coaches will be entitled to only one voting delegate for each 50 coaches across all campuses.
- (g) Alternate delegates, other than the vice president, shall be elected for one-year terms. One of the alternate delegates shall be elected from the coaches' bargaining unit.
- (h) Vacancies created in any office or elected committee shall be filled until the next regular election by a majority vote of the Representative Council.
- (i) Terms for chapter officers, except Legislative Delegates, shall begin on June 1. Legislative Delegates begin their terms of office on September 1.



## **SECTION 2**

### **Election Procedures:**

- (a) The Nominations and Elections Committee shall notify the membership of the offices to be filled and the time, place, and method of submitting nominations.
- (b) Nominations of officers may be made by the committee, from the floor of the Representative Council or a general meeting of the membership, or through the mail by petition of ten (10) percent of the membership.
- (c) All elective positions shall be filled by secret ballot.
- (d) A plurality of the number voting is required to elect any officer or any member of an elected committee.
- (e) Provisions for the election and for absentee ballots shall be made by the Executive Board in accordance with the appropriate provisions of the APSCUF Bylaws and of Federal and State Law.

## **ARTICLE VIII**

### **Amendments and Ratification**

## **SECTION 1**

### **Bylaws Revision Procedure:**

- (a) Amendments to, or revisions of, these bylaws may be proposed by:
  - (1) Petition of at least 10% of the active members, or
  - (2) Bylaws revision committee authorized by the Representative Council, and appointed by the President.
- (b) Notice of the proposed changes shall be made in writing to the members of APSCUF- Millersville at least 15 days prior to the voting.
- (c) These bylaws may be amended or revised by a two-thirds vote of the members present and voting at a regular, publicized meeting, by mail ballot or during the annual elections.

## **SECTION 2**

### **Ratification:**

These bylaws supersede any previous bylaws of APSCUF-Millersville and shall become effective upon ratification by two-thirds of the members voting.

## **ARTICLE IX**

### **Parliamentary Authority**

Roberts Rules of Order, Revised, shall be the authority in all questions of parliamentary law not covered by these bylaws.