

## BYLAWS OF IUP-APSCUF

The most recent revisions approved by the IUP APSCUF General Membership on Thursday, September 8, 2016. Reviewed and approved by the State APSCUF Rules and Bylaws Committee on Thursday, September 22, 2016

### ARTICLE I—NAME

The name of this organization shall be the Indiana University of Pennsylvania chapter of the Association of Pennsylvania State College and University Faculties (herein referred to as IUP-APSCUF).

### ARTICLE II—PURPOSE

Section 1. To promote among the faculty and coaches of the Indiana University of Pennsylvania (herein referred to as IUP) the highest professional practices; to encourage active participation in the solution of problems common to the State System of Higher Education (herein referred to as SSHE) universities and improve relations between APSCUF and other groups working for the improvement of public higher education; to promote a spirit of professional ethics; and to serve the students of the SSHE universities.

Section 2. To encourage continued high qualifications for professional entrance into IUP and to promote faculty participation in the formulation of significant and meaningful academic policies for this institution.

Section 3. 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 4. To call the needs of higher education to the attention of the appropriate administrative officials at IUP, the Council of Trustees at IUP, and the Chancellor and members of the Chancellor's staff of SSHE, to the members of the State Legislature, and to the Pennsylvania representatives in Congress.

Section 5. To encourage faculty members and coaches to exercise their rights and privileges as citizens, and to assume appropriate leadership responsibilities in civic affairs.

Section 6. To promote the welfare of the members of the IUP faculty and coaches.

Section 7. To aid in improving the conditions of employment that will enable faculty members and coaches to function as a vital factor in the academic process.

Section 8. To act as the local agent for the IUP faculty and coaches and to oversee local implementation of the Collective Bargaining Agreements (Herein referred to as the CBAs).

## ARTICLE III—MEMBERSHIP

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 Membership.

Section 2. Members of APSCUF who have been retrenched may elect to continue membership in APSCUF while on the preferential hiring list.

## ARTICLE IV—APSCUF LEGISLATIVE ASSEMBLY DELEGATES AND ALTERNATES

Section 1. The President and Vice-President of IUP-APSCUF shall be delegates to the State APSCUF Legislative Assembly.

Section 2. The remaining IUP-APSCUF faculty delegates and an equal number of alternates shall be elected by the active membership of the faculty bargaining unit in the number determined by APSCUF Bylaws for a term of two years beginning September 1 and ending August 31. Terms of the delegates shall be staggered so that one-half of the delegates are elected each year.

Section 3. The IUP President Coach and Vice President Coach shall be elected by the active membership of the coaches' bargaining unit for a term of two years beginning June 1 and ending May 31. The President Coach shall serve as an ex-officio voting Delegate to Legislative Assembly and the Vice President Coach shall serve as the alternate Delegate for the President Coach.

## ARTICLE V—THE REPRESENTATIVE COUNCIL

Section 1. The governing body of IUP-APSCUF shall be a council composed of representatives elected by and from the IUP-APSCUF members of the departments listed in the Provost's list of departments and of the coaches' bargaining unit, the elected officers of IUP-APSCUF, the President Coach, the chairs of the standing committees, the delegates to the State Legislative Assembly, the IUP-APSCUF Newsletter Editor, and members appointed/elected to serve on APSCUF affiliate organizations (eg. the Central Labor Council).

Section 2. Representatives from departments listed in the Provost's list of departments shall be elected by and from the APSCUF members of the department according to the following allocation formula: one representative for 1 to 15 APSCUF tenured and tenure track members; two representatives for 16 to 30 APSCUF tenured and tenure track members; three representatives for 31 to 45 APSCUF tenured and tenure track members; four representatives for 46 to 60 APSCUF tenured and tenure track members; etc. Representatives from the coaches' bargaining unit shall be elected by

and from the APSCUF members of that bargaining unit according to the same allocation formula.

Section 3. Representatives and Alternates to the Representative Council shall be elected by and from the APSCUF members of each department between March 1 and May 1 and shall serve one-year terms beginning June 1.

- a) A representative vacancy shall be filled by special election in the department for the duration of the unexpired term only.
- b) If, after September 15, the department is entitled to additional representation because of increased membership in APSCUF, the department shall request verification of department membership from the APSCUF Membership Chair, 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 August 31.
- c) If, after September 1, the APSCUF membership in a department decreases sufficiently to warrant a reduction in the number of representatives that department is entitled to, then the APSCUF Membership Chair shall notify the department of its status and the department shall immediately reduce their representative strength to the appropriate number.
- d) Temporary Faculty Representatives
  1. Representatives shall be elected from among the Temporary IUP APSCUF faculty members using the allocation formula found in Article V, Section 2.
  2. Relevant to application of the allocation formula, the total number of APSCUF temporary faculty members shall be based on the headcount at the two week point in the fall semester each year.
  3. The Membership Committee, in coordination with the IUP-APSCUF President, shall conduct a membership drive targeted to temporary faculty during the first two weeks of the fall semester each year to maximize opportunity for participation by the temporary faculty in the election of their representatives.
  4. During the fourth week of the fall semester, the Nominations and Elections Committee shall solicit nominations for the Temporary Faculty Representative Council Positions from the ranks of the IUP-APSCUF Temporary Faculty. By the end of that fourth week, the complete slate of temporary faculty candidates must be distributed by the Nominations and Elections Committee to the IUP-APSCUF Temporary Faculty Membership.
  5. The election for Temporary Faculty Representatives to Representative Council shall be set up and conducted by the Nominations and Elections Committee in the fifth week of the fall semester. In that

election, which should be conducted electronically, only the IUP-APSCUF Temporary Faculty will be eligible to vote. The top vote-getting candidates will serve as Representatives and those who do not earn slots will serve as alternates.

6. Temporary faculty representatives so elected to Representative Council will serve a one-year term.

Section 4. All Members of IUP-APSCUF shall be eligible to serve as representatives to the Representative Council.

Section 5. The purpose of IUP-APSCUF Representative Council shall be to determine policy and actions needed to carry out the objectives of IUP-APSCUF. The Representative Council may delegate certain responsibilities to committees of APSCUF members.

Section 6. The Representative Council shall meet at least two times each academic semester at times set by the President or Representative Council. Special meetings shall be convened upon notification by the President, or upon written petition to the President from five or more members of the Representative Council, with one week's notice except in an emergency. Meetings of the Representative Council shall be open to all members of APSCUF.

Section 7. Thirty-three percent (33%) of the total number of Representatives shall constitute a quorum.

Section 8. IUP-APSCUF delegates the functioning of the university curriculum committees to the University Senate with the understanding that APSCUF may request that items not be forwarded to the Council of Trustees if contractual concerns have been raised. The Representative Council retains the right to rescind this delegation of authority, subject to the following restrictions:

- a) No member of these curriculum committees shall lose a seat as a result of such action, the provisions of Article VIII, Section 1 notwithstanding.
- b) The Representative Council may grant the Executive Committee the authority to decide whether to carry out such action, but this authority shall be valid for a limited period of time, not to exceed six months.

#### ARTICLE VI—IUP-APSCUF OFFICERS, THE LOCAL COACH LEADERSHIP TEAM, AND THEIR DUTIES

Section 1. The officers of IUP-APSCUF shall be a President, Vice-President, a Secretary, a Treasurer, and the Immediate Past President. The local coach leadership team shall consist of the President Coach and the Vice President Coach. All IUP-APSCUF

officers and the President and Vice President Coach shall be members of IUP-APSCUF.

Section 2. The President and Vice-President, running as a team, and the Secretary and Treasurer shall be elected biennially between March 1 and May 1 by and from members of IUP-APSCUF. The President and/or Vice President shall serve no more than four years successively. The positions of President and Vice President Coach shall be filled according to the same election schedule and terms.

Section 3. The two year terms of office shall commence June 1 and end on May 31.

#### Section 4. Duties of the President

- a) To preside over all meetings and functions of IUP-APSCUF.
- b) To chair the Representative Council.
- c) To represent IUP-APSCUF or to delegate representation at all official functions.
- d) To be a member of and chairperson of the IUP-APSCUF delegation to the Legislative Assembly.
- e) To appoint and remove chairs and members of the Standing Committees with the advice and consent of the Representative Council unless restricted by other provisions of these Bylaws.
- f) To appoint ad hoc committees.
- g) To be a member of all standing committees of IUP-APSCUF.
- h) To act in conjunction with the President of IUP on special matters not specifically covered in these Bylaws or the Collective Bargaining Agreement.
- i) To insure that the accounts of IUP-APSCUF are audited annually between May 1 and May 31.

#### Section 5. Duties Of The Vice-President

- a) To assume all duties of the President in the absence of the President.
- b) To represent IUP-APSCUF at official functions as requested by the President.
- c) To be a member of the following committees:

1. Executive Committee
  2. Meet-and-Discuss Committee
  3. Grievance Committee
  4. Negotiations Committee
- d) To be a delegate to the APSCUF Legislative Assembly.
  - e) To assume the Presidency for the unexpired term in case the President cannot discharge the duties of the office.

#### Section 6. Duties of the Secretary

- a) To keep a record of the minutes of IUP-APSCUF meetings, Executive Committee meetings, Representative Council meetings, and other appropriate meetings as directed by the President.
- b) To ensure the maintenance and filing of all official correspondence referred by the President, Executive Committee and Representative Council and to give appropriate notice of IUP-APSCUF general meetings Executive Committee meetings and Representative Council meetings.
- c) To assume all duties of the President in the absences of the President and Vice-President.

#### Section 7. Duties of the Treasurer

- a) To collect all dues and other authorized monies.
- b) To meet all financial obligations of IUP-APSCUF.
- c) To report the financial condition of IUP-APSCUF at a time directed by the President.
- d) To provide all necessary financial information required by the Executive Committee in order that it may recommend to the Representative Council the annual budget of IUP-APSCUF.
- e) To be a member of the Membership Committee.
- f) To assume the duties of the President in the absences of the President, the Vice-President, and the Secretary.

#### Section 8. Rights of the Immediate Past President

- a) Shall be a member of the Executive Committee for a two year period starting at the end of their term as President.
- b) Shall be a member of the Representative Council for a two year period starting at the end of their term as President.

#### Section 9. Duties of the President Coach

- a) The President Coach shall serve as an ex-officio voting delegate to the APSCUF Legislative Assembly.
- b) The President Coach shall serve as an ex-officio member of both the IUP-APSCUF Executive Committee and Representative Council.
- c) The President Coach or their designee shall serve on the IUP-APSCUF Meet and Discuss and Grievance Committees when issues of concern to the coaches' bargaining unit arise.
- d) The President Coach shall serve on the State Coaches' Leadership Committee.

#### Section 10. Duties of the Vice President Coach

- a) The Vice-President Coach shall serve as the alternate voting delegate (for the President Coach) to the APSCUF Legislative Assembly.
- b) To assume the position of President Coach for the unexpired term in case the President Coach cannot discharge the duties of the office.

#### Section 11. Vacancies

- a) A vacancy in the office of the President shall be filled by the Vice-President for the unexpired portion of the term of office.
- b) Vacancies in other offices shall be filled by special election.
- c) A vacancy in the position of President Coach shall be filled by the Vice-President Coach for the unexpired portion of the term of office.

#### Section 12. Recall

- a) Any officer shall be subject to recall from office upon presentation to the Executive Committee of a petition requesting such, signed by 25% of the members of the Representative Council.
- b) The petition shall be reviewed for validity by the Executive Committee, which shall schedule a vote on the recall of the Officer at a regular or a special meeting of the Representative Council but in no event later than the next regular meeting of the Representative Council.

- c) The Executive Committee may, on its own motion, passed by two-thirds of the members of the Committee, schedule a vote on recall of any Officer.
- d) A two-thirds vote of the Representative Council shall be required to submit any recall petition to the General Membership.
- e) A vote of two-thirds of the General Membership voting shall be required to recall any Officer.
- f) The recall vote shall be held in a timely, special election and shall be conducted by the IUP-APSCUF Nominations and Elections Committee.
- g) In case of recall, the term of office of the Officer so recalled shall terminate immediately.

## ARTICLE VII—NOMINATION AND ELECTION PROCEDURES

Section 1. The Nominations and Elections Committee shall consist of three (3) members elected by APSCUF Representative Council at their September meeting from IUP-APSCUF membership. The elected members shall serve two-year terms.

Section 2. The members of the Nominations and Election Committee shall elect their own Chairperson from the three (3) members elected.

Section 3. The Nominations and Elections Committee shall prepare and present a slate of nominations to the membership, and shall accept nominations from the floor at the Meet-the-Candidates Meeting.

Section 4. The Nominations and Elections Committee shall supervise the elections for IUP-APSCUF offices, the Delegates to Legislative Assembly, and the Temporary Faculty representatives to Representative Council, as well as for the University-Wide Committee positions mandated by the Collective Bargaining Agreement.

Section 5. During their term, members of the Nominations and Election Committee are not eligible to be a candidate in any election that the Committee serves to oversee.

### Section 6. Conduct of the Election

- a) The election shall be conducted using either conventional paper ballots at a designated polling place or by electronic voting through a secure and broadly accessible computer interface.
- b) The Chairperson of the Nominations and Elections Committee shall be responsible for specifying the date, time, and the method for conducting the election.

- c) If the election is to be conducted by using conventional paper ballots, the Nominations and Elections Committee must determine the location of the polling place.
- d) For elections that are to be conducted by electronic voting, the Nominations and Elections Committee shall be responsible for establishing or implementing and overseeing a secure mechanism for electronic polling.
- e) Regardless of which method is used for conducting the election, each ballot submitted, must be immediately rendered anonymous.

Section 7. A faculty member who is running for office shall neither work at the polls nor be involved in the establishment, the implementation, or the oversight of the electronic polling.

#### Section 8. Preparation of Electronic or Paper Ballots

- a) The members of the Nominations and Elections Committee shall list the candidates on the ballot by some random method.
- b) All paper ballots that must be discarded due to printing errors shall be retained by the Chairperson of the Nominations and Elections Committee until the election is completed.
- c) The ballots shall be checked by all three members of the Nominations and Elections Committee. Particular attention shall be paid to spelling, candidate order, and completeness of list.

#### Section 9. Eligibility and Eligibility Lists

- a) The President of IUP-APSCUF or the President's designee shall forward an up-to-date list of IUP-APSCUF members (faculty and coaches) to the Nominations and Elections Committee chairperson no later than ten (10) days before the date of the election. This list shall be used to develop the official voting list of those eligible to vote for IUP-APSCUF offices.
- b) A similar list shall be developed for the Campus-Wide Committee offices from an official list of all faculty members obtained from the University President's office.
- c) Both lists shall be used in preparing the official voting lists with the faculty members listed alphabetically by department.
- d) Following the person's name on the eligibility lists for paper balloting, there shall be a blank space to be used by them when signing for the

receipt of a ballot. For electronic voting, there shall be provisions in place for verifying the identity and eligibility of the voter prior to obtaining a ballot.

- e) Eligible voters may peruse the list during the voting period, but may [not] neither remove it from the physical presence of the elections committee members supervising the paper ballot election nor disable the list in electronic polling.

#### Section 10. Voting Hours

- a) Voting will be conducted over two consecutive days.
- b) The polls for paper ballot elections shall be open for voting each day promptly at 8:00 *a.m.* and close promptly at 5:00 *p.m.*
- c) Electronic voting shall be open for the entire two day (48 hour) period. The precise start and finish times for that voting period shall be established by the Chairperson of the Nomination and Elections Committee.

#### Section 11. Counting Ballots

- a) The counting of paper ballots shall begin promptly following the closing of the polls.
- b) The procedures for counting and the assignments for counting paper ballots shall be determined by the Chairperson of the Nominations and Elections Committee with the consent of the committee members.
- c) Candidates are permitted to observe the counting of paper ballots. If the candidate is unable to be present and wishes to have an alternate, the candidate shall notify the chairperson of the Nominations and Elections Committee in writing no later than 24 hours prior to the opening of the polls.
- d) Under no circumstances shall a candidate or the candidate's representative count or handle the paper ballots.
- e) Questionable paper ballots shall be voided in accordance with accepted procedures in Roberts Rules of Order.
- f) Electronic ballots shall be tallied immediately after the voting period has expired.

- g) If, in the election of an IUP-APSCUF officer, no candidate receives more than 50% of the vote, a second election should be conducted in accordance with Article VII, Section 14 (below) of these Bylaws.
- h) In the election of both Delegates to Legislative Assembly and for slots on contractually mandated University-Wide Committees, a tie shall be broken by a random means, such as flipping a coin, or drawing numbers out of a hat. The candidates should be offered the opportunity either to be present or to send a representative to the tie-breaking event.
- i) The chairperson of the Nominations and Elections Committee shall certify the results in writing and send those results to the IUP-APSCUF President within 24 hours after the voting period has expired.
- j) The general distribution of this information is the responsibility of the IUP-APSCUF President.
- k) Paper ballots shall be returned to the IUP-APSCUF office where they will be maintained for a period of six months.

#### Section 12. Temporary Faculty

- a) The Committee shall conduct the election for Temporary Faculty representatives to Representative Council in accordance with Article V, Section 3.d).

#### Section 13. Absentee Paper Ballots

- a) When the faculty are notified of the names of the candidates for the IUP-APSCUF positions and for seats on the University-Wide committees, and of the date, time, and place of election, they shall also be given directions for obtaining an absentee ballot.
- b) A faculty member who is unable to be on campus the day of the election may request in writing an absentee ballot from the Chairperson of the Nominations and Elections Committee (or the chairperson's designee).
- c) The request for the absentee ballot shall be received by the Nominations and Elections Committee Chairperson by 3:00 *p.m.* on the day preceding the election date. The ballot shall be sent through the mail if sufficient time is available, or it may be picked up personally in the IUP-APSCUF office. The absentee ballot shall be received by the Chairperson of the Nominations and Elections Committee on or before 5:00 *p.m.* on the day of the election.

- d) The IUP-APSCUF office shall forward with the ballot a special recognizable self-addressed, return envelope on which the name and address of the Chairperson of the Nominations and Elections Committee shall be printed. Also included shall be an inner return envelope with a designated space for the voter's signature on the front.

#### Section 14. Second Election to Resolve an Inconclusive Vote for an IUP-APSCUF Officer

- a) When no candidate receives a clear majority as defined in Roberts Rules of Order (1 more than 50% of those voting) a run-off election with the same slate of candidates shall be conducted.
- b) The second election shall be held in sufficient time for the new officers to take office on the date prescribed in the bylaws.
- c) Notification of a second election shall be by special announcement distributed from the IUP-APSCUF office on the next working day following the election.
- d) In the event that a candidate wishes to withdraw from the election, the candidate shall submit a letter indicating their wishes prior to the creation of the final ballots.
- e) The previously described methods for preparing ballots and conducting the election shall apply for the second election.
- f) A third and subsequent election[s], if necessary, shall follow the guidelines described herein, starting with (b) above.

#### Section 15. Special Elections

- a) In the event of a special election, it shall be conducted in accordance with these Bylaws.

### ARTICLE VIII—COMMITTEES

Section 1. Members of committees shall be active members of IUP-APSCUF.

Section 2. All committees shall be responsible to and shall report to the Representative Council. The committees shall operate under the direction of the President of IUP-APSCUF, who shall be guided by the Representative Council and by these Bylaws.

Section 3. Executive Committee

- a) The Executive Committee comprises the officers of IUP-APSCUF, the chairs of the standing committees, the President Coach, the delegates to the State Legislative Assembly, the IUP-APSCUF Newsletter Editor, and the members appointed/elected to serve on APSCUF affiliate organizations (eg. the Central Labor Council).
- b) The President of IUP-APSCUF shall chair the committee.
- c) The Executive Committee shall be responsible for implementing policy and actions needed to carry out the objectives of APSCUF as determined by the Representative Council.
- d) The Executive Committee shall recommend to the Representative Council the manner in which the policy and goals of APSCUF can be best implemented.
- e) The Executive Committee shall recommend to the Representative Council by April 1, a budget for IUP-APSCUF for the fiscal year beginning June 1.
- f) A quorum shall consist of those present at a properly called meeting.

#### Section 4. Meet-and-Discuss Committee

- a) The Meet-and-Discuss Committee comprises the President, the Vice-President, the Grievance Committee Chair, and a minimum of two members appointed by the President with the advice and consent of the Representative Council.
- b) The Meet-and-Discuss Committee shall present proposals from the membership, the officers, and the Representative Council at Meet-and-Discuss.
- c) The Meet-and-Discuss Committee Spokesperson shall be appointed by the President.

#### Section 5. Negotiations Committee

- a) The Negotiations Committee comprises the President, the Vice-President and additional members and Chair appointed by the President with the advice and consent of the Representative Council.
- b) The Negotiations Committee shall consult with membership to identify contractual issues of concern to IUP-APSCUF and shall transmit these concerns to Representative Council.

- c) The Chapter President or his/her designee shall serve as the representative of IUP-APSCUF to the State Negotiations Committee.

#### Section 6. Grievance Committee

- a) The Grievance Committee comprises the President, the Vice-President and additional members including a coaches' representative and Chair appointed by the President with the advice and consent of the Representative Council.
- b) The Grievance Committee shall process grievances brought before it by Faculty and Coaches.
- c) The structure, practices, and procedures of the Grievance Committee shall comply with those established by the collective bargaining agreement and by the Statewide Grievance Committees. The Grievance Committee may establish additional structures, practices, and procedures to suit local conditions.
- d) The Chair shall serve as the representative of IUP-APSCUF to the Faculty Statewide Grievance Committee. The Coaches' Representative shall serve as the representative of IUP-APSCUF to the Coaches' Statewide Grievance Committee.

#### Section 7. Curriculum Committee

- a) With the advice and consent of the Representative Council, the APSCUF President shall appoint one Co-Chair to the Undergraduate Curriculum Committee and one Co-Chair to the Graduate Committee of the IUP Senate. The IUP APSCUF President, together with these two Co-Chairs, shall comprise the IUP APSCUF Curriculum Committee.
- b) The Co-Chairs shall present curricular issues to the Executive Committee and Representative Council.
- c) The Co-Chairs shall each represent IUP-APSCUF on their respective University Senate Committees.

#### Section 8. Faculty Education For Action Committee

- a) The Faculty Education For Action Committee comprises the President, one representative each from the Public Relations Committee, the Legislative Committee, and the CAP Committee, and additional members and Chair appointed by the President with the advice and consent of the Representative Council.

- b) The Faculty Education For Action Committee shall:
  - 1. gather information related to the process of collective bargaining and disseminate it to the membership, either through already existing channels or new channels expressly developed by the committee;
  - 2. act as a focal point for the organization of actions on campus related to the process of collective bargaining issues; and
  - 3. have a member of the committee serve as liaison to other SSHE campuses and to State APSCUF as it relates to the process of collective bargaining issues including, but not limited to dissemination of information and campus or state actions related to the process of collective bargaining.
- c) The chair of the IUP APSCUF Faculty Education For Action Committee shall serve as a member of the State APSCUF Mobilization Committee.

#### Section 9. Social Justice Committee

- a) Social Justice Committee comprises the President and additional members and Chair appointed by the President with the advice and consent of the Representative Council. There shall be members of both genders.
- b) Social Justice Committee shall:
  - 1. receive and gather information regarding working conditions and other issues related to gender and social justice;
  - 2. bring such information to the attention of the Executive Committee and to the Representative Council; and
  - 3. advise and make recommendations concerning gender and social justice related issues to the Executive Committee and to the Representative Council.
- c) The Chair shall serve on the State APSCUF Social Justice Committee.

#### Section 10. Health And Welfare Committee

- a) The Health And Welfare Committee comprises the President and additional members and Chair appointed by the President with advice and consent of the Representative Council.

- b) The Health And Welfare Committee shall:
  - 1. circulate information about changes in health benefits.
  - 2. make available appropriate benefit forms.
  - 3. solicit suggestions regarding possible benefits.
  - 4. maintain contact with the APSCUF staff person responsible for health and welfare benefits and special services.
- c) The Chair shall serve on the State APSCUF Health And Welfare Committee and be the local Health And Welfare Specialist.

#### Section 11. Legislative Committee

- a) The Legislative Committee comprises the President and additional members and Chair appointed by the President with the advice and consent of the Representative Council.
- b) The Legislative Committee shall generate and promote at the local, state, and national levels the passage of desirable legislation affecting any aspect of academic concern.
- c) The Legislative Committee shall solicit proposals from the membership, and the Legislative Committee Chairperson will forward appropriate proposals to the State Legislative Committee.
- d) The Chair shall serve as a member of the State APSCUF Legislative Committee.

#### Section 12. Membership Committee

- a) The Membership Committee comprises the President, the Treasurer, and additional members and Chair appointed by the President with the advice and consent of the Representative Council.
- b) The Membership Committee shall promote APSCUF membership both by its own efforts and in cooperation with State and National Associations.
- c) The Chair shall serve as a member of the State APSCUF Membership Committee.

#### Section 13. Newer Faculty Committee

- a) The Newer Faculty Committee comprises the President and additional members and Chair appointed by the President with advice and consent of Representative Council.
- b) The Newer Faculty Committee shall:
  1. receive and gather information regarding working conditions and other issues related to untenured, but tenure track faculty;
  2. bring such information to the attention of the Executive Committee and to the Representative Council; and
  3. advise and make recommendations concerning non-tenured, but tenure track faculty issues to the Executive Committee and to the Representative Council.

#### Section 14. Nominations and Elections Committee

- a) The Nominations and Elections Committee comprises three members elected to that position as described in Article VII Section 1 of these Bylaws.
- b) The Committee Chair shall be elected from the Committee members as described in Article VII Section 2 of these Bylaws.
- c) The Nominations and Elections Committee shall prepare a slate of nominations and shall conduct elections according to Article VII - Nominations and Election Procedures in these Bylaws.

#### Section 15. Public Relations Committee

- a) The Public Relations Committee comprises the President and additional members, including a Chair, appointed by the President with the advice and consent of the Representative Council
- b) The Public Relations Committee shall be responsible for the oversight and direction of IUP-APSCUF:public relations efforts designed to:
  1. enhance a positive image of IUP-APSCUF and IUP with appropriate constituencies;
  2. to promote to the general public both the outstanding programs offered by IUP and the excellent faculty
  3. to foster support for IUP and APSCUF with the legislative and executive branches of state government

- c) The Public Relations committee shall strive to:
  - 1. work cooperatively with the President of IUP on joint public relations efforts, whenever possible, and
  - 2. develop communications and public relations skills with selected APSCUF members to make them more effective liaisons to the local community.

#### Section 16. Retirement Committee

- a) The Retirement Committee comprises the President and additional members and a Chair appointed by the President with the advice and consent of the Representative Council.
- b) The Retirement Committee shall:
  - 1. work with APSCUF in promoting improvements to faculty retirement systems.
  - 2. inform faculty of retirement benefits and options available to them.
  - 3. work for continued inclusion of retired faculty in the university community.
- c) The Chair shall be the local Retirement Specialist.

#### Section 17. Rules and Bylaws Committee

- a) The Rules and Bylaws Committee comprises the President and additional members and Chair appointed by the President with the advice and consent of the Representative Council.
- b) The Rules and Bylaws Committee shall
  - 1. receive and process all proposed Bylaws changes
  - 2. review the Bylaws
  - 3. resolve any contradiction between the C.B.A., Bylaws and Resolutions adopted by the Representative Council.

#### Section 18. Student/Faculty Liaison Committee

- a) The Student/Faculty Liaison Committee comprises the President and a Chair, appointed by the President with the advice and consent of the Representative Council. Additional members of the committee may be appointed at the discretion of the President with the advice and consent of the Student/Faculty Liaison Committee Chair and Representative Council.
- b) The Student/Faculty Liaison Committee shall be responsible for fostering and then maintaining communication links between IUP-APSCUF and IUP student organizations in general and, in particular, IUP Student Government.
- c) The Student/Faculty Liaison Committee shall strive to:
  - 1. make the IUP Faculty aware of or keep them informed on issues that are of concern to IUP Students,
  - 2. make the students aware of or keep them informed on issues that are of concern to IUP Faculty, and
  - 3. mobilize selected APSCUF members to work with Student Organizations on endeavors that are of joint student/faculty concern.

#### Section 19. Temporary Faculty Committee

- a) The Temporary Faculty Committee comprises the President and additional members and Chair appointed by the President with advice and consent of Representative Council.
- b) The Temporary Faculty Committee shall:
  - 1. receive and gather information regarding working conditions and other issues related to temporary faculty;
  - 2. bring information to the attention of the Executive Committee and to the Representative Council; and
  - 3. advise and make recommendations concerning temporary faculty related issues to the Executive Committee and to the Representative Council.

Section 20. The President or the Representative Council may establish ad hoc committees as either shall deem necessary.

#### ARTICLE IX—DUES

Dues are set by the APSCUF Legislative Assembly, shall be collected as stipulated by the Collective Bargaining Agreement and the State APSCUF Legislative Assembly.

#### ARTICLE X—GENERAL MEETINGS

Section 1. There shall be at least one general meeting of the membership of IUP-APSCUF per academic year.

Section 2. Special general meetings may be called by:

- a) the President with the approval of the Executive Committee, or
- b) the written request of forty (40) members of IUP-APSCUF, or
- c) a majority of the membership at a general meeting, or
- d) a majority of the Representatives at a Representative Council meeting.

Section 3. At any general meeting one-tenth of the membership of IUP-APSCUF shall constitute a quorum.

#### ARTICLE XI—PARLIAMENTARY AUTHORITY

Section 1. The Parliamentarian shall be appointment by the President from APSCUF faculty at large, and not be an elected member of Representative Council. The person will attend Representative Council meetings and serve as the parliamentarian, without voting or engaging in debate.

Section 2. The rules contained in the current edition Roberts Rules Of Order Newly Revised shall govern IUP-APSCUF in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order IUP-APSCUF may adopt.

#### ARTICLE XII—AMENDMENTS

The Bylaws of this organization shall be amended by a two-thirds vote at any general meeting, provided that notice in writing of a proposed amendment has been filed with the Secretary and has been distributed in writing to the membership at least two weeks prior to the general meeting.

Bylaws IUP APSCUF Approved By General Membership August 31, 1993

Editorial changes made 9-17-93

Amendments approved By General Membership August 24, 2001

Amendments approved By General Membership August 23, 2002 (Incorporation of coaches)

Amendments approved By General Membership August 22, 2003 (Changes involving Articles VII and VIII)

Amendments approved by General Membership August 26, 2005 (The Gender Issues Committee became the Gender Issues and Social Justice Committee)

Amendments approved by General Membership August 25, 2006 (Changes involving the Nominations and Elections Committee – permits either paper ballot or electronic voting)

Amendments approved by General Membership October 29, 2011 (formalizes membership of the Chairperson of the IUP-APSCUF Faculty Education for Action Committee on the State APSCUF Mobilization Committee)

Amendments approved by General Membership August 23, 2013 (formalized the procedure for seating temporary faculty on Rep Council; changes in the language describing the constitution and charge of the Curriculum Committee [Article VIII, Section8]; Article XI)

Amendments approved by General Membership May 1, 2015 (Changes involving the creation of the President and Vice President Coach positions, their duties, and their role in the IUP-APSCUF Leadership; the Newsletter editor and the liaison to Central Labor Council now voting members of both Representative Council and Executive Committee)

Amendment approved by General Membership September 8, 2016 (In accordance with a corresponding change made previously at the State level, the Gender Issues and Social Justice Committee became simply the Social Justice Committee)