

THE CHICAGO STATE UNIVERSITY CHAPTER
OF THE UNIVERSITY PROFESSIONALS OF ILLINOIS
CONSTITUTION

Article I: NAME AND AFFILIATION

Section 1. The name of this organization shall be the Chicago State University Chapter of the University Professionals of Illinois (UPI), Local 4100 of the American Federation of Teachers.

Section 2. In case of conflict between this Constitution and the Constitution of the University Professionals of Illinois, the UPI Constitution shall prevail.

Article II: OBJECTIVES

Section 1. To ensure that university resources are utilized in support of education and learning as first priorities in the context of academic freedom and for the collective benefit of all university constituents.

Section 2. To enhance the university's capacity to provide quality educational experiences, graduating both traditional and non-traditional students within a reasonable time frame.

Section 3. To improve program effectiveness through ongoing assessments of university functioning in relevant areas of support, management, research, instruction, and public service.

Section 4. To acquire and sustain adequate resources for the professional development of all employees.

Section 5. To establish university compensation schedules for all employees which provide equitable treatment for individuals as well as groups of employees.

Article III: MEMBERSHIP

Section 1. Membership shall be open to all faculty and staff of Chicago State University serving in either a full-time or a part-time capacity excluding persons holding the position of assistant dean or above.

Section 2. Associate membership shall be open to retired members and to members whose employment at the university has ended. Associate members may attend general membership meetings and have the right to the floor, but shall not have the right to vote or hold office in the Chapter, or sign nomination petitions.

Section 3. No applicant can be denied membership on the basis of race, creed, gender, political beliefs, national origin, sexual orientation, or handicap status.

Section 4. Membership is ordinarily acquired by signing a card authorizing payroll deduction of UPI dues. A member can resign by signing a revocation card.

Section 5. All members, including members on leave, are members in good standing as long as their current dues are paid.

Section 6. Only bargaining unit members shall have the right to vote on matters related to their collective bargaining contract.

Article IV: OFFICERS

Section 1. The elected officers of the Chapter shall be

- a. a **President**,
- b. a **Vice-President** drawn from the *tenure-track faculty*, including librarians, counselors, and learning services staff,
- c. a **Vice-President** drawn from the *temporary faculty*,
- d. a **Vice-President** drawn from the *academic support staff* (ASPs),
- e. a **Treasurer**,
- f. a **Secretary**, and
- g. a **Representative to the UPI Executive Board**.

Section 2. Officers shall be elected by the full membership of the Chapter to a two-year term of office at the same time as election of UPI Local 4100 officers.

Section 3. Vacancies in elected offices shall be filled as follows.

- a. **President:** The Leadership Council shall determine which Vice-President shall succeed to the Presidency and assume the powers and responsibilities of that office for the duration of the term.

b. **Other offices:** The Leadership Council shall decide whether the vacancy shall be filled for the duration of the term by appointment, by special election, or by appointment followed by special election.

Article V: POWERS AND RESPONSIBILITIES OF OFFICERS

Section 1. President

- a. The President shall provide leadership in executing the policies and objectives of the Chapter and UPI.
- b. The President shall preside at all meetings of the Executive Board, the Leadership Council, the Chapter House of Delegates, and the membership as a whole.
- c. The President shall, with the approval of the Executive Board, appoint the chairpersons of all standing and ad hoc committees, the Chief Negotiator, and the negotiating team.
- d. The President shall serve on the UPI Executive Board, with the specific responsibility for effective communication between the Chapter and UPI.

Section 2. Vice-Presidents

- a. In the event of the temporary absence of the President, one of the Vice- Presidents, to be decided by the Executive Board, shall assume the duties of the President on an interim basis.
- b. The Vice-Presidents drawn from the tenure-track faculty, the temporary faculty and the academic support staff shall have the responsibility for effective communication between their respective group and the Chapter.

Section 3. Treasurer

- a. The Treasurer shall keep records of all receipts and expenditures of Chapter funds.
- b. The Treasurer shall maintain and provide accurate unit, member, and nonmember lists for the Chapter, for UPI and for the national AFT office.
- c. The Treasurer shall provide written financial reports to the

Chapter and to UPI, at least quarterly.

d. The Treasurer shall prepare an annual budget for approval by the Leadership Council.

Section 4. Secretary

a. The Secretary shall prepare minutes of the meetings of the Executive Board, the Leadership Council, and the Chapter as a whole.

b. The Secretary shall help in the preparation of the Chapter newsletter.

Section 5. The **Representative to the UPI Executive Board** shall serve on the UPI Executive Board, with the specific responsibility for effective communication between the Chapter and UPI.

Article VI: THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the Chapter.

Section 2. The Executive Board shall meet at the call of the President or at the call of any three officers.

Section 3. The Executive Board shall meet at least once in the Fall semester and at least once in the Spring semester.

Section 4. The Executive Board shall be responsible for insuring that Chapter policy decisions are within the limits of the UPI and Chapter Constitutions, for monitoring Chapter functioning, and for insuring a healthful state of communication and cooperation between the Chapter and UPI.

Section 5. The Executive Board shall be responsible for decision-making in the event that an emergency arises between meetings of the Leadership Council.

Section 6. A majority of the elected officers shall constitute a quorum for the Executive Board.

Article VII: THE LEADERSHIP COUNCIL

Section 1. The Leadership Council shall consist of the elected

Chapter officers, all standing and ad hoc Committee Chairpersons, Contract Delegates, Department Representatives, and the Delegates and Alternates to the UPI House of Delegates.

Section 2. The Leadership Council shall meet at least twice in the Fall semester and at least twice in the Spring semester.

Section 3. The Leadership Council shall receive reports from Chapter officers and committees, and shall plan and review Chapter activities.

Section 4. The Leadership Council shall have the responsibility for planning and executing an annual membership recruitment drive.

Section 5. The Leadership Council may establish collective bargaining policy and other policy specific to the CSU Chapter of UPI.

Section 6. The Leadership Council may recommend policy to the UPI Executive Board and to the UPI House of Delegates.

Section 7. Three elected officers and seven other members shall constitute a quorum for the Leadership Council.

Article VIII: CHAPTER MEMBERSHIP MEETINGS

Section 1. A meeting of the Chapter membership shall be called by the President at least once in the Fall term and at least once in the Spring term.

Section 2. A meeting of the Chapter membership shall be called by the President within ten days of receipt of a petition for such a meeting signed by 15% of the membership.

Section 3. Written notice of a membership meeting shall be distributed to the members at least 5 days before the meeting.

Section 4. 10% of the membership, as determined by the Treasurer's most recent membership report to UPI, shall constitute a quorum at a membership meeting.

Article IX: THE CHAPTER HOUSE OF DELEGATES

Section 1. Chapter Delegates to the UPI House of Delegates and

their Alternates shall be elected as specified in the UPI Constitution.

Section 2. The responsibilities of a Chapter Delegate shall include but not be limited to those prescribed by the UPI House of Delegates.

Section 3. The Chapter Delegates to the UPI House of Delegates and their Alternates may meet as a Chapter House of Delegates to prepare resolutions and other policy recommendations for presentation at a Leadership Council meeting or UPI House of Delegates meeting.

Section 4. A meeting of the Chapter House of Delegates and their Alternates may be called by the President or by petition of any ten of the Delegates and Alternates.

Article X: COMMITTEES

Section 1. The Chapter shall have the following **standing committees**: *Grievance, Legislative, Budget Analysis, Workload and Compensation, and Elections.*

a. The President, with the approval of the Executive Board, shall appoint the Chairperson of each standing committee.

b. Each committee Chairperson, in consultation with the Leadership Council, shall appoint at least three other members to the committee.

c. Each committee Chairperson shall report at least once a semester to the Leadership Council.

Section 2. The Grievance Committee

a. The Committee and the Chairperson shall provide maximum possible protection of the rights and due process of members through the available grievance mechanisms. The Committee shall gather information about current grievances and assess and pursue possible ways of resolving them.

b. The Grievance Chairperson shall coordinate all grievance and defense work for the Chapter.

c. The Grievance Chairperson shall be a member of the UPI Grievance Committee.

Section 3. The Legislative Committee

- a. The Committee and the Chairperson shall establish working relationships with the CSU Governing Board, the CSU administration, local legislators, and area labor leaders for the purpose of promoting the legislative and political priorities of the Chapter and UPI.
- b. The Legislative Committee shall be responsible for organizing and coordinating the legislative, political, and political education (including COPE) activities of the Chapter
- c. The Legislative Chairperson shall be a member of the UPI Legislative Committee.

Section 4. The Budget Analysis Committee

- a. The Budget Analysis Committee, working with other university constituencies, shall monitor and make recommendations to the CSU Budget Committee regarding the allocations of funds in the administrative, education, academic support, student support, research, and public service categories.
- b. The Budget Analysis Committee shall analyze the budget and present it to the university community and other interested parties in a format that is clearly understandable.
- c. The Budget Analysis Committee shall serve as a resource of university budget data for the collective bargaining team.

Section 5. The Workload and Compensation Committee

- a. The Workload and Compensation Committee shall analyze workloads and compensation levels at CSU and at other public and private universities with the goal of identifying appropriate levels reflecting the importance of high quality teaching for minority, nontraditional, and traditional students in an urban public university.
- b. The Workload and Compensation Committee shall serve as a resource of workload and compensation data for the collective bargaining team.

Section 6. The Elections Committee

- a. The Elections Committee shall oversee all elections and referenda in which the voters are the members of the Chapter or of a bargaining unit.

b. Election of Chapter and UPI Officers, Delegates and Alternates to the UPI House of Delegates, and convention delegates and alternates shall be conducted in accordance with provisions in the UPI Constitution.

c. Voting shall be by secret ballot. Ballots shall be counted by UPI or by members of the Elections Committee.

d. The Elections Committee shall report the results of elections and referenda to the Chapter President and the Leadership Council.

Section 7. Special Committees shall be appointed by the President with the advice and consent of the Leadership Council.

Article XI: RECALL

Section 1. Recall of an elected officer may be initiated by the Executive Board or by a petition signed by 25% of the membership and submitted to the Executive Board.

Section 2. The Executive Board shall call within two weeks a special Chapter meeting at which a hearing will be held. At the end of the hearing, the members present shall vote on whether to proceed with recall. The issue will be decided by a majority of those voting.

Section 3. If the vote favors proceeding with recall, the Executive Board shall arrange within two weeks for a secret ballot by the membership. The issue will be decided by a majority of those voting.

Article XII: RULES OF ORDER

Section 1. Roberts Rules of Order, most recent edition, shall be the authority on all parliamentary questions at all meetings of the Executive Board, the Leadership Council, the Chapter membership, and the Chapter House of Delegates.

Article XIII: RATIFICATION

Section 1. The proposed Constitution shall be discussed at a Chapter membership meeting, and may be amended at that meeting.

Section 2. Within two weeks of the Chapter meeting, the proposed Constitution (as amended) shall be submitted to the membership for ratification by mail ballot.

Section 3. The Constitution shall go into effect immediately upon approval by a majority of those voting.

Article XIV: AMENDMENTS

Section 1. Non-substantive changes in wording may be made at the discretion of the Leadership Council.

Section 2. Substantive changes may be initiated by the Leadership Council or by a petition signed by 10% of the membership.

Section 3. Substantive changes shall be submitted to the membership for approval by mail ballot.

Section 4. The amendment shall go into effect immediately upon approval by a majority of those voting.

Ratified on May 3, 1996

