

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

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ARTICLE I. NAME AND PURPOSE

- A. Name. The name of this organization shall be the Towson University Chapter of the American Association of University Professors/Faculty Association.
- B. Purpose. The purposes of this organization shall be to
 - 1. represent the professional interests of the Faculty of the University,
 - 2. advance the standards, ideals, and welfare of higher education,
 - 3. serve, when properly elected, as the collective bargaining agent and exclusive representative of the faculty,
 - 4. improve the terms and conditions of employment for the faculty.

ARTICLE II. MEMBERSHIP AND DUES

There shall be two categories of membership contingent solely upon the payment of appropriate national and local dues. These are:

- A. Active Membership. An Active Member is any faculty member employed by the University with primary responsibility for classroom teaching who has applied for membership and who has paid or is paying local dues. Librarians, elected department chairpersons, visiting lecturers, and part-time instructors are included in this definition. Full-time members of the University Administration and classified employees of the University are excluded. Only active members may vote in the elections of the Chapter, hold elective office in the Chapter, or in other ways be concerned with the Chapter as a collective bargaining agency.
- B. Non-Bargaining Membership. A non-Bargaining Member is a faculty member as defined in II, A. who has not applied for AAUP membership or who declines to pay local dues. Non-Bargaining Members are entitled to participate in Chapter activities, including service on Committees, but may not vote in Chapter elections, hold elective office in the Chapter, serve on the Steering Committee, nor otherwise participate in the collective bargaining activities of the Chapter.
- C. Dues. A combination of national and local dues shall be annually proposed by the Executive Committee and shall be approved by a majority of the voting Active Members, either at a meeting of the Chapter or by mail ballot.

ARTICLE III. OFFICERS OF THE CHAPTER

- A. The Chapter shall have a President, Vice-President, Secretary, and Treasurer elected for two-year terms.
- B. The President and Vice-President shall have the duties normally associated with these offices. The President shall call and preside over Chapter meetings, Executive Committee meetings, and shall serve as a member of the Steering Committee. He/she shall serve as an ex-officio, non-voting member of Chapter

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

committees. He/she shall appoint and nominate membership to Committees. The Vice-President shall serve as a member of the Steering Committee and shall keep the Executive Committee informed as to the activity of Chapter Committees.

- C. The Secretary and Treasurer shall have the duties normally associated with these offices. The Secretary shall keep the minutes of meetings, maintain the official records of the Chapter, conduct the Chapter correspondence, and keep membership records. The Treasurer shall be responsible for safeguarding and disbursing the Chapter monies and shall present an annual financial report. The Treasurer shall present a copy of the Chapter bank statement to the Executive Committee on a monthly basis. If the administrative duties of the Secretary or Treasurer are performed by a paid employee(s) of the Chapter, the Secretary or Treasurer shall ensure that such duties are performed properly.

ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE

- A. The current Chapter officers shall compose the Executive Committee. The Executive Committee may invite non-voting, consulting members to aid in its deliberations.
- B. The Executive Committee shall act for the Chapter in carrying out the purposes of the Chapter, shall present annually, subject to ratification by the Active Membership, the schedule of dues and regulations governing their payment, shall establish committees of the Chapter, shall determine the Agenda items, and shall convene special meetings of the Chapter. Committee appointments and nominations made by the President shall be ratified by the Executive Committee.
- C. The Executive Committee shall advise the membership on matters of faculty rights and responsibilities. It shall present to the membership nominees for election to the Steering Committee. Any action taken by the Executive Committee may be overruled by a majority vote of those voting at a meeting of the membership.

ARTICLE V. MEETINGS AND QUORUM

- A. Chapter meetings shall be scheduled so that the membership may vote on important issues. At least one meeting shall be held in each of the fall and spring semesters.
- B. The Executive Committee must call a meeting upon being petitioned by 10% of the Active Members to do so.
- C. Regular and petitioned meetings shall be called at least one week prior to the meeting date; meetings for changing the Constitution or By-Laws require two weeks notice. If the above advanced notices are given, no quorum of the membership need exist. If the notices are not given, 50% of the Active Members

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

must be present in order for action to be taken. Meetings shall be called at a time

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

BY-LAWS

I. ELECTIONS

- A. The annual Chapter election will be held at the April Chapter meeting.
- B. The Executive Committee shall determine the date of the election and shall announce same to the faculty at least six weeks in advance.
- C. The elective vacancies on the Steering Committee shall be filled each year in this election.
- D. The election of Chapter officers shall occur on alternate years.
- E. Candidates for Chapter offices and for positions on the Steering Committee must be active members of AAUP (as defined in the Constitution) as of March 1 of the election year.
- F. There shall be no limitation as to the number of consecutive one-year terms that a person may serve on the Steering Committee.
- G. No person shall serve more than two consecutive two-year terms in the same Chapter office.
- H. The Nominations Committee upon notice of the date of the annual election shall accept nominations for the offices and positions to be filled. Nominations shall be made known to the membership through the AAUP NEWS NOTES and/or other available means not later than three weeks before the date of the election.

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

- B. The Committee shall consist of five tenured faculty members whose full elected terms shall last for three years.
- C. The Committee may inquire into faculty allegations of grievances in all campus matters except those within the jurisdiction of the Promotions and Tenure Committees. If it finds sufficient evidence of a grievance and is unable to resolve the dispute, it may recommend that the Faculty Hearing Committee conduct a full hearing, as provided by Senate regulations.

III. APPOINTED STANDING COMMITTEES

The following are the appointed standing committees of the Chapter and are responsible to the Executive Committee. Other standing committees may be created at a subsequent time. If a need for an additional committee is determined, a proposal shall initiate from or be approved by the Executive Committee and shall be presented to the membership at a regular meeting for approval.

- A. COMMITTEE A: To be composed of 3-6 active Chapter members. This committee is to concern itself with all matters pertaining to academic freedom and tenure at the university.
- B. COMMITTEE C: To be composed of 3-6 active Chapter members. Committee assumes responsibility in matters affecting the quality of teaching, research, and publication.
- C. COMMITTEE W: To be composed of 5-10 faculty members. Committee works to remove injustices of all types suffered by campus women.
- D. MEMBERSHIP COMMITTEE: To be composed of 3-6 active Chapter members. Works to increase Chapter membership.
- E. EXTERNAL RELATIONS/COMMUNICATIONS COMMITTEE: To be composed of 3-6 faculty members. Committee serves as a link to other AAUP affiliates and bodies to other groups and organizations. Committee also has a public relations function and will develop improved means of communication for the Chapter.
- F. SALARY AND FRINGE BENEFITS COMMITTEE: To be composed of 5-10 faculty members. Committee develops statistical material about the economic status of the faculty and is concerned in all areas relating to salary and fringe benefits.

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

and Chapter committees. Committee proposed to the President of the University names of faculty members as nominees for appointment to the standing committees of the University Senate. Committee also solicits nominations for Chapter elections and will make other nominations as requested.

Towson University Chapter of the
American Association of University Professors (AAUP)/Faculty Association
CONSTITUTION AND BYLAWS

- send an advance notice of meetings to the Vice President;
- send copies of the minutes of all meetings to the President and Vice President within two weeks after the meeting. The Vice President will review the work of committees and will bring significant matters to the Executive Committee for consideration;
- send, separately from the minutes, statements of policy approved by the committee; and
- submit to the Executive Committee an annual report of the committee=s activities and suggestions for the future.

M. Should the Executive Committee question the appropriateness of a committee decision, action should be taken as promptly as possible to assure orderly committee work.

N. Committees shall work within these restrictions and shall be bound by the By-Laws of the Chapter.

V. AD HOC COMMITTEES

The method for determining membership for all Ad Hoc Committees will be designated at the time the committee is established. Ad Hoc committees can be established by a general membership meeting, by the Executive Committee, or by the President of the Chapter.

VI. AMENDMENTS

Amendments to these By-Laws may be proposed by any Chapter member and must include reasons for adoption. The proposed amendment shall be included in the written