

**CONSTITUTION OF THE  
EMERSON LOS ANGELES FACULTY / AMERICAN ASSOCIATION OF  
UNIVERSITY PROFESSORS**

**PREAMBLE**

The Emerson Los Angeles Faculty/AAUP is a Chapter of the American Association of University Professors, representing the part-time faculty at Emerson Los Angeles.

The ELAF/AAUP seeks to promote and preserve the professional and economic well-being of the members for whom it bears responsibility, and to enhance the role and authority of faculty in the governance and direction of ELA.

This Constitution regulates the operations of the Chapter.

**ARTICLE I: MEMBERSHIP**

A. The ELAF/AAUP shall consist of all part-time faculty who teach at least one course during the academic year at ELA, who are dues-paying members of the ELAF/AAUP, and who are not graduate students at the college. Membership in ELAF/AAUP confers membership in National AAUP.

B. Members have the right to participate fully in the affairs of ELAF/AAUP, such as nominating and electing candidates for positions in the organization, seeking office themselves, and voting on all matters requiring membership approval.

C. A member must be current in his/her membership dues in order to exercise the above privileges.

**ARTICLE II: MEMBERSHIP MEETINGS**

A. The Executive Board may call membership meetings of the Chapter at any time. There shall be at least one membership meeting per year. Twenty percent of the full membership of the ELAF/AAUP shall constitute a quorum.

B. Members shall be notified at least one week prior to the meeting. The agenda of the meeting shall be outlined in the meeting notification.

C. The Executive Board meets at least once per semester, subject to the call of the President or by petition of three Executive Board members. A majority of Executive Board members must be present to constitute a quorum.

D. In case of any disputes, Robert's Rules of Order, Revised, is the guiding authority for conducting all ELAF/AAUP meetings.

### **ARTICLE III: DUES**

A. Dues shall be determined by the Executive Board and ratified by the membership. Voting shall be by secret ballot, and ratification shall require a majority vote of those who cast ballots.

B. The Executive Board may propose alterations in the dues structure. As above, voting shall be by secret ballot, and ratification shall require a majority vote of those who cast ballots.

C. In emergency situations, a special dues collection may be proposed by means of a Chapter-wide referendum. As above, voting shall be by secret ballot, and ratification shall require a majority vote of those who cast ballots.

D. Dues may be paid directly or by payroll deduction. ELAF/AAUP will work with the Emerson College payroll office to initiate and administer the payroll deduction process.

### **ARTICLE IV: OFFICERS**

A. The elected officers of ELAF/AAUP are the President, the Vice-President, the Secretary-Treasurer, and two At-large Representatives.

B. Duties of the President:

1. Serve as spokesperson and official representative of the ELAF/AAUP.
2. Schedule and preside over meetings of the Executive Board.
3. Appoint committee chairs and members, with the advice and consent of the Executive Board.
4. Appoint members to fill temporary vacancies, with the advice and consent of the Executive Board.
5. Initiate legal actions on behalf of the ELAF/AAUP when authorized by the Executive Board.
6. Provide direction to the elected officers and oversee their activities.

C. Duties of the Vice President:

1. Fulfill all duties of the President in the President's absence.
2. Assist the President as needed.
3. Serve as chair of the Nominations and Elections Committee.

D. Duties of the Secretary-Treasurer:

1. Oversee and maintain the records of the ELAF/AAUP.
2. Keep minutes at all meetings of the Chapter Executive Board, and prepare these minutes for reproduction and distribution to all union members.
3. Review the ELAF/AAUP's expenditures on a monthly basis.
4. Recommend appropriate management of ELAF/AAUP funds.
5. Prepare and present a financial report for the Chapter Executive Board and the general membership at least once a year, no later than June 1.
6. Prepare and present other financial reports as required by the President and/or the Executive Board.
7. Preside over meetings of the Executive Board in the absence of the President and the Vice President. □

E. Duties of the At-large Representatives:

1. Serve on the ELAF/AAUP Executive Board. (See Article V.)

**ARTICLE V: EXECUTIVE BOARD**

A. The ELAF/AAUP Executive Board is comprised of the elected officers. The immediate past President serves as a non-voting member of the Executive Board for one year after leaving office.

B. Duties of the Executive Board:

1. Determine membership dues in accordance with Article III.
2. Assume responsibility for general fiscal affairs and approve the annual budget.
3. Establish standing committees and conduct the affairs of the organization through those committees as provided by this Constitution.
4. Establish and abolish special committees, as it deems necessary.
5. Authorize legal action on behalf of the ELAF/AAUP.
6. Authorize, after a vote by the membership, job actions in support of collective bargaining goals.
7. Set the agenda for meetings of the ELAF/AAUP.
8. Serve as Grievance representatives, assisting and advising ELAF/AAUP members from the initiation of a grievance to its eventual resolution.

## **ARTICLE VI: ELECTIONS**

A. The Committee on Nominations and Elections shall be responsible for supervising and conducting all ELAF/AAUP elections.

B. Officers are elected by current members to renewable terms of two years.

C. The President and At-large Representatives shall be elected every two years and serve for a period of two years beginning on September 1 of the election year.

D. The Vice President and Secretary Treasurer of the Executive Board shall be elected every two years in alternate years from the the President and At-large Representatives, and serve for a period of two years beginning on September 1 of the election year. (The first Vice President and Secretary-Treasurer shall serve only one year to begin the staggering of terms.)

E. Election procedures:

1. In the spring semester prior to the end of an incumbent's term, nominations shall be sought using a "Call for Nominations." If possible, at least two candidates per office shall be nominated.
2. Voting shall be by secret ballot, distributed at least two weeks prior to the voting deadline.
3. Election to office shall require a majority vote of those who cast ballots.
4. The election process shall be completed by April 15 of each year.

F. Succession of officers:

1. In the event the President cannot complete his/her term for any reason, the office shall be filled by the Vice President until a special election fills the vacancy.
2. In the event that the Vice President cannot complete his/her term for any reason, the office shall be filled by the Secretary-Treasurer until a special election fills the vacancy.
3. In the event that the Secretary-Treasurer cannot complete his/her term for any reason, the Executive Board, by a majority of those voting, shall elect a replacement to complete the term.

G. Resignation, recall, vacancy, and appointment procedures:

1. Elected officers may resign at any time by giving written notice to the Secretary-Treasurer.
2. An elected officer or committee chair may be recalled by a referendum initiated as follows:
  - a. by majority action of the Executive Board.

- b. by a petition signed by at least twenty percent of the full membership and submitted to the Secretary-Treasurer. No recall petitions shall be accepted in the period between March 1 and September 1 of a given calendar year.
3. In the event of a recall, a special election shall be held by secret ballot within one month. Removal of an officer shall require the vote of at least two-thirds of those who cast ballots.
4. In the event of a vacancy of an elected position for any other reason, the remaining Executive Board officers shall conduct a special election, within one month of the vacancy, to fill the unexpired term. The Executive Board may appoint members to temporarily fill vacancies until this special election process is completed.

## **ARTICLE VII: BARGAINING AND CONTRACT RATIFICATION**

A. The Bargaining Committee shall be appointed by the President with the advice and consent of the Executive Board.

B. The Bargaining Committee shall be composed of a chairperson and at least two additional ELAF/AAUP members.

C. Only the Bargaining Committee is authorized to negotiate contracts on behalf of ELAF/AAUP.

D. Duties of the Bargaining Committee:

1. Negotiate in good faith to arrive at a contract with the Administration.
2. Maintain detailed notes of all bargaining sessions.
3. Present all tentatively agreed-upon contract proposals to the Executive Board.

E. Contract Ratification:

1. As soon as a tentative contract has been reached, the Executive Board shall distribute copies to all ELAF/AAUP members. After one week, a Chapter meeting shall be called to discuss the proposed contract.
2. No sooner than 24 hours after the Chapter meeting, the Chapter President shall implement a contract ratification vote by secret ballot. Ideally, members should have a two-week period to cast their ballots.
3. The negotiated contract shall be ratified by a majority vote of those who cast ballots.

## **ARTICLE VIII: REFERENDA**

A. Through petition to the ELAF/AAUP Executive Board, a referendum may be initiated by at least twenty-five percent of the full membership.

B. Referenda are conducted by the Executive Board.

C. A referendum is binding when approved by a majority of members voting on the matter, as long as the referendum does not change the Constitution. Changes to the Constitution require a two-thirds majority vote of those who cast ballots. (See Article VI.)

#### **ARTICLE IX: CONSTITUTION ADOPTION AND AMENDMENTS**

A. This Constitution shall be adopted by a two-thirds vote of those who cast ballots.

B. Amendments to the Constitution:

1. Amendment proposals may be initiated as follows:
  - a. by majority action of the Executive Board.
  - b. by a petition signed by at least twenty percent of the full membership and submitted to the Secretary-Treasurer.
2. A notice of any proposed amendments – including reasons for the proposed amendment and any known objections – shall be sent to each member at least fourteen days prior to the vote.
3. The voting shall be by secret ballot, and the Constitution shall be amended by a two-thirds vote of those who cast ballots.

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