**Constitution**

**Rider University Chapter AAUP**

Adopted by Rider University Chapter, American Association of University Professors on April 6, 1976, and approved by the American Association of University Professors on December 3, 1976. The text incorporates all amendments through May 3, 1996, and April 16, 2016.

**Article I
Name**

The name of this organization shall be: Rider University Chapter, American Association of University Professors.

**Article II
Purpose**

The purpose of this Chapter is to facilitate more effective cooperation among the academic staff of Rider University, to serve as the collective bargaining representative of the faculty and professional athletic staff of Rider University, and to support the aims and purposes of the American Association of University Professors.

**Article III
Membership**

**Section 1.** There shall be two classes of membership as specified below. Membership in the Chapter may be granted by the Chapter upon receipt of a written application and payment of dues from an eligible person. All members of the Chapter on the date of adoption of this Constitution continue in membership so long as dues are paid.

**Section 2.** A "Chapter Member" is an Active member of the American Association of University Professors whose national and local dues are currently paid and who is a member of the collective bargaining unit at Rider University, or was a member of the collective bargaining unit during the current academic year or the current calendar year. The academic year at Rider University extends from September 1 to August 31. All Chapter members shall designate their connection with either Westminster Choir College, the College of Business Administration, College for Continuing Studies, School of Education, School of Liberal Arts and Science, Libraries, Reading Clinicians, or Athletic Staff. They shall also indicate whether they are employed by Rider University on a part-time or full-time basis.

**Section 3.** A "National Member" is an Active, Graduate Student, or retired member of the American Association of University Professors whose national and local dues are paid for the current year, who has requested that membership be assigned to the Rider University Chapter, but who is not a member of the collective bargaining unit at Rider University. All National members shall designate their connection in the same manner as Chapter members but shall not be eligible to vote, hold office, or participate in the collective bargaining activities of the Chapter.

**Article IV
Dues**

The Chapter shall establish dues by majority vote in a secret ballot at specified rates for various categories of members. It shall be specified whether these dues include or exclude dues to the national office of the American Association of University Professors. If any dues to the Chapter are more than thirty (30) days in arrears, Chapter membership or affiliation shall be forfeited, and the member shall be dropped from the rolls.

**Article V
Chapter Officers**

**Section 1**. The officers of this Chapter shall be a President, Vice President, a Treasurer, a Recording Secretary, two At-Large Members, a Chief Grievance Officer/Contract Administrator and an Assistant Grievance Officer appointed by the Executive Committee.

**Section 2**. The President shall preside at all meetings of the Chapter and Executive Council, shall speak for the Chapter, and shall be an ex-officio member of all Chapter committees.

**Section 3**. The Vice President shall act as President in the absence of the President and shall succeed to that office if it should become vacant.

**Section 4**. The Treasurer, or his/her supervised designee, shall keep accounts of all monies paid to the Chapter and make all disbursements authorized by the Executive Council or by the Chapter. The Treasurer, or his/her supervised designee, shall establish an account or accounts in a local bank. All checks and all withdrawals of funds shall be made on the Treasurer's signature countersigned by the incumbent President or Vice President. The Treasurer, or his/her supervised designee, shall make a record of every withdrawal or a check and indicate the time and place of the meeting of the Chapter at which the disbursement was authorized, or, if authorized by the Executive Council, the time and place of the meeting and names of all members of the Executive Council present at the time the withdrawal was authorized. The Treasurer shall post a surety bond in an amount determined by the Chapter to be paid for by the Chapter.

The Treasurer, or his/her supervised designee, shall prepare the budget, in consultation with the Executive Council, that is required by Article XII, Finance, Section 3. At the first or second meeting of the Chapter, after the close of the fiscal year, the Treasurer shall present the Chapter with an operating statement for the past fiscal year and a balance sheet as of June 30. The books of the Chapter shall be audited annually by a certified public accountant, not affiliated with Rider University in any manner, who shall report the findings to the Executive Council, which shall in turn make a full report to the Chapter.

**Section 5**. The Recording Secretary shall keep minutes of all meetings of the Chapter and of the Executive Council, and when approved, such minutes shall constitute a permanent record of the Chapter. The Recording Secretary shall note especially any authorization for the expenditure of Chapter funds. Such notes shall serve as authorizations should the Treasurer be absent from the meeting. The Recording Secretary, or his/her supervised designee, shall maintain custody of the Treasurer's surety bond and of the surety bond of all the other officers if all are covered under the same bond, or if all are covered individually, he/she shall retain all bonds except his/her own.

**Section 6.** In the eventuality that no member of the Westminster Choir College faculty in the bargaining unit is elected to serve in any other position on the Executive Council, the At-Large Member position shall be elected from the Westminster Choir College faculty in the bargaining unit.

**Section 7**. The Chief Grievance Officer/Contract Administrator shall be responsible for handling all complaints and grievances involving areas covered by the collective bargaining agreement. The Chief Grievance Officer/Contract Administrator shall advise and assist all members of the bargaining unit who have such complaints or grievances and shall attempt to resolve them through the use of the established grievance procedure. The Chief Grievance Officer/Contract Administrator is responsible for initial contact with the University administration concerning changes to or interpretations of the collective bargaining agreement, and works closely with the President and Executive Council on such matters. He/she shall regularly report at Chapter meetings on such activities.

**Section 8**: There shall be an Assistant Grievance Officer appointed by the Executive Committee who shall have the same obligations as the Chief Grievance officer and will share the grievance workload with the Chief Grievance officer.

**Section 9**. All officers of the Chapter shall be bonded in an amount to comply with applicable federal and/or state statutes.

**Article VI
Committees**

**Section 1**. Executive Council. The administrative affairs of this Chapter are vested in an Executive Council, which shall act for the Chapter between meetings. The Executive Council shall have the authority to make disbursements in the name of the Chapter, which shall be recorded by the Treasurer as provided in Article V, Chapter Officers, Section 4. The Executive Council shall consist of the President, the Vice President, the Treasurer, the Recording Secretary, two At-Large Members, the Chief Grievance Officer/Contract Administrator, and the immediate Past-President. The Executive Council shall meet at the call of the President or Vice President. The President is responsible for notifying all members of such a call.

**Section 2**. Negotiating Team. A Negotiating Team of Chapter members shall be appointed by the Executive Council to hold office at its pleasure. At least one member, and not more than three, shall be members of the Executive Council. The Executive Council shall designate the Chief Negotiator and the alternate negotiators in consultation with the Chief Negotiator.

**Section 3.** Hearing Tribunal. A Hearing Tribunal shall be established in the case of the disciplining members. The membership shall be one person from each of the constituencies within the bargaining unit. Westminster Choir College, the School of Liberal Arts and Sciences, the College of Business Administration, the School of Education, the College of Continuing Studies, the Libraries, and the Athletic Staff/Reading Clinicians. Elections shall be by written mail ballot, conducted in accordance with established AAUP election processes.

**Section 4.** Contract Study Committees. The Contract Study Committees shall inform the Negotiating Team of the desires of its respective constituencies and shall communicate to its respective constituencies the activities of the Negotiating Team. The Executive Council shall solicit membership on these committees from all constituencies of the Chapter.

**Section 5**. Social Committee. A Social Committee shall be appointed by the Executive Council of the Chapter and shall provide a social program for members of the Chapter.

**Section 6.** Other Committees. The Executive Council may establish other standing committees and shall specify their size and scope. Members of such committees shall continue in office at the pleasure of the Executive Council.

**Article VII
Election of Officers**

**Section 1.** Officers shall be elected in November or December to take office the following July 1st and to hold office for a period of one year. All Chapter members are eligible for election to office, except that the President and Vice President must have been Chapter members for a period of one year prior to the date of the election.

**Section 2.** A nominating committee of three members, none of whom are incumbent officers, shall be appointed by the Executive Council in January to hold office for one year. As soon as the nominating committee is appointed, the membership shall be notified in writing, by the Executive Council, of the personnel of this committee, the specific offices to be filled by the forth-coming election and the date of the meeting when the nominating committee will report, and when nominations may be made from the floor. By April 15th this committee shall submit the names of one or more candidates for each office. At a specified meeting, nominations from the floor may be made. Nominations from the floor require a second. All nominees for office must by physically present at that meeting or, in the alternative, have submitted a statement in writing, or notified the nominating committee, of their intention to serve, if elected to office. The names of all nominated candidates for office will be sent to the membership by the first meeting in October.

The election shall take place at a Chapter meeting in November or in December. At that meeting, the election of officers shall be the first item on the agenda. Election shall be by secret written ballot. The candidate for each office receiving a plurality of the ballots cast shall be declared elected.

**Section 3.** When offices, except that of President, become vacant during the academic year, the nominating committee shall submit the names of one or more candidates, nominations may be made from the floor, and an election to fill the vacancy shall be held at the next meeting.

**Article VIII
Removal of Officers**

**Section 1.** Upon petition by forty or more Chapter members that a person holding an elective office under this Constitution be removed, the Executive Council shall arrange for a meeting of the Chapter wherein the matter may be discussed. The person holding that office shall be specifically invited to attend such a meeting and the meeting shall be held at a time when the office holder can be expected to attend.

**Section 2.** At a meeting of the Chapter, subsequent to the meeting at which the discussion was held, a secret ballot shall be taken on the question: "Shall (name of person) be removed from the office of (name of office)?" If a majority of those voting at that time, votes "yes", the person named shall be removed from office. If a majority does not vote "yes", the incumbent shall continue in office and shall not again be subject to removal proceedings during that term on the same charges.

**Section 3.** In the event a person is removed from office, an election for a successor shall be held in accordance with Article VII, Election of Officers, Section 3.

**Article IX
Disciplining of Members**

**Section 1.** Charges of conduct or activities prejudicial to the American Association of University Professors may be preferred by one member of this Chapter against another member of this Chapter. Such charges and specifications must be in writing and must be served on the accused member. Certified copies of the charges and specifications must be filed with the Recording Secretary, together with proof that the accused member has received the original documents.

**Section 2.** To hear and adjudicate the charges, the Hearing Tribunal will be constituted. All members of the Hearing Tribunal intimately associated with either the accuser or the accused shall be disqualified from serving on the Hearing Tribunal. If less than three members of the tribunal are available to serve on the Hearing Tribunal, the Executive Council shall appoint sufficient ad hoc members.

**Section 3.** Upon being notified by the Recording Secretary of the filing of charges against a member, the Vice President shall call a meeting of the Hearing Tribunal, at a time and place that the accuser and accused can be expected to attend. Notice of the time and place of this meeting must be served on the defendant at least fifteen (15) days in advance.

At this meeting, which may be adjourned from time to time, the Hearing Tribunal shall hear from the complainant, from the defendant, and from any witnesses willing to testify. After all testimony has been taken, the tribunal shall decide whether or not the charges have been sustained.

If the charges are sustained, then the tribunal may order the offending member expelled from the Chapter, or it may impose some lesser disciplinary action. If the charges are not sustained, then the case is dismissed, the matter is closed, and the complainant and defendant must be notified of this fact immediately.

**Section 4.** If charges are brought and sustained against a member who is an officer of the Chapter, the procedures in this Article shall supersede the procedures mentioned in Article VIII, Removal of Officers.

**Section 5.** Appeals from a decision of the Hearing Tribunal may be taken to the Chapter.

**Article X
Meetings**

**Section 1.** The Chapter shall meet at least once a semester. The time and place of each meeting may be set at a previous meeting or by the Executive Council. Upon written petition of twenty (20) Chapter members to the Executive Council, a Chapter meeting shall be called within two weeks.

**Section 2.** Twenty (20) Chapter members shall constitute a quorum.

**Section 3.** Except as provided in this Constitution or by resolution of the Chapter, all meetings shall be governed by Robert's Rules of Order.

**Article XI
Contract Ratification**

Whenever the Negotiating Team has concluded a tentative collective bargaining agreement with the Administration of Rider University, a meeting shall be called, at which only Chapter members may be present. The agreement shall be offered to the Chapter for ratification by secret written ballot. If a majority of those voting accept the contract, then the Chapter shall notify the Administration of its agreement and take the necessary legal steps to bond the contract. If a majority does not accept the contract, then the Executive Council shall instruct the Negotiating Team to reopen collective bargaining and attempt to negotiate another tentative contract with the Administration, which will then be subjected to this ratification procedure.

**Article XII
Finance**

**Section 1.** The revenues of this Chapter shall be derived from annual dues, contributions, and from such other sources as may be approved by the Chapter.

**Section 2.** When the annual dues established by the Chapter in accordance with Article IV, Dues, include dues of the American Association of University Professors, the Chapter shall pay the dues of such members to the national office as soon as they become payable.

**Section 3.** After consultation with the Executive Council of the Chapter, the Treasurer, with his/her supervised designee, shall present a budget of expected revenues and expected expenditures for the ensuing year to the Chapter at its February meeting. Expenditures of Chapter funds for the ensuing fiscal year shall be in accordance with the budget adopted by the Chapter. It is the responsibility of the Executive Council to control expenditures in accordance within the budget. The Executive Council may make small reallocations of up to $1,000 within the total Chapter budget in cases of unexpected expenses.

**Article XIII
Amendments**

This Constitution may be amended at any meeting by an affirmative vote of two-thirds of the Chapter members attending and voting at such meeting, providing that the proposed amendment shall have been submitted in writing and approved at the preceding meeting of the Chapter, and provided further, that written notice to this effect shall have been given to all members at least seven days in advance of the meeting at which the proposed amendment is to be voted on.