

University of Southern Maine Chapter
Associated COLT Staff of the University of Maine

CONSTITUTION AND BYLAWS

ARTICLE I - NAME

Section 1. The name of this organization shall be the University of Southern Maine Chapter of the Associated COLT (Clerical, Office, Laboratory, and Technical) Staff of the University of Maine; hereinafter referred to as the USM Chapter of ACSUM.

ARTICLE II - PURPOSE

Section 1. To promote the professional welfare of the members of the USM Chapter of ACSUM by seeking to improve salaries, job security, retirement systems, working conditions, and other conditions of employment.

Section 2. To represent Chapter members' interests in campus affairs.

Section 3. To represent Chapter members' interests to the Associated COLT Staff of the University of Maine.

Section 4. To promote, among the COLT staff of the University of Maine at USM, the highest professional practices.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be available to all employees of the University of Southern Maine whose positions are assigned to the COLT bargaining unit.

ARTICLE IV - CHAPTER ASSEMBLY

Section 1. The chapter assembly shall consist of all members of the USM chapter of ACSUM.

Section 2. Only active dues paying members of the Chapter Assembly shall have the privilege to vote, hold office, or to serve on Chapter committees.

Section 3. The Chapter Assembly shall nominate and elect members to serve on the Chapter's Executive Committee.

Section 4. The Chapter Assembly shall nominate and elect members to serve as Chapter representatives on the ACSUM Executive Board and to the annual ACSUM Delegate Assembly.

Section 5. Meetings of the Chapter Assembly shall be held twice each year, once during the last two weeks of May and one during the first two weeks of November.

- A. the co-chairs with the advice and consent of the Executive Committee shall call the meeting, prepare the agenda, and circulate the agenda to all the members of the Chapter Assembly at least ten (10) days in advance of the Chapter Assembly meeting
- B. The annual meeting of the USM Chapter Assembly shall be the meeting held in the month of May.
- C. Meetings of the Chapter Assembly shall be open to all members of the USM chapter of ACSUM.

Section 6. Special meetings of the Chapter Assembly may be held at the call of the co-chairs, upon written request from a majority of the Executive Committee, or upon written request by 30% of the dues paying members of the chapter.

- A. The call to a meeting shall be sent in writing to each member of the chapter at least five (5) days in advance of the meeting.
- B. Business to come before such special meetings must be stated in the call to a meeting.

Section 7. Each active member of the Chapter Assembly shall have one (1) vote. A simple majority of the membership present at any meeting of the Chapter Assembly shall constitute a quorum.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall:

- A. be the executive authority of the USM Chapter of ACSUM;
- B. be responsible for the management of the USM chapter of ACSUM;
- C. approve all expenditures of the chapter and report its transactions to the membership;
- D. carry out the policies and instructions of the Chapter Assembly, the ACSUM Executive Board and the ACSUM Delegate Assembly.

Section 2. Only active members of the Chapter Assembly of the USM chapter of ACSUM shall be eligible to serve as members of the chapter Executive Committee.

Section 3. The Executive Committee shall consist of

- A. Eight (8) elected members who shall be elected by the active members of the Chapter Assembly of the USM Chapter of ACSUM and;

- B. 2 grievance representatives (one representative for each campus) who shall be appointed by the co-chairs with the advice and consent of the Executive Committee.
- Section 4. Membership on the Chapter's Executive Committee shall be divided into three groups, so that no more than 1/3 of the elected members' terms expire annually.
- Section 5. Nomination and election of Executive Committee members:
- A. Nominations to fill the expiring terms of positions on the Chapter's Executive Committee shall be sought annually from the active membership of the Chapter Assembly between February 1st and 12:00 on the Tuesday prior to the regularly scheduled meeting of the Chapter's Executive Committee in February.
 - a. the nomination deadline shall be 12:00 noon on the Tuesday prior to the regularly scheduled meeting of the Chapter's Executive Committee in February.
 - B. Elections to fill the expiring terms of positions on the Chapter's Executive Committee shall be held annually by ballot (except otherwise noted in this section), between the regularly scheduled meeting of the Chapter's Executive Committee in February and March 1;
 - C. In the event that only one nomination for each expiring term is received, the secretary shall be authorized to cast the electing vote for each position at the regularly scheduled monthly meeting of the Chapter's Executive Committee meeting in March.
- Section 6. The term of service on the Executive Committee shall be three years.
- Section 7. Each member of the Executive Committee, with the exception of the co-chairs shall be required to serve as a member of at least one standing committee.
- Section 8. In the event a member of the Executive Committee is unable to complete his/her term, the co-chairs shall, with the advice and consent of the Executive Committee, have the authority to appoint a member to fill that seat for the duration of the unexpired term.
- Section 9. Each member of the Executive Committee shall have one (1) vote. A simple majority of the Executive Committee shall constitute a quorum.
- Section 10. Members of the Chapter's Executive Committee shall be required to attend all regular meetings.
- Section 11. If a member of the Executive Committee has three unexcused absences from regular meetings of the Executive Committee, the co-chairs shall, with the advice

and consent of the Executive Committee, have the authority to appoint a member to fill that seat for the duration of the unexpired term.

Section 12. Meetings of the Executive Committee:

- A. regular meetings of the Executive Committee shall be held once a month on a schedule to be determined at the first meeting of the fiscal year;
- B. the annual meeting of the Executive Committee is the meeting held in the month of March;
- C. regular meetings of the Executive Committee may be postponed or cancelled by the co-chairs with the advice and consent of the Executive Committee;
- D. special meetings of the Executive Committee may be called by the co-chairs or by the written request of three (3) members of the Executive Committee.

ARTICLE VI – OFFICERS

Section 1. The officers of the USM Chapter of ACSUM shall be the two co-chairs, one from the Portland campus and one from the Gorham campus, secretary and treasurer.

- A. Only members of the Executive Committee shall be eligible to serve as officers of the Chapter;
- B. Officers shall be elected by a majority vote of the Executive Committee at the regularly scheduled April meeting.

Section 2. Officers shall serve for a period of one (1) year;

- A. An officer's term shall expire at the close of the April meeting.

Section 3. In the event a vacancy should occur in the office of a co-chair, the Board shall appoint a member of the Executive Committee to fill the vacancy for the duration of the unexpired term.

Section 4. A vacancy in any office other than that of a co-chair shall be filled for the duration of the unexpired term by appointment of the co-chairs with the advice and consent of the Executive Committee.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The co-chairs of the USM Chapter of ACSUM shall:

- A. preside at all meetings of the Chapter Assembly and the Executive Committee;
- B. have the authority with the advice and consent of the Executive Committee to appoint members of the standing committees from amongst the active chapter members of the Chapter Assembly;

- C. have the authority to appoint chairpersons of standing and ad hoc committees from amongst the members of the Chapter's Executive Committee;
- D. be an ex-officio member of all standing and ad hoc committees with no voting privileges;
- E. be the official spokes person for the Chapter;
- F. perform all duties relevant to the office of co-chair.

Section 2. The secretary of the USM Chapter of ACSUM shall:

- A. keep an accurate record of all meetings of the Chapter Assembly and Executive Committee meetings;
- B. attend all meetings of the Chapter Assembly and the Executive Committee or provide a substitute in her/his presence;
- C. carry on the correspondence of the Chapter;
- D. notify officers of, Executive Committee members and members of the Chapter Assembly of meetings, the agenda, and changes or cancellations;
- E. file copies of all correspondence received or sent, treasurer's reports, membership rosters, and copies of all reports;
- F. maintain a directory of all officers and committee members with addresses and telephone numbers.

Section 3. The Treasurer of USM Chapter of ACSUM shall:

- A. be responsible for all financial matters of the Chapter, subject to policies established by the Chapter Assembly and authorized by the Executive Committee;
- B. Serve as chairperson for the finance and budget committee;
- C. Prepare and circulate financial reports;
- D. Submit an annual budget for the USM Chapter of ACSUM for consideration and approval of the Executive Committee;
- E. Present, at the end of the official year, a written annual financial report of the treasury.

ARTICLE VIII – STANDING COMMITTEES

Section 1. All standing committees shall:

- A. have a chairperson appointed by the co-chairs and an assistant chairperson elected by the members of the committee;
- B. submit to the Executive Committee for approval a written annual plan of action;
- C. shall have the authority to place matters of concern on the agenda of meetings of the Chapter's Executive Committee;

- D. shall hold as many meetings as necessary to carry out the business of said committee;
- E. submit to the Executive Committee, at their annual meeting in March, a written annual report.

Section 2 Membership Bylaws and Election Committee:

- A. shall consist of a minimum of three ACSUM members;
- B. shall furnish support information concerning special services/discounts and explain benefits of membership and services provided;
- C. shall organize and conduct unified membership drives;
- D. shall be responsible for overseeing the process of nominating and electing members to serve on:
 - a. on the USM Chapter's Executive Committee;
 - b. on the ACSUM Executive Board and;
 - c. as representatives to the ACSUM Delegate Assembly
- E. shall submit a written report of nominations to the Chapter's Executive Committee;
- F. shall have the sole responsibility of tabulating ballots;
- G. provide a continuous review of the USM Chapter's Constitution and Bylaws;
- H. Submit amendments/revisions to the USM Chapter's Executive Committee for review/approval at the regularly scheduled meeting in February of each year.
- I. Submit amendments/revisions to the chairpersons of the ACSUM Constitution and Bylaws Committee prior to March 1 of each year when applicable.

Section 3. Communication and Building Representative Committee shall:

- A. consist of a minimum of three ACSUM members;
- B. maintain a communications network that will facilitate the dissemination of information to all members of the USM Chapter Assembly;
- C. have the responsibility for publication of the USM Chapter's newsletter
- D. have the responsibility of recruiting building representatives for all USM campus buildings;
- E. be responsible for distributing information to all building representatives for posting or for communication to members within their building;
- F. serve as the liaison between the building representatives and the Executive Committee.

Section 4. Finance and Budget Committee shall:

- A. consist of a minimum of three ACSUM members one of whom shall be the Treasurer who shall serve as chairperson;
- B. have the responsibility of assisting the Treasurer in the preparation of an annual budget for the chapter;

- C. have the responsibility of assisting the treasurer in the development of guidelines for chapter funds;
- D. have the responsibility for advising the treasurer in the disbursement of funds in excess of the approved budgeted amount;
- E. have the responsibility of assisting the treasurer in the development of the annual financial report of the Chapter.

Section 5. Grievance, Bargaining and Negotiations Committee shall:

- A. consist of 4 ACSUM members, two (2) active grievance representative and two alternate grievance representatives;
- B. represent in the interests of all members of the Chapter Assembly in all matters directly related to the negotiated contract.
- C. Bargaining council members shall be appointed by the co-chairs of the USM Chapter of ACSUM with the advice and consent of the Executive Committee on the basis of one (1) representative from the Chapter's Executive Committee and one (1) representative for each ten (10) members of the USM Chapter;
- D. Shall be responsible for surveying (priority survey) the active members of the USM Chapter Assembly.
- E. Shall be responsible for sponsoring debates or discussions on controversial issues deemed to be of importance to members of the USM Chapter Assembly;
- F. shall select one member from the USM Chapter's Bargaining Council to serve as a representative on the ACSUM (state) Bargaining Council;
- G. Shall submit proposed articles to the USM Chapter's representative on the State Bargaining Council;
- H. Shall serve as a reactionary panel for the Negotiation Team and be responsible for:
 - a. Keeping the USM Chapter's Executive Committee fully informed of the progress of negotiations;
 - b. Explaining any contract negotiated to the members of the USM Chapter Assembly.

ARTICLE IX – AD HOC COMMITTEES

Section 1 Ad Hoc committees and chairpersons shall be appointed by the co-chairs with the advice and consent of the Executive Committee.

Section 2. Ad Hoc committee members shall be active members of the USM Chapter Assembly;

Section 3. Each Ad Hoc committee shall, in a written request, have the authority to place matters on the agenda for consideration at meetings of the USM Chapter's Executive Committee.

Section 4. Each Ad Hoc committee shall be required to submit a written report to the Chapter's Executive Committee upon completion of its work.

ARTICLE X – ACSUM EXECUTIVE BOARD

Section 1 ACSUM Executive Board members shall be elected through open nominations and secret ballot by the USM Chapter Assembly

Section 2. ACSUM Executive Board alternate members shall be elected through open nominations and secret ballot by the USM Chapter Assembly

Section 3. Chapter election results shall be submitted to the ACSUM President no later than April 1.

Section 4. USM Chapter of ACSUM shall be entitled to one (1) delegate who shall be the Chapter co-chair of designee and one (1) delegate for each one hundred members or portion thereof.

Section 5. The term for ACSUM Executive Board members shall be for one year to commence July 1 of the year in which they were elected.

ARTICLE XI – DELEGATE ASSEMBLY

Section 1. The USM Chapter of ACSUM shall be eligible of r on (1) delegate, plus one (1) delegate for each ten (10) members or portion thereof for the Delegate Assembly held in April of each year.

Section 2. The USM Chapter's Election Committee shall conduct elections through open nominations and secret ballot.

A. Election results shall be submitted to the ACSUM Elections Committee chairperson no later than March 1 of each year.

Section 3. Delegates to the Delegate Assembly shall serve for a three (3) year term on a rotating basis beginning March 15 of the year they are elected.

Section 4. Alternate delegates for each Chapter shall be elected at the same time and in the same manner as delegates.

Section 5. The USM Chapter of ACSUM shall encourage ethnic and female/male representation proportionate to its ethnic and female/male membership.

ARTICLE XII – RULES OF ORDER

- Section 1. Robert’s Rules of Order (Newly Revised) shall be the authority on all questions of procedure not specifically covered in the Constitution and Bylaws.
- Section 2. A parliamentarian may be appointed by the co-chairs of the USM Chapter of ACSUM.

ARTICLE XIII – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- Section 1. Amendments to the Constitution and Bylaws shall be made in the following manner:
- A. initiation by a majority vote of the Chapter Assembly or by a majority vote of the Chapter Executive Committee;
 - B. each amendment shall be submitted to the secretary of the USM Chapter of ACSUM in writing at least thirty (3) days prior to the vote on the proposed amendment;
 - C. the secretary shall submit the proposed amendment to the Executive Committee for recommendation;
 - D. the amendment shall be ratified by a majority of members present at the next regularly scheduled meeting of the Chapter Assembly.