

## **Associated COLT Staff of the Universities of Maine BYLAWS**

### **Article I. Executive Board**

The name of the organization shall be the Associated COLT (Clerical, Office, Laboratory, Technical) Staff of the Universities of Maine (ACSUM), an affiliate of the Maine Education Association (MEA) and the National Education Association (NEA). The Executive Board shall be the executive authority of ACSUM. It shall carry out the policies and instructions of the Delegate Assembly. It shall be responsible for the management of ACSUM approved expenditures, and report its transactions and those of the officers of the Executive Board to the members.

- A.** The Executive Board shall consist of the president, vice president, secretary, treasurer, and the ACSUM member serving on the MEA Board of Directors; one (1) member from each chapter (UMA, UMF, UMFK, UMM, UM, UMPI, USM, and SWS) plus one (1) member for each one hundred (100) members or portion thereof.
- B.** Chapters shall conduct elections of their State Executive Board members and alternates through open nominations and secret ballot. Chapter election results shall be submitted to the ACSUM state secretary, no later than April 1, or as soon thereafter as possible. The term for the Executive Board members shall be for one (1) year to commence July 1 of the year in which they are elected.
- C.** Chapter Executive Board members shall:
  - 1. communicate ACSUM's positions on all issues to their local chapter(s);
  - 2. be responsible for communicating the concerns of their respective chapters to the Executive Board;
  - 3. attend regular and/or special meetings of the Executive Board;
  - 4. inform chapter alternate(s) and/or chapter president when unable to attend a meeting;
  - 5. serve on ACSUM's standing committees and/or ad hoc committees as appointed by the president;
  - 6. inform chapter membership of available training and/or workshops;
  - 7. may attend the annual Delegate Assembly as an ex officio member without voting privileges (unless elected a delegate).

- D. An ACSUM member serving on the MEA Board of Directors shall;
  - 1. be elected according to the "Governance Document" of the MEA for a term of three (3) years;
  - 2. communicate ACSUM's positions on relevant issues to the MEA Board of Directors;
  - 3. meet regularly with the president and vice president;
  - 4. serve on the Executive Board as an ex officio member, without voting privileges.
- E. An officer may be removed for misfeasance, malfeasance or nonfeasance by a two-thirds vote of the members of the Executive Board.

## **Article II. Chapters**

Each Chapter of ACSUM shall:

- A. maintain its own Constitution and Bylaws which shall be in compliance with the Constitution and Bylaws of ACSUM/MEA/NEA.
- B. submit its amended Constitution and Bylaws to the ACSUM's Constitution and Bylaws Committee chairperson prior to March 1.

## **Article III. Committees**

The President shall appoint, from the active membership of ACSUM, committee members and committee chairpersons as may be necessary to achieve the Association's program. In appointing committee members, every effort will be made to appoint persons who will be representative of the membership to be served by the committee actions and will include statewide representation.

- A. Will establish its rules of procedure which shall be consistent with the Constitution and Bylaws.
- B. Will have the right, by written request, to place matters on the agenda of meetings of the Executive Board.\
- C. Will submit an annual written report to show each of the committee's objectives, successes, and failures to the ACSUM Delegate Assembly. The ACSUM secretary shall distribute each committee report to the members of the Executive Board and members of the Delegate Assembly. Each report shall become a part of the committee's archived files.

- D. The president and vice president shall serve on all standing committees ex officio, without voting privileges.

## **Section 1. Standing Committees**

### **A. Elections Committee**

1. Shall consist of three (3) ACSUM Executive Board members.
2. Be responsible for surveying each Chapter Executive Committee and/or members at large, and notifying each Chapter Election Committee chairperson of upcoming state elections. Deadline for nominations is no later than March 1 of each year, or as soon thereafter as possible.
3. Receive nominations for at least one (1) candidate for each of the four (4) officers no later than March 10, or as soon thereafter as possible.
4. Distribute the names for nomination to the Executive Board and Delegate Assembly delegates no later than March 15, or as soon thereafter as possible.
5. Submit the names for nomination to the Delegate Assembly and count the ballots cast at the Delegate Assembly.
6. Be responsible for the seating of delegates at the Delegate Assembly.
7. Be responsible for conducting any regular, special, or major office elections.

### **B. Membership Committee**

1. Consists of an Executive Board member as the chairperson and each Chapter's Membership Committee chairperson. The chairperson of this committee shall:
  - a. Maintain membership rolls.
  - b. Keep an accurate list of paid members.
  - c. Make sure membership status is correct and appropriate dues remitted.
  - d. Submit a bi-monthly report to the Executive Board and an annual report to the Delegate Assembly.
2. Furnish support information on all services and benefits available to members including but not limited to:
  - a. Special services/discounts

- b. Benefits of membership and services provided
- 3. Organize and conduct unified membership drives.
- 4. Inform each Chapter of their entitled dues transfer no later than February 1, or as soon thereafter as possible. This list will also be provided to State Treasurer.

C. Constitution and Bylaws Committee

- 1. Consists of three (3) members of the Executive Board and/or delegates, one of whom may be the Parliamentarian.\
- 2. Provide continuous review of the State Constitution and Bylaws
- 3. Be responsible for accepting the State Constitution and Bylaws proposed amendments
- 4. Circulate the State Constitution and Bylaws proposed amendments, in writing, to the Chapter president(s) and Executive Board members no later than one (1) month prior to the Delegate Assembly.
- 5. Present the State Constitution and Bylaws proposed amendments to the Delegate Assembly.
- 6. Be responsible for collecting and reviewing Chapters' ratified and amended Constitutions and Bylaws which shall not be in conflict with this document.

D. Grievance Committee

- 1. Consists of five (5) ACSUM members.
- 2. Hears all requests for ACSUM assistance which requires financial support.
- 3. Determines whether a grievance merits the expenditures of ACSUM funds, at which time the positive decision shall be brought to the Executive Board for approval requiring a majority vote.
- 4. A negative decision of the Grievance Committee may be appealed by the grievant to the full Executive Board. A majority vote of the Executive Board shall be required to overturn the negative decision.

5. No part of this section shall imply that ACSUM is not obligated to support COLT employee grievances up to the point where the expenditure of funds are required (customarily the last step of a grievance procedure, i.e., arbitration costs).

E. Communications Committee

1. Consists of the ACSUM vice president as Coordinator plus each Chapter communications contact person.
2. Responsible for overseeing a state-wide communications network.
3. Maintain a communications network that will facilitate the dissemination of information to ACSUM members.
4. Submit articles to be published in the (ACSUM ACCENT) through the Coordinator.

F. Program Committee

1. Consists of three (3) Executive Board members and/or delegates.
2. Reviews training programs and submits recommendations to the Executive Board for consideration.

G. Negotiation Team

1. Consists of the number of members allowed by our contract, appointed, with the formal advice and consent of the state Executive Board, by the president.
2. Serves up to three (3) months after ratification of a negotiated contract by which time a new Negotiating Team may be appointed.
3. Operates independently, receives proposed articles from the Bargaining Council, that is, be responsible for drafting and negotiating the contract, plus presenting the contract to the Bargaining Council and the membership for ratification.
4. Responsible for keeping the Bargaining Council and the Executive Board fully informed of the progress of negotiations and meet periodically to discuss status of negotiations.

5. Authorized to seek such assistance as it deems necessary and expend funds in negotiating a contract.

#### H. Bargaining Council

1. Consists of one (1) member from each Chapter's Bargaining Committee.
2. Responsible for surveying the COLT staff (priority survey), evaluating other contracts, sponsoring debates/discussions on controversial issues, etc.
3. Serve as a reactionary panel for the Negotiating Team and be responsible for explaining any contract negotiated to chapter bargaining council and chapter unit members prior to ratification, and be responsible for keeping the Executive Board fully informed of the progress of negotiation.

#### I. Ad Hoc Committees

1. Ad Hoc committee members and chairpersons may be appointed by the president from the active membership with the approval of the Executive Board.
2. Ad Hoc committees shall report to the Executive Board and Delegate Assembly.
3. Chairpersons of ad hoc committees, in a written request, shall have the right to place matters on the agenda of the meetings of the Executive Board.
4. The president and vice president shall serve on all ad hoc committees ex officio, without voting privileges.

### **Article IV. Administrative Stipends**

The President, Vice President, Secretary, Treasurer, Chief Negotiator and Negotiation Team members will be paid the following stipends on a yearly basis at the end of June:

- A. President: \$1,000.00
- B. Vice President: \$500.00
- C. Secretary: \$500.00
- D. Treasurer: \$500.00
- E. Chief Negotiator: \$500.00 per contract.
- F. Negotiation Team: \$200.00 per person per contract.

(If an office is vacated before end of June the stipend will be prorated based on the number of months served.)

## **Article V. Amendments**

### **Section 1.**

Amendments to the Constitution and Bylaws shall be initiated in the following manner:

- A. majority vote of a chapter Executive Committee; or,
- B. majority vote of the Executive Board; or,
- C. on the recommendation of the Constitution and Bylaws Committee; or,
- D. by individual members.

### **Section 2.**

Each amendment shall be ratified by a majority vote of the elected members of the Delegate Assembly.

### **Section 3.**

The Executive Board is authorized to make non-substantive housekeeping changes in the Constitution and Bylaws.

May 14, 1988

Amended April 28, 1990

Amended April 11, 1992

Amended April 17, 1993

Amended April 16, 1994

Amended May 14, 1995

Amended April 13, 1996

Amended April 25, 1998

Amended April 15, 2000

Amended April 28, 2001

Amended April 16, 2005

Amended April 21, 2018

Amended April 20, 2024