**Constitution of St. John's University Chapter of the American Association of University Professors, Inc.**

(as amended on November 10, 2020; December 12, 2016)

**Article I: Name**

The name of this organization is the **St. John’s University Chapter of the American Association of University Professors Inc**.

**Article II: Purpose**

Section 1. The St. John's University Chapter of the American Association of University Professors Inc. shall have its main purposes as stated in Article I of the National Association's Constitution: "To facilitate a more effective cooperation among teachers and research scholars in universities and colleges, and in professional schools of similar grade, for the promotion of the interests of higher education and research, and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession."

Section 2. Additional objectives of St. John's University Chapter of the American Association of University Professors Inc. shall include:

1. Promoting and protecting the professional status, dignity and prestige of its members and of the entire faculty as university professors;
2. Providing the opportunity for free and independent discussion of common interests and problems, and sponsoring appropriate means for dealing with these effectively;
3. Sponsoring studies and making information available concerning the status of university professors in this and other institutions, in matters such as salary, tenure, promotion, sabbatical leaves, voice in university affairs, etc.;
4. Making representation through appropriate channels in the interests of the

faculty as the occasion suggests;

1. Maintaining high standards of scholarship and professional competence among its members and the university as a whole;
2. Promoting research and scholarly projects, especially by making available

information concerning funds for these purposes;

1. Discussing and making available information concerning ideas for improving methods of instruction, the curriculum, the direction of research, faculty-student relations, and the general intellectual level of the university.

# Article III: Membership

Section 1. Membership in the St. John's University Chapter of the American Association of University Professors Inc. shall be open to all faculty members at St. John's University.

Section 2. Categories and powers of membership shall be prescribed by the regulation of the national Association.

Section 3. Members may be expelled for cause by a two-thirds vote of the Executive Council after opportunity for a hearing. The decision of the Executive Council shall not take effect until after the next meeting of the Chapter.

**Article IV**: **Officers**

Section 1. The regular officers of the Chapter shall be the President, a Vice-President, a Corresponding Secretary, a Recording Secretary, and a Treasurer.

Section 2. The term of office for the President, the Vice-President, the Corresponding Secretary, the Recording Secretary and the Treasurer shall be two years. It shall commence on the first of July and terminate on the thirtieth of June, unless shortened by death, resignation, ineligibility or departure.

Section 3. All officers are eligible to serve more than one term.

Section 4. The President and Vice-President shall exercise those duties usually associated with these officers.

1. The President shall preside at meetings of the Chapter and of the Executive Committees.
2. The chairmen of all authorized committees except the Nominating & Elections Committee shall be appointed by the President who will be an ex officio member of all committees except the Nominating & Elections Committee. The Nominating & Elections Committee shall choose its own chairman.
3. In case of temporary or permanent inability of the President to discharge the function of his office, the Vice-President shall exercise the duties of the President.

Section 5. The Corresponding Secretary shall prepare the business for the Chapter meeting, shall attend to the correspondence of the Chapter and shall be responsible for the non-financial records of the Chapter.

Section 6. The Recording Secretary shall keep the minutes of Chapter meetings. These minutes must subsequently be submitted to the Chapter for approval.

Section 7. The Treasurer shall receive all moneys and deposit them in the name of the Association. Treasurers are responsible for the accurate keeping of financial records. They shall pay all bills authorized by the President. They shall make an annual report to the Chapter at its last meeting of the academic year and such other reports as the Executive Council or the President may direct.

Section 8. Duties of the Chapter President shall include official representation of the Chapter at National, State, and Collective Bargaining Congress meetings. Should the President not be able to attend, the duties shall fall, successively, to the Vice President, Corresponding Secretary, Recording Secretary, and Treasurer in that order. Should the Chapter become eligible for more than one official delegate, the Vice President, Corresponding Secretary, Recording Secretary, and the Treasurer shall assume the role(s) in that order, and should substitution become necessary, such substitution shall occur in the same order.

# Article V: Executive Council

Section 1. The Executive Council shall consist of the elected officers of the Chapter, and eighteen (18) elected members: two (2) to represent each of six educational units of the University (ie: St. John's College of Liberal Arts and Sciences, the University Libraries, the Peter J. Tobin College of Business, The College of Pharmacy and Health Sciences, The Collins College of Professional Studies, and the School of Education); four (4) shall be members at large; an adjunct representative; and an Equity advocate; and a temporary fulltime faculty member on an annually-renewed contact. The elected Council members shall serve for a two­year term which shall commence on the first day of July and terminate on the thirtieth of June.

Section 2. The Executive Council shall carry out the purposes of the Chapter, and, when authorized, act for the Chapter. The functions of the Council shall include:

1. To determine the annual Chapter dues and the regulations governing their payment;
2. To construe the provisions of the Constitution. The decision of the Council may, upon application of one-tenth of the Chapter membership, be brought before the Chapter;
3. To determine the time, place and program of Chapter meetings;
4. To authorize the establishment of Chapter committees;
5. To instruct the President and other elected officers of the Chapter on matters of policy;
6. To make recommendations to the Chapter through the President;
7. To coordinate, together with the Collective Bargaining Team, the participation of the Chapter in the collecting bargaining procedures of the University.

Section 3. The Recording Secretary shall take the minutes of the meetings of the Executive Council. These minutes shall be available to all Chapter members.

Section 4 . All decisions of the Executive Council may be overruled by a simple majority of the Chapter membership present and voting.

# Article VI: Election of Officers

Section 1. Only active chapter members who are members of the National Association are eligible for election as officers of the Chapter and as members of the Executive Council. The gathering of nominations and the election process shall be conducted by a Nominating & Elections Committee of three or more members who are not officers or Executive Council members. This committee shall be appointed by the President with the advice and consent of the Executive Council. Respecting guidelines suggested by the Department of Labor and American Arbitration Association following the 2011 election, the election process should be conducted over the course of a semester with ample time and notice for faculty to participate.

Section 2. i) The elections will be conducted in the spring semester. At the beginning of January, the Corresponding Secretary will send out an email to all faculty about the upcoming election in April that includes a timeline of the process, and which emphasizes that voters and candidates must be active members of the National AAUP and our local chapter by March 1. The email recipients will be drawn from the standard email contact information supplied by the administration and used by SJU-AAUP Inc. for that school year. During the first week in February, a reminder of the upcoming election will be sent by the Corresponding Secretary, and the Nominating & Elections Committee shall be appointed.

ii) By March 2, the Nominating and Elections committee will receive an email with the list of faculty who are active members of both the national and local AAUP from the Corresponding Secretary. From this point on, the Nominating and Elections committee works only with this list. Faculty candidates and electors whose memberships lapse between March 1 and the election are responsible to renew to maintain their eligibility, and as long as they show a good faith effort to renew, they will be considered eligible for the election. Disputes about membership are settled by the Executive Council (section 4).

iii) As soon as possible after March 2, but by March 7 at the latest, the Nominating and Elections Committee will send out an email to eligible electors to solicit nominations by March 21. This email will also request candidate statements of no more than 200 words. Nominees must accept the nomination through correspondence with the Nominating and Elections Committee to appear on the ballot. By March 22, nominations will be closed.

iii) On March 23, candidate statements will be emailed to eligible electors. Statements will not be edited by the Nominating & Elections Committee except to cut them off if they exceed 200 words. The Nominating & Elections committee will also create the list of eligible nominees and prepare to conduct an online election with a 3rd party organization that can certify the results, such as the American Arbitration Association, and plan to have ballots emailed or otherwise available for voting by April 5. The ballot shall identify incumbent candidates.

v) By April 5, the election will begin, either with the mailing of e-ballots or online access to voting machinery. The election will close two weeks later, on April 19, and the results announced to electors as soon as possible by the Corresponding Secretary.

A nominee receiving a simple majority of all votes cast for a given office shall be elected thereto. When no nominee has received a majority of all votes cast for a given office, the active members shall by another bailor elect one from among those nominees (not exceeding two in number unless there is a tie for second place) who received the most votes.

Section 4. Any dispute involving the eligibility of a candidate, eligibility to vote, or the election returns shall be decided by the Executive Council. The decision of the Executive Council may be over-ruled by a simple majority of the Chapter membership.

Section 5. Vacancies occurring in any post except that of the President shall be filled by an appointment made by the President with the consent of the Executive Council. The appointment will remain in effect until the next election.

# Article VII: Meetings

Section 1. At least four chapter meetings shall be held each academic year. Meetings shall normally be called by the President with the advice and consent of the Executive Council. Notice of the meeting must be given at least two weeks in advance, except in the cases of emergency.

1. Special meetings shall be called within one week by the President upon the application of one-tenth of the active Chapter members;
2. Twenty-five percent of the active members of the local chapter in good standing shall constitute a quorum to do business;
3. Robert's *Rules of Order* shall be observed in conducting all meetings of the Chapter and of the Executive Council except instances where the constitution specifically provides otherwise.
4. When possible, face-to-face chapter and Executive Council meetings shall be conducted using online conferencing or telephone links. At meetings where votes are taken, eligible faculty may vote if attending by means of a video or audio connection. No votes may be cast by members who have not attended the meeting where a vote is taken.

Section 2. All decisions and policies approved at a Chapter meeting will be executed by the elected officers and the Executive Council members.

# Article VIII: Collective Bargaining

Section 1. The members of the Collective Bargaining Team representing the Chapter shall be members of the Chapter and the National Association. They shall be appointed annually by the President with the approval of the Executive Council.

Section 2 A Collective Bargaining Agreement shall not become effective until ratified by the active members of the bargaining unit;

Section 3. There shall be a Grievance Committee consisting of the President and not more than four grievance officers appointed annually by the President of the Chapter. Grievance officers must be members of the Chapter and members of the National Association.

Section 4. To assist in canvassing faculty opinion for collective bargaining priorities, the Executive Council shall conduct faculty surveys and use other instruments such as chapter meetings.

# Article IX: Amending Process

Section 1. Amendments may be introduced by the President or any three elected officers, by the Executive Council or by ten Chapter members.

Section 2. Amendments must be circulated at least two weeks prior to the vote on amendment.

Section 3. Amendments must be approved by a two-thirds majority of the Chapter members present at a regular or specially convoked meeting with two week notification.

Section 4. No amendments may be voted on at meetings held during vacation periods.

**Article X: Dissolution**

Upon dissolution of the chapter, its assets shall be distributed to a charitable organization.

**Article XI: Rules of Order**

Roberts Rules of Order Revised shall be the authority for this chapter in matters of procedure not specified above.

Enacted this 10th day of November in the year 2020