

**GOVERNING DOCUMENT OF THE  
NON-TENURE-TRACK UNIT OF THE  
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS  
KENT STATE CHAPTER**

**Article I. Name and Affiliation**

The name of this unit shall be the American Association of University Professors, Non-Tenure-Track Unit (NTT Unit) of the Kent State Chapter.

**Article II. Objectives**

The objectives of the NTT Unit are to promote the interests of higher education, to advance the standards and ideals of the profession, to enhance the role and authority of faculty, particularly NTT faculty, in university governance, to promote the welfare of its members both individually and collectively, and to represent them before the various publics to whom the university is accountable.

**Article III. Membership**

1. There shall be three classes of membership: Active, Emeritus, and Associate as described in Article II of the Chapter Constitution.
2. Rights of Members
  - A. Active members in good standing of the NTT Unit shall have the right to participate fully in the affairs of the NTT Unit and the Association, to vote in elections, on referenda, on constitutional amendments and on ratification of the collective bargaining agreements of the NTT Unit, to participate in nominating candidates for the Executive Committee offices, to seek office, and to be elected or appointed to committees or other offices of the NTT Unit and the Association.
  - B. NTT Emeritus members in good standing shall have the right to participate in the affairs of the Unit and the Association, to vote in the elections, to participate in nominating candidates for the Executive Committee, to seek office, and to be elected or appointed to the committees or other offices of the Unit and the Association, but not the right to vote on dues or ratification of collective bargaining agreements.
  - C. Associate members in good standing shall have the right to attend meetings, except for meetings at which collective bargaining matters are discussed. They do not have the right to vote.

**Article IV. Basis of NTT Unit Governance**

1. The Executive Committee members are responsible for communicating with the membership.

2. General membership meetings will be held as needed. The President of the Unit will preside over the general membership meetings.

#### **Article V. Officers and Executive Committee**

1. Officers shall be the President, Vice President, Secretary, Treasurer, and at-large representatives. The Executive Committee will consist of the officers and the chairs of standing committees (as identified in Article VII). Officers of the Executive Committee have one-year terms. The number of at-large representatives to the Executive Committee will be one for every fifty members or major part thereof of the collective bargaining unit.
2. The Nominations and Elections Committee will circulate a call for nominations. This will be presented to the current Executive Committee between the eighth and tenth weeks of the spring term of each year. The Executive Committee may add willing candidates to that slate. The completed slate will then be submitted to the full membership of the unit so that they may elect the officers within two weeks after spring break. The Executive Committee members' term of office begins with the opening of fall semester.
3. The Executive Committee may appoint members to fill all vacancies for unexpired terms except the President. A vacancy for an unexpired term of the President will cause an election for President to take place within thirty days.
4. Two thirds of the whole Executive Committee or a petition by thirty percent of the full membership will require a referendum on the question of an elected Executive Committee member's continuance in office. The elected Executive Committee member may be removed from office by a majority of votes by the general membership. Removal of the President will cause an election for President to take place within thirty days.
5. When the number of members of the collective bargaining unit becomes 400 or more, an ad hoc Constitution Committee (see Article XI) will be convened to consider creating a Council to better represent the membership.

#### **Article VI. Functions of Officers and the Executive Committee**

1. The President is presiding officer of the Executive Committee and the Unit. He or she is the executive officer of the Unit and will request and receive authorization from the Unit through the Executive Committee to act on behalf of the Unit.
2. The Vice President will preside in the President's absence or temporary incapacity and will act for the President as so designated by him or her. In the event of the vacancy of the office of the President, the Vice President will become President until an election for President is held, at which time he or she returns to the position of Vice President.

3. The Secretary shall see that the minutes are taken of the meetings of the Executive Committee and the general membership, and shall perform other duties as may be delegated to him or her.
4. The Treasurer shall be responsible for the collection of all revenue, for the disbursement of funds as authorized by the Executive Committee or the Unit President, for the maintenance of accurate accounts of income and expenses which shall be made available for the inspection of any members, for the preparation of an annual budget as a member of the Joint Coordinating Board, for the preparation of an annual financial report, and shall perform other duties as may be delegated to the Treasurer.
5. The At-Large Representatives will act to represent the interests of the general membership.
6. Once the immediate Past President has completed his or her last term of office, he or she will be the Chairperson of the Review and Oversight Committee. In the event that the Past President has resigned or is unwilling to serve in this capacity, then a previous Past President will be appointed by the President.
7. The Executive Committee will act as the President's cabinet and its members will communicate concerns of constituents to the Executive Committee and transmit actions of the Executive Committee to the constituents. The committee will direct negotiations, develop the explicit positions of the NTT Unit regarding priorities in connection with long-range goals and policies, professional standards and conditions, and faculty economic status and benefits. The committee may also maintain liaison with other organizations which may have significance for its functioning.

#### **Article VII. Committees**

1. Standing Committees. The standing committees shall be the Negotiations Committee, the Membership Committee, the Grievance and Arbitration Committee, the Nominations and Elections Committee, the Review and Oversight Committee and the Organizational Research and Media Committee. Other standing committees may be created by the Executive Committee as deemed necessary; however, elected members of the Executive Committee must remain a majority. The President shall appoint chairpersons of all standing committees subject to the approval of the Executive Committee except that in the case of a Review and Oversight Committee the chairperson shall be immediate Past President of the Unit in accordance with Article VI, Section 6. Each committee chairperson will appoint, in consultation with the Executive Committee, members of the respective committees.
  - A. The Negotiations Committee, after calling for suggestions from the full membership and in consultation with the Executive Committee and the Bargaining Team, will develop a contract proposal based upon policies, standards, and positions established by the Executive Committee.
  - B. The Review and Oversight Committee is responsible for assessing the outcome of all actions taken by the Executive Committee and the unit. It reviews the measure to which the unit observes its resolutions and to which those with contractual agreements fulfill the stipulations of

those agreements. It will bring departures to the attention of the President for his or her action. It may report its findings and recommendations to the Executive Committee.

- C. The Membership Committee will conduct an annual membership drive. It will evaluate the state of the unit and recommend to the Executive Committee whatever actions will encourage and maintain membership in the unit.
- D. The Grievance and Arbitration Committee is responsible for all grievance matters in which the unit takes part. It will recommend to the Executive Committee actions regarding grievance and arbitration.
- E. The Nominations and Elections Committee shall supervise and/or conduct all elections, referenda, and ratifications. It will give notice to the general membership of the manner and time for electing members of the Executive Committee.
- F. The Organizational Research and Media Committee shall gather and disperse information, create a newsletter template and procedure for its publication and distribution, as well as other duties specified by the President in consultation with the Executive Committee.
  - a. Ad Hoc Committees. The President may appoint ad hoc committees from the general unit membership and may exercise ex-officio membership on any committee.
  - b. Representatives to other committees. The President in consultation with the Executive Committee may appoint representatives to Committee W and other Association and or University Committees.

### **Article VIII. Negotiations**

1. The Bargaining Team, in consultation with the Executive Committee and the Negotiations Committee, will be responsible for collective bargaining contract negotiations with the administration of the University or their representatives.
2. The Chairperson of the Negotiations Committee will solicit from the membership suggestions for potential Bargaining Team members.
3. The President will consider the names suggested and, subject to the approval of the Executive Committee, appoint the team and the Chief Negotiator.
4. The Chief Negotiator will be an *ex officio* member of the Executive Committee.
5. The Chief Negotiator and the Bargaining team are responsible to the membership. The Chief Negotiator must meet with the Executive Committee at the first scheduled Executive Committee meeting immediately following any bargaining session or at the call of the President.

6. The President with the approval of the Executive Committee may remove the Chief Negotiator or any member(s) of the Bargaining Team from that position.
7. The Chief Negotiator may sign a tentative agreement only with a majority affirmative vote of the Bargaining Team.
8. Any tentative collective bargaining agreement must be submitted to the Executive Committee. The Executive Committee may then remand it to the Bargaining Team or forward it to the membership for ratification or rejection. The Executive Committee may also include a recommendation to accept, reject or “no recommendation.”
9. The tentative agreement must be ratified by a majority of the active members voting.

### **Article IX. Meetings**

1. The Executive Committee will meet at least three times annually, at least once each academic semester, subject to the call of the President. An Executive Committee meeting may be called by petition of two Executive Committee members, or the President may call for a session of the Executive Committee at any time.
2. In order for the Executive Committee to take action, a quorum must be present. A quorum will be the majority of the Executive Committee.
3. Standing Committees will meet at least three times annually.

### **Article X. Ratification and Referenda**

1. The Executive Committee may elect to refer any action to all of the active members for approval. The results of such referenda are final.
2. Any modification to a collective bargaining agreement must be approved by the Executive Committee.
3. Any action by the Executive Committee opposed by thirty percent of the active members through petition will be referred to the total membership. The results of such referenda are final.
4. Thirty percent of the active members may through petition initiate a referendum. To pass a referendum will require a majority of the members voting. The results of such referenda are final.

### **Article XI. Amendments**

An ad hoc Constitution Committee will review the Governing Document at times deemed appropriate by the Executive Committee. (See Article V, section 5.) It will make recommendations for the

modification or amendment to the Executive Committee. This governing document may be amended by two-thirds vote of the Executive Committee and either a majority of the total number of active members or at least sixty percent of those active members who vote.

### **Article XII. Liaison**

The President shall appoint a member of the unit as a Liaison with the Tenure-Track Unit of the AAUP-KSU. The Liaison shall attend AAUP-KSU meetings of that division's Executive Committee, the Council, and the general membership in an *ex officio* capacity. A Liaison from the Tenure-Track Unit of the AAUP-KSU may attend the meetings of the AAUP-KSU, Non-Tenure-Track Unit in an ex-officio capacity.

Approved: NTT Unit Executive Committee 2/16/04

Approved: NTT Unit Membership 3/12/04