

**BY-LAWS OF THE NORTHERN ILLINOIS UNIVERSITY
INSTRUCTORS' CHAPTER OF THE
UNIVERSITY PROFESSIONALS OF ILLINOIS
LOCAL #4100**

ARTICLE I - Chapter and Membership

Section 1. This organization shall be known as the Northern Illinois University Instructors' Chapter of the University Professionals of Illinois, Local 4100, IFT/AFT/AFL-CIO (UPI), and shall serve as the UPI representative for all Instructors defined by the Recognition Article of the Collective Bargaining Agreement between UPI and NIU.

Section 2. Chapter union membership shall consist of all bargaining unit employees at NIU who have signed UPI membership cards. All union members shall have the right to participate in UPI/NIU Chapter and UPI Local elections and referenda, as well as UPI/NIU Chapter contract ratification.

Bargaining unit employees who do not sign membership cards are fair share payers and are not union members. Fair share payers are not entitled to vote on any issues, including UPI/NIU Chapter and UPI local elections, referenda, and contract ratification, and may not run for any UPI/NIU Chapter or Local office.

Section 3. In case of conflict between the UPI/NIU Bylaws and the UPI Local #4100 Constitution and Bylaws, the UPI Local #4100 Constitution and Bylaws shall prevail.

ARTICLE II – Chapter Officers

Section 1. In accordance with the UPI Local Constitution, UPI/NIU Chapter officers and the UPI/NIU Instructors' Chapter Representative to the Local Executive Board shall be elected for a three-year term, which will begin September 1st of the election year. Other members of the UPI/NIU Instructors' Chapter executive board will be elected at the same time.

- A. UPI/NIU Instructors' Chapter elected officers shall consist of a President, a Vice President, a Treasurer, and a UPI Local Executive Board Representative.
- B. The UPI/NIU Instructors' Chapter Executive Board shall consist of the UPI/NIU Chapter elected and appointed officers.
- C. Any UPI/NIU Chapter union member in good standing is eligible to run for UPI/NIU Instructors' Chapter office.
- D. The UPI/NIU Chapter officers shall be elected by the membership. A simple majority of all votes cast in a secret ballot shall be necessary for election. In case no one candidate receives a majority, there will be a run-off election between the two highest vote getters.

Section 2. The Chapter President, with the approval of the UPI/NIU Instructors' Chapter Executive Board, shall appoint a Chapter Grievance Officer (and others to fill positions as

determined and approved by the UPI/NIU Instructors' Chapter Executive Board) for a three-year term of office.

Section 3. The powers and responsibilities of the UPI/NIU Instructors' Chapter officers shall be as follows:

A. President

1. The President shall be the presiding officer at all general meetings of the Chapter and the Executive Board.
2. The President shall sign all necessary papers and documents and represent the Chapter when and where necessary.
3. The President shall, with the approval of the UPI/NIU Instructors' Chapter Executive Board, appoint the chairpersons of all committees. The UPI/NIU Instructors' Chapter President shall, with the approval of the UPI/NIU Instructors' Chapter Executive Board, appoint the Chief Negotiator from the UPI/NIU Instructors' Chapter and the UPI/NIU Instructors' Chapter members of the Negotiating Team, subject to approval by the UPI Local Executive Board.
4. In accordance with the UPI Constitution, the President shall serve on the UPI Executive Board, with the specific responsibility for effective communication between the UPI/NIU Instructors' Chapter and UPI.

B. Vice President

1. The Vice President shall perform all duties of the President in the absence of that officer.
2. The Vice President shall assist the President in carrying out Chapter tasks and achieving Chapter goals.
3. The Vice President shall assume other duties as assigned by the President and the Executive Board.

C. Treasurer

1. The Treasurer shall receive and administer the revenues and expenditures of the Chapter.
2. The Treasurer, in cooperation with the President, shall keep adequate records of union membership available at all times for the Executive Board.
3. The Treasurer shall pay all bills authorized by the Chapter budget, retain vouchers or invoices for the same, and shall present bills not authorized in the budget to the Executive Board for authorization.

D. UPI Local Executive Board Representative

1. The UPI Local Executive Board Representative shall assist the UPI/NIU President in serving as a link between the Local and the Chapter. (See Local #4100 Constitution.)

Section 4. Vacancies in elected offices shall be filled as follows:

- A. President:** The Vice President shall succeed to the Presidency and assume the duties of that office.

- B.** All other elected officers: The UPI/NIU Instructors' Chapter Executive Board shall decide whether the vacancy shall be filled for the duration of the term, and if so, whether by appointment, by special election or by appointment followed by special election.

Section 5. Removal of elected officers shall be accomplished as follows:

- A.** Recall of an elected officer may be initiated by the UPI/NIU Instructors' Chapter Executive Board or by a petition submitted to the Executive Board signed by twenty-five (25) percent of the UPI/NIU Instructors' Chapter union members.
- B.** The UPI/NIU Instructors' Chapter Executive Board shall call a special UPI/NIU Instructors' Chapter meeting to conduct a hearing within two weeks of receipt of a petition for a recall. At the end of the hearing, the UPI/NIU Instructors' Chapter union members present shall vote on whether to proceed with the recall. The issue will be decided by a simple majority of those voting.
- C.** If the vote favors proceeding with the recall, the UPI/NIU Instructors' Chapter Executive Board shall arrange for a secret ballot within two weeks by the entire Chapter union membership. The issue shall be decided by a simple majority of those voting.

ARTICLE III – UPI/NIU Chapter Executive Board

Section 1. Membership on the UPI/NIU Instructors' Chapter Executive Board shall include:

- A.** The elected officers (President, Vice President, Treasurer, and Local Board Representative)
- B.** The appointed Grievance Officer.
- C.** All past UPI/NIU Instructors' Chapter Presidents currently members of the UPI/NIU Instructors' Chapter shall be non-voting members.

Section 2. Duties: The Executive Board shall be responsible for making Chapter policy decisions within the limits established by the Local Constitution and the Chapter By-Laws, for planning Chapter activities and setting Chapter goals, and for monitoring Chapter activities.

ARTICLE IV – UPI/NIU Chapter Meetings

Section 1. General meetings of the full membership

- A.** A meeting shall be scheduled once a semester. The time and place of each meeting shall be determined by the President. Notice of the agenda of such meetings shall be given the membership at least five days in advance. Additional meetings, if needed, shall be called by the President.
- B.** A special general meeting shall be called by the UPI/NIU Chapter President upon the written request of 15% of the membership. The meeting shall be held within 14 days after such a request is presented to the President.
- C.** A quorum for doing business at a general meeting shall be 10% of the UPI/NIU Instructors' Chapter union membership in good standing.

Section 2. Executive Board Meetings

- A.** The UPI/NIU Instructors' Chapter Executive Board shall meet prior to each regular general membership meeting to prepare an agenda and transact other necessary business.
- B.** The UPI/NIU Instructors' Chapter Executive Board shall also meet on call from the UPI/NIU Instructors' Chapter President or on the request of two members of the Executive Board.
- C.** Members of the Executive Board shall receive written notice of all meetings.
- D.** A quorum for doing business shall be two voting Executive Board members.

ARTICLE V - Nominations and Elections

Section 1. Nominations and elections shall be conducted according to the UPI Constitution and UPI Bylaws.

Section 2. Nominations

- A.** Nomination for UPI office, Chapter officer, and House of Delegates and AFT/IFT convention delegate shall be by Chapter nomination committee, by nomination from the floor at a Chapter membership meeting, or by petition.
- B.** The Chapter nominating committee shall be appointed by the Chapter Executive Board, and shall solicit recommendations from the Chapter membership at least two weeks before the Chapter membership meeting at which nominations are to be made, and shall report its nominations to that same Chapter meeting. The Chapter membership meeting shall take place at least two weeks before ballots are distributed.

Section 3. Voting

- A.** Voting will be by secret ballot.
- B.** Ballots will be counted by an Election Committee which shall be composed of at least three members. None of the members of this committee may be nominees for office.

ARTICLE VI - Amendments to the Chapter Bylaws

Section 1. Spelling, grammatical, and similar non-substantive changes in wording may be made at the discretion of the UPI/NIU Instructors' Chapter Executive Board.

Section 2. All other amendments shall be put to the vote of the UPI/NIU Instructors' Chapter union membership with a majority of votes cast necessary for approval. Such amendments, if approved by the UPI/NIU Instructors' Chapter membership, shall go into effect when approved by UPI's Executive Board.

Section 3. Amendments may be proposed by the UPI/NIU Instructors' Chapter Executive Board, or by a petition signed by 10% of the UPI/NIU Instructors' Chapter union membership in good standing.

ARTICLE VII - Ratification of the Chapter Bylaws

Section 1. The proposed by-laws shall be discussed in a general meeting of the Chapter membership.

Section 2. Within two weeks following this meeting, a mail ballot shall be sent to the Chapter union members in good standing. The outcome shall be determined by a majority of those voting.

Section 3. If these by-laws are approved by the Chapter members, they shall go into effect when approved by the Local Executive Board.