

CONSTITUTION AND BY-LAWS
FIELD STAFF ASSOCIATION OF THE
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS
December, 1986
Revised June 9, 2007

ARTICLE I. NAME

The name of the Association shall be the Filed Staff Association of the American Association of University Professors (FSA-AAUP).

ARTICLE II. PURPOSE

The purpose of this association shall be to promote the interests of the AAUP Field Staff through training, development and networking; to share ideas relative to collective bargaining and chapter and conference development and to promote the ideals of the AAUP.

ARTICLE III. MEMBERSHIP, DUES AND FISCAL YEAR

A. Membership

1. Active membership. An Active Member is any staff member who represents any AAUP chapter or conference and who has paid annual dues to FSA-AAUP. Active members may vote in elections and hold elected office.
2. Associate Membership. An Associate Member is any staff member who represents a faculty association other than AAUP and who has paid annual dues to FSA-AAUP. Associate members may not vote in elections nor hold elected office.

B. Dues

1. FSA-AAUP shall establish annual dues for Active and Associate Members.
2. No person shall be deemed an Active Member or Associate Member who is delinquent in the payment of dues for more than six months. A written notice of delinquency in dues payment shall be sent to the last recorded address of a member who is in arrears for more than sixty (60) days. If the arrearage in dues is not paid within thirty (30) days after this notice is sent, said person shall forfeit all membership rights.

C. Fiscal Year

The Fiscal Year shall be the year July 1 through June 30.

Article IV. OFFICERS OF THE ASSOCIATION

- A. The FSA-AAUP shall elect a Chair, Vice-Chair, Secretary and Treasurer and the Executive Committee shall appoint an information Coordinator. The Executive Committee shall be composed of the foregoing officers and the Immediate Past Chair of the Association.

- B. The Chair, Vice-Chair Secretary and Treasurer, shall be elected for one (1) year terms.
- C. The Information Coordinator shall be appointed by the Executive Committee annually.
- D. The Executive Committee shall make other appointments as necessary.

ARTICLE V. DUTIES OF OFFICERS OF THE ASSOCIATION

- A. The chair shall preside over all meetings of the association and shall be the official representative. In addition the Chair shall prepare and distribute the agenda for association meetings.
- B. The Vice-Chair, in the absence of the Chair, shall assume the duties of the Chair and shall perform other duties as directed by the Association.
- C. The Secretary shall keep the minutes of the Association and shall maintain all official records, circulate notices to the membership, conduct the correspondence appropriate to the office and keep the membership rolls.
- D. The Treasurer shall be responsible for the collection of all monies and for the discharge of all financial obligations. The Treasurer shall, in consultation with the Chair, present every year at the June meeting a proposed budget for the coming fiscal year, for the consideration and approval of the members present. The Treasurer shall also present an interim report on the current budget for review and acceptance by the members present at the December meeting.
- E. The Information Coordinator shall be responsible for the dissemination of information through newsletters and other appropriate means.

ARTICLE VI. DUTIES OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall act for the Association in carrying out the purposes of the FSA-AAUP.
- B. The Executive Committee shall authorize all expenditures of Association funds.

ARTICLE VII. ELECTION PROCEDURES FOR THE EXECUTIVE COMMITTEE

- A. Officers shall be elected by floor nominations and voice vote at the June meeting.

ARTICLE VIII. MEETINGS AND QUORUM

- A. At least two (2) meetings shall be held each year.
- B. A quorum, as specified in Article I of the By-Laws, shall be necessary to conduct all business.

ARTICLE IX. AMENDMENTS

- A. Any Active Member may propose an amendment to the Constitution at a meeting of the Association. The proposed amendment must be submitted at the next meeting in writing. At that meeting, active members shall vote on the proposed amendment.
- B. Notice of the proposed amendment shall be included in the written agenda provided to all members prior to the Association meeting at which it is considered for submission to the active membership.
- C. A two-thirds affirmative vote of those Active Members present and voting shall be required for the approval of an amendment.

ARTICLE X. ASSOCIATION DISSOLUTION

In the case that the Association is dissolved, all assets shall be transferred to the Collective Bargaining Congress of the AAUP, Washington, D. C.

BY-LAWS

ARTICLE I. ASSOCIATION

A. Dues

1. Each Active Member and Associate Member of FSA-AAUP shall pay dues as set by the Association at the June Meeting.

B. Officers of the Association

1. Elections: Elections shall take place at the June Meeting and Officers shall hold office for one (1) year.
2. Election Procedures: Election shall be by majority voice vote.

C. Meetings: Meetings shall be held twice (2) a year in conjunction with the CBC and National AAUP meetings

D. Agenda: The Chair shall determine the agenda for each regular meeting and distribute it to all members at least ten (10) days prior to the meeting.

E. Quorum: A quorum shall consist of those Active Members present.

F. Parliamentary Procedure: Parliamentary procedure at all meetings shall be in accord with the latest revision of "Robert's Rules of Order", except where these "rules" conflict with the Association Constitution or By-Laws.

G. Parliamentarian: The Chair shall appoint a parliamentarian whose rulings on procedural matters shall be binding on the Association.

ARTICLE II. AMENDMENTS

A. Any Active member may propose an amendment to the By-Laws at a regularly scheduled meeting of the Association. The proposed amendment must be submitted at the next meeting in writing at which time said amendment will be voted on.

B. Notice of the proposed amendment shall be included in the written agenda provided to all members prior to the Association meeting at which it is considered for submission to the active membership.

C. A majority affirmative vote of those Active Members present and voting shall be required for the approval of an amendment.