

Constitution and By-Laws of the  
Faculty Union of the San Francisco Art Institute  
Adopted January 30, 2003.

**ARTICLE I. NAME AND PURPOSE**

1. The name of this organization shall be the Faculty Union of the San Francisco Art Institute.
2. The purpose of this organization shall be to promote the interests of higher education in the arts, to advance the standards, ideals, and welfare of the profession, to facilitate cooperation among teachers, administrators, students, and to improve the terms and conditions of employment of the Faculty through the process of collective bargaining.

**ARTICLE II. MEMBERSHIP**

1. Active Membership. An Active Member is any member of the SFAI Faculty who is included within the collective bargaining unit and who has paid dues. Active Members may vote in Chapter elections, hold elective and appointive offices, and participate and vote in all matters concerning the Chapter.

**ARTICLE III. OFFICERS AND DUTIES**

1. The Chapter shall have a President, Vice-President, Secretary, and Treasurer.
2. The term of office shall be for two years.
3. Incumbents shall be eligible for re-election.
4. The duties of Officers shall be:
  - a. President. The President shall preside over all meetings, of the Chapter and the Executive committee, serve as the official representative of the Chapter, serve as an ex-officio member of all committees, and perform the duties usually associated with the office.
  - b. Vice-President/ Treasurer (combo officer). The Vice President shall act as the presiding officer of the Chapter and Executive committee in the absence of the President and shall assist in the duties of the president. As Treasurer he/she shall be responsible for the collection of dues, for the discharge of financial obligations of the chapter, present an annual financial report to the membership, and make available to any active Member the financial records of the Chapter, provided that adequate notice is given.
  - c. Secretary. The Secretary shall keep the minutes of the Chapter and Executive committee meetings, maintain the official records, of the chapter, prepare the agenda for meetings (with the assistance of the President), circulate notices to the Chapter

membership, conduct the correspondence appropriate to the office, and keep the membership rolls of the chapter.

#### **ARTICLE IV. EXECUTIVE COMMITTEE AND DUTIES**

1. The Executive committee shall consist of the current Officers of the Chapter, the Past President of the Chapter, the Head of the Negotiating Team, and two Active Members of the Chapter elected at large.
2. The Executive committee shall act for the Chapter in carrying out the purposes of the Chapter, shall present, subject to ratification by the Active Membership, the schedule of dues and regulations governing their payment, establish committees for the Chapter, and convene meetings of the Chapter.
3. The Executive committee shall have authority to approve expenditures and to reimburse Officers and other members for expenditures incurred in the conduct of Chapter activities.
4. The Executive committee shall also serve as a Steering Committee to direct collective bargaining activities and shall appoint and direct the activities of the Negotiating Team.
5. Any action taken by the Executive Committee may be over-ruled by a two-thirds vote of the Active Membership present at a meeting.

#### **ARTICLE V. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE**

1. Elections shall be conducted every two years in the Spring.
2. Nominations will be solicited from the active membership at large,
3. Provided that the nominees consent has been obtained, a list of candidates shall be provided to the Active Membership at least one week before the elections.
4. Secret ballots shall be provided for those Offices which have more than one candidate nominated.
5. A majority vote constitutes election to Office.
6. New Officers shall assume their duties on July 1. Upon election, the President-Elect shall become a voting member of the Executive committee.
7. If contract negotiations are under way on the first day of July, the Chapter may postpone the installation of new Officers until ten days after a contract is ratified and extend the tenure of the incumbent officers until that date.

8. In addition to the standard circumstances (death, recall, resignations) under which a vacancy occurs, the office of the President shall be vacant when a Leave of Absence or Sabbatical has been granted and accepted takes effect. The vice President will then assume the presidency, filling the unexpired term. As soon as possible, a new Vice President shall be elected. The President or the Executive Committee may appoint an interim Vice President.

9. Other vacant elective offices shall be filled as soon as possible by a special election for the unexpired term. The President or the Executive committee may make an interim appointment until the office is filled.

10. Any or all Offices of the Chapter may be removed from office by a recall vote. A two-thirds majority of those Active Members voting (those voting being not less than half of the Active Membership) shall be necessary for recall. Voting shall be by secret ballot. One-third of the Active Membership must petition for recall in order to institute these proceedings.

#### **ARTICLE VI. COMMITTEES**

1. The Executive Committee has the authority to create and appoint Committees, subject to the approval of the membership.

2. The President may create and appoint a committee, subject to the approval of the Executive Committee.

3. The Chapter Membership in session has the authority to establish committees and such committees shall be chosen according to the stipulations of the Membership.

#### **ARTICLE VII. COLLECTIVE BARGAINING ORGANIZATION**

1. The Executive Committee has the authority to make policy decisions and to manage the affairs of the Chapter in connection with collective bargaining. It shall act as authorized by the Active Membership and, if necessary, with the advice of legal counsel.

2. The Executive Committee shall poll the entire Faculty in order to solicit the Faculty's view on those areas of concern that can be included in negotiations. The Executive Committee shall see that all segments of Faculty have an opportunity to present their particular concerns.

3. The Executive Committee shall have the authority to create special committees for detailed research, analysis, and recommendations on any subject related to collective bargaining.

4. The Executive committee shall define the collective bargaining issues to be negotiated and shall keep the Active Membership apprised of developments and progress.

5. As provided in Article IV, Section 4, the Executive Committee shall appoint a Negotiating Team and select the Head of the Negotiating Team.
6. The Negotiating Team shall consist of no more than five Active Members and one alternate who is also an Active Member of the Chapter.
7. The Negotiating Team shall sit in negotiation sessions, present the issues to be negotiated as developed by the Executive Committee, and shall keep the Executive Committee fully informed on their progress.
8. A member of the Negotiating Team may be replaced by a two-thirds vote of the Executive Committee.
9. The Negotiating Team shall automatically disband once a contract is ratified. The head of the Negotiating Team shall continue to serve as a member of the Executive committee until new elections.
10. Any contract negotiated by the Negotiating Team shall become binding when ratified by the Institute and by a majority of the membership voting. The voting shall be by secret ballot.

#### **ARTICLE VIII. MEETINGS, QUORUM, AND PARLIAMENTARY AUTHORITY**

1. The Chapter shall meet at least twice a year.
2. The Executive Committee may call special meetings when necessary.
3. The President shall call a special meeting upon petition of the Active Membership. At least ten percent of the Active Membership must sign such a petition, and a meeting must be called within two weeks after the president receives such a petition.
4. The By-Laws shall consist of the rules and procedures governing the Chapter and its members.
5. Amendments to the By-Laws may be initiated by the same procedures as amendments to the Constitution.
6. By-Laws can be amended by a majority of those in attendance at a meeting of the Chapter.

#### **ARTICLE IX. EFFECTIVENESS.**

1. This Constitution shall take effect and replace the former Constitution upon the affirmative vote of a majority of Members in attendance at a meeting called specifically to ratify this document.

2. In the event that this Chapter is not designated as Collective Bargaining Agent for the San Francisco Art Institute, those provisions of this constitution concerning collective Bargaining shall be considered null and void.

### **AMENDMENT**

The Contract Administrator and the Grievance Officer shall be full voting members of the Executive Committee. Should both offices be held by the same individual, said person shall have only one (1) vote on the Executive Committee.