

CONSTITUTION OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

BOWLING GREEN STATE UNIVERSITY CHAPTER

ARTICLE I: NAME

The name of this organization shall be the Bowling Green State University Faculty Association (“BGSU-FA”). The BGSU-FA is a chapter of the American Association of University Professors (“AAUP” or “the Association”).

ARTICLE II: GOALS AND PURPOSES

A. The goals of the BGSU-FA are as follows:

1. To promote and protect the interests of higher education at both the undergraduate and graduate level at Bowling Green State University (“BGSU”);
2. To advance the standards and ideals of higher education through the advancement and dissemination of knowledge, as articulated by the AAUP in its principles and standards;
3. To enhance the role and authority of individual faculty (“BGSU faculty”) and of the Bowling Green State University Faculty Senate (“Faculty Senate”) in the university governance process;
4. To promote the professional growth and welfare of the members of the BGSU-FA; and
5. To represent the interests of BGSU faculty to the general public.

B. The purposes of the BGSU-FA are as follows:

1. To support the policies and goals of the Association as found in Article I of its national constitution, specifically:
 - a. to facilitate a more effective cooperation of teachers and research scholars in universities, colleges, and professional schools;
 - b. to promote the interests of higher education and research; and
 - c. to increase the usefulness and advance the standards, ideals, and welfare of the profession.
2. To serve as the collective bargaining agent for the Collective Bargaining (“CB”) Unit of the Faculty (unit certified by the Ohio State Employment Relations Board on November 18, 2010, and amended subsequently by law or mutual agreement). Hereafter, in this document, the terms "Collective Bargaining Unit" and "Collective Bargaining Unit of the Faculty" are synonymous terms that will refer to the above-defined unit.

3. To defend academic freedom at Bowling Green State University.
4. To promote and encourage participation in University and Faculty governance at Bowling Green State University.
5. To protect and advance the professional status and interests of all BGSU faculty.
6. To facilitate the dissemination of information on higher education principles and practices among the BGSU faculty.
7. To convey the policies and views of the AAUP and the BGSU-FA to the Bowling Green State University Central Administration (“Administration”), to the Bowling Green State University Board of Trustees (“Trustees”), to local and state legislative bodies, and to the general public.
8. To facilitate BGSU faculty participation in the Ohio Conference of AAUP Chapters, the AAUP Collective Bargaining Congress, and the national AAUP.
9. To develop necessary and proper chapter programs to accomplish the aforementioned purposes.

ARTICLE III: AFFIRMATIVE ACTION AND SOCIAL JUSTICE

The BGSU-FA is committed to a viable BGSU Affirmative Action Program that does not discriminate based on issues including, but not necessarily limited to, race, gender identification, sexual orientation, age, religion, disability, national origin, ethnicity, political views, residence, veteran status and family, pregnancy or marital status, and advocates for the elimination of such discrimination from the BGSU academic community.

The BGSU-FA is committed to establishing and promoting the cause of social justice, both among its members and the community it serves. Social justice is based on the idea that the rights of human beings are universal and absolute, and should be upheld at both a personal and institutional level. In affirming its commitment to the cause of social justice, the BGSU-FA believes that harassment, intimidation, and discrimination should have no part in our campus community and within the broader community. The BGSU-FA also affirms that equitable access and fair treatment are important values to promote and maintain organizationally and institutionally. Furthermore, the BGSU-FA will defend the rights of its members to exercise free speech and engage in protest in promoting the cause of social justice. The BGSU-FA will also defend the principle of academic freedom as it relates to issues of social justice in both the classroom and the curriculum of the University, as well as in the academic work of the faculty it represents.

ARTICLE IV: BGSU-FA MEMBERSHIP

A. There are two categories of membership in the BGSU-FA: Full and Associate.

1. Full Member: Any full-time faculty member at Bowling Green State University in an

academic unit or in the library, who does not currently supervise statutory employees, may become a full member of the BGSU-FA. That is, any individual who is determined by SERB to be part of the bargaining unit may become a full member of the BGSU-FA.

2. Associate Member: An associate member is a person defined by one of the categories below:

- Part Time: Any part-time faculty member at BGSU may become an associate member of the BGSU-FA.
- Graduate Instructor: Any graduate instructor at BGSU may become an associate

member of the BGSU-FA.

- Emeritus Member: Any former full-time faculty member who has retired because of age or disability from a position in teaching or research at BGSU may become an associate member of the BGSU-FA.
- Administrative Member: Any administrative faculty at BGSU who supervises other full-time faculty members and is not a member of the collective bargaining unit (e.g., department chairs) may become an associate member of the BGSU-FA.

B. Rights and Responsibilities of Members

1. Full Members have the right to participate fully in the affairs of the BGSU-FA, such as voting in elections of officers; nominating candidates for positions as officers of the organization and to committees; seeking office and serving on committees, and voting on all matters requiring membership approval.
2. Associate Members have the right to attend open meetings of the BGSU-FA and enjoy other privileges. However, an Associate Member may not vote in chapter elections, hold elected office in the chapter, or vote on collective bargaining issues.

C. A member must be current in his/her membership dues, as certified by the Treasurer, in order to exercise full privileges such as those stated above in ARTICLE IV B. (See ARTICLE V G. and H. for the procedure to address delinquent dues).

ARTICLE V: DUES

- A. Dues will be determined by the Full Members at a meeting called for that purpose after appropriate written notice.
- B. Associate Members shall pay the appropriate national and state dues plus twenty-five dollars (\$25) in local dues.
- C. The Executive Committee may propose alterations in the dues structure as follows in this article. Ratification of proposed changes in the dues structure shall require a majority vote of those Full Members who cast ballots on the proposed changes. Voting shall be by secret ballot.
- D. A Special Assessment may be proposed to the membership of BGSU-FA by means of a Chapter-wide referendum in emergency situations. As above in ARTICLE V C, approval of the Special Assessment shall require majority vote of those Full Members who cast ballots on the referendum. Voting shall be by secret ballot.
- E. Dues for BGSU-FA members that are on reduced salary because of approved leave shall be reduced proportionally.
- F. Annual dues may be paid by payroll deduction directly to the BGSU-FA. The BGSU-FA shall

work with the payroll office at Bowling Green State University to initiate and administer the payroll deduction process.

- G. A Member that is making annual dues payments through payroll deduction shall not be considered to be delinquent in the payment of dues.
- H. No person who is delinquent in the payment of dues for more than thirty-one (31) calendar days after the end of the first month of the academic semester, shall retain the privileges of membership (ARTICLE IV). The BGSU-FA shall notify the Faculty Member by certified mail, explaining that he/she is delinquent in not tendering the required dues. If the arrearage in dues is not paid within thirty (30) days after this notice is sent, that person shall thereupon be subject to the procedure provided by the collective bargaining agreement between BGSU-FA and Bowling Green State University currently in force. If there is no such agreement, such person may be suspended from membership by action of the Executive Committee.
- I. Those in the bargaining unit who wish to change their status to Full Membership during a fiscal year may do so by paying the prorated difference between the fee, if any, for their current status and the fee for Full Membership.
- J. No provision of this article shall be interpreted as in any way limiting the ability of the Chapter to negotiate collective bargaining service fees for those members of the bargaining unit who choose not to hold membership in the Chapter.
- K. The BGSU-FA hereby establishes the dues rate for faculty membership as follows: For nine-month faculty the dues rate shall be 0.75%. For twelve-month faculty the dues rate shall be 0.61%.

ARTICLE VI: BGSU-FA OFFICERS AND THE EXECUTIVE COMMITTEE

- A. Elected Officers: The elected officers of the BGSU-FA are the President, the Vice-President, the Secretary, the Treasurer, and the Qualified Rank Faculty Representative (QRF). Officers are elected by the chapter's current Full Members to renewable terms of three (3) years.
 - 1. The President is the chief executive officer of the BGSU-FA. The President requests and receives delegated authority from the BGSU-FA to act on behalf of the Association. The President schedules and presides over meetings of the BGSU-FA Executive Committee, and of the general membership of the BGSU-FA. The President reports the activities of the Executive Committee to the general membership at each regularly scheduled meeting. The President may make appointments to fill temporary vacancies, subject to approval by the Executive Committee. With the consent of the BGSU-FA Executive Committee, the President may employ staff and obtain office space and equipment.
 - 2. The Vice-President of the BGSU-FA serves as President in the absence of the President and is responsible for duties assigned by the President. The Vice-President additionally serves as one of the delegates to the AAUP Collective Bargaining Council. If the Vice-President assumes the office of President, the Vice-President will

serve out the term as President. If the Vice-President assumes the office of President before the midpoint of the President's three-year term, the Nominations and Elections Committee will hold a special election to fill the office of Vice-President.

3. The Secretary is responsible for recording and archiving the minutes of all meetings of the BGSU-FA Membership and of the Executive Committee and is responsible for preparing and transmitting formal correspondence on behalf of the Executive Committee. The Secretary is also responsible for archiving all minutes of meetings of the BGSU-FA, news releases, publications and formal correspondence of the Executive Committee. When the office of the Secretary is not up for election, the Secretary serves as chair of the Nominations and Elections Committee. The Secretary shall also serve on the Membership Committee.
4. The Treasurer is responsible for the preparation of an Annual Budget, for the maintenance and disbursement of funds, as authorized and managed by the Executive Committee, for the maintenance of accurate records of income and expense, and for preparation of an Annual Report which, is available to the membership. The Treasurer prepares and files a financial report when required by AAUP or SERB and performs any other financial duties as may be delegated by the Executive Committee.
5. The Qualified Rank Faculty Representative is elected by the QRF faculty only and serves to specifically represent QRF concerns. He or she chairs the QRF Committee and serves as a member of the Nominations and Elections Committee.

B. Appointed Officers: The Director of Communications, Faculty Senate Liaison and Grievance Officer are appointed by the elected officers to renewable terms of three (3) years.

1. The Director of Communications is responsible for managing the external communications of the Association and may, in consultation with members of the Executive Committee, serve as spokesperson for BGSU-FA. The Director of Communications serves as chair of the Communications Committee.
2. The Faculty Senate Liaison serves as a liaison to the Faculty Senate, subject to Faculty Senate Policy, and is responsible for facilitating communications between the Faculty Senate and the BGSU-FA.
3. The Grievance Officer shall be acquainted with current Grievance procedures. The Grievance Officer shall assist and advise any and all persons in the bargaining unit from the initiation of a grievance to its eventual resolution. To avoid the possibility of a tie vote on the executive committee, the grievance officer does not vote on issues before the Executive Committee during meetings when there is an even number of participants.

C. Ex Officio Officers.

1. The immediate past President serves as a non-voting member on the Executive Committee for one year after leaving office

D. The Executive Committee.

1. Membership: Voting members of the Executive Committee of BGSU-FA are the President, the Vice-President, the Secretary, the Treasurer, the QRF Representative, the Director of Communications, Faculty Senate Liaison, Grievance Officer, the Chair of the Bargaining Council, the Chief of the Academic Unit Representative Council, and the Chair of the Membership Committee. In addition, the Officers may appoint up to three ad hoc members of the Executive Committee at their discretion. Non-voting members of the Executive Committee are the immediate past president and the Chief Negotiator.
2. The Executive Committee acts as the President's cabinet and facilitates the activities and coordination of the Standing Committees. The Executive Committee is also responsible for setting the agenda for meetings of the BGSU-FA.
3. The Executive Committee approves all personnel expenditures and may approve other expenditures in the normal conduct of BGSU-FA business.
4. The Executive Committee shall appoint the Chief Negotiator.
5. The Executive Committee is responsible for developing explicit positions regarding long- range goals and policies of BGSU-FA, professional standards and conditions, and faculty economic status and benefits. In addition, the Executive Committee conducts studies of topics of concern to constituencies within the body of the BGSU-FA membership as is appropriate, including but not limited to women, QRF faculty, and other underrepresented groups. The Executive Committee may also meet with the Faculty Senate and with student government bodies and other representatives, as appropriate.
6. If necessary, the Executive Committee shall appoint from among themselves additional representatives to the AAUP Collective Bargaining Congress.

E. Resignation or Removal of an Officer or Vacancy of an Officer Position.

1. An officer or standing committee chair may resign at any time by giving written notice to the President or to the Secretary of the Association.
2. An elected officer or standing committee chair may be removed by a referendum initiated by majority action of the BGSU-FA Executive Committee or by petition for referendum signed by twenty five percent (25%) of the voting members of the BGSU-FA.
3. In the event of a vacancy of an officer, when feasible and appropriate, the Nominations and Elections Committee conducts a special election, within one month of the vacancy, to fill the unexpired term (see Article VIII). The Executive Committee shall have the ability to appoint members to temporarily fill a vacancy until this special election process is completed.

ARTICLE VII: STANDING COMMITTEES

A. Organization of BGSU-FA Standing Committees

1. The standing committees of the BGSU-FA are listed below.
 - a. Nominations and Elections Committee
 - b. Membership Committee
 - c. Communications Committee
 - d. QRF Committee
 - e. The Academic Unit Representative Council
2. The chairs of each BGSU-FA standing committee also serve on the Executive Committee,
3. Unless otherwise specified, each of the standing committees consists of three to five (3 to 5) members, including the Chair. Committee membership is open to any Full Member. When possible, each committee should include at least one Qualified Rank Faculty member.
4. Members of standing committees are appointed by the Executive Committee.
5. Once a standing committee is constituted, a chair is appointed by the President from its members (except for those chair positions appointed by the officers as provided in Article VI.B), and serves for a renewable term of three (3) years. The Chair organizes the work of his/her respective committee, prepares reports of committee activities, and serves as a member of the Executive Committee.
6. A committee member may resign at any time by giving written notice to the Chair of the committee or to the President or Secretary of the Association.

B. The Nominations and Elections Committee supervises and/or conducts all elections, referenda, and ratifications, with direction from the Executive Committee (see Articles VII and IX). Results of elections and referenda are reported to the Executive Committee for verification and transmittal to the membership. The QRF Representative serves on the Nominations Committee. During years when the position of Secretary is not up for election, the Secretary serves as chair of this committee. When the Secretary's position is being filled by election, the QRF Representative assumes the chair. Similarly, the QRF Representative withdraws when the QRF Representative position is being elected.

C. The Membership Committee is responsible for recruiting, developing, and maintaining the membership of the Association. This committee evaluates the membership status of the BGSU-FA, recommends actions to encourage and maintain membership in the Association, and, with direction from the Executive Committee, implements such programs. The chair of this committee maintains the membership database and serves on the Executive Committee.

D. The Communications Committee is responsible for all communications to faculty and to the public at large. This committee is responsible for all BGSU-FA publications, press releases, websites, and any other external communications, as directed by the BGSU-FA Executive Committee. It is chaired by the Communications Director.

E. The QRF Committee is responsible for accounting for and representing the concerns and issues specific to Qualified Rank Faculty members of the BGSU-FA. The chairperson of this committee is the QRF representative and must be Qualified Rank Faculty.

F. The Academic Unit Representative Council serves as a liaison between Academic Units and the Executive Committee. Each Academic Unit selects a representative from among the Full Members of the BGSU-FA in that unit. The Academic Unit Representative Council chooses a Chief Representative from its members who then serves on the Executive Committee. The Academic Unit Representative Council meets at least once per academic semester.

ARTICLE VIII: REGULAR AND SPECIAL ELECTIONS AND APPOINTMENTS

A. Nominations

1. Approximately four months prior to the end of incumbents' term(s), nominees shall be sought using a "Call for Nominations." If possible, at least two nominations for each office shall be obtained.
2. In a Special Election, the Nominations and Elections Committee shall call for nominees as soon as possible upon learning of the resignation, but not sooner than 4 months prior to resignation of an officer. Bargaining Council members shall be nominated as outlined in XI.C.

B. Voting Procedures

1. Elections will be held during Spring Semester. Voting will be by secret ballot distributed at least three days prior to the return date. Electronic ballots are used when possible.
2. Election of Chapter Officers.
 - a. For each office, the candidate receiving a majority of votes cast shall be declared the winner. In the event that no candidate obtains a majority, a run-off election shall be held; the candidates who finish first and second will participate in the run-off election. In the event of a tie, an additional run-off election shall be held. The incumbent officer will continue to serve until a replacement officer is duly elected.
 - b. When a new chapter office is created via a Constitution & Bylaws change or a current office becomes vacant, the chapter may call a special election to fill the new position, using procedures in Article VIII. A. & B. In a special election, the

Nominations and Elections Committee will set the time for the return of the ballots, allowing at least three days for the return of ballots while trying to fill the office as soon as reasonably possible. If an officer who requires training for the job (Secretary or Treasurer, for example) resigns, the Nominations and Elections Committee will allow time for the newly elected officer to train with the current officer before that officer resigns, if this is possible.

C. Term of office

Officers elected during the Spring Semester will begin their term of office on June 1 of that year. The newly elected Secretary and Treasurer shall be trained by current officers upon election until they take office. The newly elected President and Vice President may attend Executive Committee meetings prior to their term in office, as non-voting ex-officio members.

D. Appointments

In the event of vacancies, the Executive Committee shall have the ability to appoint members to temporarily serve in the vacant position until the appropriate election or appointment process is completed.

ARTICLE IX: MEETINGS OF THE BGSU-FA EXECUTIVE COMMITTEE, STANDING COMMITTEES, AND FULL MEMBERSHIP

- A. The Executive Committee meets at least once each academic semester, subject to the call of the President or by petition of five (5) Executive Committee members. A majority (>50%) of the voting committee membership must be present to constitute a quorum. For the purposes of determining quorum, the grievance officer is always counted as a voting member.
- B. Standing committees meet at least once each academic semester, subject to the call of the respective Chairs. A majority (>50%) of the committee membership must be present to constitute a quorum.
- C. At meetings of the full membership of BGSU-FA, at least 10 percent ($\geq 10\%$) of the full members of the Association must be present to constitute a quorum. The President may appoint a parliamentarian for these meetings. All full members should be notified at least one week prior to the meeting.
- D. Robert's Rules of Order, Revised, is the guiding authority for conducting all BGSU-FA meetings.
- E. Associate members and others may be invited to attend open meetings of the BGSU-FA; however, the President (or his or her delegate in the case of the President's absence) has the authority to call closed meetings of the membership or to close a meeting which is already in progress. Only full members may remain at a closed meeting.

ARTICLE X: REFERENDA

- A. Through petition to the BGSU-FA Executive Committee, a referendum may be initiated by at least twenty-five percent ($\geq 25\%$) of the voting members of the BGSU-FA.
- B. Referenda are conducted by the Nominations and Elections Committee, with consultation from the Executive Committee.
- C. A referendum is binding when approved by a majority ($\geq 50\%$) of those full members voting on the matter as long as the referendum does not change the constitution. Changes to the constitution require a two-thirds majority.

**ARTICLE XI: CONTRACT NEGOTIATIONS: BARGAINING COUNCIL,
NEGOTIATING TEAM AND CONTRACT RATIFICATION**

A. Overview

- 1. The Bargaining Council and the Negotiating Team seek to determine the professional preferences of the Full Members and formulate the draft bargaining proposals. Informed by the Bargaining Council, the Executive Officers will set priorities and determine a general set of goals. Given this information, the Negotiating Team negotiates a contract with representatives of the Bowling Green State University Administration.
- 2. During negotiations, the Chief Negotiator will keep in close contact with and confer with representatives of the executive committee who may in turn consult with the Bargaining Council. The Negotiating Team will present tentatively agreed upon contract proposals to the Executive Officers. The Executive Officers shall submit to the Full Members the tentative negotiated contract for ratification.

B. Composition of the Bargaining Council

- 1. The Bargaining Council consists of the voting members of the Executive Committee, and elected representatives of the eight colleges. For Bargaining Council representation, the Colleges are the College of Arts and Sciences, the College of Business Administration, the College of Education and Human Development, Firelands College, the College of Health and Human Services, the College of Musical Arts, the College of Technology, and University Libraries. Each of these will have one representative on the Bargaining Council.
- 2. Colleges with forty or more full members may have one additional representative for each forty full members (that is, one additional representative for a College with forty to seventy-nine full members; two for eighty to 119 full members; and so forth).
- 3. The number of Bargaining Council members from each College will be determined by a count of the full members in each College made fourteen months prior to contract termination.
- 4. A member of the Bargaining Council who will be unable to attend a Bargaining Council meeting may appoint a single standing alternate full member from the same College to attend. Members of the negotiating team may also attend.

C. Selection and Term of Bargaining Council Members

1. The Executive Committee shall publish the responsibilities of Bargaining Council members and shall call for nominations from among the full members in each college (named in XI.B.).
2. All ranks of faculty are eligible for membership on the Bargaining Council.
3. If the requisite number of nominees is not generated, the Executive Committee shall endeavor to locate additional nominees among the full members of that college.
4. If more than the requisite numbers of nominees is obtained from a given college, the Executive Committee will provide the full members within that college with a secret ballot to select the Bargaining Council members from that college. Candidates receiving the highest number of votes will be selected.
5. Each Bargaining Council will serve for the duration of the precontract period until a new contract is ratified.
6. A new Bargaining Council shall be selected no later than twelve months prior to the termination of the current contract.
7. The Executive Committee will replace Bargaining Council members who resign, fail to meet their responsibilities as indicated in Article XI. D., or miss three Bargaining Council meetings without providing an alternate; such replacements shall be sought from runners-up (if selected by election) or volunteers from the full members of that college.

D. Duties of the Bargaining Council and its Members are as follows:

1. To familiarize themselves with AAUP policies, procedures, and reports, as well as with the process of collective bargaining and relevant collective bargaining agreements.
2. To make recommendations to the Negotiating Team regarding contract proposals and their priorities.
3. To work with the Executive Committee to survey the CB unit faculty (or regular chapter members) with regard to collective bargaining matters in order to determine faculty desires and priorities. Draft proposals for negotiations may be written by members of the Negotiating Team, the Executive Committee, or the Bargaining Council.
4. To meet as necessary with the Negotiating Team in order to assess progress, suggest strategy, and generally to assist in the negotiating process up to and including the ratification of a contract.

E. Duties of the Negotiating Team and its Members:

1. The Chief Negotiator shall consult with the Executive Committee regarding selection of the members of the Negotiating Team. The Executive Committee will appoint the Negotiating Team.
2. The Negotiating Team will assist the Chief Negotiator in gathering the data necessary to support bargaining positions.

3. The Negotiating Team negotiates in good faith a contract with representatives of the Bowling Green State University Administration.
4. The Chief Negotiator shall serve as the primary spokesperson for the Negotiating Team in all negotiation sessions.
5. The Negotiating Team will maintain detailed notes of all negotiating sessions.
6. Subject to the approval of the Executive Committee, the Negotiating Team has the option to ask both intramural and extramural specialists to participate in its activities. The Negotiating Team also has the option of forming research groups to provide supporting data for the Team's proposals or positions.
7. The Negotiating Team will not participate in negotiating sessions without the Chief Negotiator, nor will it participate in negotiating sessions without any other Negotiating Team members or extramural participants deemed essential for a given session by the Negotiating Team and Executive Committee.
8. During negotiations, the Chief Negotiator will present all tentatively agreed upon contract proposals to representatives of the Executive Committee.
9. Only the Negotiating Team is authorized to negotiate contracts on behalf of the BGSU-FA.

F. Contract Ratification

1. As soon as a tentative contract is in hand the Executive Officers shall distribute copies (either electronic or paper) of the contract to all full members. After one week, a chapter meeting shall be called for the purpose of discussing the proposed contract. The voting window should open no sooner than 24 hours after the chapter meeting. Voting will be conducted by secret ballot in accordance with state law.
2. When the Ohio Revised Code 4117 or other unusual circumstances requires a quick response of the members, the Executive Committee may call a meeting of the full members for contract ratification purposes. In such a case, a secret ballot vote of the full members in attendance shall be permitted. Unless otherwise precluded by Ohio Revised Code 4117, a contract will be ratified if a majority of full members present votes in favor of ratification.
3. The chapter president will implement a contract ratification vote. Voting will be by secret ballot. Ideally, full members will have a one-week window within which to cast their ballots.
4. The Director of Communications will report the results of the vote to the chapter. An affirmative vote for the proposal by a majority of full members casting a ballot shall constitute the bargaining unit's acceptance of the contract.

5. Major modifications as of the contract in the interim period between contract negotiations, determined by the Executive Committee, must be approved by full members, following the process outlined in XI.F.
6. The chapter shall comply with all rules and regulations of the Ohio State Employment Relations Board that are applicable to contract ratification and resolution of contract disputes.

ARTICLE XII: CONSTITUTION ADOPTION AND AMENDMENTS

This Constitution will be ratified or may be amended by a two-thirds (2/3) affirmative vote and by-laws by a simple majority vote of full members either present at a regular or special chapter meeting or submitting written or electronic ballots.

A notice of the proposed amendment(s) including reasons and any known objections shall be sent to each full member at least fifteen (15) calendar days prior to the vote. The Executive Committee or a petition of ten (10) percent of the full members may initiate amendments.

BY-LAWS

By-Laws establish rules and procedures for the general operation of the BGSU-FA and may elaborate and clarify, but not alter, add to, or rescind, the Constitution. By-Laws of the BGSU-FA may be established and amended by a majority of the full BGSU-FA membership who cast ballots.

- A. Officers and agents of the BGSU-FA, as well as their spouses, children, parents and other relatives must not have any business or financial interests which conflict with the fiduciary obligations of such persons to the organization.
- B. To set the desired staggering of officers' terms in place, initially, the President, Secretary, Vice-President, and Grievance Officer will serve three-year terms while the, Treasurer, QRF Representative, Director of Communications and other committee chairs will serve two-year terms. All terms will become three years long after this initial period.