

# UPTE LOCAL 6 CONSTITUTION

## ARTICLE I NAME

The name of this organization shall be University Professional and Technical Employees, Local 6, an affiliate of University Professional and Technical Employees - California.

## ARTICLE II AFFILIATIONS

This local union shall be affiliated with University Professional and Technical Employees - California.

## ARTICLE III OBJECTIVES

The objectives of this local shall be to carry out on a local basis the objectives of University Professional and Technical Employees - California.

## ARTICLE IV MEMBERSHIP AND DUES

Section 1. All non-exclusively represented employees as well as members of bargaining units which have elected to be exclusively represented by UPTE at facilities controlled by the University of California, Davis are eligible for membership in this local union subject to the Constitution of UPTE - California.

Section 2. Application of membership shall be made on a standard application form. Unless such a form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the first month's dues.

Section 3. The monthly membership dues of this local shall be \$15.00 for employees working more than 20 hours a week or \$7.50 for employees working 20 hours or less a week. The dues rate may be changed by the membership in accordance with Article IV, Section 6. However, in no case shall local dues be less than the minimum dues rate established by the Constitution of UPTE California.

Section 4. Membership dues shall be payable monthly in advance to the local's treasurer or other authorized representatives and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th of the month in which they become due shall be considered delinquent, and upon failure to pay dues from two successive months, shall ten days after written notification, stand suspended. Provided however, that any person who is paying his or her dues through a system of regular payroll dues deduction shall, for so long as he or she

continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under the above section shall be reinstated to membership in the local upon payment of a reinstatement fee equal to two month's dues plus the current month's dues.

Section 6. A proposal to change the local dues rate may be placed before the membership by a two-thirds majority vote of the Executive Board, by a two-thirds majority vote of the membership attending a regular membership meeting, or by petition filed with the president and signed by 15 percent of the general membership. Such proposal shall be discussed at the next regular membership meeting and shall be voted on at the subsequent meeting. At least 15 days prior to the date of the dues vote, members shall receive a notice informing them of the intended change and the date, time, and location for the vote. In no case shall the dues rate be less than the minimum rate established in the constitution of UPTC- California. In no case shall the rate change more than once during a 12-month period.

## **ARTICLE V MEETINGS**

Section 1. Regular meetings of this local shall be held once a month, at a time and place fixed by the membership of the executive board.

Section 2. Special meetings may be called by the president, the executive board, or by petition filed with the president and signed by 15% of the general membership. Special meetings may also be called by the UPTC California Executive Board.

Section 3. A quorum of a regular membership meeting shall consist of 8% of the general membership, a quorum of a special membership meeting shall consist of 10% of the general membership. Reasonable attempts shall be made to notify all members of meetings.

## **ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS**

Section 1. The officers of this local shall be a president, two vice presidents (UCD Campus and UCDCM), a secretary, a treasurer and from four to eight members -at-large (two to four each at UCD Campus and UCDCM), and these eight to twelve shall constitute the local union executive board. In

addition, there shall be elected three members who serve as trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for one-year term, one for a two-year term, and one for a three-year term.

Section 2. Nominations for all officers shall be made at a regular meeting of the local. At least fifteen day's advance notice shall be given the membership prior to the opening of nominations. A nominating committee may be appointed or elected to make nominations, but whether or not such a nominating committee is used, nominations shall be permitted from the floor at the nominations meetings.

Section 3. To be eligible for office a member must be in good standing for the four months immediately preceding the election, except in the initial election held in this local. For a member who is transferred into this local from another UPTC local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is four months at the time of the election.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be conducted as to afford all members a reasonable opportunity to vote regardless of work schedule or work location. At least fifteen days' notice shall be given the membership prior to the close of balloting. This notification shall be mailed to each member's address of record and shall include the list of offices to be filled and the date, time, and place of the election.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix B, entitled Elections Code, of the UPTC California Constitution.

Section 6. Vacancies in office shall be filled in the following manner:

- a. If less than four months remain in term, vacancies shall be filled by vote of the executive board.
- b. If more than four months remain to be served, the vacancy shall be temporarily filled as in Section 6(a) above, with new elections held as soon as possible, but in no case more than 60 days after the office is vacated.
- c. A position on the board shall be deemed vacant with regard to 6(a) and (b) above if a member is absent from two consecutive meetings or three meetings in that member's term of office unless deemed otherwise by a vote of the executive board.

## ARTICLE VII DUTIES OF OFFICER AND EXECUTIVE BOARD

Section 1. The president of the local is the chief executive member of this union charged with administering the affairs and executing the policies of the union as determined by the general membership and the executive board. The officer holder shall preside at all meetings of the general membership and of the executive board, shall report periodically to the membership regarding progress and standing of the local and any official acts, shall be an ex-officio member of all committees, and may co-sign checks. The office holder shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board.

Section 2. The vice-president shall perform the duties of president in the president's absence. The office holder may co-sign checks.

Section 3. The secretary shall be responsible for the minutes of all meetings of the general membership and executive board. The office holder shall carry on the official correspondence of the local, except as the executive board may direct otherwise.

Section 4. The treasurer shall receive and voucher for all monies of the local union and shall deposit all money so received in the name of the union in a bank or banks selected by the executive board. Money so deposited shall be withdrawn only by checks signed by any two of the following form officers: president, vice president, secretary and treasurer. The treasurer shall prepare checks for such purposes as are required by the by the constitution or are authorized by the membership of the executive board. The office holder shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions for the properties of the local union and shall, at the expense of the local union and through UPTE California, give a surety bond for an amount to be fixed by thee executive board of the local union. The office holder shall see that any financial reports required by the UPTE California Constitution to be submitted to UPTE California are submitted in accordance with the UPTE California Constitution.

Section 5. The trustees shall make of cause to be made at least semi-annually an audit of the local's finances, and shall report to the membership on the results of such audit. They shall hold no other office.

Section 6. The executive board shall be the governing body of the local union between meetings of the general membership. All matters affecting the policies, aims, and means of accomplishing the purposes of the local not specifically provided for in this constitution or by the actions of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next regular meeting. A majority of the membership of the current executive board shall be to the general membership.

## **ARTICLE VIII COMMITTEES**

Standing committees may be established, as needed, by the general membership or by the executive board, subject to the approval of the general membership at a regular or special meeting.

## **ARTICLE IX MISCELLANEOUS PROVISIONS**

Section 1. This local union shall at all times be subject to the provisions of the Constitution of University Professional and Technical Employees - California.

Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. Robert's Rules of Order, revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with the local's constitution or with any legally adopted special rules of UPTE-California.

## **ARTICLE X AMENDMENTS**

This constitution may be amended, revised, or otherwise changed by a vote of two-third (2/3) of the members voting on such proposed change and such change shall take only upon written approval of the UPTE California

Executive Board. Proposed amendments to this constitution must be read at a regular or special meeting of the local union at which a quorum shall consist of 10 percent of the membership. At least fifteen days prior to the date on which the vote is taken written notice of the vote, a copy of the proposed amendment, and a copy of the original language (where applicable) shall be furnished to each eligible voter.

RATIFIED ON: \_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Secretary's Signature

APPROVED by UPTC California: \_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Secretary's Signature