

# USM CHAPTER CONSTITUTION

## ARTICLE I. NAME

### Section 1.

The Name of this organization is the USM Chapter of the Universities of Maine Professional Staff Association (UMPSA). This organization shall be an affiliate of the Maine Education Association (MEA) and the National Education Association (NEA).

## ARTICLE II. PURPOSE

### Section 1.

To work for the advancement of higher education and the improvement of education opportunities for the people of Maine.

### Section 2.

To promote the highest professional practices and a spirit of professional ethics among the professional staff of the University of Maine System.

### Section 3.

To cooperate with community organizations and civic bodies for the improvement of education and to inform the public of the functions and problems of public higher education.

### Section 4.

To promote the professional welfare of the members of the University of Maine System professional staff by improving salaries, job security, retirement systems and other conditions of employment, including those for professional research and scholarship, so as to attract and retain highly qualified professional staff.

## ARTICLE III. MEMBERSHIP

### Section 1.

Active membership shall be available to those professional employees of the University of Southern Maine who are eligible for membership in the professional staff bargaining unit and who pay appropriate dues. Such persons shall be entitled to vote, hold office, and serve on USM UMPSA committees.

## ARTICLE IV. OFFICERS

### Section 1.

The officers of the USM Chapter of the Universities of Maine Professional Staff Association (UMPSA) shall be a president, a vice president, a secretary, and a treasurer.

**Section 2.**

The term for the officers shall be for two (2) years to commence on June 1 (or as soon after as possible) and terminate on May 31. No person shall be elected to the same office for more than two (2) consecutive terms.

**Section 3.**

If a vacancy occurs in the office of president, the vice president shall succeed to that office for the remainder of the original term until the next officer election cycle. The President shall fill Vacancies in other offices with a majority vote of voting Chapter members.

**The president shall:**

- A. speak for the USM Chapter of UMPA;
- B. advise and assist in preparing the annual chapter program and budget for submission to the state-wide executive board and delegate assembly.
- C. preside at all chapter meetings and committees;
- D. appoint members to USM Chapter committees and serve ex-officio on all committees without voting privileges;
- E. perform all duties relevant to the office of the Chapter president.

**The vice president shall:**

- A. assist the Chapter president and assume all presidential duties in the absence of the president;
- B. advise and assist in preparing the annual chapter program and budget for submission to the state-wide executive board and delegate assembly.
- C. serve on all standing committees as an ex-officio member without voting privileges.

**The secretary shall:**

- A. keep a record of the minutes of all Chapter Executive Board meetings;
- B. preside over meetings in the absence of the president and vice president and continue to serve until those present have named a chairperson pro tem;
- C. carry on the correspondence of the Chapter
  - Send calendar appointments/invitations, thank you letters, etc.;
  - Send letters to members when necessary;
  - Send and reply to Chapter correspondence;
- D. Notify Chapter Officers and members of meetings, agenda, and notify members of meeting changes and/or cancellations;
- E. File all correspondence received, treasurer's reports, membership roster, directory of officers, committee members with addresses and telephone numbers and copies of all committee reports.

**The treasurer shall:**

- A. be responsible for all financial matters of the USM Chapter of UMPA, subject to policies established by the Delegate Assembly and authorized by the Statewide UMPA Executive Board;
- B. prepare financial reports and circulate prior to the upcoming Chapter meetings;
- C. work closely with the Chapter Officers in the preparation of the budget for the coming year, summarizing current year's expenditures, receipts by category, suggesting and advising on financial matters;

An officer may be removed for misfeasance, malfeasance, or nonfeasance by a majority vote of voting Chapter members.

**ARTICLE V. CHAPTER ELECTIONS**

**Section 1.**

Chapter Officers shall be the executive authority of the USM Chapter of UMPA. Officers shall be responsible for the management of the Chapter, approve all expenditures, and report on its financial budget.

**Section 2.**

The Chapter shall conduct its elections for Chapter Officers in April (as needed annually) through open nominations and secret ballot. Officers shall be elected by a majority of the voting members. Chapter Officer election results shall be submitted to the UMPA Chapter president, no later than May 1st of the same year. The term for Chapter officers shall be for two (2) years to commence June 1 of the year in which they were elected.

## **ARTICLE VI. COMMITTEES**

### **Section 1.**

Ad hoc committees and chairpersons may be appointed by the Chapter President or by a majority of the voting members.

## **ARTICLE VII. STATE EXECUTIVE BOARD REPRESENTATION**

### **Section 1.**

The Statewide UMPSA Executive Board includes one (1) member from each chapter (UMA, UMF, UMFK, UM, UMM, UMPI, and USM). The term shall be one (1) year with nominations and a two-thirds vote in April by voting Chapter members.

## **ARTICLE VIII. CONSTITUTION AMENDMENTS**

### **Section 1.**

Amendments to the Constitution shall be initiated by a majority vote of the Chapter or petition of at least 10% of the Chapter membership.

### **Section 2.**

Each amendment shall be ratified by a majority of Chapter membership.

### **Section 3.**

The Chapter officers are authorized to make non-substantive housekeeping changes in the Constitution.

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