URI PSA/NEA
B.YLAWS

ARTICLE I
NAME

The name of the Association shall be the University of Rhode Island Professional Staff Association (NEARI/NEA). The Association shall have the exclusive right to identify itself officially by logo, letterhead, and any other Association recognition material approved by the Executive Committee. Use of the name of the Association or subordinate body in an unauthorized manner or for an unauthorized purpose is a violation of the Bylaws.

ARTICLE II
PURPOSE AND OBJECTIVES

Section 1. The purpose of this organization shall be to provide for the general welfare and equitable representation of its members in all matters, primarily through collective bargaining.

Section 2. To promote within the group the highest type of professional practices, to encourage active participation of all in the solution of mutual problems, to urge every member of the Association to be a continuing student of professionalism, and to arouse allegiance to a genuine spirit of professionalism and professional ethics.

Section 3. To enable members to speak with an equitable and common voice on matters pertaining to their profession and the University and to present their individual and common interests and views before their respective legal authorities.

ARTICLE III
MEMBERSHIP

As a unified affiliate of the National Education Association of Rhode Island/National Education Association, any Professional Staff member wishing to join automatically becomes a member of the local, state and national organizations. The University of Rhode Island Professional Staff Association shall have one class of member.

Active Member: A person is an active member of the Association if he or she holds a position within the prescribed limits of the Association at the University of Rhode Island, and is a member in good standing with the local Association.

ARTICLE IV
OFFICERS

Officers of the Association shall be active members in good standing with the local association. The Officers of the Association shall be: President, Vice President, Treasurer and Secretary.

The term of office shall be for two years. The term shall begin on January 1 following the election. The election shall take place in November/December of odd-numbered years.

Section 1. The president shall have the following duties:

a. Preside at all meetings of the Association.
b. Call all special meetings of the Association.

c. Sit as a member ex-officio of all committees except the Nomination Committee, or except where specifically noted.
d. Appoint the chairpersons of all committees/ delegations with the consent of the Executive Committee.
e. If an officer of the Association is unable to serve as chairperson of a standing committee, nominate a chairperson to replace the designated officer.
f. Represent the Association at those functions where Association representation is required, or appoint a suitable representative.
g. Execute the mandates of the Executive Committee and / or the general membership.
h. Serve as chairperson of the Executive Committee and of its Steering Committee.
Section 2. The Vice President shall have the following duties:

a. Preside at Association meetings in the absence of the President.
b. Assist in the execution of the obligations of the office of the President.
c. With approval of the Executive Committee, serve as acting President with all prerequisites if the President resigns or is otherwise incapacitated.
d. May choose to serve as the Grievance Representative but shall not be required to act as such, if this duty is not assumed by the VP it may be delegated to an officer or member of the executive committee.

Section 3. The Treasurer shall have the following duties:

a. Preside at all meetings of the Association in the absence of the President and Vice President. Receive from any source and take custody of the Association’s dues and monies, make prescribed distributions to NEARI/NEA. Supervise the expenditures of all Association monies. All payment orders shall bear two (2) authorized signatures. Persons authorized to sign payment orders are the Treasurer, President and Executive Director.
b. Keep an adequate and accurate record of all Association monies, and report quarterly.
c. Publish a financial report and prepare a proposed budget for approval by the general membership. The Association's fiscal year will be the academic year (Sept. 1 - Aug. 31). Initiate all payment orders for clearance with the Executive Committee as outlined in the budget. When necessary, expenditures not specified in the budget under one thousand dollars ($1000.00) may be processed directly.
d. Establish procedures for processing both financial and membership records.
e. Coordinate the distribution of membership cards to new and old members, as appropriate and submit membership reports as required to NEARI/NEA.

Section 4. The Secretary shall have the following duties:

a. Keep an accurate record of the proceedings and attendance of all Association meetings, including Executive Committee meetings.
b. Verify the necessary requirements for quorum, voting, candidacy and election.
c. Serve concurrently as unit historian.
d. Prepare correspondence for the Association after consultation with the President and committee chairpersons, where appropriate.
e. Issue to the membership notices (with agenda, where possible) of all general and special meetings of the Association, giving one-week advance notice, when possible.
f. Be responsible for regular communication via the official PSA Listserv or other appropriate electronic communication to the PSA membership on a quarterly basis.
g. Serve as Chairperson of the Bylaws Committee.

ARTICLE V
ELECTIONS

Section 1. Election of officers shall be held in November/December of odd numbered years. Special elections may be called when necessary to fill vacant positions. The elections shall follow these procedures:

a. The Nomination Committee shall announce to all members not on probationary status an upcoming election and call for nominations four weeks prior to the election. Announcement shall be via the Listserv or other appropriate means of communication. The Committee must accept and announce all nominations or declarations for office.
b. Nominations from any member for any office will be accepted up to one month two weeks prior to the election.
c. No one person may be elected to more than one office in the PSA.
d. When nominations are completed, the members shall vote for each office by secret ballot.
e. A person shall be elected by a majority vote of the votes received.
f. In the event that no one candidate receives a majority, a second ballot shall be taken. On this second ballot the names of the two nominees receiving the greatest number of votes from the first ballot shall appear and that nominee who obtains a majority shall be elected. Balloting will continue until one nominee receives a majority.
g. Election results shall be reported to the membership via the Listserv or other appropriate communication means.

Section 2. Election of area representatives shall be held in November/December of even numbered years. It shall follow the procedure put forth in Article V Section 1 above. The term shall begin on January 1 following the election. Special elections may be called when necessary to fill vacant positions. The elections shall follow these procedures:

a. Area Representatives shall be nominated and elected by members of their respective areas only.

b. At-large representatives shall be nominated and elected by the entire membership.

Section 3. The Nominations Committee shall supervise elections. The president with the consent of the Executive Committee shall appoint this special committee.

**ARTICLE VI COMMITTEES**

There shall be **five** standing committees of the Association: The Executive Committee, the Steering Committee of the Executive Committee, the Negotiating Committee, the Grievance Committee, and the Bylaws Committee. A quorum for each committee shall consist of a majority of its members.

**ARTICLE VII COMPOSITION OF COMMITTEES**

Section 1. The Executive Committee shall consist of the officers of the Association, the designated number of area representatives, and 3 representatives at-large elected by the general membership. The area designations set by geographical and interest considerations are to be determined by the Executive Committee in September of even-numbered years, prior to the area representative elections. An area may have more than one representative.

a. The Executive Committee shall provide leadership for the Association with regard to decisions about Association policy and on matters that pertain to the general welfare and common good of the membership.

b. Whenever two-thirds (2/3) of the membership of the Executive Committee shall vote that an officer or an area representative has been negligent or unable to perform his or her duties, or that he or she is incapacitated, the office shall be declared vacant.

c. An interim appointment may be made to any vacant position by the Executive Committee except to the office of president, which shall be assumed by the vice-president.

d. The Executive Committee shall supervise all business of the Association on behalf of the membership, in accordance with the Bylaws.

e. The Executive Committee will vote on all nominations of Chairpersons of standing committees/delegations submitted by the Association President.

f. The Executive Committee must vote to approve or disapprove of standing committee / delegation members.

Section 2. The Steering Committee of the Executive Committee shall consist of five members -- the Officers of the Association and one Area Representative elected annually by the Executive Committee at its first meeting in January.

a. The Steering Committee shall implement policies established by the Executive Committee, handle day-to-day matters of the Association in accordance with established policy, and report to and advise the Executive Committee on issues of concern to the Association.

b. The Steering Committee shall set the Agenda for meetings of the Executive Committee, review the progress of pending items, recommend official actions and conduct assignments specifically authorized by the Executive Committee.

This auxiliary duty of the Steering Committee is to function as grievance committee should the need arise. Furthermore, any member of the Steering Committee may be tasked to act as a Grievance Representative.

Section 3. The Negotiating Committee draws its authority from the Executive Committee and is empowered to negotiate contracts.
a. The Negotiating Committee shall be comprised of the Steering Committee members.
b. Two alternates shall be selected from the Executive Committee.
c. The Negotiating Committee shall solicit recommendations for contract negotiations from the general membership.
d. No individual member of the Negotiating Committee may commit the Association to any tentative agreement until said agreement has been reviewed and agreed to by a quorum of the members of the Negotiating Committee.
e. The duties of this committee shall be to interpret the Bylaws for the orderly functioning of Association business.

Section 4.

a. Upon receipt of a proposed amendment from any membership source, this committee shall consider the amendment and shall make recommendations to the Executive Committee in advance of membership ratification (Article XIII).
b. The Committee chairperson who is the Association Secretary shall nominate the committee members.
c. Bylaws Committee shall meet and review Bylaws a minimum of once every five years.

Section 5. The Bylaws Committee shall be composed of three persons; a chairperson and two (2) members.

Section 6. The president may appoint special committees from time to time as the need arises with the approval of the Executive Committee.

ARTICLE VIII
QUORUM

Section 1. At any general meeting, a quorum shall consist of fifteen (15) percent of the membership. A quorum shall be established by the Secretary after taking the roll. A quorum being present, the vote necessary for the conduct of business shall be a majority of those members present.

Section 2. Votes by proxy shall not be allowed, however, mail ballots are permitted upon authorization of the Association or Executive Committee.

ARTICLE IX
RULES OF ORDER AND PARLIAMENTARIAN

Section 1. “Roberts Rules of Order” shall be the fundamental parliamentary law of the Association meetings. “Special Rules of Order” shall govern the Association whenever possible.

Section 2. The president with the advice and consent of the Executive Committee may appoint a parliamentarian.

ARTICLE X
STIPEND FOR ASSOCIATION OFFICERS AND COMMITTEE CHAIRPERSONS

Section 1. Officers and committee chairpersons of this Association may receive annual stipends for services rendered to the Association.

Section 2. The amount of each stipend shall be determined as part of the annual budget process by the membership with the Executive Committee reporting recommendations for the membership as to which chairpersons and other officers should receive stipends.
ARTICLE XI
MEETINGS

Section 1. There may be an annual meeting of the General Membership by vote of the Executive Committee, and there must be a meeting of the General Membership in the event of the ratification of a new or altered contract.

Section 2. Special meetings may be called by the president or upon presentation to the president of a petition for a special meeting signed by ten percent (10%) or more Association members.

Section 3. Notice of special meetings shall be distributed at least one week in advance when possible via the official PSA listserv or other appropriate means of communication.

ARTICLE XII
SPECIAL RULES OF THE ASSOCIATION

Section 1. The Executive Committee and / or the general membership may establish any special rules that it deems necessary for the orderly conduct of business of the Association. Such special rules shall not conflict with the Bylaws.

Section 2. The Secretary shall maintain a file of special rules in effect.

ARTICLE XIII
DUES

The membership dues schedule shall reflect both the dues for the state and national affiliations adopted by NEARI Delegate Assembly each year and the dues for the local Association. The dues for the local Association are based upon the proposed budget recommended by the Executive Committee and adopted by vote of the general membership. If necessary, a special dues assessment of the general membership may be approved following a majority vote of those present at a general membership meeting or those responding to a special ballot presented to the general membership.

ARTICLE XIV
LIMITATIONS ON AUTHORITY

No individual officer or member of the Executive Committee, Steering Committee, or Negotiating Committee may commit the Association to any agreement, either orally or in writing, with NEARI, other URI unions, members of the University of Rhode Island Administration or any other entity without the express consent of the Executive Committee.

In the event of a bona fide emergency, a quorum of members of the Steering Committee may vote and sign an authorization. They shall in these circumstances convene a special meeting of the Executive Committee within two days to report on their activities and justify their actions.

ARTICLE XV
METHOD OF AMENDMENT

The Bylaws shall be amended in accordance with the following sections.

Section 1. At any time a proposed amendment may be submitted to the President in writing. The President shall then transmit the proposal to the chairperson of the Bylaws Committee for review and study.

Section 2. The Chairperson of the Bylaws Committee shall furnish a copy of the proposal with Committee comments to the Executive Committee for publication for a vote to approve prior to membership ratification.

Section 3. A thirty-day two-week comment period will precede a vote of the membership. The proposed amendments shall be published and distributed via the Listserv or other appropriate means of communication.
Section 4. Ratification of amendments require a vote by three-fourths (3/4) of those members voting.

**ARTICLE XVI**

**AREA REPRESENTATIVES**

The composition of Areas shall be reviewed and approved by the Executive Committee prior to each Area Representative Election (held in even-numbered years).

Example: AREAS as of 2016 Area Representative election

<table>
<thead>
<tr>
<th>AREAS</th>
<th>Describe of Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Shepard Building, Potter Bldg, Mallon Outreach, Transition Ctr., Quinn,</td>
</tr>
<tr>
<td>B (2)**</td>
<td>Bay Campus</td>
</tr>
<tr>
<td>C</td>
<td>CBLS, Chafee, Fine Arts Ctr, Library, Morrill, Gender and Sexuality Ctr, Potter, Women’s Ctr, Multiculture Ctr, Davis Hall</td>
</tr>
<tr>
<td>D</td>
<td>Bliss, Carlotti, Pharmacy, Fogarty, Engineering, Pastore, White Hall, Beaupre, East Hall, Research Office</td>
</tr>
<tr>
<td>E</td>
<td>Alumni Center, Ballentine, Int’l Engineering, Int’l Student, Lippitt Hall, Surge Bldg, Swan Hall, Taft</td>
</tr>
<tr>
<td>F</td>
<td>Coastal Institute, East Farm, Woodward, Ranger Peckham, Greenhouses, Liberty Lane</td>
</tr>
<tr>
<td>G (2)**</td>
<td>Edwards, Newman, Roosevelt, Green, Hillside (HRL)</td>
</tr>
<tr>
<td>H</td>
<td>Dining Services (Purchasing), Memorial Union, Carlotti, Adams, Child Dev. Ctr, W. Alton Jones</td>
</tr>
<tr>
<td>I</td>
<td>Athletics, Keaney, Mackal Field House, Sherman Bldg, Public Safety Bldg, Garage Rd</td>
</tr>
</tbody>
</table>

** Number of representatives allotted

Note: 3 “At Large” are drawn from any area as well as per Article V, Section 2 b.