



Constitution & Bylaws  
of  
United Faculty & Academic Staff,  
University of Wisconsin–Madison and University of  
Wisconsin-Extension,  
American Federation of Teachers, Local 223

## **PREAMBLE**

This organization was established August 5, 1930 at the University of Wisconsin's Madison campus by members of its faculty who felt that the integrity and quality of undergraduate and graduate education, and of the research which is essential to education, were seriously jeopardized by inaction on the part of the faculty with respect to University affairs, public and legislative affairs, conditions under which students live and work, and faculty compensation and other conditions under which the faculty work and teach.

It is the aim of this organization to defend and increase the role and effectiveness of the faculty and academic staff in shaping University policy and practices concerning these important aspects of the University's purposes. This we hope to achieve through collective bargaining, and other appropriate means, building upon the concept of our vital and moral responsibility to work in concert to identify problems, not the least of which is the perpetuation of discrimination in the hiring, remuneration and promotion of minority group members and women. It is the further aim of this organization to devise, propose, and achieve implementation of the solution of these problems while protecting academic, civil, and personal freedoms of all persons in the University and society.

## **BILL OF RIGHTS**

Section 1 Rights to membership. No person otherwise eligible for membership in this organization shall be denied full and equal membership because of race, creed, color, national origin, gender, sexual orientation, or political belief or affiliation.

Section 2 Freedom of speech. Members shall suffer no impairment of speech concerning the operations of this organization. Active discussion of this federation's affairs shall be encouraged and protected within this organization.

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Only such public statements shall be made, or issued, in the name of this organization as have been formally adopted in an official meeting of its Membership. Only such public statements shall be made, or issued, in the name of the Steering Committee of

this federation as have been formally adopted in an official meeting of that Committee. For the purposes of this Section, “official meeting” shall mean “such a meeting as specified in Articles 5 and 7 of the Constitution and in its Bylaws.”

Section 3 Democratic Elections. Members shall have the right to fair and democratic elections, at all levels of the organization. This includes due notice of nominations and elections, equal opportunity for competing candidates, and proper election procedures which shall be Constitutionally specified.

Section 4 Right to hold office. Members shall have an equal right to run for and to hold office, subject only to Constitutionally specified qualifications, uniformly applied.

Section 5 Accountancy of funds. Members shall have the right to a full and clear accounting of all organization funds at all levels. Such accounting shall include but not be limited to, periodic reports to the Membership by the appropriate fiscal officers and periodic audits by officers selected for that purpose or by independent auditors not otherwise connected with the organization.

Section 6 Participation in Decisions. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of this organization, and to pertinent information needed for the exercise of this right.

## **Article 1. NAME**

Section 1 The full name of this organization shall be “The United Faculty and Academic Staff, University of Wisconsin-Madison and University of Wisconsin- Extension, American Federation of Teachers, Local 223”.

Section 2 The short name of this organization shall be “UFAS”.

## **Article 2. MEMBERSHIP**

Section 1 Membership in UFAS is open to all Faculty and Academic Staff of the University of Wisconsin-Madison and the University of Wisconsin-Extension holding current appointments or retired, resigned or not renewed from such an appointment and not disqualified by Section 4 of this Article.

Section 2 The term “the Membership” will be used hereinafter to refer to the entire body

of members in good standing of UFAS.

Section 3 UFAS membership in good standing shall be accorded to all eligible persons whose dues payments are up to date as specified in Article 3 and the Bylaws.

Section 4 Notwithstanding any of the foregoing provisions of this Article, those currently holding appointments as the University's President, Vice Presidents, Associate and Assistant Vice Presidents, Chancellors, Associate and Assistant Chancellors, Vice Chancellors, Associate and Assistant Vice Chancellors, Deans, and Associate and Assistant Deans, those holding appointments with similar titles or duties, shall be ineligible for membership in UFAS because of potential conflict of interest. This list may be amended by the Bylaws. Members who accept appointments to any of the positions listed above in this section will be removed from membership.

Section 5 Members of the University community who believe that their employment is free of the potential conflict of interest implied by Section 4 may petition the Steering Committee for admission to membership in UFAS. Admission can be granted only by a vote of the Membership.

Section 6 Membership in UFAS shall additionally be open to Postdoctoral appointees of the University of Wisconsin–Madison current or retired, resigned or not renewed, unless they are otherwise disqualified by the provisions of this Article.

### **Article 3. DUES**

Section 1 A dues schedule shall be specified in the Bylaws which shall embody the principle that members earning higher salaries shall pay higher dues.

Section 2 A timetable for dues payment shall be specified in the Bylaws. Members may pay their dues through payroll deduction.

### **Article 4. OFFICERS**

Section 1 The elected officers of UFAS shall be President, Vice President, Secretary, and Treasurer. The Bylaws may create additional elective or appointive offices.

Section 2 The President shall serve as chairman of all Steering Committee and Membership meetings, and shall be responsible for the coordination of the efforts of the various committees, and for bringing matters of importance before each of the foregoing bodies.

Section 3 The Vice President shall perform any of the duties assigned to the President in case of the latter's inability to do so; automatically succeeding the President should the seat become vacant before the end of the President's term. Additional duties may

be assigned to the Vice President by the Bylaws or by the Steering Committee.

Section 4 The Secretary shall keep accurate minutes of all meetings of the Membership and of the Steering Committee, and shall be responsible for the timely distribution to the Membership of the minutes of the Membership meetings and of the agenda for all regular meetings, and for any special meetings where time permits, of the Steering Committee. By vote of the Steering Committee, any of these documents may from time to time be ordered distributed to the entire Madison campus faculty. Minutes of all meetings of the Steering Committee shall be available to members of UFAS for inspection.

Section 5 The Treasurer shall be responsible for the receiving, banking, and disbursement of all dues and other moneys in behalf of UFAS, and shall keep permanent records of all such transactions. Such records shall be open for inspection to all members in good standing. The Treasurer shall designate, with the approval of the Steering Committee, appropriate persons who shall make a thorough audit of the books and financial position of the organization following the close of each calendar year; the findings of such audit shall be distributed to the Membership in February of each year. The Treasurer further shall be responsible for forwarding all per capita dues and current membership lists to affiliated organizations to the keep this Federation in good standing at all times.

Section 6 Additional specifications of the duties of the officers created under the provisions of this Article may be made elsewhere in the Constitution and/or in its Bylaws.

Section 7 The Bylaws may provide for the duties of Secretary and of Treasurer to be performed by the same individual.

Section 8 Membership in good standing shall be the only formal qualification determining eligibility to hold any office created by this Constitution or its Bylaws.

Section 9 Officers shall serve a twelve-month term, starting immediately following their election, from June 1 through May 31 in the case of a regular election, or the remainder of that term in the case of a special election, or until their successors are elected.

## **Article 5. MEMBERSHIP MEETINGS**

Section 1 The Membership shall meet regularly at least once in the Fall semester and once in the Spring Semester and as specified in the bylaws.

Section 2 A special Membership meeting shall be called by the President at the written request of any five members, and at such other times as the President may deem advisable. Special Membership meetings shall be called on not less than two working days' notice and not later than five working days following the President's receipt of such request. The Bylaws may provide that special Membership meetings be conducted electronically, but any action taken when conducting a Membership meeting electronically is subject to ratification at the next Membership meeting conducted in person.

Section 3 All members shall receive at least five working days' notice, along with copy of the agenda, for each meeting specified under Section 1 above. Where time permits, notice and agenda shall be distributed to provide not less than three working days' notice for special meetings as provided for in Section 2 above; where time does not permit campus mail distribution of the agenda for a special membership meeting, these shall be distributed at the door to members at such meeting.

Section 4 Subject to the provision of the following Section, Any matter shall be placed on the agenda of a regular Membership meeting at the written request of any three members, or by vote of the Steering Committee. Items specified as agenda in the written request for a special meeting shall be placed on the agenda; other items shall be placed on the agenda to be distributed for such meeting only by vote of the Steering Committee. Such vote shall be taken at the written request of any five members. The Bylaws shall specify reasonable deadlines for receipt by the President of such requests.

Section 5 After the agenda has been prepared and distributed, items shall be added thereto only on the floor of the meeting concerned, and only by three-fifths vote of those members attending and voting.

Section 6 Regular Membership meetings shall be open to the public; privilege of addressing such meetings may be extended to any nonmember at the discretion of the President, subject to the will of the assembly.

Section 7 Special Membership meetings, or portions thereof, may be designated as open or closed to the public by prior action of the Steering Committee.

Section 8 Notwithstanding the provisions of the preceding Sections, any open meeting may at any time and for any duration go into closed or executive session by two-thirds vote of the members present and voting.

Section 9 The Bylaws shall define a quorum for Membership meetings.

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Section 10 The bylaws shall specify one or more valid systems of parliamentary rules under which membership meetings may be conducted.

If more than one system of rules is allowed by the bylaws, the membership may resolve by simple majority to fix the rules for a subsequent meeting. In the absence of a resolution from the membership, the Steering Committee shall select from the available systems of rules when preparing the the agenda for a meeting.

The rules used for a meeting may not be changed once the agenda has been distributed except by the unanimous consent of all members who are present and voting at the meeting.

## **Article 6. VOTING RIGHTS**

Section 1 Each member in good standing shall have the right to cast one vote for each position to be filled in any election, and on any question before any Membership meeting.

## **Article 7. STEERING COMMITTEE**

Section 1 The Steering Committee (SC) is the executive body of UFAS, and is charged with implementing the decisions of the Membership, and with preparing the agenda for each Membership meeting.

Section 2 The SC shall have the power to make decisions of policy and tactics concerning the issues brought before it, subject to ratification by the Membership at the latter's immediately succeeding meeting.

Section 3 The chairpersons of the standing committees shall be voting members of the SC.

Section 4 The officers shall be voting members of the SC. The President shall serve as chairperson of the SC, voting in its deliberations only in case of tie.

Section 5 Seats on the SC shall be named; one for each officer created in Section 1 of Article 4, and one for each of the standing committees created in Section 1 of Article 8. The member holding any such seat shall be the officer or the chairperson of the corresponding committee.

Section 6 The Bylaws may create SC seats at-large..

Section 7 Tenured faculty shall comprise not more than one half of the voting strength of the SC, to the extent that the make-up of the non-tenured Faculty and of the Academic Staff in the University and in the Local make this possible.

Section 8 The SC may create nonvoting seats advisory to itself by presidential appointment with the approval of the Steering Committee

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Section 9 Vacated voting seats (elective positions) on the SC shall be filled as specified in Article 9 of this Constitution While a voting seat is vacant the current voting strength of the SC is reduced accordingly.

Section 10 The SC shall meet regularly not less than once each month; while observing this provision, the Committee may at any time amend its schedule of regular meetings.

Section 11 The president shall call a special meeting of the Committee upon request of any three voting members of the Committee, and at such other times as the President may deem advisable. Special meetings shall be called on not less than one working days' notice, except where all voting members of the Committee express their willingness to attend a particular special meeting on shorter notice. The Bylaws may provide that a special meeting of the Committee be conducted electronically, but any action taken when conducting such a Committee meeting electronically is subject to ratification at the next Committee meeting conducted in person.

Section 12 The agenda for the meeting of the SC shall be prepared jointly by the President and the Secretary, and communicated in advance of the meeting to the members of the Committee. Any matter shall be placed on the Committee agenda on written request of any five members of UFAS; the Bylaws shall specify a reasonable deadline for submission of such requests to the President.

Section 13 Any voting member of the SC may designate another member in good standing of UFAS to act as a proxy at a meeting of the SC; this right of proxy shall be exercised by any voting member not more than twice in a semester.

Section 14 All members in good standing of UFAS shall have the right to attend and address all meetings of the Steering Committee, and of all standing and ad hoc committees, with right of address subject to such provisions as may be specified in the Bylaws.

Section 15 The Bylaws shall define a quorum for Steering Committee meetings.

## **Article 8. STANDING COMMITTEES**

Section 1 UFAS shall have the following Standing Committees:

1. Academic Staff
2. Equity & Diversity
3. Campus Issues & Education
4. Compensation & Benefits

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5. Grievance
6. Organizing
7. News & Publications
8. System & State Issues
9. Committee on Political Education

Section 2 The number and nature of the various standing committees created in Section 1 may be altered by the Bylaws.

Section 3 The Bylaws may for each of the above committees specify the size, quorum, and manner of peopling.

Section 4 The President shall be a nonvoting ex officio member of all standing committees.

Section 5 The President may at any Membership meeting call upon any and all standing committees for reports on the state of their deliberations.

Section 6 The elected chairpersons shall serve a twelve-month term, starting immediately following election, from June 1 through May 31 in the case of a regular election, or the remainder of that term in the case of a special election, or until their successors are elected.

## **Article 9. ELECTIONS**

### **PART A -- GENERAL PROVISIONS**

Section 1 Elective positions shall be all chairpersons of standing committees and all elective offices created under this Constitution or its Bylaws.

Section 2 Regular elections for all elective positions shall be held annually one month before the end of the term of office as defined in Article 4, Section 9 of this

constitution.

Section 3 A special election shall be called in the first week of instruction in any fall or spring semester where any elective position is vacant or is held by an appointee. Any elective position falling vacant between elections shall be filled by presidential appointment with the approval of the Steering Committee. Any person so appointed shall serve as appointed pending Membership ratification of the appointment at the immediately subsequent Membership meeting. Such position shall be open for election at the immediately succeeding regular or special election.

Section 4 The Steering Committee shall adopt guidelines for the use of the UFAS Newsletter by all candidates who wish to use it for informing the Membership of their qualifications and/or platforms for the positions which they seek in an approaching election. These guidelines shall be published and distributed to the Membership along with the call for each election. These guidelines shall be applied equitably and without prejudice, and such use of the Newsletter shall be provided without cost to the candidates. The Bylaws may provide for electronic distribution of the Newsletter. In the case of special elections, candidates' campaign information shall be distributed to the Membership along with the mail ballot.

Section 5 Voting shall be by secret mail ballot. This ballot shall have such form as may be devised by the Secretary with the advice and consent of the Steering Committee, and shall contain the names of all candidates for each position open for election, as well as the deadline date for receipt by the Secretary of marked ballots. The Bylaws may provide for the use of electronic ballots.

Section 6 Immediately after the tallying of the votes in any election, the Secretary shall inform the Membership of the outcomes.

Section 7 Any member in good standing who is a candidate for membership on the Steering Committee may also be elected to any elective office except that of President.

## PART B -- REGULAR ELECTIONS

Section 8 A regular or special membership meeting during the Spring term shall be designated for the purpose of receiving nominations for regular elections. This designation shall be announced to the membership with no less than 4 weeks of notice."

Section 9 The President shall issue an announcement to be mailed to the Membership

one month prior to the meeting designated per Section 8 of this Article, calling for nominations for all elective positions. The UFAS Newsletter shall be an appropriate, though not the only possible, vehicle for such announcement.

Section 10 Nominations for all elective positions shall be received, from the assembly floor and/or by petition, at the meeting designated per Section 8 of this Article. Receiving of petitions shall be the first order of business at that meeting, and petitions shall be delivered to the President at or before that time.

Nomination petitions shall contain a specification of the elective position and the signatures of the nominee and any two other members in good standing of UFAS. The President shall confirm nominations by petition for each elective position by reading aloud the specified information immediately preceding the opening of nominations from the floor for that position.

If a nomination from the floor be seconded, the President shall confirm the nomination if

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the nominee state from the floor a willingness to serve if elected to the position specified in the nomination; failing this, the nomination shall not take effect.

Section 11 Candidacy for any elective position shall be certified in writing by the Secretary to all persons whose nominations for such position are confirmed in accordance with the preceding section.

Section 12 Ballots shall be distributed to the Membership not later than one month before the end of the term of office as defined in Article 4, Section 9 of this constitution. The deadline for the receipt of marked ballots shall be no less than two weeks after they are distributed and not later than one week before the end of the term of office, defined as above. The Secretary shall report election results to the membership within three days of the deadline for the receipt of marked ballots.

## PART C -- SPECIAL ELECTIONS

Section 12 The President shall issue an announcement to be mailed in the first week of instruction in any semester where any elective position is vacant, specifying such positions and calling for nominations to fill them. The UFAS Newsletter shall be a suitable, though not the only possible, vehicle for such announcement. This announcement shall also specify the date of a subsequent regular or special Membership meeting at which such nominations shall be received and confirmed, as well as the specific dates for distribution of ballots and deadline for receipt of marked ballots. Such meeting shall take place not sooner than the third week of instruction.

Section 13 The nature of the nominations, and the procedures for their receipt and confirmation, shall be as detailed for regular elections in Section 9 above. Candidacy for any elective position to be filled in a special election shall be certified in writing by the Secretary to all persons whose nominations for such position are confirmed in accordance with such procedures.

Section 14 The day following confirmation of nominations for any special election the Secretary shall distribute the ballots to the Membership. The tenth day thereafter shall be the deadline for receipt by the Secretary of marked ballots. All votes received by deadline shall be tallied by the end of the third day thereafter.

## **Article 10. AMENDMENT**

Section 1 Any member may in a Membership meeting propose in writing an amendment to this Constitution or to its Bylaws; copy of such amendment, in its current form, shall be provided to all members.

Section 2 Such amendment may be discussed and shall be subject to subsidiary

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motions in the meeting in which it is proposed, but shall not then be put to vote. Discussion under this Section may be closed by simple majority vote of those members present and voting.

Section 3 Such amendment, in its current form, shall be placed on the agenda of the next regular Membership meeting following that at which the amendment was introduced. At such following meeting discussion on the proposed amendment shall be reopened. Then at close of discussion, a vote on the amendment in its current form shall be taken, or if the language of the amendment requires it or the Members present vote to require it, the amendment shall be submitted to a vote of the entire Membership along with the ballot for the regular election of officers following a regular Spring meeting, or along with or according to the procedure for a special election of officers following a regular Fall meeting.

Section 4 An amendment to this Constitution shall carry with a minimum of two-thirds of the votes cast.

Section 5 An amendment to the Bylaws of this Constitution shall carry with a simple majority of the votes cast.

## **Article 11. AFFILIATIONS**

Section 1 This federation shall maintain affiliation with and whenever possible send delegates to the following organizations:

- A. The American Federation of Teachers.
- B. The Wisconsin Federation of Teachers.
- C. The South Central Federation of Labor.
- D. The Wisconsin State AFL-CIO.
- E. Other organizations as specified in the Bylaws.

Section 2 Every reasonable effort shall be made by this federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 3 Delegates to affiliated organizations shall meet the same requirements as officers of this local.

Section 4 Delegates to affiliated organizations shall report to the membership after each meeting of said organizations.

Section 5 Election of delegates to each affiliated body shall ordinarily occur at the

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regular Spring Membership meeting, but whenever necessary, delegates may be elected at any Membership meeting in order to assure that their credentials can be certified by the President and Secretary and forwarded in a timely manner.

Section 6. Elected delegates shall serve a twelve-month, starting immediately following election, or until their successors are elected.

## **Article 12. AVAILABILITY OF CONSTITUTION**

Section 1 Copies of this Constitution and all future amendments shall be submitted to affiliated organizations as required by their rules.

Section 2 Copies shall be made available to other affiliated organizations upon request.

Section 3 Copies shall be available for any members of this organization upon request to the Secretary.

## **Article 13. ADOPTING OF THIS CONSTITUTION**

Section 1 This Constitution is provisional until adoption by the Membership no later than

December 31, 1974.

Section 2 Such adoption shall be affirmative vote of 2/3 of those members casting ballots

## **BYLAWS**

### **Article 1. DUES**

Section 1 Dues may be collected through payroll deduction, credit/debit card, electronic bank draft or check. Dues shall be collected based on gross pay per month, self reported on the last June payroll, the date of hire or membership date. Except per Section 3 the dues amount collected using the bank draft method is based on the following categories:

#### **Dues Tier Monthly Dues Annual Income**

Tier 1 \$11.00 Less than \$15,490

Tier 2 \$13.50 \$15,490 to \$18,727

Tier 3 \$22.00 \$18,728 to \$33,999

Tier 4 \$31.50 \$34,000 to \$45,999

Tier 5 \$40.50 \$46,000 to \$57,999

Tier 6 \$49.00 \$58,000 to \$69,999

Tier 7 \$58.00 \$70,000 to \$81,999

Tier 8 \$67.00 \$82,000 to \$93,999

Tier 9 \$77.00 \$94,000 to \$106,999

Tier 10 \$87.00 \$107,000 to \$119,999

Tier 11 \$97.00 \$120,000 to \$132,999

Tier 12 \$130.00 \$133,000 to \$142,999

Tier 13 \$140.00 \$143,000 and up

Section 2 Members who retire, resign or are not renewed can continue membership after leaving the University of Wisconsin Madison by paying \$120.00 in annual dues.

Section 3 Dues collected through payroll deduction shall be nine tenths of one percent (0.9%) of gross pay per month, provided State of Wisconsin law allows for this dues collection option.

Section 4 Dues collected by electronic bank draft will be collected each month for 12 months each year. Members who are paid on an Academic Calendar year, that is paid 9 months per year, will pay dues for 12 months per year but at a monthly rate that is 75% of what is listed in Article 1, Section 1 of the By-Laws.

Section 5 Dues payment of any member shall be considered up to date upon a filing with the Treasurer a signed authorization for such deduction and pending the Treasurer's rendering a statement of such dues differential as the deduction system may be initially unable to cover.

Section 6 Members not electing the payroll or bank draft deduction for dues payment may pay their dues in installments prorated over the months current and remaining prior to the month of the start of each subsequent semester: such installments shall be due

and payable on the first day of instruction in each such semester, as defined by the University of Wisconsin Madison's academic calendar. For new members electing the installment mode of dues payment, the first installment shall be due and payable at the time of joining UFAS.

## **Article 2. DEADLINES**

Section 1 Written request that a particular matter be placed on the agenda of an approaching regular Membership meeting shall be received by the President not less than eight working days before such meeting. (cf. Constit. Art. 5, Section 4.)

Section 2 Written request that the Steering Committee vote to place additional items on the agenda for a special Membership meeting shall be received by the President not less than two working days before such meeting. (cf. Constit. Art. 5, Section 4.)

Section 3 Written request that a particular item be placed on the agenda of an approaching Steering Committee meeting shall be received by the President not less than two working days before such meeting. (cf. Constit. Art. 7, Section 12.)

## **Article 3. MEMBERSHIP MEETINGS**

Section 1 A quorum for Membership meetings shall be twice the number of officer positions in existence plus one additional members in good standing. (cf. Constit. Article 5, Section 9.)

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Section 2 The membership shall meet regularly in the months of September, October, November, February, March, April, and May. (cf. Constit. Article 5, Section 1.)

## **Article 4. STEERING COMMITTEE**

Section 1 A quorum for Steering Committee meetings shall be a majority of its current voting strength, but no less than three. (cf. Constit. Art. 7, Section 15.)

## **Article 5. STANDING COMMITTEES**

Section 1 The chair of each of the standing committees created by, or under the authority of, this Constitution and/or its Bylaws, shall have the authority, with the approval of the Steering Committee, to establish and implement guidelines for the conduct of that committee's business, including the size, quorum, and manner of peopling of such committee (cf. Constit. Art. 8 Section 3) and the conditions upon the exercise of UFAS members' right of addressing the meetings of such committee (CF.

Section 2 The chairs of committees shall report the plans and accomplishments of their committees regularly to the Steering Committee and the Membership. (cf. Constit. Art. 8, Section 5.) It is the responsibility of each chair to involve the Membership directly and indirectly in committee work. (cf. Constit. Art. 8, Section 3.)

## **Article 6. OFFICERS**

Section 1 Two individuals may be nominated and run together as a slate for election as Co-Presidents, who if elected, will share between them all duties and responsibilities of the President, except that: only one of the Co-Presidents shall act as presiding officer at a particular Membership or steering committee meeting; and in the event that the office of one Co-President becomes vacant, the remaining Co-President will serve out the remainder of the term as President.

Section 2 By vote of the membership, the office of Second Vice-President may be opened for nominations at the next regular or special election, or may be retired as of the end of the current term. The Second Vice-President will share the duties of the Vice President, and will succeed the Vice-President should the Vice-President's office becomes vacant. The office of the Second Vice-President is filled as described in Article 9, Section 3 of the Constitution.

Section 3 The office of the Treasury Advisor shall be occupied by the Treasurer who has most recently completed their term of office. The duties of the Treasury Advisor shall be to train and assist a new treasurer in the fulfillment of their duties. The Treasurer may move to relieve the Treasury Advisor of their duties for the remainder of their term, pending approval by vote of the Steering Committee.

The term of office of the Treasury Advisor shall begin when a Treasurer assumes office and shall end 90 days thereafter. By vote of the Steering Committee, the term may be extended by an additional 90 days. In the event that the office of the Treasury Advisor is vacant at the start of a Treasurer's term, the President may appoint a Treasury Advisor, pending approval by vote of the Steering Committee.

The President should, in the fulfillment of their duty to receive and confirm nominations for elective office, remind nominees for the office of Treasurer of their expectation to serve as Treasury Advisor following the completion of their term.

## **Article 7. RULES OF ORDER FOR CONDUCTING BUSINESS ELECTRONICALLY**

Section 1 Any communication required by this Constitution or Bylaws to be mailed in

writing may instead be distributed electronically.

Section 2 The business of special Membership meetings or special steering committee meetings may be conducted electronically. (cf. Constit. Art. 5, Section 2 & Art. 7 Section 11.)

Section 3. References to the “Newsletter” in this Constitution or Bylaws shall include either a printed newsletter which is conventionally mailed or an electronic newsletter which is electronically distributed. (cf. Constit. Art. 9, Section 4, and other Articles.)

Section 4 Regular or special elections, or final approval of an amendment to the Constitution or Bylaws may be conducted electronically. (cf. Constit. Article 9, Section 5, and Constit. Art. 10, Section 3.)

Section 5 The Membership may adopt further special rules of order governing the conduct of business electronically.

## **Article 8. PARLIAMENTARY RULES FOR MEMBERSHIP MEETINGS**

Section 1 The latest revised edition of Robert's Rules of Order shall be a valid parliamentary authority in all cases to which they are applicable, except where this be at variance with the Constitution or its Bylaws or any special rules of order adopted by the Membership.

