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Amended: 4 October 1997; 19 February 1994; 15 December 1979;  
15 April 1978; 5 December 2009; 14 November 2015; 30 January 2016

## **CONSTITUTION OF THE OKLAHOMA CONFERENCE OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

### **Article I: Name**

The name of this organization is the Oklahoma Conference of the American Association of University Professors (AAUP).

### **Article II: Purposes**

1. To promote and protect excellence in the development and refinement of knowledge, cognition, and scholarly inquiry in the search for truth.
2. To advance and protect academic freedom, shared governance, and due process; to define fundamental professional values and standards for higher education; and to ensure higher education's contribution to the common good.
3. To advance the standards and ideals of the profession and to promote the interests of higher education.
4. To promote and protect effective faculty participation in the governance of each institution of higher learning in the State of Oklahoma.
5. To promote the economic status of the profession.
6. To promote cooperation among local chapters of the AAUP and to facilitate fellowship among members of the profession in the State of Oklahoma.

7. The Oklahoma Conference works with university employees—whether tenured, tenure-stream faculty, full- or part-time contingent faculty, graduate students, academic professionals, librarians and/or researchers--to insure that they have a meaningful voice in their institutions.

### **Article III: Membership**

Membership in the Conference is composed of all National Association members within Oklahoma.

All Association members have full voting rights in Conference affairs and full rights to hold Conference offices.

### **Article IV: Officers and State Delegates**

1. Elected officers of the Conference are President, President-Elect, Secretary, and Treasurer who serve from 1 June to 31 May. The term of office shall be two years. Officers may serve no more than two consecutive terms in that office, commencing with the spring, 2016 elections. The Conference is also served by up to four delegates to the annual business meeting of the National Assembly of State Conferences (ASC). The Conference President, or their designee, is an automatic delegate to the ASC meeting.

#### **Duties of the Officers**

President: The duties of the president shall include carrying out the policies of the state, appointing all committees of the conference, exercising general supervision over the activities of the conference, and presiding at meetings of the conference and executive committee. The president shall maintain a current list of all conference members. The president shall be a member ex officio of all committees.

President Elect\*: The duties of the vice president shall include those usually appertaining to the office and those delegated by the president. In the absence of the president, the vice president shall serve in the president's stead.

\*The duties of the office of President-Elect is under consideration, but has not been ratified by the Conference.

Secretary: The duties of the secretary shall include keeping a record of all proceedings and correspondence of the chapter, certifying conference delegates to the National Association's annual meeting, preparing or overseeing the preparation of newsletters for distribution to the conference if such shall be desired, maintaining official contact with the National Association. It shall be the duty of the secretary to provide the National Association the names of the officers of the conference and the conference constitution.

In the absence of the president and president-elect, the secretary shall preside at meetings of the chapter.

Treasurer: The treasurer shall keep an accurate record of all funds received and disbursed. At the request of the executive committee, the treasurer shall prepare an annual conference budget and report of finances, and submit them for approval.

Upon the election of a new Treasurer, the control of all financial records is transferred to the newly elected Treasurer to be kept on file. State funds will also be transferred to the control of the newly elected Treasurer to be deposited in a State Conference account. The account may be accessed by the State Conference officers.

In the absence of the president, president-elect, and secretary, the treasurer shall preside at meetings of the conference.

2. Officers and delegates will be nominated at the first regular spring semester meeting of the Conference Executive Committee. Members will be notified of the date, time, and location of that meeting at least 15 days prior to it.

3. Election shall be by email ballot sent to each member in the Conference. The responsibility of the election process will fall to the chair of the conference membership committee.\*

Ballots shall be sent electronically to Conference members in good standing (a member current on dues) no later than March 15. Completed ballots must be returned electronically no later than April 15. Write-in votes shall not be permitted. Results shall be announced no later than May 15.

\*The establishment of a membership committee has is under consideration (in conjunction with the duties of the President-Elect), but has not been ratified by the Conference.

4. Removal of a Conference officer will be effective upon his or her conviction, by a majority of the Conference membership, of charge(s) brought in a bill of particulars approved by two thirds of the remaining membership of the Executive Committee.

5. The Conference may also be served by an Executive Secretary, chosen by the President with the concurrence of the majority of the Executive Committee.

#### Article V. Delegates to the National AAUP Annual Meeting\*

Each year, the Oklahoma Conference is entitled to two (2) delegates to the Annual National AAUP meeting and to four (4) delegates to the Annual meeting of the Assembly of State Conferences. The President and the President-Elect of the Oklahoma Conference, or their designee, shall serve as delegates to the Annual National AAUP meeting. The President, President-Elect, Secretary, and Treasurer, or their designee, shall serve as delegates to the Annual National meeting of the Assembly of State Conference. For these delegates, the Oklahoma Conference shall pay for meeting registration, travel, room and board, providing there are adequate financial resources to do so.

#### **Article VI: Executive Committee**

1. The Executive Committee consists of the Conference officers, the Executive Secretary, the immediate past President, chairs of standing committees, Conference representatives to policy and governing boards, and one representative from each chapter, including the At Large Chapter. Representatives to selected policy and governing boards will be appointed by the President with the concurrence of a majority of the Conference officers. This committee conducts the Conference business.

Representatives from each chapter to the Executive Committee will be selected by the chapter they represent.

\*Article V is under consideration, but has not been ratified by the Conference.

2. The Executive Committee will meet regularly during the academic year. If the President cannot attend, the President-Elect will preside over the meeting. The President may call special meetings as needed.

At least two meetings of the Executive Committee be called and held in a calendar year, preferably one every six months, with the option open for more meetings.

3. Four members constitute a quorum of the Executive Committee, provided at least that two of the officers are present.

4. Executive Committee proceedings are open to all Conference members, who have the privilege of speaking. All discussions are governed by Robert's Rules of Order.

5. Each Executive Committee member has one vote on each issue. Only Executive Committee members present may vote; proxies are not permitted.

The executive committee shall assume responsibility for the conference's continuing effective presence in the state, keeping all positions on the executive committee filled as vacancies occur. The functions of Executive Committee shall include but are not limited to:

1. Meet regularly;
2. Respond to faculty members seeking assistance;
3. Conduct the business of the Conference between meetings of the full Conference
4. Regularly recruit members and encourage maintenance of membership;
5. Make necessary appointments to complete an unexpired term of any officer.  
Vacancies could be handled as follows:
  - a. An Executive Committee meeting is called. This invitation would be e-mailed to the entire state membership.
  - b. This meeting is scheduled far enough in advance so that members would have ample notice (3 or 4 weeks perhaps), and every measure should be taken for the meeting to be held at a central location.

- c. The e-mail would include a request for nominations to fill the vacancy. The person making the nomination would verify that the person being nominated (should they be elected by the Executive Committee), has agreed to serve.
  6. Set the agenda with appropriate notice for conference meetings; and
  7. Respond to inquiries from the media.
6. A vacancy in any office will be filled by a two-thirds majority vote of the Executive Committee at its next regularly scheduled meeting.

### **Article VII: Conference Meeting**

1. A meeting of the full Conference may be called by the Executive Committee or by petition of 50 members representing at least three chapters.
2. The time and place of any Conference meeting will be determined by the Executive Committee. Members will be notified of the date, time, and location of any Conference meeting at least 15 days prior to it.

The agenda shall be distributed to the Oklahoma chapters at least 15 days prior each meeting.

3. Decisions made in Conference meetings guide the Executive Committee.
4. Unless stated otherwise herein, Robert's Rules of Order will be followed at all meetings of the Conference membership and the Executive Committee.

For purposes of representation, each AAUP member at an institution of higher education in Oklahoma at which there is no chartered AAUP chapter shall be entitled to be a member of a single statewide chapter, called the At Large Chapter. This At Large Chapter may nominate and elect officers, who shall in turn provide for the nomination and election of delegates to the Oklahoma Conference.

### **Article VIII: Standing Committees**

The President may, with the concurrence of a majority of the Conference officers, appoint chairs and members to standing committees. Some such committees may be, but are not limited to:

Committee A on Academic Freedom and Tenure  
Committee on Academic Professionals  
Committee on Accreditation  
Committee on College and University Governance  
Committee on Community Colleges  
Committee on Contingent Faculty and the Profession  
Committee on the Economic Status of the Profession  
Committee on Government Relations  
Committee on Graduate and Professional Students  
Committee on Historically Black Institutions and Scholars of Color  
Committee on Professional Ethics  
Committee on Retirement  
Committee on Sexual Diversity and Gender Identity  
Committee on Teaching, Research, and Publication  
Committee on Women in the Academic Profession  
Membership\*  
Media Relations\*

### **Article IX: Dues and Finances**

The conference may establish conference dues. Any conference dues will be established by a secret ballot vote conducted among voting conference members.

\*These committees are under consideration, but have not been ratified by the Conference.

The Oklahoma Conference's fiscal year shall run from January 1 to December 31. The Conference Treasurer shall prepare an annual report for each year and submit it for approval to the membership at the annual meeting of the Oklahoma Conference.

Chapter members shall pay their full dues to National AAUP. National AAUP remits a portion of those dues to the Oklahoma Conference for membership in the Oklahoma Conference.

### **Article X: Reports**

1. The Conference may publish a newsletter.
2. Officers and chairs of standing committees report to the Executive Committee. The President will disseminate reports to the membership.

### **Article XII: Amendments**

A proposed revision or amendment to the constitution will be submitted in writing to the Executive Committee at least two months prior to the Executive Committee meeting at which the proposed amendment is to be considered. The Executive Committee will publish the text of any proposed amendment properly submitted at least 15 days in advance of the date, time, and location of the Executive Committee meeting at which the proposed amendment is to be considered. Ratification requires a two-thirds majority vote of members attending the Executive Committee meeting.