

As amended on February 27, 2008  
RIC/AFT CONSTITUTION AND BY-LAWS

CONSTITUTION

PREAMBLE

We, the members of the Rhode Island College Chapter of the American Federation of Teachers, have joined together to ensure faculty participation in decision making at Rhode Island College and to promote the professional and economic satisfaction of the members and the advancement of education, by means of our cooperative action and by affiliation with the American Federation of Teachers.

**Article I. Name**

The name of this organization shall be the Rhode Island College Chapter of the American Federation of Teachers, AFL-CIO, Local #1819, hereinafter referred to as the "RIC/AFT."

**Article II Objectives**

This chapter, as a professional organization, unites members of the Rhode Island College faculty in a federation for mutual assistance in order to:

- a. Promote and protect an atmosphere and structure of academic freedom for faculty and students in the pursuit and dissemination of knowledge and in the acquisition and dissemination of skills.
- b. Provide the best possible conditions for teaching and research. These conditions include workloads, salaries, fringe benefits, and other relevant advantages.
- c. Provide and guarantee appropriate job security for faculty.
- d. Provide and guarantee protection against arbitrary actions, and ensure due process in case of grievances.
- e. Promote maximum faculty participation in decision-making.
- f. Promote the excellence of Rhode Island College and its service to society.
- g. Promote the interests of the faculty, the teaching profession, and higher education in general.
- h. Embody these objectives in a workable Agreement with the Board of Governors for Higher Education in Rhode Island.

**Article III Membership**

Sec. 1. All unclassified professional employees of the state of Rhode Island engaged in regular teaching and/or research assignments at Rhode Island College, or directly involved in teaching through their supportive activities, shall be eligible for membership.

Sec. 2. It is intended by Section 1 to exclude those whose function is primarily administrative or managerial. In particular, persons appointed Dean or higher administrative rank are ineligible.

Sec. 3. In special circumstances, persons other than those described in Section 1 may be elected to membership if not excluded by Section 2.

Sec. 4. Membership and its rights and privileges shall not be denied or abridged on account of sex, color, race, age, religion, ethnic origin, marital status, sexual preference, or political belief.

Sec. 5 Membership in good standing is required to hold office or to vote in elections or membership meetings. Good standing shall be defined in the by-laws.

**Article IV. Membership Meetings**

Sec. 1. The Primary method of expressing the will of the RIC/AFT is a vote of members called together in a meeting, or another form of vote ordered by such a meeting. Major policies are to be established or altered in this way or as provided in Article VI.

Sec. 2. There shall be regularly scheduled meetings. There may also be special meetings. Notice of any meeting is required. Meetings shall be held and conducted in accordance with the by-laws.

Sec. 3. Petitions and position statements shall be presented by the Executive Committee of the RIC/AFT to the membership at least five (5) days prior to the business meeting at which it shall be considered. If the

petition is to be circulated, supportive services should be provided by the union for the petition to be duplicated and distributed.

#### **Article V. Officers**

Sec. 1. The officers shall be a President, a Vice President, a Secretary, and a Treasurer.

Sec. 2. Only members in good standing may vote or hold office.

Sec. 3. Officers shall be elected biannually by the membership by secret ballot as provided in the by-laws, and shall hold office until their successors qualify. Vacancies shall be filled for the unexpired term as provided in the by-laws.

Sec. 4. The duties and responsibilities of the officers shall be as provided in the by-laws.

#### **Article VI. Executive Committee**

Sec. 1. The Executive Committee shall superintend the administration of the policies of the Chapter; it shall have the power to act for the membership within the limits of the Constitution and by-laws when necessary between membership meetings except that it shall not have the power to set dues or assessments; it shall have such other powers, duties and responsibilities as may be set by the by-laws or the membership.

Sec.2. The Executive Committee shall consist of the four officers, the Chairperson of the Assembly of Departmental Representatives, and five members elected annually at large by the membership as provided in the By-laws. Any vacancies among the elected members may be filled by the Executive Committee for the unexpired term.

Sec. 3. The President of the RIC/AFT shall be the chairperson of the Executive Committee.

#### **Article VII. Assembly of Departmental Representatives**

Sec. 1. The Assembly of Departmental Representatives shall be a principal instrument of two-way communication between the membership and the Executive Committee on departmental and faculty concerns and issues. As such, it is considered consultative to the Executive Committee.

Sec. 2. Its duties, responsibilities, and composition shall be specified in the bylaws.

#### **Article VIII. Committees**

Sec. 1. Standing committees may be established by by-laws. The committee members and chairperson shall be appointed by the President with the advice and consent of the Executive Committee unless otherwise provided. The duties and responsibilities of the committee shall be as provided in the by-laws.

Sec. 2. Additional standing committees and as hoc committees may be established by the membership. With the approval of the Executive Committee, such committees may also be established by the assembly of Departmental Representatives or by the President.

Sec. 3. Each committee chairperson shall make a monthly report and a written summary semi-annual report to the Executive Committee unless excused.

#### **Article IX. Affiliations**

Sec. 1. The RIC/AFT shall maintain affiliations with the Rhode Island Federation of Teachers and Health Professionals, the American Federation of Teachers, the Rhode Island AFL-CIO, and the Providence Central Labor Council, unless otherwise determined as provided for in Section 4 of this Article.

Sec. 2. The selection and duties of delegates to these bodies shall be in accordance with the by-laws and applicable laws.

Sec. 3. This Chapter is autonomous. It is not automatically bound by positions taken by affiliated organizations. Only specific valid action of the membership, or the Executive Committee when authorized for the membership, is binding on the Chapter.

Sec. 4. Nothing in this Constitution or the by-laws shall be construed as abrogating the right of members of this Chapter to initiate and effect the disassociation of the Chapter from any or all affiliations. Such disassociation may be effected by a vote of a majority of all members in good standing or by amendment of this Constitution. Such action shall automatically annul the relevant portions of the Preamble, Article I, Article IX, and related by-laws.

#### **Article X. Elections**

Sec. 1. Elections shall be carried out in accordance with the by-laws and applicable laws.

#### **Article XI. Finance**

Sec. 1. To finance operations of the RIC/AFT, dues and assessments may be levied on the membership by the membership in accordance with the bylaws, and collected by the Treasurer, who shall be responsible for their safekeeping and disbursement as directed by the membership of the Executive Committee.

#### **Article XII. By-Laws**

Sec. 1. Proposals for enactment or amendment of by-laws may be initiated by vote of two thirds of the members of the Executive Committee or by petition signed by at least ten percent of the members of the Chapter in standing, or by petition signed by at least two-thirds of the members of the Assembly of Departmental Representatives voting in the affirmative. Any such proposal shall be placed before a membership meeting not less than ten (10) days nor more than thirty (30) days after filing with the Secretary, and the text shall be communicated to members in advance of the meeting.

#### **Article XIII. Amendments to the Constitution**

Sec. 1. Proposals for amendments of this Constitution may be initiated by vote of two-thirds of the members of the Executive Committee or by petition signed by at least ten percent of the members of the Chapter in good standing, or by a two-thirds vote of the members of the Assembly of Departmental Representatives. Any such proposal shall be placed before a membership meeting not less than ten (10) class days nor more than thirty (30) class days after filing with the Secretary, and the text shall be communicated to members in advance of the meeting.

Sec. 2. If approved by a majority of the members in good standing voting at that meeting or such subsequent meeting as the membership may direct, the proposal shall be submitted to secret ballot of the members in good standing not less than eight (8) class days nor more than thirty (30) class days thereafter.

Sec. 3. If approved by two-thirds of the votes cast by members in good standing in that ballot, the amendment shall thereby be approved.

Sec. 4. Not later than three years after taking effect, this Constitution shall be reviewed by a special committee appointed for this purpose by the Executive Committee. The special committee shall report its findings to a membership meeting not later than four months after appointment of the committee, excluding time that is not part of the academic year. Such report shall have the same status with regard to Section 1 of the Article as a proposal from the Executive Committee.

#### **Article XIV. Ratification**

Sec. 1. If signed by twenty members in good standing and approved by the Executive Committee, this proposed Constitution shall be placed on the agenda of the next regular business meeting of the Chapter, where it shall be read in full. Upon majority vote at the Chapter meeting, the proposal shall be presented to the membership for ratification in an election to be held at the following membership meeting of the Chapter. A two-thirds majority of votes cast shall be necessary for ratification, in which case this Constitution shall take effect fourteen days later.

Sec. 2. If ratified, persons then holding office may continue to do so for the remainder of the terms to which they were elected. If necessary for this purpose, the Executive Committee shall be enlarged temporarily by one elected member.

Sec. 3. If ratified, three copies of this Constitution and all subsequent amendments shall be submitted to the National Office of the American Federation of Teachers; copies shall be made available to other affiliated organizations upon request; and any member of the Chapter in good standing may obtain a copy upon request to the Secretary.

Record of Ratification:

Approved by the Executive Committee  
Approved by the membership meeting (date, vote)  
Approved by ballot (date, vote):  
Attest:

## **BY-LAWS**

### **By-Law I. Membership**

Sec. 1. Included in those eligible for membership are: full-time faculty including department chairpersons; professional librarians excluding the Director of Library Services; members of the audio-visual faculty excluding the Director of Audio-Visual Services; and anyone for whom availability of membership is required by the bargaining Agreement.

Sec. 2. Part-time faculty and others may be elected to membership by majority vote at a membership meeting after nomination by the Executive Committee.

Sec. 3. A member who becomes Acting Dean, Acting Associate Dean, or Acting Assistant Dean may continue as a member for two months thereafter but then ceases to be a member if continuing to hold that office. Such a person is entitled to be reinstated as of the first day of the month following return to faculty duty.

Sec. 4. Members in good standing are members who qualify under Article III of the Constitution and Section 1 or 2 above and whose dues and assessment are not in arrears by more than sixty (60) days as certified by the accounts of the Treasurer. Members not in good standing are defined as members whose dues and/or assessments are in arrears more than sixty (60) days. Good standing may be reinstated immediately by payment of arrears.

### **By-Law II. Membership Meetings**

Sec. 1. "Regular meetings" of the membership shall be held at least once per semester during the academic year at a time and place to be set by the Executive Committee. Members are expected to be available to express their will at such meetings. Notice of each regular meeting shall be published at least one week in advance, together with an agenda of the business expected.

Sec. 2. A special meeting may be called upon one week's notice, published together with an agenda. The business of a special meeting is presumed more pressing than usual, so every effort shall be made to assure maximum attendance and to inform the membership concerning the business to be considered.

Sec. 3. An emergency meeting may be called on 24 hours notice if approved by two-thirds of the Executive Committee. Maximum effort shall be made to inform members. Such a meeting may take action only if two-thirds of the members in good standing present vote to waive longer notice.

Sec. 4. New business not on the agenda of a meeting may be brought up from the floor. However, action shall not be taken on such business unless two thirds of the members in good standing present vote to waive notice.

Sec. 5. Proposed resolutions or public statements reflecting membership compliance must be distributed to the general membership at least five (5) days prior to the Chapter meeting at which such statements will be considered for adoption.

- Sec. 6. A quorum is required to take any action other than procedural.
- a. For action on Chapter policy, financial matters, and proposals to enact or amend either the by-laws or the Constitution, a quorum shall be forty (40) members in good standing.
  - b. For other actions, such as implementation of decisions and receipt of reports of officers and committees, and for making provisions for elections and referenda, a quorum shall be thirty (30) members in good standing.
  - c. Decisions shall be by majority vote of the members in good standing present and voting, except as otherwise provided by the Constitution, By-Laws, or Rules of Order.

Sec. 7. Robert's Rules of Order shall govern meetings, except as otherwise provided.

### **By-Law III. Officers**

- Sec. 1. The President shall:
- a. Preside at all membership meetings and meetings of the Executive Committee;
  - b. Appoint members and chairpersons of committees with the advice and consent of the Executive Committee if not otherwise provided for;
  - c. Be a member ex-officio of all committees;
  - d. Be the principal spokesperson for the Chapter and represent it when and where necessary;
  - e. Sign necessary documents and contracts if duly authorized, thereby binding the Chapter;
  - f. Make formal reports as frequently as practicable;
  - g. Provide leadership and, by word and example, stimulate other members, officers, and committees vigorously to forward the objectives of the Chapter;
  - h. Have the power to delegate the above duties except as otherwise prohibited;
  - i. Be a delegate to the national convention of the American Federation of Teachers.
- Sec. 2. The Vice President shall:
- a. Perform all the duties of the president in the absence or disability of the President;
  - b. Become President if the President dies, resigns, becomes permanently Disabled, or ceases to be a member of the Chapter;
  - c. Perform such other duties as may be directed by the Chapter, the Executive Committee, or the President.
- Sec. 3. The Secretary shall:
- a. Make and Keep records of the activities of the Chapter and Executive Committee, including but not limited to minutes of meetings, except as otherwise assigned;
  - b. Provide and issue notices;
  - c. Carry on correspondence under the direction of the President;
  - d. Perform such other duties as may be directed by the Chapter, the Executive Committee, or the President.
- Sec. 4. The Treasurer shall:
- a. Receive, record, and deposit in the name of the RIC/AFT all monies collected, whether by dues, fees, assessments, or otherwise;
  - b. Certify as to the good standing of each member, specifically making known to the President and to elections officials those who are not in good standing;
  - c. Responsible for the construction and submission of the Chapter's budget. Pay all bills and obligations of the Chapter within the approved budget or as authorized by the membership. Items in excess of \$100.00 require approval by the membership or by the Executive Committee;
  - d. Forward appropriate membership lists and remittances to the Rhode Island Federation of Teachers and Health Professionals and the American Federation of Teachers;
  - e. Have charge of the books of account, upon which she/he shall report in writing at each membership meeting unless excused by the membership or the Executive Committee, and submit the books and records for audit as called for;
  - f. Make special reports of the financial status of the Chapter as required by law or by will or the President or Executive Committee, and make a full annual report to the membership;
  - g. Perform such other duties as may be directed by the Chapter, the Executive Committee, or the President.
- Sec. 5. In the event of the death, resignation, or disability of an officer other than the President, then the President or acting President with the advice and consent of the Executive Committee shall appoint a person to fill the position temporarily. A vacancy in any of these positions (including vacancy in the Vice

Presidency through succession to the Presidency) occurring more than six months before the end of the term of the office shall be filled by special election.

Sec. 6. Officers shall take office fourteen days after the close of balloting or at such other time within thirty days of that date as the membership shall set in advance of the election.

#### **By-Law IV. Executive Committee**

Sec. 1. The Executive Committee shall normally hold regular meetings at least twice each month except during College vacations and examination periods. It shall hold other meetings on call of the President or upon the request of three or more members of the Committee. Members of the Committee shall be notified of meetings and agenda at least 48 hours in advance except in an emergency.

Sec. 2. Valid action may be taken by the Executive Committee if either of the following conditions is met, unless otherwise provided in the Constitution or By-Laws:

- a. If at least a majority of its members agree on the action or
- b. If at least two-thirds of its members are present, in which case vote of a majority of those present is decisive.

Sec. 3. Minutes shall be kept and be available to members of the Committee, A summary of actions shall be reported to the membership of the Chapter.

Sec. 4. The President of the Chapter shall be chairperson of the Executive Committee.

Sec. 5. The Executive Committee shall designate one of its members, other than the Chairperson of the Assembly of Departmental Representatives, to further facilitate liaison with the Assembly and to be a member thereof.

Sec. 6. The Executive Committee shall advise and consent to the appointment of committee members and chairpersons by the President, unless otherwise provided, and shall supervise the work of committees. The Executive Committee approves the Chapter's budget.

Sec. 7. The Executive Committee shall set the time and place of each membership meeting, prepare the agenda, and cause the agenda to be published in advance of the meeting as provided in the Constitution and By-Laws.

Sec. 8. The Executive Committee may delegate its authority except concerning the approval of the proposed by-Laws or amendments to the Constitution or By-Laws.

Sec. 9. In a given term of office any officer or Executive Committee member who is absent for 1/3 or more of the regularly scheduled Executive Committee meetings without acceptable reason, shall be ineligible for renomination to serve on the Executive Committee in the following year.

#### **By-Law V. Assembly of Departmental Representatives**

Sec. 1. The Assembly of Departmental Representatives shall be composed of the following:

- a. One member of the Chapter elected by the faculty in each academic department in February of each academic year, including the Library; for this purpose, audio-visual faculty shall be included with the Department of Administration/Curriculum/and Instructional Technology;
- b. One member of the Executive Committee, selected by that Committee;
- c. The President of the Chapter, ex-officio.

Sec. 2. Each representative shall serve for two years. The term of office shall be staggered so that approximately half of the Assembly is changed every year.

Sec. 3. The Chairperson elected by the Assembly members shall be in at least his/her second year of continuous service on the Assembly. This Chairperson shall automatically be a member of the Executive Committee.

Sec. 4. The assembly shall choose a recorder who shall keep minutes of all proceedings and report same to the members of the assembly and to the Executive Committee. The assembly may choose other officers.

Sec. 5. The chief role of the Assembly is two-way communication between the membership of the Chapter and the Executive Committee. In particular it shall advise the Executive Committee of the desires of the membership with respect to policies and strategies of importance to the membership, especially where these desires need to be made known between membership meetings.

Sec. 6. In its role as representatives of departmental faculty, the Assembly shall appoint certain members of the Nominating Committee and Elections Committee as provided in the By-Law on Standing Committees, and one member to the Finance Committee and to the Evaluation Committee.

Sec. 7. Under the direction of the Executive Committee, the Assembly shall establish or serve as or contribute to a Program Development Committee.

Sec. 8. The Assembly shall meet on dates it sets or on call of its chairperson or the President, and in any case at least twice each semester. At least one week's notice shall be given except in emergencies.

Sec. 9. For taking formal action, including the selection of its chairperson and appointment of committee members, the quorum shall be a majority of the members of the Assembly. Subsequent to election, a representative shall be deemed seated upon notification of the Secretary (Recorder) and appearance at any regular Assembly meeting, but Representatives that have not been seated will not be counted in establishing a quorum. In the role of consultant to the Executive Committee, the Assembly may act by majority vote of those present and voting, which shall be noted in minutes.

#### **By-Law VI. Delegates to Affiliated Organizations**

Sec. 1. All delegates to meetings or conventions of affiliated organizations shall be members of the Chapter in good standing. The President shall be an ex-officio delegate. In absence of the President, the Vice President shall act in his place.

Sec. 2. Delegates, including alternates if any, to the annual convention of the Rhode Island Federation of Teachers and Health Professionals (presently held in October) shall be elected by the membership no later than the preceding month.

Sec. 3. Delegates and alternates to the national convention of the American Federation of Teachers shall be elected by secret ballot by the membership at the last previous election of officers or at such other time as the membership may set, except that the President—or in his absence the Vice-President—shall automatically be a delegate. The number of delegates shall equal the number to which the Chapter is entitled under the Constitution of the American Federation of Teachers, and the number of alternates shall equal the number of delegates, except that in each case a smaller number may be set by action of the membership taken at least ten days before nominations are due.

Sec. 4. Delegates to other affiliated organizations shall be appointed by the Executive Committee.

Sec. 5. Every reasonable effort shall be made by the Chapter to pay legitimate expenses of delegates to meetings and conventions of affiliated organizations. First priority is payment of expenses of the President, or the Vice-President in his place, if serving as a delegate. Other available money for expenses shall be equally divided among the other delegates (or alternates serving as delegates), or as many of them from the top of the poll or appointment list as may be specified in advance, but not exceeding actual expenses.

Sec. 6. All delegates shall make reports to the Executive Committee about the meetings attended. Upon request of the Executive Committee, such a report shall be in writing.

#### **By-Law VII. Elections**

Sec. 1. The Elections Committee provided for in the by-law on Standing Committees shall be entirely responsible for conducting the voting for officers, members of the Executive Committee, and elected delegates, for the balloting for ratification of the Constitution, By-Laws, and amendments thereto as provided in Articles XII through XIV of the Constitution, and for any other balloting, which may be prescribed by the membership or by the Executive Committee.

Sec. 2. The Nominating Committee provided for in the by-laws on Standing Committees shall nominate at least one member in good standing for each elective position to be filled. These nominations shall be delivered to the Secretary in writing, and published in the case of annual elections not later than fourteen

(14) days before the meeting specified in the next section. Accompanying these nominations shall be an invitation to members in good standing to make nominations from the floor or in writing.

Sec.3. At a special meeting called for the purpose on at least fourteen (14) days notice after the receipt of the report of the Nominating Committee, these nominations shall again be published, along with the invitation that other nominations be made from the floor or in writing. All members in good standing nominated by the Nominating Committee or nominated and seconded at the meeting by members in good standing shall be included on the ballot unless the nominee declines in writing. The entire ballot shall then be published with all the names for each office in alphabetical order, no distinction being made between those nominated by committee and those nominated from the floor or in writing at the specified meeting.

Sec. 4. Elections shall be by secret ballot of the members in good standing. The persons receiving the most votes, up to the number of persons to be elected to that office shall be elected. In case alternates are to be elected, there shall be a single list of candidates for delegates and alternates combined; the persons receiving the next largest number of votes shall be elected alternatives. Ties shall be decided by a run-off election.

Sec. 5. Balloting may be conducted at a polling place or by mail, according to the decision of the Elections Committee or as mandated by law. In either case, voting shall take place between one and three weeks after publication of the final ballot. If a polling place is used, due consideration shall be given to the varying schedules of the members in choosing polling hours, and provision shall be made for the casting of absentee ballots. There shall be adequate calendar days notice in the case of change (other than extension) of time. All arrangements shall be made by or under the direction of the Elections Committee.

Sec. 6. Only members in good standing may vote. Ballots improperly marked so as to obscure the intention of the voter or violate the secrecy of the ballot shall be void for any or all officers affected. The Elections Committee shall have the authority to decide cases of questioned voters or ballots. Ballots shall be counted by at least three persons.

Sec. 7. The election of President, Vice-President, Secretary and Treasurer shall be by a majority of the votes cast for those offices. In the event that no candidate has a majority of the votes cast for that office there shall be a run-off election between the two top vote getters no later than one week after the first election. The election of members of the Executive Committee shall be by a majority of the votes cast for those offices. The top five vote getters will be elected to the Executive Committee. In case of a tie, a run-off election will be held one week after the first election.

Sec. 8. The Elections Committee shall certify the results of voting and immediately inform the President, who shall see that the results are published promptly. Records, including ballots, shall be kept for at least one year by the Elections Committee.

Sec. 9. Electioneering within 100 feet of the ballot box is prohibited.

### **By-Law VIII. Standing Committee**

Sec.1. Unless otherwise provided, standing committees and their chairpersons shall be appointed annually by the President with the advice and consent of the Executive Committee.

Sec.2. The Grievance Committee shall consist of five to seven members. It shall act on all grievances and complaints submitted in writing to the RIC/AFT, and shall make recommendations to the Executive Committee concerning the carrying of grievances beyond the College level. It shall counsel members of the RIC/AFT and, at its discretion, other interested persons about the handling of possible grievances and complaints and ways to avoid the development of grievances and complaints. It shall inform the Executive Committee of significant developments concerning grievances or complaints, and make summary status and activity reports to the executive Committee at least monthly during the academic year.

Sec. 3. The negotiating Committee shall consist of at least five members. Under the supervision of the Executive Committee, the Negotiating Committee shall bargain collectively for the employees included in the bargaining unit whenever the RIC/AFT is authorized to do so.

Sec.4. The Program Development Committee shall compile and analyze information and prepare materials and make recommendations including those concerning compensation and load for use of the Executive

Committee and Negotiating Committee, and make recommendations regarding future activities of the Chapter. The Program Development Committee shall be constituted as provided in the By-Law on the Assembly of Departmental Representatives.

Sec. 5. There shall be an Elections Committee appointed annually. It shall consist of two persons nominated by the Executive Committee and one person nominated by the Assembly of Departmental Representatives. It shall conduct elections as provided in the by-law on elections. Only members of the Chapter in good standing may serve on this committee.

Sec. 6. There shall be a Nominating Committee appointed annually. It shall consist of two persons nominated by the Executive Committee and one person appointed by the Assembly of Departmental Representatives. It shall nominate at least one member in good standing for each elective office. It shall report its nominations in writing to the Secretary and publish them to the membership by the dates and in the manner specified in the by-law on elections. Only members of the Chapter in good standing may serve on this committee.

Sec.7. The Finance Committee shall consist of the Treasurer and two members appointed by the Executive Committee and, one member appointed by the Assembly of Departmental Representatives shall review operations of the Treasurer, seek to maximize the income and minimize the expenses of the RIC/AFT, recommend budgets to the President and Executive Committee, and arrange for any needed audits of the Treasurer's book and records.

Sec.8. The Facilities Committee shall consist of at least five members. It shall seek improvements in the facilities for instruction and other faculty purposes, both on its own initiative and on complaint from the faculty or, at its discretion, from other members of the College Community, It shall make recommendations to the Executive Committee and the Negotiating Committee.

Sec.9. The Evaluation Committee shall consist of two members appointed by the Executive Committee and, one member appointed by the Assembly of Departmental Representatives. It shall have the responsibility for planning and conducting surveys of faculty evaluation of the performance of administrators who are of faculty concern, primarily for the purpose of showing how or where administrative performance could or should be improved.

Sec. 10. There shall be a Committee on Human Rights. This Committee shall seek to promote both the elimination of discrimination and the provision of equal rights and conditions. The committee shall consist of at least two chapter members.

#### **By-Law IX. Ad Hoc Committees**

Sec. 1. Ad hoc committees may be established by the President with the advice and consent of the Executive Committee or by direction of the membership.

Sec. 2. Ad hoc committees shall be appointed to study, act, and/or make recommendations on particular problems or areas. Their composition and charge shall be appropriate to the purpose. Each such committee shall make a final report and, unless the final report is made within two months of the appointment of the committee, shall make progress reports to the Executive Committee.

#### **By-Law X. Finances**

Sec. 1. Establishment of dues, fees, or special assessments shall be by vote of the membership except as mandated by law. For any meeting at which it is proposed to establish dues, fees, or assessments, a specific recommendation from the Executive Committee shall have been provided to the membership at least two weeks prior to the meeting date. Notice of this recommendation may be waived by two-thirds vote of those present and voting at the meeting.

Sec. 2. Approval of establishment of local dues, fees, or assessments shall be by vote at a regular or special meeting or at a referendum ordered by such a meeting subject to the quorum requirements in the by-law on membership meetings. Assessments needed as a result of increases in per capita dues to affiliated organizations, (AFT, RIFTHP, RI/AFL-CIO, Providence Central Federated Labor Council) shall be automatically implemented.