

Draft Agenda
United Academics Representative Assembly
Anchorage, Alaska
Saturday and Sunday, 1-2 December 2018

Meeting held at the Hilton Garden Inn Hotel in Anchorage, Alaska

1 December 2018:

- 9:30 am** **Buffet Breakfast**
- 10:00 am** **Call to Order**
- 10:01 am** **Roll Call**
- 10:05 am** **Introduction of Jim Bakken – AAUP Pacific Northwest Lead Organizer – Abel Bult-Ito**
- 10:10am-12:00 pm** **AAUP Training – Jim Bakken**
- 1. Introductions
 - 2. Listening Exercise / Ice Breaker
 - 3. Discussion of Challenges in Higher Education Organizations
 - i. General
 - ii. Alaska Specific
- 12:00-12:45 pm** **Buffet Lunch**
- 12:45 – 2:45 pm** **AAUP Training – Jim Bakken**
- 1. Leadership Concepts
 - 2. Working in Leadership Teams
- 2:45-3:00 pm** **Wellness Break**
- 3:00-5:00 pm** **AAUP Training – Jim Bakken**
- 1. Making a Plan to Win in 2019
 - 2. Next Steps
- 5:00 pm** **Adjourn**
- 6:00 pm** **Dinner On Your Own** – No restaurant could be found to accommodate 25+ people

2 December 2018:

- 9:00 am Buffett Breakfast**
- 9:30 am Call to Order – Abel Bult-Ito**
- 9:35 am Introductory Business**
- i. Roll Call – Soren Orley**
 - ii. Introduction of Guests – Abel Bult-Ito**
 - iii. Approval of Agenda – Abel Bult-Ito**
 - iv. Approval of 14 July 2017 Special Meeting Minutes – Abel Bult-Ito**
Approval of 7 April 2018 Regular Meeting Minutes – Abel Bult-Ito
- 9:50 am Operational Business**
- i. Officers’ Reports**
 - 1. President’s Report – See attachment – Abel Bult-Ito
 - 2. Secretary/Treasurer Report – See attachments – Soren Orley
 - a. Fiscal year 2017-2018 audit report
 - b. Balance sheets and profit and loss statements
 - c. UNAC FY19 budget review
 - 3. Organizational Vice Presidents – Please introduce yourself and let us know why you are on the Executive Board
 - a. UA Extended Sites: Rick McDonald
 - b. UAS – Charla Brown
 - c. UAA – Sharon Chamard
 - d. UAF – Mara Bacsujlaky
- 10:15 am ii. Representative Assembly Members – Please introduce yourself and let us know why you are on the Representative Assembly**
- 1. UA Extended Sites Representatives
 - a. Pete Praetorius (UAA)
 - b. Jody Drew (UAF)
 - c. John Radzilowski (UAS)
 - 2. UAS Representatives
 - a. Andrea Dewees
 - b. Lisa Hoferkamp
 - 3. UAA Representatives
 - a. Nelta Edwards
 - b. Tim Hinterberger
 - c. Sharyl Toscano
 - d. Armin Addihodzic
 - e. Erik Carlson
 - f. Ian van Tets
 - g. Patrick Fort
 - h. Max Kullberg
 - i. TBD (run-off election)

4. UAF Representatives
 - a. F. James Arkell
 - b. Peter Bieniek
 - c. Haiwei Chen
 - d. Robert Coker
 - e. Christopher Fallen
 - f. Arthur Nash Jr.
 - g. Kate Quick
 - h. Anthony Rickard
 - i. Gordon Williams

10:45 am Wellness Break

- 11:00 am** **iii. Committee Membership (about 5 RA members per committee), Elect a Chair, Set Agenda, Set a Budget, and Recruit Members to the Committee for Broad Participation (UAS, UAA, UAF, Extended Sites) – Complete committee ranking sheet**
1. Collective Bargaining Committee – TBD
 - a. TBD
 2. Finance, Budget, and Audit Committee – TBD
 - a. TBD
 3. Legislative Relations Committee – TBD
 - a. TBD
 4. Membership Committee – TBD
 - a. TBD
 5. Elections Committee – Allan Barnes
 - a. Chair: Allan Barnes
 - b. UAS: Jill Dumesnil
 - c. UAA: Judith Daxootsu Ramos
 - d. UAF: Polly Hyslop
 - e. Extended Sites: TBD
 6. Ad Hoc Constitution and By-laws Committee – TBD
 - a. TBD
 7. Ad Hoc Intellectual Property Labor-Management Committee – Abel Bult-Ito
 - a. Forrest Nabors
 - b. Robert (Trey) Coker
 - c. Peter DeCaro
 - d. Keith Cunningham
 - e. Andrej Podlutsky
 - f. Jim Arkell
 8. Joint Health Care Committee – Abel Bult-Ito
 - a. Abel Bult-Ito (chair)
 - b. Charla Brown
 - c. Soren Orley
 - d. Robert (Trey) Coker (alternate)

9. APEA/AFT Board – Abel Bult-Ito and Tim Hinterberger
 - a. Seat A: Abel Bult-Ito
 - b. Seat A Alternate: Tony Rickard
 - c. Seat B: Tim Hinterberger
 - d. Seat B Alternate: Nelta Edwards
10. APEA/AFT EPIC – Tony Rickard and Nelta Edwards
 - a. Seat A: Tony Rickard
 - b. Seat A Alternate: Abel Bult-Ito
 - c. Seat B: Nelta Edwards
 - d. Seat B Alternate: Sharon Chamard
11. AFL-CIO Vice-Presidents – Abel Bult-Ito and Nelta Edwards
 - a. Abel Bult-Ito
 - b. Nelta Edwards

12:30 pm Buffet Lunch

1:00 pm New Business

- i. **Administrative Responsibilities for Meeting Records (minutes)** – Abel Bult-Ito
- ii. **Suggested work that the Representatives will accomplish by the April 2019 RA meeting** – Abel Bult-Ito
 1. Contact each of the assigned 50 UNAC bargaining units members at least once by phone or in person
 2. Sign up new members with a goal of increasing overall membership to 80%
 3. Sign up new members with a goal of increasing overall membership to 90% by the October 2019 RA meeting
- iii. **2019 Negotiations** – Abel Bult-Ito
- iv. **Newly proposed Facilities and Administrative (F&A) costs – See attachments** – Tony Rickard
- v. **Other**

3:00 pm Old Business

- i. **Alcohol policy** – Originally discussed by Andrea Dewees
- ii. **Constitution and By-laws** – Abel Bult-Ito
 1. The By-laws approved on 7 April 2018 by the Representative Assembly and the Constitution ratified by the membership on 25 April 2018 are attached.
 2. The Constitution and Bylaws will need some addition revision following the *Janus* decision
- iii. **Establishing a Steward System** – Abel Bult-Ito

3:45 pm Good of the Membership

4:00 pm Adjourn

**Draft Minutes
United Academics Representative Assembly
Telephone Conference
Friday, 14 July 2017**

3:00pm **Call to Order** – Abel Bult-Ito

3:01 pm **Roll Call** – 13 of 20 sitting RA members were present with 5 vacant seats

3:05 pm **Discussion of Tentatively Agreed CBA – Tony Rickard – Chief Negotiator**

Tony Rickard went over the major changes in the CBA that was agreed to after Federal mediation. Because all substantive changes to the CBA were provided for review (see attached), the full CBA was not provided.

Tony Rickard highlighted no across the board raises for the duration of the contract and no firm commitment to provide market funding.

New positive changes were discussed including the ability to cash in up to 40 hours of faculty time off (2.56% of salary) and the ability for all non-tenure track faculty to stand for promotion after having been in rank for at least five years.

Other items were discussed.

A motion was proposed and seconded to send the CBA to the membership for approval. This motion passed without objection.

4:00pm Meeting was adjourned.

Fwd: UNAC email for RA about CBA

Cyndee West <cwest1@alaska.edu>
To: Abel Bult-Ito <abultito@alaska.edu>

Wed, Nov 28, 2018 at 2:08 PM

----- Forwarded message -----

From: **Cyndee West** <cyndeewest@gmail.com>

Date: Thu, Jul 13, 2017 at 2:01 PM

Subject: Fwd: UNAC email for RA about CBA

To: Abel Bult-Ito <abultito@alaska.edu>, cwest1 <cwest1@alaska.edu>, Ian G Van Tets <igvantets@uaa.alaska.edu>, Jeffery P Hollingsworth <jphollingsworth@uaa.alaska.edu>, Mark Wolbers <mewolbers@uaa.alaska.edu>, Nalinaksha Bhattacharyya <nalinaksha@gmail.com>, Nelta M Edwards <nmedwards@uaa.alaska.edu>, Patrick Fort <cpfort@uaa.alaska.edu>, Rebecca L Moorman <rmoorman@uaa.alaska.edu>, Sharon E Chamard <sechamard@uaa.alaska.edu>, Timothy J Hinterberger <tjhinterberger@uaa.alaska.edu>, Toby T Widdicombe <rtwiddicombe@uaa.alaska.edu>, Anthony Rickard <adrickard@alaska.edu>, Bacsujlaky, Mara <mara.bacsujlaky@alaska.edu>, Chris Coffman <cecoffman@alaska.edu>, Horacio Toniolo <hatoniolo@alaska.edu>, Howard Sparks <hcsparks@alaska.edu>, Jenifer McBeath <jhmcbeath@alaska.edu>, Jim Arkell <fjarkell@alaska.edu>, Richard Carr <rcarr@alaska.edu>, Wendy Croskrey <wecroskrey@alaska.edu>, Andrea L Dewees <adewees@uas.alaska.edu>, Mike Stekoll <msstekoll@alaska.edu>, Robin. Walz <Robin.Walz@uas.alaska.edu>

Dear Representative Assembly Members,

The teleconference tomorrow to hear about the TA'd agreement will be at 3pm. Dial 1-866-832-7806 participant code 1207653

Please save the time and call in so that the membership can receive the information and arrangements can be made for voting on the contract.

Cyndee

----- Forwarded message -----

From: **Anthony Rickard** <adrickard@alaska.edu>

Date: Wed, Jul 12, 2017 at 2:49 PM

Subject: UNAC email for RA about CBA

To: Cyndee West <cyndeewest@gmail.com>

Dear UNAC RA Members,

Your UNAC negotiation team has reached tentative agreement with the UA team on a new collective bargaining agreement with the University of Alaska. Please recall that reaching agreement with UA comes after 9 months of negotiations, impasse, and then working with a federal mediator, all of which was preceded by months of preparation. Of course, all of this has taken place in the context of a very challenging budget context for UA and Alaska.

First, the bad news: There will be no ATB raises for the three years of the contract and market raises in the second and third year will be at the discretion of UA in terms of whether any funds are available. Now the good news: Working with UA and the mediator, we were able to use conceding on ATB and market as leverage to get a number of other things.

First, recall that prior to reaching impasse in late March, we had reached tentative agreement on 16 of the 23 CBA articles of our CBA. Highlights of the changes include explicit recognition of the value of non tenure-track (NTT) UNAC members throughout the CBA; an improved complaint process (Article 7); explicit recognition of UNAC members' prioritization for "teach outs" for a cancelled academic program (10); clarification of "just cause" and progressive discipline, including a new UA/UNAC MOA (11); clarification of external and internal processes that can be utilized in cases of discrimination (17).

Now, here are highlights from the seven articles of the contract that were settled during our June 26-27 meditation:

1/22: We are sticking with the prior contract language -- the agreement is for three years and will expire at the end of December 2019.

3: Recognition stays the same.

9: We got the non-tenure track promotion process we wanted: All NTT members may apply for promotion provided she/he has been in rank for five years; moreover, there will be a NTT voting member on all unit peer review and university-wide peer review committees for NTT promotions who is of equal or higher rank.

13: Workload has no major changes from our last contract but has improved and clarifying language for workload components, including professional development.

15: The article includes higher minimum salaries, dept. chair stipends, merit bonuses, and the new Regent professor title with \$10K award. The article also includes \$300K per year (for three years) for professional development. In addition, UA will provide a Faculty Initiative Fund for our members, administered by the Statewide Academic Committee, which will distribute \$1 million over the three year agreement in support of innovative research and creative work by our members, including as seed money for external grants/contracts.

16: The main change in the benefits article is that our members will now be able to cash out up to one week (i.e., 5 days or 40 hours) of unused Faculty Time Off per year, provided the member has utilized and documented 5 days of FTO (including the mandatory closure days). So, for example, a member might use 2 days of FTO and the 3 mandatory closure days for a vacation during the winter break, use another 5 days of FTO for a spring break vacation, and then cash out 5 days. As we discussed previously, this amounts to an additional 2.5% of pay for members who cash out a full week of unused FTO. This is not the money we wanted for our members, but it is what we could get. Of course, some members may decide to use all their FTO and not cash any out.

Your UNAC negotiation team believes that the contract is the best deal we could get for our members under the budget circumstances of the the university and the state. If we set aside the ATB and market raises, the rest of the contract looks excellent, with the inclusive NTT promotion process, improved grievance procedures, clarification of teach outs and dismissal for just cause, along with nearly \$2M to support our members' work and professional development. Moreover, the new cash out of unused FTO has the potential to provide our members with about \$6M in additional pay over the three years of the contract (that's if each member takes the full week). None of this includes potential market, which we may be able to get for our members in years two and three.

So, all considered, we believe this is a good deal for our members given the context. Moreover, as our UNAC attorney researched, NOT settling a contract could expose our membership to a variety of risks and potential problems.

Your UNAC negotiation team recommends RA approval of the tentatively agreed UA/UNAC CBA and subsequent approval by the UNAC membership and the UA BOR.

Thanks,

Tony Rickard.

**Draft Minutes
United Academics Representative Assembly
Anchorage, Alaska
Saturday, 7 April 2018**

Meeting held at the Hilton Garden Inn Hotel in Anchorage, Alaska

9:30 am Buffett Breakfast and committee work.

10:00 am Call to Order – Abel Bult-Ito

10:05 am Introductory Business

Roll Call – Soren Orley called roll; present: Abel Bult-Ito, Soren Orley, Nelta Edwards, Chris Coffman, Mike Stekoll, Mark Wolbers, Pat Fort, Tim Hinterberger, Trey Coker, Sharon Chamard, Rebecca Moorman, Gordon Williams, Nalinaksha Bhattacharyya, James Arkel, Charles Sparks, Horacio Toniolo, Courtney Carothers, Haiwei Chen, Cathy Hample, Wendy Croskrey, Andrea Dewees, Tony Rickard

Absent RA Members: Robin Walz, Armin Abdihodzic, Ian van Tets

Staff: Cyndee West

Introduction of Guests – Abel Bult-Ito: The newly appointed members to the RA were given the floor and asked to introduce themselves. Abel thanked them for volunteering to fill the vacated seats until the next election for RA happens in the fall of 2018.

The Agenda was approved as presented.

The 14 October 2017 Minutes were approved as presented.

Operational Business

Officers' Reports - President Abel Bult-Ito, and Organizational Vice Presidents Mike Stekoll, Nelta Edwards, and Chris Coffman reports were discussed and attached reports were presented in the agenda package.

Committee Reports

Joint Health Care Committee – Abel Bult-Ito briefed that the member contribution was not increasing 1 July 2018.

Collective Bargaining Committee – Tim Hinterberger reported that there had been no meetings or action. That the real work for the next cycle needs to begin in January 2019.

Communications Committee – Inactive

Finance, Budget, and Audit Committee – Charlie Sparks said there had been no meetings

Legislative Relations – Inactive

Membership Committee – Andrea Dewees stated the Tuesday meetings in Juneau were happening and more individuals were needed

Ad Hoc Intellectual Property Labor-Management Committee – Abel Bult-Ito Committee has not met. Cyndee is reminding management to get their membership of the committee set up.

Ad Hoc By-laws Committee – Jim Arkell and Gordon Williams will address their work during new business.

New Business

The RA went into an Executive session to discuss staffing and personnel issues and the FY18/19 Budget. Cyndee West left the room. After the executive session ended Cyndee returned to the room. There was a motion to adopt the FY18/19 budget and the motion passed. [As the budget discussion was in executive session, no minutes of these discussions are provided here]

Member recommitment campaign and number of recommits – Nelta Edwards, Chris Coffman, and Michael Stekoll reported on their progress to have members recommit by signing the new membership form.

RA appointment results were presented showing the confirmation of the nominees in attendance.

Old Business

ALRA Decision and Order No. 301 implementation plan agreement and ALRA ruling (see attached documents to president's report).

The special RA meeting on 14 July 2017 to discuss forwarding the CBA to the membership for a vote was raised by two new RA members. These members expressed that they would like to see the minutes of this meeting. It was agreed the minutes would be provided.

Revisions of the Constitution and By-laws – Jim Arkell and Gordon Williams

The revisions of the Constitution and By-laws were presented by Jim Arkell and Gordon Williams and discussion ensued. Cyndee asked who was tracking the changes and Jim

and Gordon said they were. RA members provided several changes to the proposed revisions and they were noted.

A motion to approve the Constitution and By-laws revisions with inclusion of additional suggestions made by RA members was made and seconded. The motion passed.

Jim Arkell and Gordon Williams agreed to forward the revisions, with input from the RA, to Abel Bult-Ito for final review.

The fact that the Constitution previously approved at the 14 October 2017 RA meeting was scheduled to go out to the dues paying membership on 9 April 2018 for ratification was discussed. Notice of this vote had already been given to the membership following established timelines. These revisions were necessary to allow the resolution of the ALRA dispute with UAFT to go forward.

There was some additional discussion at the end of the meeting as to what to do with the constitutional changes approved at the present meeting in regards to the ratification vote. No clear path as to how to proceed was identified as the meeting was breaking up as members were trying to catch their flights home.

**President's Report
Representative Assembly Meeting
2 December 2018
Anchorage, Alaska**

1. Meet and Confer.

No meet and confer meetings were conducted with Labor and Employee Relations between 7 April 2018 and the date this report was submitted.

2. Executive Board Meetings.

An Executive Board meeting was held on 9 November 2018 and the treasurer's report and the annual audit, an update on the election, ongoing grievances and complaints, faculty time off, the UA compensation study, the 1-2 December 2018 RA meeting, and providing training to our members were discussed.

No other meetings were held because no business needed to be discussed over the summer, scheduling was difficult this semester, and two Organizational Vice Presidents resigned effective 1 July 2018 (Chris Coffman and Nelta Edwards). Rick McDonald (UA extended sites), Sharon Chamard (UAA), and Tony Rickard (UAF) were appointed by the Executive Board on 30 August 2018 as interim Org VPs. They served until the election results were certified and communicated on 23 November 2018.

3. Board of Regents Meetings.

Attended the 1 June 2018 BOR retreat and the 13-14 September and 7-8 November 2018 regular board meetings in Juneau and Fairbanks, respectively. The operating and capital budgets were the most important discussion items. For the 2019-2020 fiscal year, the BOR is requesting almost \$30 million above the \$327 million appropriation the Legislature and Governor provided to the university for the current fiscal year. With the election of a new governor and potentially losing the House coalition, this request will be a tall order. However, the university needs to receive the BOR request and we will assist the university in obtaining this level of funding from the new Governor and Legislature.

4. National Meetings Attended.

- a. Attended the AAUP Annual Meeting 13-17 June 2018 in Washington, DC, with Nelta Edwards and Sharon Chamard. The focus of this meeting was on free speech on campus. Of course, we also had lively discussions about the need to organize our bargaining unit members to highlight the important work our unions do for them and give them a good reason to staying or becoming a dues paying member after the *Janus* decision. On 14 June 2018, we (Nelta, Sharon, and I) met with Senator Dan Sullivan and Representative Don Young, and with staff from Senator Lisa Murkowski in their Washington, DC, offices.
- b. Cyndee and I attended the CUPA-HR annual conference in Indianapolis, Indiana, 7-9 October 2018. This conference allows us to keep up to date with the latest trends in HR policies and procedures and how those affect our members. With the knowledge we gain at this annual conference and others in the past, Cyndee and I have been able to head off issues related to investigations and complaints against our members by knowing and staying up to date with Federal and state laws to protect due process.

- c. Cyndee and I attended the Higher Education Leadership Summit in Salt Lake City, Utah, 11-12 October 2018, organized by the Franklin Covey Institute. We learned about the speed of trust, the seven habits of good leadership, and much more. UA has acquired passes to implement the Franklin Covey leadership curriculum and Cyndee and I will have access to these materials. We intend to start providing leadership education to our members, initially with assistance of UA Statewide folks, using the Franklin Covey framework, hopefully starting in spring 2019.

5. Other Meetings.

a. Meeting with members.

- i. Communicated with several members and elected officers in Juneau, Anchorage, Fairbanks, and extended sites during in-person meetings, by email, or by phone.
- ii. Attended a membership meeting at UAA on 15 August to celebrate one union, and at UAS 22 August 2018 for a union lunch during UAS Convocation, and at UAF on 13 November 2018, at which Tony Rickard gave a presentation on the UA compensation survey.
- iii. Attended UAA new faculty orientation meetings on 13-14 August 2018 and UAF new faculty orientation on 6 September 2018.
- iv. Attended grievance meetings with administrators and UA Labor Relations on 18 July, 1 August, 14 August, and 6 November 2018 at UAF. These grievances dealt with joint college and institute faculty appointments and late submission of annual reviews by administrators.
- v. Attended investigative meetings at UAA 9-11 July 2018.
- vi. Participated in the Labor Day Parade on 3 September 2018 and it was nice to see several United Academics members participate, including Kate Quick, Gordon Williams, Doug Reynolds, Josef Glowa, and Leah Berman.

b. JHCC Meetings.

Attended the 20 June, 15 August, 19 September, 17 October, and 16 November 2018 Joint Health Care Committee (JHCC) meeting as the chair of the JHCC. The UA Choice health care plan is still performing really well with only a 2.6% overall increase in costs in fiscal year 2017-2018. This is well below other plans in the state and the country. We also had a Premera Knowledge Management meeting on 16 November 2018, during which Premera representatives explained the performance of the UA plan in quite some detail.

JHCC materials can be found at: <http://www.alaska.edu/benefits/joint-health-care-committ/>.

c. UA Leadership Forum.

Cyndee and I were invited to participate in the UA Leadership Forum *Realizing Alaska's Future 2020-2040* organized by UA President Jim Johnsen on 14-15 November 2018. This forum included mostly administrators from UAS, UAF, UAA, and UA Statewide. The agenda

of this forum included a welcome reception on 14 November 6-8pm at the Fountainhead Antique Auto Museum.

On 15 November, the meeting ran from 8am – 4:30pm and the agenda included big picture, FY20 budget overview, and closing remarks presentations by Jim Johnsen, political preview and fiscal outlook presentation by Miles Baker, table top exercise on effective advocacy by Charles Fedullo, a panel discussion on a culture of respect by Cathy Sandeen, Daniel M. White, Rick Caulfield and Keli Hite McGee, your role in UA's systemwide campaign by Susan Foley and Lynne Wester, and tabletop exercise on starting with your *why*.

d. APEA/AFT Meetings.

- i. Cyndee West and I attended the APEA/AFT Caucus 25-27 October 2018 in Anchorage. Tony Rickard and Nelta Edwards were elected to serve as primary members of the Employee Political Information Committee (EPIC), and Sharon Chamard and Abel Bult-Ito were elected as alternate members of EPIC (2018-2020). Thank you to Tony, Nelta, and Sharon for serving in these positions!
- ii. Attended the APEA/AFT Board of Directors meetings on 19 June, 7 August, 11 September, 27 October, and 7 November 2018. Business Manager Pete Ford retired this past summer, and the board appointed Brian Penner as the new APEA/AFT Business Manager in October 2018. Tim Hinterberger and Abel Bult-Ito are primary board members and Nelta Edwards and Tony Rickard are alternate board members (2017-2021).

e. UAFT Executive Board Meeting.

Cyndee and I attended the last UAFT Executive Board meeting on 20 April 2018 in Anchorage to inform them of our work to welcome the UAFT members into United Academics.

6. Alaska Labor Relations Agency (ALRA).

This will be the last report on the ALRA issue.

Cyndee and I met with UAFT members in Anchorage, Homer, Kenai, and Soldotna 18-19 April 2019 and in Juneau, Sitka and Ketchikan 26-27 April 2018 to inform them about our efforts to welcome them into United Academics and to answer any questions they had.

UAFT members were fully integrated into United Academics by 1 July 2018. The transition went very smoothly and I would like to thank Cyndee West for all her excellent work on this.

Respectfully submitted,



Abel Bult-Ito
President United Academics AAUP/AFT Local 4996
23 November 2018

**United Academics Representative Assembly
Anchorage, Alaska
Saturday and Sunday, 1-2 December 2018**

Meeting held at the Hilton Garden Inn Hotel in Anchorage, Alaska

Treasurer's Report

**UNITED ACADEMICS - AAUP/AFT
LOCAL #4996**

**FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION**

JUNE 30, 2018 AND 2017

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

TABLE OF CONTENTS

	<u>Page</u>
Independent auditor's report	1 - 2
Financial statements	
Statement of financial position	3
Statement of activity and changes in net assets	4
Statement of cash flows	5
Notes to financial statements	6 - 11
Supplementary information	
Schedule of chargeable and nonchargeable expenses	12
Schedule of faculty leadership	13

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
United Academics - AAUP/AFT Local #4996

We have audited the accompanying financial statements of United Academics - AAUP/AFT Local #4996 (a nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of United Academics - AAUP/AFT Local #4996 as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 12 and 13 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

RJG, A Professional Corporation

November 16, 2018
Fairbanks, Alaska

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018 AND 2017

ASSETS

	<u>2018</u>	<u>2017</u>
Current assets		
Cash (note 2)	\$ 2,052,014	\$ 1,495,381
Accounts receivable	3,530	-
	<u>2,055,544</u>	<u>1,495,381</u>
Equipment, net of accumulated depreciation (note 4)	2,220	3,484
Other assets	<u>25</u>	<u>25</u>
Total assets	<u>\$ 2,057,789</u>	<u>\$ 1,498,890</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable	\$ 21,383	\$ 48,295
Accrued expenses	<u>131</u>	<u>16,459</u>
Total current liabilities	21,514	64,754
Net assets - unrestricted	<u>2,036,275</u>	<u>1,434,136</u>
Total liabilities and net assets	<u>\$ 2,057,789</u>	<u>\$ 1,498,890</u>

See accompanying notes and independent auditor's report.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
Revenues		
Faculty membership dues	\$ 704,691	\$ 699,102
Agency fees (note 8)	164,614	175,472
	869,305	874,574
Expenses		
Chargeable	645,631	944,738
Nonchargeable	127,815	117,018
	773,446	1,061,756
Net increase (decrease) in unrestricted net assets from operations	95,859	(187,182)
Other income		
Interest income	6,755	1,282
Net increase (decrease) in unrestricted net assets	102,614	(185,900)
Net assets		
Beginning of year	1,434,136	1,620,036
Merger of net assets of UAFT (note 3)	499,525	-
End of year	\$ 2,036,275	\$ 1,434,136

See accompanying notes and independent auditor's report.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

STATEMENT OF CASH FLOWS

YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities		
Membership dues and agency fees received	\$ 865,775	\$ 898,574
Membership dues and agency fees paid out	(282,459)	(284,424)
Expenses paid	(532,963)	(748,472)
Interest received	6,755	1,282
Net cash provided by (used in) operating activities	<u>57,108</u>	<u>(133,040)</u>
Cash flows from investing activities		
Proceeds from certificate of deposit	-	228,430
Purchase of fixed assets	-	(3,548)
Net cash provided by investing activities	<u>-</u>	<u>224,882</u>
Cash flows from financing activities		
Merger of net assets of UAFT	499,525	-
Net cash provided by financing activities	<u>499,525</u>	<u>-</u>
Increase in cash	556,633	91,842
Cash		
Beginning of year	<u>1,495,381</u>	<u>1,403,539</u>
End of year	<u>\$ 2,052,014</u>	<u>\$ 1,495,381</u>
Reconciliation of increase (decrease) in net assets to net cash provided by (used in) operating activities:		
Increase (decrease) in net assets	<u>\$ 102,614</u>	<u>\$ (185,900)</u>
Adjustments		
Depreciation	1,264	1,264
Changes in assets and liabilities		
Accounts receivable	(3,530)	24,000
Accounts payable	(26,912)	11,679
Accrued expenses	(16,328)	15,917
Total adjustments	<u>(45,506)</u>	<u>52,860</u>
Net cash provided by (used in) operating activities	<u>\$ 57,108</u>	<u>\$ (133,040)</u>

See accompanying notes and independent auditor's report.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and business activity - United Academics (the Local) received its charter on November 1, 1996, and is an affiliate member of the American Association of University Professors (AAUP) and the American Federation of Teachers (AFT). The purpose of United Academics is to facilitate a more effective cooperation of faculty at the University of Alaska for the promotion of the interests of higher education, teaching, research, and service, and, in general, to increase the usefulness and advance the standards, ideals, and welfare of the profession. United Academics is supported by annual membership dues.

Membership - Membership consists of members of the bargaining unit described as follows: All regular non-adjunct faculty in the following ranks: Instructor, Assistant Professor, Associate Professor, Professor; Research Assistant Professor, Research Associate Professor, Research Professor; Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor; Cooperative Extension Faculty and/or Agents, Post Doctoral Fellows; librarians, counselors, rehabilitation faculty, advisors, cooperative extension agents, and other academically related personnel; and department heads/chairs.

Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Accounting method - United Academics accounts for its transactions using the accrual method of accounting. Activities accounted for encompass collective bargaining, administration and affiliation fees.

Financial statement presentation - Financial Statement presentation follows the recommendations of the Financial Accounting Standards Board in FASB ASC 958. Under these standards, United Academics is required to report information regarding its financial position and activities according to three classes of net assets. All of the net assets of United Academics are reported as unrestricted because there are no donor-imposed restrictions which are not met within a single reporting period.

Cash and cash equivalents - For purposes of the statement of cash flows, the association considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Accounts receivables - Accounts receivable are stated at unpaid balances, net of an allowance for doubtful accounts, if any. The allowance is based on experience, third-party contracts, and other circumstances which may affect the ability of customers to meet their obligations. It is the organization's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected.

Property and Equipment - Property and equipment is recorded at cost. Depreciation is computed using the straight-line method over estimated useful lives of five to seven years. When assets are retired, or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in other income for the period.

Revenues - The majority of United Academics revenues comes from member dues withheld from the paychecks of University employees. There are two levels of fees: Full members and Agency members. Interest income is earned on bank savings accounts and certificates of deposit.

Income taxes - The association is exempt from income taxes as a labor organization under Section 501(c)(5) of the Internal Revenue Service Code. Accordingly, no provision for income taxes is included in the financial statements.

Subsequent events - Management has evaluated subsequent events through November 16, 2018, the date the financial statements were available to be issued. No events were identified that required disclosure or accrual.

NOTE 2 - CASH

Cash includes checking and savings accounts. A summary of cash as of June 30, 2018 and 2017 is as follows:

	<u>2018</u>	<u>2017</u>
First National Bank of Alaska - checking	\$ 223,545	\$ 230,451
Denali State Bank - savings	12,784	12,911
First National Bank of Alaska - savings	504,364	3,194
First National Bank of Alaska - Repurchase Agreement	<u>1,311,321</u>	<u>1,248,825</u>
Total cash and cash equivalents	<u>\$ 2,052,014</u>	<u>\$ 1,495,381</u>

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

NOTE 3 - MERGER

On January 10, 2018, United Academics signed an agreement with University of Alaska Federation of Teachers - AFT to merge the two unions. Effective June 1, 2018, UA is the sole collective bargaining unit for the former members of UAFT. As part of the merger agreement, UAFT transferred its net assets to UA, totaling \$499,525 in cash.

NOTE 4 - PROPERTY AND EQUIPMENT

A summary of property and equipment at June 30, 2018 and 2017, is as follows:

	<u>2018</u>	<u>2017</u>
Office equipment	\$ 15,067	\$ 15,067
Computer equipment	<u>22,913</u>	<u>22,913</u>
	37,980	37,980
Less accumulated depreciation	<u>35,760</u>	<u>34,496</u>
	<u>\$ 2,220</u>	<u>\$ 3,484</u>
Depreciation expense	<u>\$ 1,264</u>	<u>\$ 1,264</u>

NOTE 5 - LEASE COMMITMENT

The Collective Bargaining Agreement with University of Alaska requires the University to provide United Academics with two offices, one at the University of Alaska Anchorage (UAA) and one at University of Alaska Fairbanks (UAF). The annual lease payments for the years ended June 30, 2018 and 2017 were \$16,000 and \$10,500, respectively. According to the terms of the new Collective Bargaining Agreement, future lease commitments are as follows:

<u>Year end</u>	<u>Amount</u>
2019	\$ 16,000
2020	16,000

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

NOTE 6 - CONCENTRATIONS

United Academics' Collective Bargaining Agreement with the University of Alaska is effective January 1, 2017, and expires December 31, 2019. The collective bargaining agreement establishes the terms and conditions of employment for all members of the bargaining unit. 100% of United Academics support is directly from member dues or agency fees from the employees of the University of Alaska.

United Academics maintains its cash in bank deposit accounts primarily at First National Bank Alaska. Funds are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2018, United Academics had approximately \$1,816,000 in bank deposits in excess of insured limits. United Academics has not experienced a loss in such accounts and management believes it is not exposed to any significant credit risk on cash and cash equivalents.

NOTE 7 - AGENCY FEE CHARGEABLE AND NONCHARGEABLE EXPENSES

United Academics collects agency fees from objecting members, also known as "agency fee payers". United Academics is required by law to have procedures in effect to determine the amount of its expenses which can be charged to objecting agency fee payers. The procedures that United Academics applies have received the approval of arbitrators, public sector labor boards, and courts. The legal interpretations and standards which United Academics currently utilizes to make its determinations of chargeability have been developed by the national organizations of American Association of University Professors (AAUP), and American Federation of Teachers, AFL-CIO (AFT), and the state affiliate Alaska Public Employees Association (APEA), on the basis of recent case law.

United Academics has analyzed its expenses and determined which expenses were "chargeable" to objecting agency fee payers and which were "non-chargeable" to fee payees. Based on relevant federal and state judicial administrative decisions, chargeable and nonchargeable expenses are defined as follows:

Chargeable - Chargeable expenses are those incurred by the local union that reflect the share of the costs of operations that are considered necessary and reasonably incurred for the performance of duties of a representative of employees in dealing with the employer (University of Alaska) on labor management issues, including the costs of: negotiating and administering the collective bargaining agreement; settling grievances and disputes by mutual agreement, or in arbitration, court or otherwise; activities and undertakings normally and reasonably employed to implement the duties of the local union as a representative of the employees in the bargaining unit; and the maintenance of the local union's existence.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

NOTE 7 - AGENCY FEE CHARGEABLE AND NONCHARGEABLE EXPENSES - continued

Nonchargeable - Nonchargeable expenses relate to activities that are ideological or political in nature and are not considered germane to work-related interests of employees. The term "political" is defined as support for or against candidates for political office of any level of government and any office in the Local's structure. The term "ideological" is defined as support for or against certain positions that the Local may take which are not work-related. The following are examples of nonchargeable expenditures: lobbying; electoral or political activities outside the context of contract ratification or implementation; public relations efforts designed to enhance the reputation of the Local; and organizing.

Significant factors and assumptions were used in the allocation of expenses between chargeable and nonchargeable.

Per capita - AAUP - The American Association of University Professors has determined that 27.82% of its per capita are chargeable to objecting members. Further, it has determined that 61.71% of the dues paid to the American Association of University Professors - Collective Bargaining Congress are chargeable to objecting members. AAUP's determination is based upon audited financial statements for the year ended December 31, 2016.

Per capita - AFT, AFL-CIO - The National AFT, AFL-CIO has determined that 65.74% of its per capita payments are chargeable to objecting members. AFT's determination is based upon audited financial statements for the year ended April 30, 2017.

Per capita - APEA/AFT - The State affiliation has determined that 90% of its per capita payments are chargeable. APEA's determination is based upon audited financial statements for the year ended June 30, 2017.

AFL-CIO COPE dues are 100% nonchargeable. Contributions to the UNAC PAC are 100% nonchargeable.

Payroll and faculty course release - The costs related to personnel administering the activities of United Academics during the year ended June 30, 2018, were 100% chargeable.

Professional fees - Legal fees include the expense of litigation and legal advice necessary for negotiating and administering the contract, setting grievances, arbitration and other disputes arising with regard to the bargaining unit. Professional fees during the year ended June 30, 2018, were 100% chargeable.

Travel and Meetings - This is a state-wide bargaining unit. Travel between campuses is for the purpose of meeting with different elements within the bargaining unit and attending legislative committee hearings on collective bargaining matters. Travel and meeting expenses during the year ended June 30, 2018, were 100% chargeable.

Other Expenses - Overhead expenses include office supplies, reproduction, telephone, etc. Other expenses during the year ended June 30, 2018, were 93% chargeable.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

NOTE 8 - SUPREME COURT DECISION REGARDING AGENCY FEE PAYERS

On June 27, 2018, the US Supreme Court ruled in *Janus v. AFSCME* that nonunion workers cannot be forced to pay fees to public sector unions. As a result, unions can no longer charge agency fees to objecting members. Public unions are still required to represent the interests of both union and nonunion members.

SUPPLEMENTARY INFORMATION

UNITED ACADEMICS - AAUP/AFT LOCAL #4996

SCHEDULE OF CHARGEABLE AND NONCHARGEABLE EXPENSES

YEAR ENDED JUNE 30, 2018
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017

	2018			2017
	Total Expenses	Chargeable Expenses	Nonchargeable Expenses	Total Expenses
Affiliation fees				
Per capita AAUP				
Member fee	\$ 75,683	\$ 21,055	\$ 54,628	\$ 77,469
Agency fee	2,198	1,356	842	2,352
CBC dues	16,657	10,279	6,378	17,955
Per capita AFT				
Member fee	62,208	40,896	21,312	60,762
Agency fee	28,019	18,420	9,599	31,854
AFL-CIO COPE	17,162	-	17,162	17,614
Insurance and bond	3,868	3,868	-	3,891
Per capita APEA/AFT				
Member fee	55,461	49,915	5,546	56,476
Agency fee	15,204	13,684	1,520	16,051
AFL-CIO COPE	5,999	-	5,999	-
	<u>282,459</u>	<u>159,473</u>	<u>122,986</u>	<u>284,424</u>
Staff and office support				
Payroll	136,285	136,285	-	150,822
Staff grievance & support	12,383	12,383	-	8,751
Other	71,224	66,395	4,829	36,203
Faculty leadership				
Faculty salary & course release	144,590	144,590	-	337,807
National Support	3,407	3,407	-	-
Union Meetings	43,573	43,573	-	24,343
Registration	6,797	6,797	-	17,832
Conference and training	11,567	11,567	-	61,886
Campus receptions	3,546	3,546	-	2,961
Negotiations	8,710	8,710	-	60,657
Professional fees				
Legal fees	23,940	23,940	-	50,010
Accounting and audit	24,965	24,965	-	26,060
Total expenses	<u>\$ 773,446</u>	<u>\$ 645,631</u>	<u>\$ 127,815</u>	<u>\$ 1,061,756</u>
Percentages	<u>100.00%</u>	<u>83.47%</u>	<u>16.53%</u>	

See accompanying notes and independent auditor's report.

UNITED ACADEMICS - AAUP/AFT LOCAL #4996
SCHEDULE OF FACULTY LEADERSHIP
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
Faculty Salary and Course Release		
Faculty Salary Payroll	\$ 18,333	\$ 18,333
Negotiating Team Buyout	-	140,871
Faculty Direct Payment Buyout	126,257	98,203
Negotiating Team Payroll	-	80,400
Total Faculty Salary and Course Release	\$ 144,590	\$ 337,807
National Support		
President Travel	\$ 3,027	\$ -
E-Board Travel	-	-
Committee and Member Travel	-	-
President's Meeting Expense	380	-
Total National Support	\$ 3,407	\$ -
Union Meetings		
Staff Travel	\$ 5,569	\$ 3,620
President Travel	5,774	6,325
E-Board Travel	6,395	2,388
RA Travel	9,805	7,061
Committee and Member Travel	11,025	4,949
Elections	5,005	-
Total Union Meetings	\$ 43,573	\$ 24,343
Registration		
Staff Registration	\$ 1,744	\$ 1,885
President Registration	630	3,089
E-Board Registration	693	1,701
RA Registration/Meeting Costs	3,037	7,704
Committee and Member Registration	693	3,453
Total Registration	\$ 6,797	\$ 17,832
Conference and Training Travel		
Staff Travel	\$ 3,816	\$ 6,902
President Travel	2,044	13,847
E-Board Travel	2,281	9,175
Committee and Member Travel	3,426	31,962
Total Conference and Training Travel	\$ 11,567	\$ 61,886
Campus Receptions		
UAF Campus Receptions	\$ 684	\$ 404
UAA Campus Receptions	1,870	2,061
UAS Campus Receptions	992	496
Total Receptions	\$ 3,546	\$ 2,961
Negotiations		
Staff Travel	\$ 639	\$ 11,044
President Travel	1,563	5,652
Negotiations Team Travel	2,197	37,628
Supplies and Miscellaneous	4,311	6,333
Total Negotiations	\$ 8,710	\$ 60,657

See accompanying notes and independent auditor's report.

UNITED ACADEMICS AAUP/AFT LOCAL 4996
Balance Sheet Prev Year Comparison
As of June 30, 2018

	<u>Jun 30, 18</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>	<u>Comment</u>
ASSETS				
Current Assets				
Checking/Savings				
1111 · First National #3987 Operating	223,545	230,451	-6,906	
1112 · First National Bank Escrow 3979	504,364	3,194	501,169	Result of Merger
1113 · FNB #41109794 Repurchase Agree	1,311,321	1,248,825	62,496	
1115 · Denali State Bank #0118	12,784	12,911	-127	
Total Checking/Savings	<u>2,052,014</u>	<u>1,495,382</u>	<u>556,632</u>	
Accounts Receivable				
1140 · Accounts Receivable	2,153	0	2,153	
Total Accounts Receivable	<u>2,153</u>	<u>0</u>	<u>2,153</u>	
Other Current Assets				
1143 · Other receivables	1,377	0	1,377	
Total Other Current Assets	<u>1,377</u>	<u>0</u>	<u>1,377</u>	
Total Current Assets	<u>2,055,544</u>	<u>1,495,382</u>	<u>560,163</u>	
Fixed Assets				
1211 · FA - Office Equipment	15,067	15,067	0	
1212 · AD - Office Equipment	-14,975	-14,421	-554	
1221 · FA Computers	22,913	22,913	0	
1222 · AD - Computers	-20,784	-20,075	-710	
Total Fixed Assets	<u>2,221</u>	<u>3,485</u>	<u>-1,264</u>	
Other Assets				
1311 · AFT Charter	25	25	0	
Total Other Assets	<u>25</u>	<u>25</u>	<u>0</u>	
TOTAL ASSETS	<u><u>2,057,790</u></u>	<u><u>1,498,891</u></u>	<u><u>558,899</u></u>	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2100 · Accounts Payable	20,445	44,036	-23,591	
Total Accounts Payable	<u>20,445</u>	<u>44,036</u>	<u>-23,591</u>	
Credit Cards				
1125 · Wells Fargo Corp Cr CD #4042	938	4,259	-3,321	
Total Credit Cards	<u>938</u>	<u>4,259</u>	<u>-3,321</u>	
Other Current Liabilities				
2200 · Payroll Liabilities				
ESC payable	0	258	-258	
FUTA payable	132	168	-36	
Total 2200 · Payroll Liabilities	<u>132</u>	<u>426</u>	<u>-295</u>	
2225 · Accrued Wages	0	16,033	-16,033	
Total Other Current Liabilities	<u>132</u>	<u>16,459</u>	<u>-16,328</u>	
Total Current Liabilities	<u>21,514</u>	<u>64,754</u>	<u>-43,240</u>	
Total Liabilities	<u>21,514</u>	<u>64,754</u>	<u>-43,240</u>	
Equity				
3400 · UAFT Local 2404 Funds	499,525	0	499,525	
32000 · Unrestricted Net Assets	1,434,137	1,620,036	-185,899	
Net Income	102,614	-185,899	288,513	
Total Equity	<u>2,036,276</u>	<u>1,434,137</u>	<u>602,139</u>	
TOTAL LIABILITIES & EQUITY	<u><u>2,057,790</u></u>	<u><u>1,498,891</u></u>	<u><u>558,899</u></u>	

UNITED ACADEMICS AAUP/AFT LOCAL 4996
Profit & Loss Budget versus Actual
June-September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u> 18/19	<u>% of</u> Budget	<u>Comments</u> 25% of the fiscal year has expired
Income				
4000 · Income				
4110 · Members Dues	157,099	460,000	34.2%	
4120 · Agency Fees	(36)	0		
4910 · Interest Income	90			
4920 · Interest 41109794 Repurchase Ag	3,574	0		
Total 4000 · Income	<u>160,728</u>	<u>460,000</u>	<u>34.9%</u>	Doing OK
Expense				
5000 · Affiliation & Membership				
5100 · Amer Assoc of Univ Professors				
5111 · Member Dues - AAUP	19,379	71,500		
5121 · CBC Dues	0	11,700		
Total 5100 · Amer Assoc of Univ Professors	<u>19,379</u>	<u>83,200</u>	<u>23.3%</u>	On track
5200 · American Federation of Teachers				
5211 · Member Dues - AFT	36,131	123,000		
5212 · Agency Fees - AFT	0	0		
5221 · Alaska AFL-CIO Dues	3,186	10,900		
5222 · Liability Insurance	656	2,300		
5225 · Fidelity Bond		400		
5231 · Member Assistance	(16,847)	0		
5232 · Agency Discount	0	0		
Total 5200 · American Federation of Teachers	<u>23,125</u>	<u>136,600</u>	<u>16.9%</u>	
5300 · AK Public Emp Assoc/AFT				
5311 · Member Dues - APEA	13,118	63,800		
5312 · Agency Fees - APEA	0	14,000		
Total 5300 · AK Public Emp Assoc/AFT	<u>13,118</u>	<u>77,800</u>	<u>16.9%</u>	
Total 5000 · Affiliation & Membership	<u>55,622</u>	<u>297,600</u>	<u>18.7%</u>	
5400 · Non Chargeable				
5431 · Airfare/Transportation (N.C.)	0			
5432 · Lodging (Non-Chargeable)	0			
5433 · Meals/Per-diem (Non-Chargeable)	0			
5440 · Meeting Expense (Non-Chargeable)	1,000			
Total 5400 · Non Chargeable	<u>1,000</u>	<u>4,000</u>	<u>25.0%</u>	
6000 · Operating Expenses				
6500 · Staff and Office Support				
6505 · Office Operating Supplies	930	7,500	12.4%	
6510 · Rent & Parking Expense	22,371	18,000	124.3%	
6530 · Communication Expense	1,151	2,000	57.5%	
6532 · Dues & Subscriptions	1,220	2,500	48.8%	
6533 · Internet Charges	72	2,000	3.6%	
6534 · Cellular Phone Charges	872	3,500	24.9%	
6540 · Bank Service Charges	51	120	42.5%	
6550 · Payroll Expenses - Staff	5,484	44,000	12.5%	
6553 · Salaries - Staff	30,072	155,000	19.4%	
6557 · Retirement Contributions	6,000	19,000	31.6%	
6558 · Payroll Tax Expense	3,537	12,000	29.5%	
6559 · Work Comp Insurance	0	1,000	0.0%	
6560 · Admin & Meeting Expense	2,264	1,000	226.4%	

6581 · Staff Grieve & Member Support	2,894	5,000	57.9%	
6582 · President Griev/Member Support	1,124	3,000	37.5%	
Total 6500 · Staff and Office Support	78,041	275,620	28.3%	
6700 · Faculty Leadership				
6710 · Faculty Salary				
6711 · Faculty Salary Payroll	9,871	20,000		
6713 · Faculty Direct Payment Buyout	0	136,000		
6714 · Negotiating team payroll	0	0		
Total 6710 · Faculty Salary	9,871	156,000	6.3%	Timing Issue, exp will occur
6720 · National Support				
6724 · Committee & Member Travel	355			
Total 6720 · National Support	355	5,000	7.1%	
6730 · Union Meetings				
6731 · Staff Travel	1,777			
6732 · President Travel	1,291			
6733 · E-Board Travel	0			
6734 · RA Travel	0			
6735 · Committee & Member Travel	624			
Total 6730 · Union Meetings	3,692	31,000	11.9%	
6740 · Registration				
6741 · Staff Registration	1,039			
6742 · President Registration	1,039			
Total 6740 · Registration	2,078	10,000	20.8%	
6760 · Conference & Training Travel				
6761 · Staff Travel	1,046			
6762 · President Travel	1,550			
6765 · Committee & Member Travel	0			
Total 6760 · Conference & Training Travel	2,596	40,000	6.5%	
6770 · Campus Receptions				
6771 · UAF Campus Receptions	0	3,000		
6772 · UAA Campus Receptions	227	3,000		
6773 · UAS Campus Receptions	0	3,000		
Total 6770 · Campus Receptions	227	9,000	2.5%	
6780 · Negotiations				
6781 · Staff Travel	0			
6782 · President Travel	0			
6783 · Negotiations Team Travel	0			
6785 · Negotiations Supplies and Misc	0			
Total 6780 · Negotiations	0	0		
Total 6700 · Faculty Leadership	18,820	251,000	7.5%	
Total 6000 · Operating Expenses	96,860	526,620	18.4%	
6600 · Professional Fees				
6622 · Legal Fees	1,100	45,000		
6630 · Professional Fees Accounting	3,640	15,000		
6631 · Professional Audit Fees		10,300		
Total 6600 · Professional Fees	4,740	70,300	6.7%	
Total Expense	158,222	898,520	17.6%	Don't forget timing issue
Net Income	2,506	(438,520)	-0.6%	

UNITED ACADEMICS AAUP/AFT LOCAL 4996
Profit & Loss
July 2017 through June 2018

	<u>Budget</u> 17/18	<u>Actual</u> Jul '17 - Jun 18	<u>Budget Variance</u> Pos/<Neg>	<u>% of</u> Budget	<u>Comments</u>
Income					
4000 · Income					
4110 · Members Dues	642,663	704,691	62,028	109.7%	This was good
4120 · Agency Fees	167,119	164,614	(2,505)	98.5%	
4910 · Interest Income		35	35		
4920 · Interest 41109794 Repurchase Ag	1,000	6,720	5,720	672.0%	
Total 4000 · Income	810,782	876,060	65,278	108.1%	Did OK
Total Income					
Expense					
5000 · Affiliation & Membership					
5100 · Amer Assoc of Univ Professors					
5111 · Member Dues - AAUP	80,000	75,683	4,317	94.6%	
5112 · Agency Fees - AAUP	2,000	2,198	(198)	109.9%	
5121 · CBC Dues	19,000	16,657	2,343	87.7%	
Total 5100 · Amer Assoc of Univ Professors	101,000	94,538	6,462	93.6%	Ok
5200 · American Federation of Teachers					
5211 · Member Dues - AFT	145,000	152,756	(7,756)	105.3%	
5212 · Agency Fees - AFT	40,000	41,782	(1,782)	104.5%	
5221 · Alaska AFL-CIO Dues	16,000	17,162	(1,162)	107.3%	
5222 · Liability Insurance	4,000	3,533	467	88.3%	
5225 · Fidelity Bond	405	335	70	82.7%	
5231 · Member Assistance	(95,000)	(90,548)	(4,452)	95.3%	
5232 · Agency Discount	(13,000)	(13,763)	763	105.9%	
Total 5200 · American Federation of Teachers	97,405	111,257	(13,852)	114.2%	Small variance
5300 · AK Public Emp Assoc/AFT					
5311 · Member Dues - APEA	60,000	55,461	4,539	92.4%	
5312 · Agency Fees - APEA	14,000	15,204	(1,204)	108.6%	
5321 · Alaska AFL-CIO COPE Dues-Non Ch		5,999	(5,999)		
Total 5300 · AK Public Emp Assoc/AFT	74,000	76,664	(2,664)	103.6%	Small variance
Total 5000 · Affiliation & Membership	272,405	282,458	(10,053)	103.7%	Small variance
5400 · Non Chargeable					
5431 · Airfare/Transportation (N.C.)		1,569	(1,569)		
5432 · Lodging (Non-Chargeable)		1,440	(1,440)		
5433 · Meals/Per-diem (Non-Chargeable)		640	(640)		
5440 · Meeting Expense (Non-Chargeable)		1,180	(1,180)		
Total 5400 · Non Chargeable	2,000	4,829	(2,829)	241.4%	Small Variance
6000 · Operating Expenses					
6500 · Staff and Office Support					
6505 · Office Operating Supplies	7,500	5,349	2,151	71.3%	
6510 · Rent & Parking Expense	16,000	18,604	(2,604)	116.3%	
6525 Depreciation		1,264			
6520 · Office Equipment	2,000		2,000	0.0%	
6530 · Communication Expense	2,500	2,000	500	80.0%	
6532 · Dues & Subscriptions		1,515	(1,515)		
6534 · Cellular Phone Charges	3,500	3,534	(34)	101.0%	
6540 · Bank Service Charges	120	140	(20)	116.7%	
6550 · Payroll Expenses - Staff	40,000	21,152	18,848	52.9%	
6553 · Salaries - Staff	118,450	115,133	3,317	97.2%	
6557 · Retirement Contributions	14,214	12,000	2,214	84.4%	
6558 · Payroll Tax Expense	16,000	12,579	3,421	78.6%	
6559 · Work Comp Insurance	1,000	650	350	65.0%	
6560 · Admin & Meeting Expense	1,000	4,389	(3,389)	438.9%	
6581 · Staff Grieve & Member Support	5,000	12,383	(7,383)	247.7%	
6582 · President Griev/Member Support	3,000	4,372	(1,372)	145.7%	
Total 6500 · Staff and Office Support	230,284	215,064	15,220	93.4%	What we expected
6700 · Faculty Leadership					
6710 · Faculty Salary					
6711 · Faculty Salary Payroll	19,900	18,333	1,567	92.1%	
6712 · Negotiating Team Buyout	130,000		130,000	0.0%	
6713 · Faculty Direct Payment Buyout	120,000	126,258	(6,258)	105.2%	
6714 · Negotiating team payroll	10,000	0	10,000	0.0%	
Total 6710 · Faculty Salary	279,900	144,590	135,310	51.7%	What we expected

UNITED ACADEMICS AAUP/AFT LOCAL 4996

Profit & Loss

July 2017 through June 2018

	17/18	Jul '17 - Jun 18	Pos/<Neg>	Budget
6720 · National Support				
6722 · President Travel		3,027	(3,027)	
6725 · President's Meeting Expense		380	(380)	
Total 6720 · National Support	5,000	3,407	1,593	68.1% Small variance
6730 · Union Meetings				
6731 · Staff Travel		5,569	(5,569)	
6732 · President Travel		5,774	(5,774)	
6733 · E-Board Travel		6,395	(6,395)	
6734 · RA Travel		9,805	(9,805)	
6735 · Committee & Member Travel		11,025	(11,025)	
6736 · Elections		5,005	(5,005)	
Total 6730 · Union Meetings	30,000	43,573	(13,573)	145.2% Est 10K neg Variance
6740 · Registration				
6741 · Staff Registration		1,744	(1,744)	
6742 · President Registration		630	(630)	
6743 · E-Board Registration		693	(693)	
6744 · RA Registration/meeting costs		3,038	(3,038)	
6745 · Committee & Member Registration		693	(693)	
Total 6740 · Registration	10,000	6,797	3,203	68.0% What we expected
6760 · Conference & Training Travel				
6761 · Staff Travel		3,816	(3,816)	
6763 · E-Board Travel		2,281	(2,281)	
6762 · President Travel		2,044	(2,044)	
6765 · Committee & Member Travel		3,426	(3,426)	
Total 6760 · Conference & Training Travel	20,000	11,566	8,434	57.8% What we expected
6770 · Campus Receptions				
6771 · UAF Campus Receptions	3,000	684	2,316	22.8%
6772 · UAA Campus Receptions	3,000	1,870	1,131	62.3%
6773 · UAS Campus Receptions	3,000	992	2,008	33.1%
Total 6770 · Campus Receptions	9,000	3,546	5,454	39.4% What we expected
6780 · Negotiations				
6781 · Staff Travel		639	(639)	
6782 · President Travel		1,563	(1,563)	
6783 · Negotiations Team Travel		2,197	(2,197)	
6785 · Negotiations Supplies and Misc		4,310	(4,310)	
Total 6780 · Negotiations	35,000	8,710	26,290	24.9% What we expected
Total 6700 · Faculty Leadership	388,900	222,189	166,711	57.1%
Total 6000 · Operating Expenses	619,184	437,253	181,931	70.6%
6600 · Professional Fees				
6622 · Legal Fees	45,000	23,940	21,060	53.2%
6630 · Professional Fees Accounting	15,000	14,665	335	97.8%
6631 · Professional Audit Fees	10,300	10,300		100.0%
Total 6600 · Professional Fees	70,300	48,905	21,395	69.6%
Total Expense	963,889	773,445	190,444	80.2%
Net Income	(153,107)	102,615	(255,722)	What we expected

UNITED ACADEMICS AAUP/AFT LOCAL 4996
Profit & Loss Prev Year Comparison
July through September 2018

	<u>Jul - Sep 18</u>	<u>Jul - Sep 17</u>	<u>\$ Change</u>	<u>Comments</u>
Income				
4000 · Income				
4110 · Members Dues	157,099	137,239	19,861	
4120 · Agency Fees	-36	36,481	-36,517	
4910 · Interest Income	90	3	87	
4920 · Interest 41109794 Repurchase Ag	3,574	896	2,678	
Total 4000 · Income	<u>160,728</u>	<u>174,619</u>	<u>-13,891</u>	Not a surprise
Total Income	160,728	174,619	-13,891	
Expense				
5000 · Affiliation & Membership				
5100 · Amer Assoc of Univ Professors				
5111 · Member Dues - AAUP	19,379	19,076	303	
5112 · Agency Fees - AAUP	0	558	-558	
Total 5100 · Amer Assoc of Univ Professors	<u>19,379</u>	<u>19,634</u>	<u>-255</u>	
5200 · American Federation of Teachers				
5211 · Member Dues - AFT	36,131	38,695	-2,565	
5212 · Agency Fees - AFT	0	10,780	-10,780	
5221 · Alaska AFL-CIO Dues	3,186	4,371	-1,185	
5222 · Liability Insurance	656	900	-244	
5231 · Member Assistance	-16,847	-22,908	6,060	
5232 · Agency Discount	0	-3,142	3,142	
Total 5200 · American Federation of Teachers	<u>23,125</u>	<u>28,697</u>	<u>-5,572</u>	
5300 · AK Public Emp Assoc/AFT				
5311 · Member Dues - APEA	13,118	14,049	-931	
5312 · Agency Fees - APEA	0	3,948	-3,948	
Total 5300 · AK Public Emp Assoc/AFT	<u>13,118</u>	<u>17,997</u>	<u>-4,879</u>	
Total 5000 · Affiliation & Membership	55,622	66,328	-10,706	
5400 · Non Chargeable				
5431 · Airfare/Transportation (N.C.)	0	502	-502	
5432 · Lodging (Non-Chargeable)	0	177	-177	
5433 · Meals/Per-diem (Non-Chargeable)	0	15	-15	
5440 · Meeting Expense (Non-Chargeable)	1,000	0	1,000	
Total 5400 · Non Chargeable	<u>1,000</u>	<u>694</u>	<u>306</u>	
6000 · Operating Expenses				
6500 · Staff and Office Support				
6505 · Office Operating Supplies	930	445	484	
6510 · Rent & Parking Expense	22,371	17,771	4,600	
6530 · Communication Expense	1,151	35	1,116	
6532 · Dues & Subscriptions	1,220	652	568	
6533 · Internet Charges	72	0	72	
6534 · Cellular Phone Charges	872	863	8	
6540 · Bank Service Charges	51	32	19	

UNITED ACADEMICS AAUP/AFT LOCAL 4996
Profit & Loss Prev Year Comparison
July through September 2018

	<u>Jul - Sep 18</u>	<u>Jul - Sep 17</u>	<u>\$ Change</u>	<u>Comments</u>
6550 · Payroll Expenses - Staff	5,484	4,619	865	
6553 · Salaries - Staff	30,072	30,072	0	
6557 · Retirement Contributions	6,000	6,000	0	
6558 · Payroll Tax Expense	3,537	3,461	76	
6559 · Work Comp Insurance	0	0	0	
6560 · Admin & Meeting Expense	2,264	1,191	1,072	
6581 · Staff Grieve & Member Support	2,894	2,956	-62	
6582 · President Grieve/Member Support	1,124	201	923	
Total 6500 · Staff and Office Support	78,041	68,299	9,742	
6700 · Faculty Leadership				
6710 · Faculty Salary				
6711 · Faculty Salary Payroll	9,871	9,871	0	
6713 · Faculty Direct Payment Buyout	0	126,258	-126,258	
6714 · Negotiating team payroll	0	0	0	
Total 6710 · Faculty Salary	9,871	136,129	-126,258	Timing issue
6720 · National Support				
6724 · Committee & Member Travel	355	0	355	
Total 6720 · National Support	355	0	355	
6730 · Union Meetings				
6731 · Staff Travel	1,777	2,015	-238	
6732 · President Travel	1,291	2,361	-1,071	
6733 · E-Board Travel	0	2,644	-2,644	
6734 · RA Travel	0	3,461	-3,461	
6735 · Committee & Member Travel	624	2,479	-1,855	
Total 6730 · Union Meetings	3,692	12,961	-9,270	
6740 · Registration				
6741 · Staff Registration	1,039	0	1,039	
6742 · President Registration	1,039	0	1,039	
Total 6740 · Registration	2,078	0	2,078	
6760 · Conference & Training Travel				
6761 · Staff Travel	1,046	1,187	-141	
6762 · President Travel	1,550	1,486	64	
6765 · Committee & Member Travel	0	1,925	-1,925	
Total 6760 · Conference & Training Travel	2,596	4,598	-2,002	
6770 · Campus Receptions				
6771 · UAF Campus Receptions	0	684	-684	
6772 · UAA Campus Recptions	227	910	-683	
6773 · UAS Campus Receptions	0	992	-992	
Total 6770 · Campus Receptions	227	2,586	-2,359	
6780 · Negotiations				
6781 · Staff Travel	0	639	-639	
6782 · President Travel	0	1,563	-1,563	

UNITED ACADEMICS AAUP/AFT LOCAL 4996
Profit & Loss Prev Year Comparison
 July through September 2018

	<u>Jul - Sep 18</u>	<u>Jul - Sep 17</u>	<u>\$ Change</u>	<u>Comments</u>
6783 · Negotiations Team Travel	0	2,123	-2,123	
6785 · Negotiations Supplies and Misc	0	2,297	-2,297	
Total 6780 · Negotiations	0	6,623	-6,623	
Total 6700 · Faculty Leadership	18,820	162,898	-144,078	Timing issue
Total 6000 · Operating Expenses	96,860	231,196	-134,336	
6600 · Professional Fees				
6622 · Legal Fees	1,100	8,069	-6,969	
6630 · Professional Fees Accounting	3,640	3,120	520	
Total 6600 · Professional Fees	4,740	11,189	-6,449	
Total Expense	158,222	309,407	-151,185	
Net Income	2,506	-134,788	137,294	Doing Ok

UNITED ACADEMICS AAUP/AFT LOCAL 4996

FY 19 Budget

	Budget 18/19
Income	
4000 · Income	
4110 · Members Dues	460,000
4120 · Agency Fees	0
4910 · Interest Income	
4920 · Interest 41109794 Repurchase Ag	0
Total 4000 · Income	<u>460,000</u>
Expense	
5000 · Affiliation & Membership	
5100 · Amer Assoc of Univ Professors	
5111 · Member Dues - AAUP	71,500
5121 · CBC Dues	11,700
Total 5100 · Amer Assoc of Univ Professors	<u>83,200</u>
5200 · American Federation of Teachers	
5211 · Member Dues - AFT	123,000
5212 · Agency Fees - AFT	0
5221 · Alaska AFL-CIO Dues	10,900
5222 · Liability Insurance	2,300
5225 · Fidelity Bond	400
5231 · Member Assistance	0
5232 · Agency Discount	0
Total 5200 · American Federation of Teachers	<u>136,600</u>
5300 · AK Public Emp Assoc/AFT	
5311 · Member Dues - APEA	63,800
5312 · Agency Fees - APEA	14,000
Total 5300 · AK Public Emp Assoc/AFT	<u>77,800</u>
Total 5000 · Affiliation & Membership	<u>297,600</u>
5400 · Non Chargeable	
5431 · Airfare/Transportation (N.C.)	
5432 · Lodging (Non-Chargeable)	
5433 · Meals/Per-diem (Non-Chargeable)	
5440 · Meeting Expense (Non-Chargeable)	
Total 5400 · Non Chargeable	<u>4,000</u>
6000 · Operating Expenses	
6500 · Staff and Office Support	
6505 · Office Operating Supplies	7,500
6510 · Rent & Parking Expense	18,000
6530 · Communication Expense	2,000
6532 · Dues & Subscriptions	2,500
6533 · Internet Charges	2,000

6534 · Cellular Phone Charges	3,500
6540 · Bank Service Charges	120
6550 · Payroll Expenses - Staff	44,000
6553 · Salaries - Staff	155,000
6557 · Retirement Contribtuions	19,000
6558 · Payroll Tax Expense	12,000
6559 · Work Comp Insurance	1,000
6560 · Admin & Meeting Expense	1,000
6581 · Staff Grieve & Member Support	5,000
6582 · President Griev/Member Support	3,000
Total 6500 · Staff and Office Support	275,620
6700 · Faculty Leadership	
6710 · Faculty Salary	
6711 · Faculty Salary Payroll	20,000
6713 · Faculty Direct Payment Buyout	136,000
6714 · Negotiating team payroll	0
Total 6710 · Faculty Salary	156,000
6720 · National Support	
6724 · Committee & Member Travel	
Total 6720 · National Support	5,000
6730 · Union Meetings	
6731 · Staff Travel	
6732 · President Travel	
6733 · E-Board Travel	
6734 · RA Travel	
6735 · Committee & Member Travel	
Total 6730 · Union Meetings	31,000
6740 · Registration	
6741 · Staff Registration	
6742 · President Registration	
Total 6740 · Registration	10,000
6760 · Conference & Training Travel	
6761 · Staff Travel	
6762 · President Travel	
6765 · Committee & Member Travel	
Total 6760 · Conference & Training Travel	40,000
6770 · Campus Receptions	
6771 · UAF Campus Receptions	3,000
6772 · UAA Campus Recptions	3,000
6773 · UAS Campus Receptions	3,000
Total 6770 · Campus Receptions	9,000
6780 · Negotiations	
6781 · Staff Travel	
6782 · President Travel	
6783 · Negotiations Team Travel	
6785 · Negotiations Supplies and Misc	

Total 6780 · Negotiations	<u>0</u>
Total 6700 · Faculty Leadership	<u>251,000</u>
Total 6000 · Operating Expenses	<u>526,620</u>
6600 · Professional Fees	
6622 · Legal Fees	45,000
6630 · Professional Fees Accounting	15,000
6631 · Professional Audit Fees	<u>10,300</u>
Total 6600 · Professional Fees	<u>70,300</u>
Total Expense	<u>898,520</u>
Net Income	<u><u>(438,520)</u></u>

Note-Approved by the RA on 7 April 2018

Draft Alcohol Policy
United Academics Representative Assembly
Anchorage, Alaska
Sunday, 2 December 2018

Meeting held at the Hilton Garden Inn Hotel in Anchorage, Alaska

Alcohol Policy:

Rationale: To be as efficient and effective with members' dues as possible, this policy establishes that United Academics will not fund alcoholic beverages at any events that it organizes.

Policy: United Academics will not pay for alcoholic beverages at any events it organizes, such as dinners, membership meetings, or any other functions.

Approved by the Representative Assembly on 2 December 2018.

Constitution
Of the
United Academics –
**American Association of University Professors/
American Federation of Teachers Local 4996**
(UA-AAUP/AFT)

ARTICLE I – NAME

This organization shall be called United Academics – American Association of University Professors / American Federation of Teachers.

ARTICLE II – OBJECTIVES

1. Facilitate a more effective cooperation among faculty at the University of Alaska for the promotion of the interests of higher education, teaching, research, and service, and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession.
2. Protect and advance the professional status and interests of all faculty.
3. Promote the diversity of unique academic interests and capabilities at each campus within a unified university.
4. Defend academic freedom at the University of Alaska.
5. Sustain and enhance governance at the University of Alaska.
6. Support and promote the purposes of the national constitutions of the AAUP and AFT as they relate to higher education.
7. Join AAUP in its commitment to use its procedures and to take measures, including censure, against colleges and universities practicing illegal or unconstitutional discrimination, or discrimination on a basis not demonstrably related to the job function involved, including but not limited to age, sex, disability, race, religion, national origins, marital status, or sexual orientation.
8. Promote educational programs, opportunities, and research at the University of Alaska for the benefit of the people of the State of Alaska.

Ratified on 04-25-2018

9. Obtain and maintain satisfactory terms and conditions of employment through the collective bargaining process.

ARTICLE III – MEMBERSHIP

Section 1. Members of the bargaining unit as certified by the Alaska Labor Relations Agency (ALRA) are eligible for active membership in United Academics.

Section 2. Membership may be extended to other educational employees at the University of Alaska upon a majority vote of the membership of United Academics, i.e., a majority of valid ballots cast.

ARTICLE IV – OFFICERS

Section 1. The following officers shall be elected in accordance with the By-laws:

- (1) President
- (2) Four Organizational Vice-Presidents, one each from the main campuses of the University of Alaska Anchorage, the University of Alaska Fairbanks, and the University of Alaska Southeast, who shall be a member of the faculty at one of the main campuses, and one representing all extended sites collectively, who shall be a member of the faculty at one of the extended sites as defined in the By-Laws,
- (3) Secretary/Treasurer.

The offices of President and Secretary/Treasurer shall be elected by the membership at large. The Organizational Vice-Presidents shall be elected by their respective voting members at the main campuses of the University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, and all extended sites collectively.

Section 2. Membership in good standing is required to hold office.

Section 3. Vacancies which occur during the elected term of office shall be filled by the Executive Board.

ARTICLE V – THE EXECUTIVE BOARD AND THE REPRESENTATIVE ASSEMBLY

Section 1. The Executive Board of United Academics shall consist of the elected officers, i.e., President, the four Organizational Vice-Presidents, and Secretary/Treasurer.

Section 2. The Representative Assembly of United Academics shall consist of the following: (1) the elected officers; and (2) the elected Representatives.

Section 3. The Representative Assembly of United Academics shall:

- a) establish overall policy of UA-AAUP/AFT;
- b) approve the budget;
- c) elect delegates to meetings of state and national affiliations;
- d) receive and recommend action on a tentative contract;
- e) receive and approve the reports of the President, Executive Board, and Committees;
- f) take appropriate action as specified in the Constitution or as deemed necessary by the Representative Assembly;
- g) assume additional duties that further the organizational objectives of UA-AAUP/AFT, in cooperation with the Organizational Vice-Presidents, including appropriate service to the membership.

Section 4. The main campuses of the University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, and all extended sites collectively each will elect Representatives as provided in the By-laws.

Section 5. The Executive Board shall administer the policy of UA-AAUP/AFT as set by the Representative Assembly and shall have the power to conduct the business of UA-AAUP/AFT in between the meetings of the Representative Assembly.

Section 6. The Executive Board shall have the power to appoint the Negotiating Team, which Team shall function as specified in the By-laws.

Section 7. The President shall chair meetings of the Executive Board and the Representative Assembly and act as the executive officer of UA-AAUP/AFT. The President shall be a non-voting member ex officio of all committees.

Section 8. The Executive Board shall meet regularly as set forth in the By-laws.

Section 9. The Executive Board shall have the power to employ all personnel as may be determined by needs and finances of UA-AAUP/AFT.

Section 10. The Executive Board shall have the power to make contracts and incur liabilities in accordance with the policies established by the Representative Assembly.

Ratified on 04-25-2018

Section 11. The Executive Board shall report its activities at each meeting of the Representative Assembly.

Section 12. Additional duties of officers are included in the By-laws.

ARTICLE VI – COMMITTEES

Section 1. The following Standing Committees shall be active in United Academics:

(1) Collective Bargaining, (2) Communications, (3) Legislative Relations, (4) Membership, (5) Finance, Budget, and Audit, and (6) Elections.

Section 2. Committee Chairs shall be appointed by the Executive Board and be confirmed by the Representative Assembly according to a procedure specified by the Representative Assembly. Committee chairs and committee members may be removed for cause on the recommendation of the President or the Executive Board according to a procedure specified by the Representative Assembly.

Section 3. Members of each Committee, with the exception of the members of the Elections Committee, shall be appointed by the Chairperson of each Committee with the consent of the Representative Assembly.

Section 4. The Executive Board may appoint Ad Hoc committees as needed.

ARTICLE VII – AFFILIATIONS

Section 1. UA-AAUP/AFT is and shall remain an affiliate in good standing of the AAUP and AFT.

Section 2. UA-AAUP/AFT, through the Representative Assembly, shall elect representatives to the meetings of its affiliates.

Section 3. All delegates shall make written reports to the Representative assembly through the Executive Board.

Section 4. UA-AAUP/AFT, to the best of its ability, shall be active in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations must be members in good standing.

ARTICLE VIII – MEETINGS

Section 1. Meetings of the Representative Assembly:

- (a) The time and place of meetings of the Representative Assembly shall be determined by the Executive Board.
- (b) There shall be at least two Assembly meetings per year.
- (c) A quorum for the Representative Assembly meetings shall be defined in the By-laws.

Section 2. Regional Membership Meetings:

Regional membership meetings may be called by the Organizational Vice-Presidents or by the President of UA-AAUP/AFT.

ARTICLE IX – DUES

Membership dues shall be determined as stated in the By-laws.

ARTICLE X – RULES OF ORDER

Robert's Rules of Order (current edition) shall govern all cases not covered by this Constitution and By-laws of UA-AAUP/AFT.

ARTICLE XI – AMENDMENTS

Section 1. The Constitution may be amended in either of two ways, as follows:

- (a) by submission of a proposed amendment to the Executive Board by no fewer than 25% of the total membership in good standing to the University of Alaska Anchorage, the University of Alaska Fairbanks, and the University of Alaska Southeast; or,
- (b) by majority vote of the Representative Assembly.

Section 2. A ballot on any such amendment shall be mailed to the membership thirty (30) days after receipt. A vote of two thirds (2/3) of the valid ballots cast shall be sufficient to adopt the amendment. Amendments shall be submitted in writing to the Secretary/Treasurer of UA-AAUP/AFT, who shall be in charge of the notification and balloting.

**By-laws of
United Academics - American Association of University
Professors/American Federation of Teachers Local 4996**

ARTICLE I. – Authority of the By-laws

The By-laws of United Academics - American Association of University Professors/American Federation of Teachers Local 4996 are subordinate to the Constitution.

ARTICLE II. – Membership

Section 1. Voting rights.

- A. Voting rights are extended to any Bargaining Unit Member who is a full member in good standing of UA-AAUP/AFT.
- B. Agency fee payers are Bargaining Unit Members but are not extended voting rights, or those rights afforded members in good standing through the Constitution and By-laws.

Section 2. Bargaining Unit Members

The membership of UA-AAUP/AFT is as defined in the Constitution.

Section 3. Termination of Membership

- A. A member may resign by notifying the Secretary/Treasurer.
- B. A member may be expelled for cause by a two-thirds majority vote of the Representative Assembly after opportunity for a hearing.
- C. Membership is forfeited by non-payment of dues under conditions established by the Representative Assembly.

Section 4. Discrimination

No discrimination will ever be shown toward individual members or agency fee payers because of union membership, race, creed, sex, sexual orientation, disability, social, political or economic status, or national origin.

ARTICLE III. – Officers and Executive Board

Section 1. Election of Officers.

- A. To be eligible for office a person must be a full member in good standing of UA-AAUP/AFT.
- B. The four Organizational Vice-Presidents will be elected by the voting membership in good standing of their respective main campus or all extended sites collectively according to the procedures established by the Labor-Management Reporting and Disclosure Act.
- C. Election Cycle:
 - 1. The offices of President and Secretary/Treasurer are elected by the at-large membership in good standing according to the procedures established by the Labor-Management Reporting and Disclosure Act, in the years 2014, 2017, and every three years thereafter.
 - 2. Elections for Organizational Vice-Presidents will be conducted in the year following the statewide elections (2015, 2018, and every three years thereafter).
 - 3. Forty-five (45) calendar days prior to the date of the election, the Elections Committee must notify all members in good standing of UA-AAUP/AFT of the opening of nominations for office.
 - 4. The date of all officer elections will be the first Monday in February of the year in which the election for that office is to be held.
 - 5. All elections will be by secret ballot. All voting members will receive a reasonable amount of time prior to the date of the election in order to cast their vote according to the procedures established by the Labor- Management Reporting and Disclosure Act.
- D. Nominations
 - 1. To be nominated as the President or Secretary/Treasurer, the candidate must obtain the endorsement of 10 members in good standing. All endorsements must be submitted no later than twenty (20) calendar days following the notice of the opening of nominations.

2. To be nominated as an Organizational Vice-President, the potential candidate may self-nominate or be nominated by a member in good standing.
 3. To complete their nomination, candidates may be required to provide candidate statements, personal photographs and other information necessary to allow the voting membership to correctly identify the candidate.
- E. The President, Secretary/Treasurer and the Organizational Vice- Presidents are elected to three (3) year terms, and can be elected for up to a maximum of four (4) consecutive terms.
1. Successful candidates for office shall prevail in the election by receiving the highest number of votes cast for the office.
 2. In the event the top two or more vote getters receive the same number of votes, a run-off election will be held between those tied vote getters within fifteen (15) calendar days following certification of the election. In the event of a second tie, the Representative Assembly will vote to break the tie.
- F. Successful candidates will assume office the first day of July of the election year.
- G. With the exception of the office of the President, all vacancies in the Executive Board with less than half of the term remaining will be filled by a majority vote of the Executive Board. Vacancies of all officers with more than half the term remaining will be filled by a special election of the membership in good standing, under the procedures outlined in this section.
- H. Vacancy in the office of the President.
1. In the event of a vacancy of the office of President there will be a special election within sixty (60) calendar days and the Executive Board will appoint an interim president from among the four (4) Organizational Vice Presidents within ten (10) calendar days of the vacancy.

2. The Secretary/Treasurer will direct the Elections Committee to conduct a special election to fill the office within 60 days of the vacancy.
3. If the next regular election of the President is within 60 days of the vacancy, the interim president will serve out the remainder of the term and no special election will be held.

I. Recalls.

1. For the office of President and Secretary/Treasurer, a petition signed by thirty percent (30%) of the membership in good standing and stating specific grounds, is sufficient to require the Elections Committee to conduct a recall election.
 2. For any other elected position, i.e., Organizational Vice President or Representative Assembly member, thirty percent (30%) of the membership in good standing of the main campus, or thirty percent (30%) of the membership in good standing of all extended sites, is sufficient to require the Elections Committee to conduct a recall election.
 3. The Secretary/Treasurer must certify the petition and direct the Elections Committee to proceed with the recall election. If an officer is recalled, the Elections Committee must hold a special election under the provisions of this section.
- J. An officer absent from six (6) Executive Board meetings during the term will be considered to have resigned from the position. The position will be filled under the procedure outlined in this section.

Section 2. Duties of Officers.

A. The President:

1. Is the presiding officer at all meetings of the general membership, the Representative Assembly and the Executive Board.
2. Is an ex-officio member of all standing committees with the exception of the Elections Committee.
3. Ensures committees are appointed as per the procedure laid out in

the Constitution.

4. Is responsible for the ongoing administration of UA-AAUP/AFT and act as its chief executive officer.
5. Receives, reports and responds to correspondence of UA-AAUP/AFT.
6. Supervises all employees of UA/AAUP/AFT.
7. Is one of the responsible financial officers of UA-AAUP/AFT. The President is, pursuant to the approved budget, authorized to sign financial instruments and make regular and usual disbursements of funds up to \$10,000. Financial instruments for disbursements of more than \$10,000 will require two authorized signatures.
8. Represents UA-AAUP/AFT before University of Alaska management and other organizations, as well as executive and legislative officials of the State of Alaska.
9. Is, by elected office, a delegate to the Central Labor Council of the AFL- CIO.
10. Is, by elected office, a delegate to the conventions of the American Association of University Professors and the American Federation of Teachers, and meetings of the conventions of its affiliated subordinate bodies.
11. Provides, at a minimum, a quarterly report to the membership of UA-AAUP/AFT.
12. Is able to delegate the responsibilities of the office except where otherwise specified by the Constitution and the By-laws.
13. Coordinates the work of, and receives regular reports from, all standing committees.
14. Is responsible for statewide political action, including the coordination of political action activities at the three main campuses and all extended sites collectively in consultation with the Executive Board.

B. The Secretary/Treasurer:

1. Ensures the maintenance of the non-financial and financial files and records including membership records of UA-AAUP/AFT.
2. Maintains and makes available to the membership current copies of the Constitution, Bylaws, budget and union policies and regulations.
3. Issues or causes to be issued, membership cards and notices of delinquency.
4. Is the custodian of the seal and charter of UA-AAUP/AFT.
5. Ensures that proper notice is given prior to any Executive Board, Representative Assembly or Special Meeting. "Proper Notice" requires the posting of the date, time, place and agenda of any Executive Board, Representative or Special Meeting on the UA-AAUP/AFT website, along with email notice to the general membership, at least seven (7) days prior to any meeting.
6. Ensures that accurate minutes of general meetings of the membership, the Executive Board, and the Representative Assembly are taken, and ensures that these minutes are recorded, kept, distributed to the Representative Assembly and posted to the UA-AAUP/AFT website in a timely manner.
7. Ensures all dues monies and other income in the name of UA-AAUP/AFT are received, recorded, and deposited.
8. Ensures that per capita payments are transmitted on a regular basis to the Secretary/Treasurer of the American Association of University Professors, the Secretary/Treasurer of the American Federation of Teachers, and similar officers of all other bodies with which UA-AAUP/AFT is affiliated as well as overseeing other regular and usual disbursements of funds.
9. Is one of the responsible financial officers of UA/AAUP/AFT and is, pursuant to the approved budget, authorized to sign financial instruments and make regular and usual disbursements of funds up to \$10,000. Financial instruments for disbursements of more than \$10,000 will require two authorized signatures.

10. Arranges for an annual independent audit of the finances of UA-AAUP/AFT and makes the results available to the Executive Board, the Representative Assembly, and the membership.
 11. Oversees the work of and receives reports from the Finance, Budget and Audit Committee.
 12. Ensures proper compliance by the Elections Committee with relevant constitutional and by-law procedures; and receives and certifies the results of the elections based on the reports of the Elections Committee. A statement to the membership at large stating the number of votes for each candidate and announcing the candidate with the most votes as the newly elected official will constitute certification.
 13. Performs other duties as delegated by the President, or assigned by the Executive Board.
 14. Performs duties of the office as required by the Labor-Management Reporting and Disclosure Act.
 15. Is, by elected office, a delegate to the conventions of the American Association of University Professors and the American Federation of Teachers, and meetings of the conventions of its affiliated subordinate bodies.
 16. Maintains and makes available on the Union web site a list of current committees and their chairs and memberships.
- C. The Organizational Vice-Presidents at the University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, and for all extended sites collectively:
1. Coordinates contract development, grievances, communications, public relations, benefits, professional development, social, legislative, and political education activities at each main campus and all extended sites collectively.
 2. Performs other duties as delegated by the President, or assigned by the Executive Board.

3. Is, by elected office, a delegate to the conventions of the American Association of University Professors and the American Federation of Teachers, and meetings of the conventions of its affiliated subordinate bodies.

Section 3. The Executive Board

All officers discussed in Article III serve as members of the Executive Board. The Executive Board:

- A. Meets monthly for the purpose of initiating, overseeing, or revising the program of UA-AAUP/AFT and to conduct other business of UA- AAUP/AFT. Additional meetings may be called by the president, or at the call of two (2) or more Executive Board members in good standing, or at the call of the Representative Assembly by a majority vote. Proper notice must be given for each Executive Board meeting. . Executive Board meetings may be conducted in person, by phone or by video conferencing.
- B. Establish the salary, benefits, and expense guidelines of any staff member who is employed by UA-AAUP/AFT subject to the approved budget or separate approval by the Representative Assembly.
- C. Consistent with the approved budget, be empowered to make contracts and incur liabilities for services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument and otherwise to engage in financial transactions to the extent permitted by applicable law or statute.
- D. Approve the chairperson and membership of all standing and special committees of UA/AAUP-AFT, except the Elections Committee, and receive regular reports from such committees.
- E. Is responsible for appointing the Collective Bargaining Negotiation Team.
 1. The negotiating team:
 - a) Serves at the pleasure and direction of the Executive Board.
 - b) Is made up of the president, a chief negotiator and one representative from each main campus and all extended sites collectively.

- c) Works closely with the existing committee structure.
 - d) Represents UA-AAUP/AFT in any collective bargaining contract negotiations.
 - e) Recommends to the Executive Board action on any proposed collective bargaining contract.
- F. Is responsible for adherence to and enforcement of the Constitution and By-laws of UA-AAUP/AFT.
- G. Transmit any negotiated contracts (and its recommendations) to the Representative Assembly for action.

ARTICLE IV. – Representative Assembly

Section 1. Election of Representative Assembly

Representative Assembly members will be elected by the members in good standing of UA-AAUP/AFT as follows:

- A. At each main campus and at all extended sites collectively for each university, one Representative will be elected for each fifty (50) dues-paying Bargaining Unit Members, or a fraction thereof, according to established procedures. The extended sites of UAS include the Sitka Campus and Ketchikan Campus. The extended sites of UAA include the Kenai Peninsula College, Matanuska-Susitna College, Kodiak College, and Prince William Sound College. The extended sites of UAF include the Bristol Bay Campus, Chukchi Campus, Community and Technical College, Interior Alaska Campus, Kuskokwim Campus, and Northwest Campus. All main campuses are entitled to a minimum of two (2) representatives. The extended sites associated with each university defined above collectively is entitled to a minimum of one (1) representative.
- B. Re-apportionment of seats in the Representative Assembly must be determined at least one month prior to the election of a new Representative Assembly.
- C. Representatives are elected for three (3) year terms in a procedure similar to and consistent with the nomination and election of Organizational Vice-Presidents in Article III Section 1 of these By-laws. Representatives will take office on the first day of July.

- D. With the exception of a recall, all vacancies must be filled by a majority vote of the Representative Assembly within 30 days of any vacancy occurring.
- E. Representative Assembly Members who have been absent from three (3) Representative Assembly meetings during their term will be considered to have resigned their position, creating a vacancy.

Section 2. Duties of the Representative Assembly.

The Representative Assembly:

- A. Is the governing body of UA-AAUP/AFT, subject to the final authority of the membership.
- B. Selects the Elections Committee pursuant to Article V, Section 5.A below.
- C. Representative Assembly members are, by elected office, a delegate to the conventions of the American Association of University Professors and the American Federation of Teachers, and meetings of the conventions of its affiliated subordinate bodies.
- D. Meets for the purpose of establishing the policies of the organization, receiving and reviewing the reports of the President, Executive Board, and Committees, takes appropriate action as specified in the Constitution, and initiates and takes other such actions as the body deems necessary.
- E. Meets pursuant to Article VIII of the Constitution. Special meetings, upon proper notice, may be conducted in person, or by phone or video conferencing.
- F. Any negotiated collective bargaining contract will be presented by the Secretary/Treasurer to the representative assembly at a properly noticed meeting. Upon a majority vote of the entire Representative Assembly in favor of accepting the contract, the contract will be submitted, under provisions determined by the Representative Assembly and together with the recommendation of the Representative Assembly, to the membership for ratification. A simple majority of the membership voting will constitute acceptance of the negotiated contract.
- G. A quorum for the Representative Assembly meetings is 50 percent of the Representative Assembly membership, excluding the Executive Board.

Section 3. Referenda

- A. Referenda concerning policies or actions taken by the Representative Assembly may be initiated by a petition signed by thirty percent (30%) of the membership in good standing.
- B. The petition is to be provided to the Secretary/Treasurer who will certify the petition and direct the Elections Committee to hold a special election.

ARTICLE V. – Committees

Section 1. Collective Bargaining Committee

The Collective Bargaining Committee is responsible for conducting research and training in preparations for negotiations, including recommendations/nominations to the Executive Board for the negotiation team.

Section 2. Finance, Budget and Audit Committee

The Finance, Budget and Audit Committee assists the Executive Board in the preparation of the annual budget and, with the approval of the Executive Board, identifies and pursues activities for the good and welfare of UA- AAUP/AFT.

Section 3. Membership Committee

The Membership Committee:

- A. Identifies the training needs of UA-AAUP/AFT's officers, members of the Representative Assembly, committee members, and staff and develops or locates the resources needed to meet those needs.
- B. Assists the Organizational Vice-Presidents in developing programs and activities that promotes membership and participation in UA- AAUP/AFT.
- C. Identifies the work-related needs of the membership and develops programs and activities that meet these needs.
- D. Identifies and informs the membership of programs that are of benefit to the

membership.

Section 4. Legislative Relations Committee

The Legislative Relations Committee:

- A. Is responsible for monitoring government actions that may affect the membership and develops appropriate responses to such action in cooperation with affiliated organizations.
- B. Secures voluntary contributions to support the political work of UA-AAUP/AFT, screens and recommends endorsement of candidates for local, state and federal office to the Representative Assembly, and develop programs to promote the registration of persons to vote and to support the election of candidates endorsed by the Representative Assembly.

Section 5. Elections Committee

The Elections Committee:

- A. Is composed of a Chair and four (4) members selected every three (3) years by the Representative Assembly. The membership of the Elections Committee must include representatives from the University of Alaska Fairbanks, the University of Alaska Anchorage, the University of Alaska Southeast, and the Extended Sites collectively.
- B. The Chair of the Elections Committee will be selected by the Representative Assembly and is responsible for reporting to the Secretary/Treasurer and to the Representative Assembly the results of elections.
- C. The Elections Committee is responsible for carrying out reapportionment of seats on the Representative Assembly consistent with Article IV, Section 1.A above.
- D. The Elections Committee is responsible for conducting all general and special elections to include votes on:
 - 1. The ratification of and / or amendments to contracts.
 - 2. Amendments to the Constitution.
 - 3. Elections of officers and representatives.

4. Other matters covered in the Constitution and By-laws.
- E. Send information to the membership concerning the duties, responsibilities, rewards, etc., of serving on the Representative Assembly. This will include how to be elected to the Representative Assembly, how often it meets, and other information, which will describe for potential candidates the commitment needed for successful membership on the Representative Assembly.
 - F. Members of the Committee cannot run for executive office during the same year they serve on the Committee.
 - G. The Elections Committee will conduct all general and special elections of UA-AAUP/AFT and promulgate guidelines and procedures consistent with the Labor-Management Reporting and Disclosure Act, the By-laws and the Constitution. The Elections Committee will create:
 1. Procedures for electronic/online elections and voting,
 2. Procedures for elections and voting for which paper ballots are to be used,
 3. Procedures for nominations to be on the ballot for all officers and Representative Assembly members.

Section 7. Election Appeals Committee

A. Membership

1. The Election Appeals Committee is composed of four members of the United Academics Representative Assembly, one each from the University of Alaska Fairbanks, the University of Alaska Anchorage, and the University of Alaska Southeast, and the Extended Sites collectively, and one alternate.
2. The Representative Assembly, at its fall meeting in odd-numbered years, will elect the members of the Election Appeals Committee. The Election Appeals Committee will select one of its members to serve as chair of the committee.
3. No candidate for or incumbent seeking reelection to the Executive Board or member of the Election Committee is eligible to serve on the

Election Appeals Committee during that election cycle.

B. No member of the Election Appeals Committee may endorse a candidate for an Executive Board position or for the Representative Assembly membership.

C. Appeals

1. Appeals may only be considered after the final votes of the relevant election are certified by the Secretary/Treasurer.
2. Any United Academics member may appeal an adverse decision of the Election Committee by submitting an appeal, in writing, to the Election Appeals Committee no later than ten business days after the date on which the final vote totals were certified and announced to the membership by the Secretary/Treasurer.
3. Absent compelling circumstances, only evidence originally submitted to the Election Committee may be submitted to or be considered by the Election Appeals Committee. At the same time an appeal is submitted, the member submitting the appeal must serve a copy of the appeal by certified mail, return receipt requested, upon any candidate(s) who may be affected by the disposition of the appeal and must certify to the Election Appeals Committee that he or she has done so. Any other member involved in the Election Appeals Committee's investigation may submit an opposing statement in writing to the Election Appeals Committee within ten business days of the receipt of a copy of the appeal. At the same time, that member must serve a copy of the opposing statement by certified mail, return receipt requested, upon the appealing member and must certify to the Election Appeals Committee that he or she has done so.

D. The Election Appeals Committee must establish a process of investigation that is consistent with the Labor-Management Reporting and Disclosure Act and should avoid any conflict of interest.

E. The decision of the Election Committee will be sustained unless the Election Appeals Committee determines that the Election Committee's interpretation and/or its application of the United Academics Election Process were arbitrary or capricious.

F. Three members of the Election Appeals Committee will constitute a quorum for the disposition of an appeal. The Election Appeals Committee's decision is final and binding.

- G. The Election Appeals Committee will report its final decisions to the Executive Board, the Representative Assembly, the appealing member, and any other member involved in the appeal within three months of its receipt of the appeal.

Section 8. Chairs and membership

Upon appointment by the Executive Board and confirmation by the Representative Assembly, committee chairs, with the exception of the Elections Committee and the Elections Appeals Committee should, within one month, select committee members and present their names to the Executive Board for approval.

Section 9. Program of Action

Within one month of formation, each committee must present its annual program of action to the Executive Board and the Representative Assembly.

ARTICLE VI. – Dues

Section 1. Membership Dues

The dues of this organization are equal to 1.05 percent of the gross salary plus mandated increases in required affiliation fees and insurance premiums.

Section 2. Special Assessments

Special assessments for specific purposes may be levied by no less than 2/3 vote of the Representative Assembly.

ARTICLE VIII. – Availability of Constitution

Section 1. Copies

- A. Copies of the Constitution and all subsequent amendments must be submitted to the offices of the Secretary/Treasurer of the American Association of University Professors, the Secretary/Treasurer of the American Federation of Teachers, and to the similar officer of each organization with which UA-AAUP/AFT is affiliated.

- B. The Secretary/Treasurer must make available a copy of the Constitution and the By-laws to each member of UA-AAUP/AFT.

ARTICLE IX. – Access

Section 1. Open meetings

All meetings of UA-AAUP/AFT are open to members in good standing, except when the meeting is called into an executive session.

Section 2. Documents

All documents of UA-AAUP/AFT must be made available to members in good standing upon request, with the exception of those protected by statute, law, considerations of personal privacy, or because they are part of ongoing contract negotiations.

ARTICLE X. – Review and Amendment

Section 1. Amendment

- A. Any amendment to the by-laws requires proper notice.
- B. May be ratified at either a regular or special meeting of the Representative Assembly.
- C. Requires a 2/3 vote of the full membership of the Representative Assembly for approval.