

## UCDALI BYLAWS

University of Colorado at Denver/Health Sciences Center-Downtown Denver Campus

### **Article I**

#### Name

Section 1: The name of the non-tenure-track faculty (NTTF) governance organization at the University of Colorado at Denver/Health Sciences Center-Downtown Denver Campus (UCDHSC-DDC) shall be University of Colorado at Denver Association of Lecturers and Instructors (UCDALI).

### **Article II**

#### Purpose

- Section 1: To optimize the quality of education at UCDHSC-DDC.
- Section 2: To help define and advance the roles of NTTF in fulfilling the mission of the University. NTTF include lecturers and all members of the Faculty Senate who are not tenured or on tenure track, as defined by the Rules and Policies of the Regents.
- Section 3: To function within the framework of the constitution of the UCDHSC-DDC faculty and Faculty Assembly to represent the interests of NTTF. As a guiding principle, UCDALI expects to work through and with the UCDHSC-DDC Faculty Assembly, which is the representative body for all UCDHSC-DDC faculty, to foster these interests.
- Section 4: To establish a forum for communication among all NTTF and to provide a platform to hold timely updates and discussion of topics of mutual interest.
- Section 5: To foster a spirit of unity and cooperation among all UCDHSC-DDC faculty, staff, and administrators and to increase collegiality, networking, faculty stability, and professional development.
- Section 6: To promote communication with deans and other administrators and to address issues and policies of mutual concern relating to UCDHSC-DDC and its community, especially regarding teaching and student-related issues.
- Section 7: To exercise the right to participate in governance, where it is permitted by the Rules of the Regents and other applicable campus bylaws, through representation on boards, councils, and committees, and to work collaboratively with these groups in such areas as strategic planning, administrator searches, curriculum, student and NTTF retention, and NTTF recognition.
- Section 8: To review and make recommendations regarding working conditions for NTTF to comply with the 1999 University of Colorado report, "Recommendations of the Ad Hoc Committee on Non-Tenure-Track Faculty," <<http://www.colorado.edu/FacultyCouncil/docs/NTTF.htm>>.
- Section 9: To participate in Center for Faculty Development projects, including orientation.

Section 10: To be responsible for matters of concern as may be assigned by the Chancellor and other administrators.

**Article III**  
Membership

Section 1: Membership shall consist of all faculty working at UCDHSC-DDC on non-tenure-track contracts. NTTF include lecturers and all members of the Faculty Senate who are not tenured or are not on tenure track, as defined by the Rules and Policies of the Regents.

**Article IV**  
Executive Board

Section 1: The purpose of the Executive Board is to serve as the governing body of UCDALI. The day-to-day operations of UCDALI shall be carried out by the Executive Board.

Section 2: The Executive Board shall consist of the President, Vice President, Secretary/Treasurer, Past-President, and two members at large. Officers may also be elected to represent UCDALI in the Faculty Assembly.

Section 3: Executive Board terms shall run two years from the date of appointment, and they shall be renewable.

Section 4: The Executive Board shall appoint members to fill vacancies when elected officers cannot complete their term of office.

Section 5: The elected officers of the Executive Board can appoint a tenure-track faculty person to a non-voting position on the Executive Board as liaison.

Section 6: The Executive Board shall prepare and present budget requests to appropriate university entities.

Section 7: Any member of the Executive Board may be removed from office with previous written notice, and upon affirmative two-thirds vote of the Executive Board whenever, in its opinion, this action will best serve the organization. In the event a board member must be removed, the procedure for removal will be that which is specified in *Robert's Rules of Order, Newly Revised*.

Section 8: Duties of the Officers

A. The President shall:

1. Preside at all UCDALI meetings and enforce all regulations and policies as specified in the bylaws.
2. Serve as needed or desired as an ex-officio member of any standing committees.
3. Identify and solicit items for discussion for each regular and any special UCDALI meeting and to distribute the meeting agenda via e-mail to all members one week prior to meetings.
4. Serve as spokesperson for UDCALI or designate the Vice President or another UCDALI member in the absence of

- the Vice President to perform this function for specific requests.
5. Call special meetings as required.
- B. The Vice President shall:
1. Work closely with the President and, in the absence of the President, have all the powers, prerogatives, and responsibilities of the President.
  2. Manage the UCDALI listserv.
  3. Assist the President with other duties as assigned.
- C. The Secretary/Treasurer shall:
1. Record the proceedings of all UCDALI meetings and prepare and distribute the minutes electronically within two weeks of the meeting.
  2. Prepare general UCDALI correspondence as directed by the President.
  3. Manage the UCDALI budget and prepare audit reports as needed.
  4. Conduct elections as noted in Article VI, Section 2.
  5. Assist the President and fulfill other duties as assigned.
- D. The Past-President shall:
1. Serve as a voting member of the Executive Board.
  2. Assist the President with duties as assigned.
  3. Maintain historical records of the organization.
- E. Members-at-Large shall:
1. Serve as voting members of the Executive Board.
  2. Solicit input from members on NTTF and organizational issues.
  3. Assist the President with other duties as assigned.

## **Article V**

### **Representatives to the Faculty Assembly**

- Section 1: The UCDHSC-DDC Faculty Assembly permits two representatives from UCDALI. These must be members of the Faculty Senate, and they may be members of the UCDALI Executive Board.
- Section 2: The terms shall be two years from date of appointment, and they shall be renewable. The two representatives' terms should be staggered to maintain continuity.
- Section 3: If a representative cannot attend a meeting of the Faculty Assembly, a member of the Executive Board can serve as a substitute. The Executive Board shall appoint members to fill vacancies when elected representatives cannot complete their term of office.
- Section 4: Any representative to Faculty Assembly may be removed from office with previous written notice, and upon affirmative two-thirds vote of the Executive Board whenever, in its opinion, this action will best serve the organization. In the event a representative must be removed, the

procedure for removal will be that which is specified in *Robert's Rules of Order, Newly Revised*.

Section 5: Duties

- A. Attend regular and special meetings of the Faculty Assembly, as well as its retreats. Faculty Assembly rules regarding attendance requirements will prevail.
- B. Request an ongoing reporting line on the Faculty Assembly agenda for the opportunity to report on NTTF matters, to raise questions, or to make motions for consideration by the Assembly on behalf of NTTF.
- C. Report back to UC DALI on pertinent issues from Faculty Assembly meetings and other activities.

**Article VI**

Nominations and Elections for Officers and Faculty Assembly Representatives

Section 1: Nominations

- A. The elected officers who form the Executive Board are the President, Vice President, Secretary/Treasurer, Past President, and two members-at-large.
- B. Representatives to Faculty Assembly will also be chosen by election.
- C. Election of the above stated officers and Faculty Assembly representatives will be by a majority of electronically cast votes by all NTTF at UCDHSC-DDC for whom e-mail addresses are available through the office of the Vice Chancellor for Academic Affairs. This e-mail list shall comprise the voting population of UC DALI.
- D. Nominations will require a brief biography and statement of goals. This nomination statement can be provided either by the nominator or the candidate.
- E. Where there is only one nomination for a position, elections will proceed.

Section 2: The election process will be conducted by the Secretary/Treasurer, who will:

- A. Send out a call electronically for nominations to the UCDHSC-DDC NTTF population by the end of the first week of the Fall semester.
- B. Review nominations as they are received, and confirm acceptance by contacting all nominees.
- C. Compile the nomination statements for all candidates and distribute them electronically to UC DALI members.
- D. Deliver ballots electronically to all NTTF by the end of the third week of the Fall semester.
- E. Receive ballots electronically by the end of the fourth week of the

- Fall semester.
- F. Tally votes and disseminate election results electronically by the end of the fifth week of the Fall semester.
- G. If no candidate receives a majority of the votes cast, a run-off election between the top two candidates will be held electronically, to be completed by the end of the sixth week of the Fall semester.
- H. Conduct balloting for bylaw amendments electronically.

## **Article VII**

### **Committees**

#### Section 1: Internal Standing Committees:

- A. Standing committees shall be established as needed by a simple majority membership vote.
- B. The Executive Board shall solicit volunteers to chair standing committees. Chairs shall recruit members.
- C. Committee members may be drawn from all UCDHSC-DDC NTTF.
- D. The length of service on standing committees shall be limited to two years but can be extended if the last year is served as chair. After one year of absence, the individual may be reappointed to the committee.
- E. Members may serve on more than one standing and/or ad hoc committee concurrently.

#### Section 2: Internal Ad Hoc Committees:

- A. Ad hoc committees shall be established as needed by membership vote or by the Executive Board.
- B. The Executive Board shall solicit volunteers to chair ad hoc committees. Chairs shall recruit members.
- C. Committee members may be drawn from all UCDHSC-DDC NTTF.
- D. The length of service on ad hoc committees shall be limited to the duration of the committee, with a maximum of two years.
- E. Members may serve on more than one ad hoc and/or standing committee concurrently.

#### Section 3: Representation on University Committees:

- A. Any University committee chairpersons who desire NTTF representation shall recruit members through the UCDALI President. The President shall solicit volunteers from the entire membership body. The President shall forward the name(s) of the selected member(s) to the University committee chair person(s).
- B. Coordination will occur with all committees of mutual interest, including Faculty Assembly.

- C. The Executive Board shall monitor University activities and suggest NTTF representation where appropriate.

## **Article VIII**

### Meetings

- Section 1: General membership meetings of UCDALI shall be held no less than twice each fall and spring semester. The Executive Board shall set meeting times and can call additional meetings as needed.
- Section 2: The Executive Board of UCDALI shall meet monthly during the fall and spring semesters and will stay in contact during the summer.
- Section 3: The Chancellor or his/her designee may call special meetings of UCDALI at his/her discretion.
- Section 4: All UCDALI general and Executive Board meetings shall be open to all members of the university community. The President may request non-members to introduce themselves. The Executive Board may call a meeting into executive session upon a majority vote of UCDALI members present.
- Section 5: Speaking limitations for agenda items shall be determined by the President of UCDALI and may be limited to UCDALI members.

## **Article IX**

### Ratification and Amendments

- Section 1: Eligibility to vote on ratification of the UCDALI bylaws shall be by membership in the UCDALI listserv at the time of the vote. Ratification of the bylaws shall be by a two-thirds majority of all voters. The voting will be conducted through the listserv.
- Section 2: An amendment to the bylaws may be proposed in writing by any UCDALI member at least a week prior to a general meeting, where discussion will be an agenda item. Within two weeks after that general meeting, the Secretary/Treasurer shall send copies of the proposed amendment and a ballot electronically to all NTTF at UCDHSC-DDC for whom e-mail addresses are available through the office of the Vice Chancellor for Academic Affairs. Voting will be conducted over a two-week period, during which time members may discuss the proposal over the listserv.
- Section 3: If the proposed amendment receives a two-thirds majority of those voting, it shall be adopted before the next general meeting, unless the amendment includes a provision for a more specific schedule.

## **Article X**

### Rules of Order

- Section 1: *Robert's Rules of Order, Newly Revised* will be used to address items not covered in these bylaws.