

CONSTITUTION: as amended April 2019

The United Association for Labor Education Constitution (UALE)

Article I – Name

The name of this organization shall be The United Association for Labor Education (UALE).

Article II – Purpose

The United Association for Labor Education combines the historical, principled spirit of Worker's Education Local 189 and the University and College Labor Education Association.

The purpose of the UALE shall be:

- A. To promote and encourage the development of labor and worker education, to make labor education accessible to all working people, and to promote collective bargaining and the right to organize.
- B. To bring labor educators together for mutual aid and benefit, to promote their professional development, and to advance their economic and social well-being.
- C. To advocate for the development and support of labor education programs in higher education and the labor movement.
- D. To promote professional standards for the field of labor education and labor studies.
- E. To promote and publish relevant research.
- F. To promote and facilitate cooperation among unions, union education departments, university and college-based labor centers and programs, and community-based labor education programs.
- G. To advance affirmative action for women and people of color and other under- represented groups within the field of labor education.

Article III – Membership

Membership in this Association shall be open to all persons engaged in or preparing to engage in labor education and the Association does not discriminate. University and college-based labor centers and programs, unions, worker centers and other organizations engaged in labor education are eligible for institutional membership.

The Executive Board shall determine eligibility for membership in accordance with the Bylaws.

Article IV - Dues

- A. The dues for members shall be as prescribed in the Bylaws.
- B. Dues can be changed by a majority vote of the membership.

Article V – Officers and Executive Board

- A. The Officers of the Association shall be:
 - 1. a President,
 - 2. two (2) Vice Presidents,
 - 3. a Secretary and,
 - 4. a Treasurer.
- B. The Officers shall be elected at the UALE Biennial Meeting in the manner prescribed by the Bylaws.
- C. The Executive Board of the Association shall consist of:
 - 1. the Officers,
 - 2. one (1) representative from, and elected by, each of the four regions as described in Article VII Regions and:
 - 3. a Representative from a university or college labor center;
 - 4. a Representative from a union labor education department,
 - 5. a community-based labor educator.
 - 6. three at large members, one of which shall be from Canada.
 - 7. an appointed representative from the Labor Studies Journal.
- D. The Executive Board shall implement policy and govern the affairs of the Association between meetings. The Executive Board shall function as a steering committee of the Association.

Article VI - Voting and Elections

The voting members of the Executive Board shall be elected or appointed at the biennial meeting as prescribed in the Bylaws.

Article VII – Regions

- A. The Association shall establish four (4) regions. The Executive Board of the Association is empowered to change the geographic boundaries of the regions.
- B. The responsibilities of the regions shall be as prescribed by the Bylaws.

Article VIII - Committees and Other Bodies

- A. There shall be standing committees as designated in the Bylaws and special committees as the Executive Board may from time to time deem necessary.
- B. The Executive Board shall appoint all Standing Committees and their Chairpersons from members in good standing.
- C. Standing Committees shall be responsible to the Executive Board between biennial meetings.
- D. The Executive Board may appoint additional ad hoc committees, task forces and other bodies from time to time as needed. Task forces may be created by the Executive Board to examine developing issues or program areas in workers' education. They shall be composed of interested members and a listing of their names shall be provided to the Secretary at least annually. Task force and ad hoc committee chairpersons shall be appointed by the Executive Board.
- E. All committees, task forces, caucuses and other bodies will be expected to give a short oral report at the biennial meeting and a written version shall be provided to the Secretary within thirty (30) days.

Article IX – Publications

- A. The Association shall publish a refereed journal in the field.
- B. The Executive Board shall appoint an Editor and Editorial Board to set editorial policy of the journal.
- C. The Executive Board shall appoint individuals to publish a newsletter, regular information packet, or any other publications that may be required to accomplish the goals of the Association.

Article X – Biennial Meeting -

- A. There shall be a Biennial membership meeting occurring every two years which shall be the ultimate governing authority of the association. All board policies and actions may be subject to review by the membership and voted upon.
- B. The voting members will be those members that are present at the biennial meeting and have paid their dues in full.

- C. Dates and places for each biennial meeting shall be established as soon as practicable by the Executive Board after the preceding year's biennial meeting.
- D. There shall be at least one national conference organized every two years in conjunction with the membership meeting.

Article XI – Executive Board

- A. There shall be at least two annual meetings of the Executive Board of the Association. The executive Board shall meet at each biennial UALE national conference.
- B. Meetings of the Executive Board shall normally be open to all members in good standing of the Association. Members of the Association who are not Executive Board members shall have a voice but no vote in these meetings. The Executive Board may, upon the request of one of its members, go into executive session to discuss issues involving the confidentiality rights of any individual or other matters not appropriate to public session.
- C. All meetings shall be conducted in accordance with the Bylaws.
- D. Prior to submission to the general membership for approval, member requests for expenditures from the UALE budget must be submitted to the Executive Board for recommendation 15 days prior to the biennial board meeting or the fall executive board meeting.

Article XII - Amendments

Amendments to this Constitution may be made at the biennial membership meeting;

- A. by a two-thirds vote of the members qualified to vote, present and voting provided that:
 - 1. notice has been provided to the members by the Secretary ninety (90) days in advance of the biennial membership meeting of the process for submitting proposed amendments to the Constitution;
 - 2. they have been made in writing to the President and submitted at least sixty (60) days prior to the start of the membership meeting. Any member of the Association in good standing, or any committee, task force, caucus, or subsidiary body of the Association may submit such amendments.
 - 3. Proposals for amendments shall be referred to the Constitution and By-laws Committee for review prior to consideration at the biennial membership meeting, and those which meet the timeliness requirement of this Article will be distributed to the membership via email or some other form of electronic communication at least thirty (30) days prior to the meeting.
- B. At the meeting, the chairperson of the Committee will report to the members on all proposals filed in a timely manner, as defined herein. The Committee's report shall consist of a recommendation to the members for either concurrence or non-concurrence with the submitted proposals, as well as any committee minority reports.

- C. Voting on proposed amendments may be held either at the biennial membership meeting, when it will be conducted according to Robert's Rules of Order (Newly Revised), or by mail ballot sent to all members in good standing of the Association.
- D. Amendments shall be submitted to a mail ballot at the request of either a simple majority at the biennial meeting, a simple majority of the Executive Board, or by virtue of a petition signed by at least ten percent (10%) of the members in good standing.
- E. Amendments shall require sixty-six percent (66%) of the votes cast if submitted on time.
- F. Late amendments shall require ninety (90%) of votes cast. Late amendments shall be moved and seconded from the floor at the Annual Meeting in order to be considered.

Article XIII – Bylaws

- A. The UALE at the biennial membership meeting may pass Bylaws not inconsistent with the Constitution or existing Bylaws.
- B. All proposed by-laws and amendments to the by-laws shall be submitted in writing to the Constitution and By-laws Committee at least thirty (30) days prior to the biennial membership meeting. The Committee shall review the proposed by-laws or amendments and shall report them to the membership at the meeting along with a recommendation for either concurrence or non-concurrence.
- C. By-laws and amendments to the by-laws shall be adopted by a simple majority vote at the biennial meeting.

Article XIV – Dissolution

- A. Dissolution shall occur in accordance with the Bylaws.
- B. In the event that The United Association for Labor Education ceases to exist according to the purposes and procedures set forth above in this Constitution, any and all financial assets shall be donated, upon final dissolution, to another organization with similar objectives. The recipient is to be determined by a vote of the Executive Board.

BYLAWS - as amended April 2019

Bylaw 1 - UALE Year

The UALE fiscal year and membership year shall be from January 1 to December 31.

Bylaw 2 - Membership

Types of Membership

- A. **Active Members:** A member in good standing is one who is not more than three (3) months in arrears of payment of dues. A member in good standing shall not forfeit membership by reason of retirement or loss of position.
- B. **Organizational Members:** University and college-based labor centers and programs, worker centers, unions and other organizations engaged in labor education are eligible for organizational memberships. Organizational members shall have the right to delegate one representative with the right to vote at the Biennial Meeting.
- C. **Sustaining Members:** Sustaining members will have all the rights and privileges of Active members and are those members who elect to contribute \$50 or more above the maximum dues of Active members.

Bylaw 3 - Dues

- A. Effective January 1, 2016 Annual dues for members of the Association shall be:
 - \$35 for students/retirees/those with yearly incomes less than \$35,000;
 - \$100 for incomes of \$35,000 - \$74,999;
 - \$150 for incomes of \$75,000 and higher;
 - \$200 for Sustaining members who wish to offer additional support to UALE.
- B. Annual dues for organizational members with an educational operating budget of less than five hundred thousand dollars (\$500,000) are \$250.00. Annual dues for organizational members with an educational operating budget of at least five hundred thousand dollars (\$500,000) and less than one million dollars (\$1,000,000) are \$500.00. Annual dues for organizational members with an educational operating budget of one million dollars (\$1,000,000) or more are \$1000.00.
- C. Organizational members will be listed in the annual directory and as per Bylaw 2 section B shall have the right to delegate one representative with the right to vote at the biennial membership meeting.

Bylaw 4 - Duties

A. Duties of the officers:

1. The President shall administer all of the affairs of the Association and execute the policies of the Association as determined by the membership and the Executive Board. The President shall preside at regular and special meetings of the Association, shall convene and chair meetings of the Executive Board, and shall perform any other duties as the Executive Board or the membership meeting shall direct.
2. The Vice Presidents shall attend all meetings of the Executive Board and shall perform such other duties as the Executive Board or the membership meeting shall direct. The Vice Presidents shall chair the Conference Planning Committee and have responsibility for planning and convening the biennial national conference. Among the two Vice-Presidents, one shall be union-based, and one shall be university-based. In the event that the office of President becomes vacant before the end of the term, one of the Vice Presidents shall serve as Acting President for the duration of the term. If the President is union-based, the university-based Vice President shall act as President. If the President is university-based, the union-based Vice President shall act as President.
3. The Secretary shall be responsible for taking and publishing minutes of all official meetings of the Association and the Executive Board, for publishing all official notices regarding meetings, elections and other such activities of the Association, and shall perform such other duties as are normally assigned to a Secretary, or as are assigned by the Executive Board.
4. The Treasurer shall maintain the financial accounts of the organization, collect fees and dues, make disbursements and purchases approved by the Executive Board, provide an annual financial report, provide an annually updated membership list to the Executive Board, and perform such other duties as are normally assigned to a Treasurer or as are assigned by the Executive Board.

- B. The officers may hire staff required to accomplish the goals of the Association (as approved by Executive Committee.)

Bylaw 5 - Meetings

All meetings shall be conducted in accordance with Robert's Rules of Order (Newly Revised), unless otherwise specified by the Association.

Bylaw 6 - Biennial Membership Meeting

- A. The Biennial membership meeting will be convened at least once every two years at the call of the President or by a call of the majority of members.
- B. This membership meeting will be the supreme legislative body and shall have the authority to:

1. Determine policies that are ratified by the meeting provided they are moved and seconded and adopted by a simple majority of voting delegates;
 2. Transact business in the name of UALE;
 3. Ratify action taken by the Executive Board in the name of UALE.
- C. The biennial membership meeting shall hold its meeting at a time and place to coincide with the North American UALE conference. The Executive Board may hold other meetings at such times as may be determined by the Executive Board.
- D. Quorum shall be established at the meeting by the Executive Board.
- E. The biennial membership meeting shall conduct elections for the Executive Board.
- F. The biennial membership meeting shall have the authority to amend the Constitution and Bylaws in accordance with the provisions in the Constitution and Bylaws.
- G. The biennial membership meeting shall approve the budget for the next two fiscal years.

Bylaw 7 - Elections and Voting Procedure

- A. Only individual members in good standing will be eligible to vote.
- B. The term of office for all officers and members of the Executive Board of the Association shall be two (2) years. The term of office will start immediately after the biennial membership meeting where elections are held.
- C. Officers and at-large members of the Executive Board shall be elected at-large at the appropriate biennial meeting from among the members in good standing of the Association.
- D. One year prior to elections, the Executive Board shall appoint a nominating committee consisting of four members in good standing of the Association, none of whom shall be an Executive Board member. This committee shall publicize and present nominees for the offices of President, Vice President, Secretary and Treasurer at the appropriate biennial meeting. No person shall be a candidate for office while serving on the nominating committee. Every effort will be made to ensure diversity in these nominations. Nothing above shall prohibit nominations from the floor for each of the above listed offices.
- E. No individual may hold the same office or Executive Board position for more than two successive terms.
- F. In the event of a vacancy in any office or Executive Board position other than that of President, the Executive Board shall fill the vacancy for the remainder of the unexpired term.
- G. A vacancy in the office of President shall be filled by one of the two Vice Presidents depending on whether the President is Union or University.

- H. If the Vice-president is unable to fill the vacancy the Executive Board shall appoint a President from among its members.

Bylaw 8 - Regional Representation

- A. The responsibilities of the regions shall be:
 - 1. To meet at least once every two years at the biennial meeting or as needed.
 - 2. To elect a Regional Representative to the Executive Board of the Association.
 - 3. To carry out, within their individual jurisdictions, the purposes of the Association as stated in Article II of this Constitution, and to encourage collaboration among labor educators and labor organizations within the region.
 - 4. During those years when UALE is not holding a North American conference, the regions and Canada, led by their respective elected representatives, shall be supported in holding a UALE event to further the mission of UALE and build UALE's capacity and impact.
- B. Regions have no authority to make policy for the Association, nor to speak on behalf of the Association except insofar as they enunciate policies already decided upon by the Association as a whole.

Bylaw 9 - Standing Committees and Caucuses

- A. The Association shall have the following Standing Committees:
 - 1. The Academic Standards Committee shall promote workers' education within universities and colleges, assist the exchange of information among academics, and develop criteria for the review of academic programs.
 - 2. The Constitution and Bylaws Committee shall review and make recommendations concerning any amendments and bylaws deemed necessary.
 - 3. The Professional Welfare Committee shall promote the welfare of labor educators, including taking surveys of the salary, benefits and working conditions of the members in the field of labor education and providing relevant reports at the annual meetings
 - 4. The Biennial Conference Planning Committee shall work under the direction of the University Vice President or Vice Presidents to plan and convene the biennial conference.
 - 5. The Membership Committee shall plan strategy for increasing organizational and individual membership within UALE.
- B. Meetings of the committees shall normally be open to members of the Association to attend, with a voice but no vote.

- C. Term of committee membership: A two-year committee term shall commence during the biennial membership meeting and shall end at the following biennial membership meeting. There will not be term limits for serving on committees.
- D. Caucuses: Caucuses shall be established by the Executive Board. Membership is open to any member in good standing of the Association.
 - 1. The Women Worker's Caucus shall seek to advance the interests and status of women workers within their unions and at work and the concept of affirmative action both through programs and within the field.
 - 2. The Workers of Color Caucus shall seek to advance the interests and status of workers of color within their unions and at work and the concept of affirmative action both through programs and within the field.

Bylaw 10 – UALE Finances

- A. There shall be a General Account to provide funds for the annual general operating expenditures of UALE.
- B. There shall be a two-year budget approved by the meeting.
- C. Generally, the two-year operating budget shall be balanced, but shall allow for a planned deficit (i.e., more expenses than income) of up to 10% of reserves that benefits UALE and its constituents.
- D. The Executive Board has the authority to make changes to the approved operating budget: such as to increase revenue and expenditures and to reallocate funds from one budget category to another.
- E. Prior to submission to the general membership for approval, member requests for expenditures from the UALE budget must be submitted to the Executive Board for approval.

Bylaw 11 - Dissolution

- A. Dissolution of UALE will conform with applicable Federal and State law.
- B. Prior to taking a motion to the biennial meeting for dissolution, a written and mailed notice will be provided to all members by the Executive Board at least one-hundred and twenty
- C. (120) days before the biennial meeting.
- D. Dissolution will be approved at the biennial meeting through a motion by the Executive Board and will require a three-quarters vote for approval. If proper notice has not been provided to the members, approval will require a nine-tenths vote at the biennial meeting.
- E. If the dissolution is approved, the Executive Board will have the authority to distribute all remaining assets and property to another organization with similar objectives in accordance with applicable Federal and State laws and provisions.