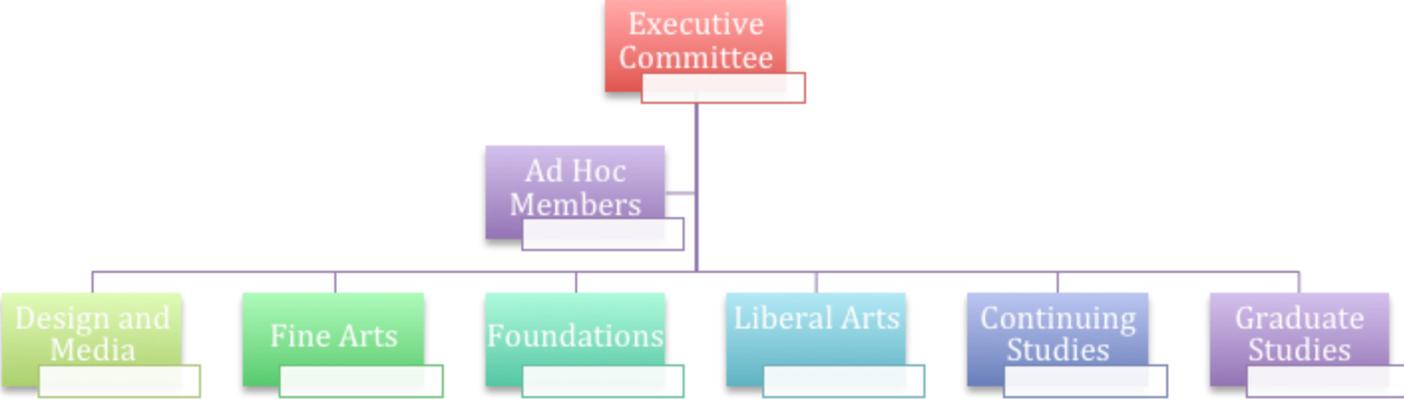


Maryland Institute College of Art Part-Time Faculty Union (SEIU Local 500)



Proposed Organizational Structure of the Executive Committee

Executive Committee

The Executive Committee shall include six elected division representatives, one Representative from each division represented by the union. The divisions of Design and Media, Fine Arts, Foundations, Liberal Arts, Continuing Studies, and Graduate Studies will each have an elected representative. Any subsequent college or school created by MICA represented under the SEIU Local 500 Collective Bargaining Agreement shall be represented. The committee shall also have up to four additional appointed members (assigned by co-chairs) with special duties as designated.

Executive Committee Job description

Committee members are responsible for communications-back and forth between the Executive Committee and the members in their respective division. Other duties include:

- The Executive Committee members are expected to make every effort to attend all meetings.
- All executive committee members will serve for a two--year term.
- The Executive Committee creates long term and short term goals for the union and assesses their progress on a semester basis.
- The Executive Committee members will set priorities for bargaining and union campaigns based on feedback from members.

- Executive Committee will schedule and organize regular membership meetings. These meetings will provide all part time faculty members with a forum for exchanging ideas, discussing priorities, and setting goals.
- Organizational tasks of the Executive Committee (Communications, Outreach, Research) will be divided evenly between all members of the Executive Committee.
- The Executive Committee members will retain open communication with Department Chairs within their respective division.
- The Executive Committee members will facilitate the recruitment, nomination, and election of the Labor Management Collaboration Committee (LMCC), subject to approval by the President of SEIU Local 500.
- The job description for the LMCC positions will be drafted by the Executive Committee.
- Executive Committee members are expected to abide by the policies, decisions and priorities set by the Executive Committee as a whole.
- In order for the Executive Committee to engage in decision making, there must be a quorum equal to the majority of executive members. Decisions will be made by a simple majority of those present. Ad Hoc members are not voting members of the Executive Committee and will not be counted for the purposes of reaching a quorum.
- The Executive Committee may also establish and appoint task groups to deal with specific issues during the Executive Committee's term of office.
- Regular social meet-ups / gatherings may be organized by Executive Committee, or ad-hoc committee members.

Executive Committee Co-Chair Job Description

- Co-chairs will be assigned by a majority of the Executive Committee members.
- Co-chairs are the official spokespersons for the MICA part-time faculty union in matters of faculty governance, press/communication, and LMCC relations.
- Co-chairs will consult with the membership of the Labor Management Committee Committee and participate in meetings as needed.
- The Executive Committee will have the ability to create and manage ad hoc sub- committees, as needed by the executive committee, LMCC, and PT faculty constituency.

Union Meetings

The Executive Committee will meet at least three times a semester. The group will set up the meeting schedule for all of the semester's meetings within the first three weeks of the semester. All regular Executive Committee meetings are open to Executive Committee members and invited participants only.

The MICA Part Time Faculty Union will hold at least two annual College-wide membership meetings; one during the fall and one in the spring. The fall meeting will have as one of its purposes recruiting new members--particularly PT professors who have newly become eligible for membership.

Election Process

Elections will take place electronically and be facilitated by the SEIU Local 500 and the Election Committee. Any union member can declare that he or she wants to run for office. All union members, but union members only, can vote in an election. Each Executive Committee member will be elected by their respective Division members only, not membership at-large. There are no at-large elected positions on the Executive Committee. The MICA Part-Time Faculty Union/SEIU Local 500 will strive to reflect the demographic diversity of the University community in our committees, councils, and task groups.

Amending by-laws

If amendments to this document need to be added, a subcommittee shall be appointed by the Executive Committee to draft proposal for simple majority adoption by the Executive Committee.

Process to Remove an Officer from the Executive Committee

An Officer may be removed from office for neglect of duties or other reason by a two-thirds majority vote of the Executive Committee (assuming a quorum), provided that notice has been given to the Executive Committee members of intention to vote on removal of the officer 14 days in advance of the vote.