

UCDALI BYLAWS
University of Colorado at Denver Downtown Denver Campus

Preamble

The University of Colorado Denver Association of Lecturers and Instructors (UCDALI) was founded to support the needs and interests of all non-tenure track faculty. Since our founding, the role of non-tenure track faculty has continued to grow in fulfilling the university's educational mission but has expanded in research and scholarly activity, governance and service as well.

Article I

Name

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

Article II: Membership

Membership

Section 1: Membership shall consist of all faculty working at CU DENVER in non-tenure-track positions. NTTF include lecturers and all members of the Faculty Senate who are not tenured or are not on tenure track, including but not limited to rostered and non-rostered faculty, as defined by the Rules and Policies of the Regents.

Article III: Purpose

- Section 1: To optimize the quality of education at CU DENVER.
- Section 2: To help define and advance the roles of NTTF in fulfilling the mission of the University.
- Section 3: To function within the framework of the constitution of the CU DENVER faculty and Faculty Assembly to represent the interests of NTTF. As a guiding principle, UCDALI expects to work through and with the CU DENVER Faculty Assembly, which is the representative body for all CU DENVER 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 CU DENVER 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 CU DENVER 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 encourage administrative compliance with the biannual University of Colorado report, “Recommendations of the Ad Hoc Committee on Non-Tenure-Track Faculty.”
- Section 9: To participate in Center for Faculty Development projects, including orientation.
- Section 10: To be responsible for matters of concern that may be raised by the Chancellor, Provost and other administrators.

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, Information Officer Secretary/Treasurer, Immediate Past-President, Bridge Network Coordinator and a minimum of two Members-at-Large. All members of the Executive Board serve as voting members of the Executive Board except as laid out in this Article.
- Section 3: Executive Board terms shall run two years from the date of appointment, and they shall be renewable in one-year increments with the approval of the Executive Board.
- 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 elected officers can request a staff liaison from the Faculty Assembly as a non-voting participant in Executive Board and general UCDALI functions.
- Section 7: The Executive Board shall prepare and present budget requests to appropriate university entities or other potential sources of revenue as well as manage and administer the UCDALI budget.
- Section 8- The Executive Board may appoint ad hoc committees.
- Section 9: The Executive Board shall elect two members of UCDALI as representatives to Faculty Assembly.
- Section 10: 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 the most recent version of *Robert’s Rules of Order, Newly Revised*.
- Section 11: 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. Assist the President with other duties as requested.
- C. The Information Officer shall:
1. Act as a liaison between those NTTF on college-level or higher committees to foster information sharing between those committees and UCDALI.
 2. Distribute information regularly to UCDALI members on organizational activities, updates, opportunities, and other information relevant to the membership.
 3. Assist the President with other duties as requested.
- D. 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 to the Executive Board.
 2. Prepare general UCDALI correspondence as directed by the President.
 3. Manage the UCDALI budget and prepare audit reports as needed.
 4. Conduct elections in conjunction with the Faculty Assembly Staff Liaison as noted in Article VII, Section 10.
 5. Assist the President and fulfill other duties as requested.
- E. The Immediate Past-President shall:
1. Assist the President with duties as requested.
 2. Maintain historical records of the organization.
- F. The Bridge Network Coordinator shall:
1. Coordinate Bridge Network and UCDALI Executive Committee Activities.
 2. Assist the President with other duties as requested.
- G. 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 requested.

Article V
Bridge Network

Section 1: This group is open to all interested NTTF faculty. Members of the Bridge Network will liaison with NTTF faculty in schools/colleges and departments to share information on UCDALI activities and discussions along with opportunities and resources for professional development and networking.

- Section 2: Members may volunteer for standing or ad hoc committees of UCDALI as needed, including planning and organizing events, recruitment, and other opportunities.
- Section 3: Members must agree to attend at least two Executive Committee meetings each semester.

Article VI

Representatives to the Faculty Assembly

- Section 1: UCDALI designates two representatives to the CU DENVER Faculty Assembly. These shall be members of the Faculty Senate, and they shall be members of the UCDALI Executive Board.
- Section 2: The terms shall be two years from date of appointment, and they shall be renewable annually by affirmation of the Executive Board. The two representatives' terms should be staggered to maintain continuity.
- Section 3: If a representative cannot attend a meeting of the Faculty Assembly, another 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 the most recent version of *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 UCDALI on pertinent issues from Faculty Assembly meetings and other activities.

Article VII

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, Information Officer, Secretary/Treasurer, Immediate Past President, Bridge Network Coordinator and two or more Members-at-Large.
 - B. Election of the above stated officers will be by a majority of electronically cast votes by all NTTF at CU DENVER for whom e-mail addresses are available. This e-mail list shall comprise the voting population of UCDALI.
 - C. Nominations will require a brief biography and statement of goals. This nomination statement can be provided either by the nominator or the candidate.
 - D. Where there is only one nomination for a position, elections will proceed.

- Section 2: The election process will be conducted by the Secretary/Treasurer in conjunction with the Faculty Assembly Staff Liaison, who will:
- A. Send out an electronic call for nominations to the CU DENVER NTTF population by the end of the week after spring break.
 - 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 UCDALI members.
 - D. Deliver ballots electronically to all NTTF by the end of the last week of April.
 - E. Receive ballots electronically by the end of the first week of May.
 - F. Tally votes and disseminate election results electronically by the end of the Spring 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 immediately after the election.

Article VIII

Committees

- Section 1: Internal Standing Committees:
- A. Standing committees shall be established as needed by a simple majority vote of the Executive Board.
 - B. The Executive Board shall solicit volunteers to chair standing committees. Chairs shall recruit members.
 - C. Committee members may be drawn from all CU DENVER NTTF.
 - D. The length of service on standing committees shall be two years. The individual may be reappointed to the committee by the Executive Board.
 - 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 CU DENVER NTTF.
 - D. The length of service on ad hoc committees shall be limited to the duration of the committee
 - 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 may recruit members through the UCDALI President. The President shall solicit volunteers from the entire membership body.

- 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 IX
Meetings

- Section 1: General membership meetings of UCDALI shall be held no less than once 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. The Executive Board meetings may be held concurrently with general membership meetings.
- 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.
- Section 5: The Executive Board may call a meeting into executive session upon a majority vote of Executive Board members present. Only members of the Executive Board with voting privileges may attend executive session.
- Section 6: Speaking limitations for agenda items shall be determined by the President of UCDALI and may be limited to UCDALI members.

Article X
Ratification and Amendments

- Section 1: Eligibility to vote on ratification of the UCDALI bylaws shall be by membership e-mail list available to UCDALI 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 electronically.
- Section 2: An amendment to the bylaws may be proposed in writing by any UCDALI member at least a week prior to a general or Executive Board meeting, where discussion will be an agenda item. Within two weeks after that meeting, the Secretary/Treasurer in conjunction with the Faculty Assembly Staff Liaison shall send copies of the proposed amendment and a ballot electronically to all NTTF at CU DENVER for whom e-mail addresses have been provided by Human Resources. Voting will be conducted over a two-week period.
- 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 XI
Rules of Order

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

The original bylaws of UCDAI were adopted by CU Denver Faculty Assembly by unanimous vote on 3-7-06. Revised bylaws were ratified by two-thirds majority vote of the membership of UCDAI on <date>.