



*The University of San Francisco Part-Time Faculty*

*Association CONSTITUTION AND BY-LAWS*

Ratified 3/20/2020

Amended 5/15/2023 and 12/7/2023

The Constitution of the University of San Francisco Part-Time Faculty Association

I. Name

This organization shall be known as the University of San Francisco Part-Time Faculty Association (USF-PTFA), Local 6590, California Federation of Teachers, American Federation of Teachers, AFL-CIO.

II. Objectives

The objectives of the USF-PTFA shall be:

- (1) To represent the members of the Association for the purposes of collective bargaining; (2) To promote the welfare of part-time faculty by obtaining full and just compensation for teaching, mentoring, and professional services rendered;
- (3) To promote and protect the academic freedom of the faculty;
- (4) To exercise a voice in the allocation of University resources and in the formation of conditions under which part-time faculty teach;
- (5) To promote the educational and professional excellence of the University and its part-time faculty;
- (6) To foster and protect the rights of the individual under the contract;
- (7) To promote the well-being of students and the advancement of the Jesuit educational tradition as embodied in the University's statement of Vision and Mission;
- (8) To organize and empower part-time faculty to achieve the goals listed above.

III. Membership

Members of the USF-PTFA shall consist of:

- (1) All full dues paying adjunct teaching faculty, except those with conscientious objector status.
- (2) All previous members who have taught at USF for at least 4 semesters and
  - a. are on leave of absence for up to two years; or
  - b. who are not offered employment for up to two years; or
  - c. who have declined employment for up to two years; or
  - d. who are on leave of absence beyond two years as approved by the dean;
  - e. who are dues-paying retired adjunct faculty.
- (3) The member on leave pursuant to section III (2) a., b., c., d. must notify the Association within the first 30 days of the semester of his/her intent to continue membership for that semester.
- (4) No person shall be denied membership, nor shall this organization ever discriminate against individuals on the basis of race, creed, sex, sexual orientation, disability, social or economic status, political affiliation, or national origin.

#### IV. Affiliation

- (1) The USF-PTFA shall be affiliated with the California Federation of Teachers (CFT) and the American Federation of Teachers (AFT), AFL-CIO, and shall be known as Local 6590 of the American Federation of Teachers. The USF-PTFA shall also be a member of the San Francisco Labor Council and the California Labor Federation.
- (2) No part of the Constitution, by-laws, policies or proceedings of the USF-PTFA shall stand in contradiction to the constitution and the by-laws of the AFT or CFT.

#### V. Dues

(1) The dues of this federation shall be one percent (1%) of each member's USF earnings. Of this one percent, an amount shall be paid in per capita taxes and insurance fees to the American Federation of Teachers (AFT), as determined by formulas agreed upon by the USF-PTFA and the AFT. When AFT/CFT raise their dues rate, those increases will be passed through in the PTFA's dues payments to AFT/CFT.

(Article amended 5/15/23)

- (2) Dues for retired faculty shall be \$25.00 for the academic year.
- (3) For those who choose conscientious objector status, an amount equal to one percent of course unit earnings will be contributed to a USF student scholarship fund. (See the Collective Bargaining Agreement.)

#### VI. Membership Meetings

- (1) Membership meetings shall be scheduled by the Executive Committee and Policy Board at least twice every semester.
- (2) Scheduling shall attempt to accommodate the schedules of the membership.
- (3) Notice of the time and place of meetings shall be communicated to the membership no less than seven days prior to meeting date.
- (4) Special meetings of the membership may be called by the petition of thirty percent (30%) of the members.
- (5) Membership meetings shall be closed to non-members, unless a majority of the members present vote to make the meetings open to the public or guests.
- (6) Members may participate at the membership meetings through voice and/or video electronic media.
- (7) A good faith effort will be made to engage and include members at branch campuses.
- (8) The quorum for a membership meeting shall be twelve (12) members.

#### VII. Officers and Duties

- (1) The Executive Committee shall be composed of a President, Vice President, Secretary, and Treasurer with terms beginning June 1, 2018. Candidates must have completed two semesters of teaching at USF before running for election. Each member will serve a two year term. Officers may be employed at the USF main campus or branch campuses. The Executive Committee will conduct the affairs of the Association subject to the advice and consent of the Policy Board and membership.
- (2) The President shall:
  - a. be the principal executive officer of the Association;
  - b. be responsible for conducting the affairs of the Association subject to the advice and consent of the Executive Committee, Policy Board and membership;
  - c. be ex officio chair of the Executive Committee and the Policy Board;
  - d. be the presiding officer at all meetings of the membership;
  - e. be an ex-officio member of all committees except the Elections Committee;
  - f. with the exception of the Elections Committee, appoint, with the approval of the Policy Board, the

- chairs and members of all committees;
- g. consult with the Association's legal counsel when necessary;
- h. communicate with AFT & CFT representatives;
- i. participate in on-going communications with the Director of Labor Relations and others in the USF administration;
- j. serve as liaison between Association members and the administration;
- k. lead the team negotiating the Collective Bargaining Agreement or designate a lead negotiator; (Article amended 12/7/23).
- l. receive, report, and respond to correspondence of the Association;
- m. supervise all employees of the Association;
- n. be one of the responsible financial officers of the organization and shall be authorized to co sign financial instruments and make regular and usual disbursements of funds;
- o. represent the Association in communication with the USF Faculty Association (USFFA) and at regular meetings of the USFFA policy board;
- p. represent the Association before bodies of the employer, executive and legislative officials; q. represent the Association before the public, community organizations, and the news media; r. be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body; s. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- t. make an annual report to the organization's membership; and

(3) The Vice President shall:

- a. be an ex officio member of the Executive Committee and Policy Board,
- b. serve as chief executive officer and preside at membership meetings in the absence of the President, and shall be responsible for the coordination of the work of Association committees. c. assume the duties of the President in the event of the absence, illness, death, or resignation of the President;
- d. oversee and assist the Policy Board Representatives in their duties;
- e. oversee the work of and receive regular reports from the committees, including the Distinguished Adjunct Teaching Award;
- f. organize and conduct PHP Application Workshops as deemed appropriate;
- g. Set up additional workshops when necessary;
- h. perform other duties as delegated by the President or assigned by the Executive Committee; and
- i. co-sign financial instruments in the absence of the President or Treasurer.

(4) The Secretary shall:

- a. be ex officio member of the Executive Committee and the Policy Board;
- b. maintain the non-financial files and records of the Association;
- c. record and keep accurate minutes of meetings of the membership, the Executive Committee and the Policy Board;
- d. maintain accurate membership records;
- e. assist the President in handling the correspondence of the organization;
- f. notify the membership of membership meetings, set up meetings, and prepare the agenda in consultation with the Executive Committee;
- g. Create and maintain the USF-PTFA website;
- h. oversee the work of, and receive and certify the reports of, the Elections Committee; i. perform other duties as delegated by the President, or assigned by the Executive Board;

(5) The Treasurer shall:

- a. be an ex officio member of the Executive Committee and the Policy Board;
- b. receive, record and deposit all dues monies and other income in the name of the organization; c. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- d. maintain all financial records of the organization;
- e. coordinate with the Full Time unit for an independent audit of the finances of the Association

- annually and make the audit results available to the Executive Board, Policy Board and membership;
  - f. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
  - g. oversee the work of and receive reports from a Finance Committee;
  - h. assist the Policy Board in the preparation of an annual budget, due in the month prior to the beginning of the fiscal year.
  - i. perform other duties as delegated by the President in consultation with other members of the Executive Committee and/or Policy Board;
  - j. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT;
- (6) The Executive Committee, or the Executive Committee's designee, shall process grievances under the terms of the Collective Bargaining Agreement. To accomplish this purpose, the Executive Board shall assume necessary duties and functions as appropriate, including, but not limited to, the following:
- a. Receive complaints brought forward by its members on appeal from STEP 2.
  - b. Collect data and initiate other fact-finding necessary to properly identify the issues at stake.
  - c. Meet as a body to evaluate grievances brought forward as to their merits, timeliness, and arbitrability.
  - d. Consider all grievances, whether arbitrable or not, and decide, on the basis of specific circumstances involved in each specific dispute, which grievances are to be moved to higher levels of the grievance procedure.
  - e. Prepare cases that are recommended for presentation to arbitration.
  - f. Retain jurisdiction over all grievances received, including the right to submit grievances to higher levels and the right to withdraw the grievances from further consideration at any time.
  - g. Initiate grievances on behalf of the Association (Article amended 5/15/23)
- (7) The Executive Committee may receive stipends set by the membership (see By-Laws).
- (8) The Executive Committee may appoint special representatives at times who will take on extra responsibilities for which they may be paid an honorarium. Such honoraria will be approved by the Executive Committee and the Policy Board.
- (9) With the exception of the office of the president (addressed in VII (3) c.), in the event of a vacancy on the Executive Committee, the remaining Executive Committee members shall appoint a replacement from the Policy Board, in consultation with the Policy Board.
- a. Should no Policy Board member be willing to fill a vacancy on the Executive Committee, the remaining Executive Committee members, in consultation with the Policy Board, shall appoint any full member of the Association to the vacancy.
  - b. One (1) appointee during the two (2) year term shall serve the remaining term that was vacated. In the event of a second (or more) vacancy, the appointee shall fulfill the remainder of the term that was vacated if the term remaining is less than twelve (12) months.
  - c. For the second (or more) appointee, if the term remaining is twelve (12) months or more, a special election shall be held to fill the vacated seat, usually within three (3) months. The election winner shall serve out the remainder of the original, vacated term.
- (10) Three (3) absences from an Executive Committee meeting within a year, counted from the date of assumption of office, may be grounds for an Executive Committee member's suspension and/or replacement. Pursuant to VII (3), the Executive Committee, in consultation with the Policy Board, shall have the authority to appoint a member to take the seat of an Executive Committee member who was suspended or replaced under the terms of this Section.

## VIII. Policy Board

- (1) The Policy Board shall be comprised of the four (4) Executive Committee members, one (1) at-large representative, and representatives from each college: Three (3) members shall be from Arts & Sciences and one (1) each from the School of Nursing and Health Professions, the School of Education, and the School of Management. There shall be eleven (11) Policy Board members altogether, and candidates shall stand for election in Spring 2018, coinciding with the Executive Committee elections. Candidates must have completed two semesters of teaching at USF before running for election. Each member will serve a two-year term, with terms beginning June 1, 2018. Representatives may serve from the USF main campus or branch campuses.
- (2) The Policy Board's duties shall be to create policies that promote the objectives of the Association at regularly scheduled meetings. Policy Board members may be designated by the Executive Committee to represent the Association on a temporary basis for tasks described in VII (2), (3), (4), (5).
- (3) In the event of a vacancy on the Policy Board,
  - a. The Executive Committee and Policy Board shall appoint a replacement from the Association membership.
  - b. Three (3) appointees during the two (2) year term may serve the remaining terms that were vacated.
  - c. In the event of a fourth (or more) vacancy, the appointee shall fulfill the remainder of the term that was vacated, if the term remaining is less than twelve (12) months. If the term remaining is twelve (12) months or more, a special election shall be held to fill the vacated seat, usually within three (3) months. The election winner shall serve out the remainder of the original, vacated term.
- (4) The Policy Board shall meet at least twice a semester, or at the call of the President, or at the call of six (6) or more of its members, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Policy Board shall be a majority of its members.
- (5) The Policy Board, with the assistance of the Treasurer and the Finance Committee, shall prepare, establish, and present to the membership an annual budget in the month prior to the beginning of the fiscal year.
- (6) The Policy Board shall approve the employment of all professional, technical, clerical, and support staff of the organization.
- (7) The Policy Board shall establish the salary, benefits, and expense guidelines of any general officer who is employed by the organization.
- (8) The Policy Board may receive stipends as set by the membership (see By-laws).
- (9) The Policy Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute.
- (10) The Policy Board shall be responsible for adherence to and enforcement of the Constitution and By laws of the organization.
- (11) The Policy Board shall issue regular reports, including an annual report, to the membership.
- (12) The Policy Board shall approve the chairperson and membership of all standing and special committees appointed by the President, and receive regular reports from such committees.
- (13) Three (3) absences from a Policy Board meeting within a year, counted from the date of assumption of

office, may be grounds for a Policy Board member's suspension and/or replacement. Pursuant to VIII (3), the Policy Board shall have the authority to appoint a member to take the seat of a Board member who was suspended or replaced under the terms of this Section.

#### IX. Contract Negotiating Team

- (1) The Contract Negotiating Team shall consist of at least three members of the Executive Committee, at least two Policy Board members and may also include additional members as designated by the Policy Board; (Article amended 12/7/23)
- (2) The Contract Negotiating Team shall be responsible for dealing with the Administration for the determination of all matters concerning wages, benefits, and conditions of employment to be embodied in the contract specifying the relationship between members of the Association and the University;
- (3) The Contract Negotiating Team shall negotiate from the demands developed by the Executive Committee and Policy Board and approved by the membership;
- (4) The Contract Negotiating Team may draw upon professional assistance to help with negotiations;
- (5) The Contract Negotiating Team shall report regularly to the membership;
- (6) The Contract Negotiating Team may invite members of the Policy Board or Association to attend negotiations.
- (7) The results of the Contract Negotiating Team's efforts at the bargaining table shall be presented to the membership for ratification.

#### X. Other Committees of the USF-PTFA

##### (1) Adjunct Awards Committee

- a. Purpose: To acknowledge and reward teaching, service, and innovation excellence by USF-PTFA professors at the University of San Francisco. The Awards are The Distinguished Adjunct Teaching Award (DATA), the Sr. Vicky Siu Award for Outstanding Contributions and Service to the University of San Francisco, and the Innovations in Instruction Award.
- a. Process:
  - i. The Distinguished Adjunct Teaching Award, the Sr. Vicky Siu Award, and the Innovations in Instruction Award are determined in consultation with USF.
  - ii. The Distinguished Adjunct Teaching Award shall not be awarded to a member more than once every five years.
  - iii. The Adjunct Awards Committee shall be composed of at least three (3) USF-PTFA faculty members. The committee should be composed of awardees from the two previous years.
  - iv. In the event that previous recipients cannot serve, then the Executive Committee shall request that other previous recipients serve on the committee.
  - v. If the administration elects to participate in selecting the awardee, the Adjunct Awards Committee shall serve as the Association's representative to a joint university-wide committee to confer the award(s).
  - vi. After receiving written nominations from the members of the university faculty, student body, administration, and alumni, the Adjunct Awards Committee will meet to select the recipient of the award(s). Their decision shall be made no later than April 1.

- vii. The Adjunct Awards Committee shall publish criteria for the selection of the recipient of the awards.
- viii. The amount of the purse for this award shall be subject to the Collective Bargaining Agreement.

(2) Finance Committee

- a. The Finance Committee shall assist the Policy Board in the preparation of the annual budget.

(3) Elections Committee.

- a. The Elections Committee shall conduct and supervise all elections of the organization.

(4) Grievance Committee.

- a. The Grievance Committee shall be composed of the Executive Committee officers, as described in VII (6).

(5) Organizing and Outreach Committee

- a. The Organizing and Outreach Committee shall conduct activities that promote the social well being of the membership, are attractive to potential members and promote community among organized labor and in the society at large.

(6) Additional committees may be assigned as needed by the Executive Committee in consultation with the Policy Board.

## XI. Amendments

- (1) Amendments to this Constitution may be proposed by a majority vote of the Policy Board or a petition by thirty percent (30%) of the membership, presented to the Secretary.
- (2) The Policy Board shall distribute a copy of the proposed amendment to all members at least seven (7) days prior to the membership meeting at which the amendment will be discussed.
- (3) The Policy Board shall send a ballot to members immediately or no more than thirty (30) days after the membership meeting at which the proposed amendment was discussed. Electronic voting shall be permitted.
- (4) Amendments to the Constitution shall be subject to approval by a simple majority of voting members.

## By-Laws of the University of San Francisco Part-Time Faculty Association

### I. Name

This body shall be known as the University of San Francisco Part-Time Faculty Association (USF-PTFA), Local 6590 of the American Federation of Teachers/California Federation of Teachers. AFL-CIO.

### II. Stipends

- (1) The stipends for the Executive Committee shall be approved by the membership.
  - a. For reference, the stipend for President, Vice President, and Vice President (Treasurer) in Spring 2016 was \$7,500 per semester.
  - b. For reference, in Fall 2016 the basis for stipends was changed from a flat amount to an amount based upon units per semester. President: 4.25 units. Vice President, Secretary, and Treasurer: 4 units. The stipend for President, Vice President, Secretary, and Treasurer was set to the non-PHP rate; in Fall 2016 the non-PHP rate was \$1,843.00 per unit.

(2) The stipends for representatives on the Policy Board shall be approved by the membership. a. For reference, the stipend for Policy Board representatives in Spring 2016 was \$500 per semester. b. For reference, in Fall 2016 the basis for stipends was changed from a flat amount to an amount based upon units per semester. Policy Board representative: .5 units. The stipend for representative was set to the non-PHP rate; in Fall 2016 the non-PHP rate was \$1,843.00 per unit.

### III. Election and Recall Procedures

- (1) Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).
  - a. The USF-PTFA Elections Committee shall conduct all general and special elections and referenda of the organization.
  - b. The Elections Committee shall also establish additional election rules as needed. Such rules may not conflict with the LMRDA, the AFT constitution, the constitution of the USF-PTFA Local 6590 and the procedures outlined herein.
  - c. The Executive Committee and Policy Board shall create an elections committee of at least two members and as many as three if necessary. No candidate shall serve on the Elections Committee. d. Elections will be held every two years. The two year term begins June 1 and ends May 31. Elections shall be held no earlier than April 1 and no later than the last day of spring classes. e. Dues must be deducted at least 30 days prior to an election in order for an adjunct faculty to become a voting member of the Association.
  - f. Candidates from the USF main campus or branch campuses may choose to run either at large or as a representative from a college with which they are associated: Arts and Sciences, Nursing and Health Professions, Education, or Management.
  - g. Any member of the Elections Committee nominated for or seeking office must vacate their position and will be replaced by a member nominated by the president and approved by the Executive Committee and Policy Board.
  - h. When resolving issues related to the election process, the Elections Committee should consult with officials from the CFT or AFT. The committee should not confer with individual candidates for office, unless conferring with all candidates.
  - i. Candidates for office may inspect the membership list once within the thirty (30) days prior to the election. Candidates may have election observers.
  - j. The Elections Committee may rely on services provided by a third party administrator.
- (2) Nominations
  - a. The Elections Committee shall begin its election procedures for members of the Executive Committee and Policy Board by soliciting names of eligible individuals interested in serving. Nominations may be submitted electronically or at a membership meeting, usually at least three (3) weeks before elections.
  - b. At least ten (10) days prior to the opening of nominations, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled, the necessary qualifications for nomination and election to such offices, and the date of the election. Notification may be provided electronically.
  - c. Members nominated to run for office must affirmatively accept their nomination within twenty four (24) hours of the close of nominations. Acceptance of the nomination indicates a good faith to serve the entire term if elected.
  - d. The Elections Committee shall determine whether the nominations were timely and if each nominee is eligible to run for office.
- (3) Campaign
  - a. Candidates for election may write short, optional platform statements for inclusion on information distributed electronically twice prior to issuance of the ballot. The statement may include a short biography, policy views or other relevant information for the voters. Materials will be submitted to the Election Committee, which will distribute the literature electronically. Sitting officers shall not review, control, or repress campaign literature of other candidates.



- b. Candidates for election may choose to distribute campaign material by U.S. Mail, at their own expense. Information regarding costs and procedures will be provided by the Elections Committee.

#### (4) Voting

- a. At least fifteen (15) days prior to the date of the election, the Elections Committee shall notify all members of the upcoming election by first class U.S. Mail to the members' last known home address: the offices to be filled, the necessary qualifications for election to such offices, and the date of the election. If known, the names of candidates may be included. Should changes to the LRMDA permit electronic notification rather than first class U.S. Mail, this shall be allowed.
- b. At least three (3) days prior to the election, the Elections Committee shall notify all members of the election date and the candidates for offices. This reminder may be distributed by email, the Association's website, electronic newsletter, member mailboxes, and/or U.S. mail.
- c. The Elections Committee shall issue blank ballots to all eligible to vote. Appended to each ballot shall be a list of all individuals nominated. A professional third party election administrator may be retained for electronic or other voting, providing a LMRDA compliant process.
- d. The Elections Committee shall prepare and provide ballots by U.S. Mail or electronically to all members in good standing for the proceeding thirty (30) days, in such manner as to ensure the secrecy of the ballot. In the case of U.S. Mail, the period between the mailing and return date for the ballots shall be no fewer than twenty (20) calendar days.
- e. Candidates for the office of representative of a college or school shall be elected by the membership from the college or school in which they serve. No member may cast a vote for a representative candidate from outside their college or school, except for At-Large seats.
- f. Candidates for the At-Large representative shall be elected by the entire membership. g. The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. The Elections Committee may rely on results provided by a third party administrator.

#### (5) Results and Challenges

- a. The Elections Committee shall tally the votes cast or receive third party administrator results and publish and distribute the results to the membership within five (5) days after the close of voting. The individual receiving the greatest number of votes shall be the winner for each position of President, Vice President, Treasurer, and Secretary on the Executive Committee. The Policy Board winners shall be the top three candidates who receive the most votes running for Policy Board seats and who represent Arts and Sciences. The other three Policy Board winners shall be one individual each from the School of Management, the School of Education, and the School of Nursing and Health Professions, who wins the most votes. The At Large winner shall be the candidate who receives the most votes running for the At Large seat. In the case of a draw, a run-off election shall be held.
- b. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the results announcement. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.
- c. All elections materials, including the ballots, will be kept in a secure location for one (1) year.
- d. Successful candidates shall assume office June 1, pursuant to VII (1) and VIII (1) of the Constitution.
- e. With the exception of the President, or in case of a recall, the Executive Committee and Policy Board will have the power to fill vacancies pursuant to sections VII. (9) and VIII. (3) of the Constitution.

#### (6) Recall Procedures:

- a. Each Executive Committee and Policy Board member is expected to carry out the duties of his/her office. This includes regular attendance at meetings, and where appropriate, adequate

representation of the views of his/her constituency. Failure to adequately carry out the duties of office is grounds for recall.

- b. A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require a recall election, supervised by the Election Committee.
- c. The Elections Committee shall conduct all recall proceedings according to the procedures outlined in this Article.
- d. A two-thirds (2/3) majority of votes cast shall be necessary for recall.
- e. In the case that the recall procedure is successful, election procedures described in VII. (1) through (5) shall be followed.

#### VIII. Subordination

No part of the USF-PTFA by-laws shall stand in contradiction to the Constitution of the USF-PTFA or to the Collective Bargaining Agreement.

#### IX. Parliamentary Authority

Robert's *Rules of Order*, latest revised edition, shall be normative, but not binding.

#### X. Amendments to By-Laws

- (1) Amendments to the By-Laws may be proposed by a majority vote of the Policy Board or a petition by thirty percent (30%) of the membership, presented to the Secretary.
- (2) The Policy Board shall distribute a copy of the proposed amendment to all members at least seven (7) days prior to the membership meeting at which the amendment will be discussed.
- (3) The Policy Board shall send a ballot to members immediately or no more than thirty (30) days after the membership meeting at which the proposed amendment was discussed. Electronic voting shall be permitted.
- (4) Amendments to the By-Laws shall be subject to approval by a simple majority of voting members.