

CONSTITUTION
THE UNIVERSITY OF MAINE AT AUGUSTA
WITH CAMPUSES IN BANGOR, AUGUSTA, AND LEWISTON-AUBURN
CLASSIFIED EMPLOYEES ASSEMBLY

Article I. Name

The name of this organization shall be the Classified Employees Assembly (CEA) of The University of Maine at Augusta.

Article II. Purpose/Objectives

Section 1. To represent eligible classified employees of The University of Maine at Augusta (UMA). (See Article III.)

Section 2. To establish rapport and maintain communication between classified employees and other members of the UMA communities.

Section 3. To facilitate in both professional development and personal growth of classified employees by enhancing skills, talents, and career mobility of potential employees through in-service training and other resources, policies, and opportunities not governed by collective bargaining and recommended for the mutual benefit of UMA and their employees.

Section 4. To evaluate the institution's policies not governed by collective bargaining which affect classified employees; to make recommendations to the respective administration for revisions, additions, or deletions of current policies, or to propose new policies deemed appropriate by a majority of the assembly members.

Article III. Membership

Section 1. An eligible member is a presidentially appointed classified person employed on a regular basis, either full or part time, by The University of Maine at Augusta. Members who are represented by a collective bargaining agency will not engage in discussions of matters related to collective bargaining.

Article IV. Executive Board

Section 1. The Executive Board shall consist of five (5) members: There shall be two (2) representatives elected by the Classified Employees Assembly of The University of Maine at Augusta to serve two-year terms on the Executive Board (See Article IV, Section 2). The chair, vice-chair, and secretary will also serve as members of the Executive Board.

Section 2. CEA representatives elected to the executive board will serve terms of two (2) years from the date of their election. Elections of the executive board will take place in May, at the same time as the election of assembly officers. In times of organizational restructuring, elections may be held during another month.

Section 3. In the event of the resignation of an Executive Board member, this vacancy will be filled by a nominee with the majority vote of those present at the CEA assembly meeting to complete the remainder of the term.

Section 4. The purpose of the Executive Board will be to act as liaison between employees and the assembly, to plan agendas for assembly meetings, to discuss items of concern, and to draft recommendations and responses as appropriate on behalf of the assembly.

Article V. Officers

Section 1. The officers of the assembly shall be one chair, one vice-chair, and one secretary. The assembly shall elect them for the term of one (1) year.

Section 2. The duties of the officers shall be as follows: chair to preside at all meetings of the assembly and solicit representatives to serve on University-wide committees; secretary to keep records of all assembly meetings and to attend to all correspondence of the assembly. In the absence of the chair, the vice-chair will preside at the assembly meeting.

Section 3. In the event that a Bangor and/or Lewiston-Auburn constituent is not elected to be an officer, members of the CEA located in Bangor and/or Lewiston-Auburn will have the option of selecting a campus liaison to the Executive Board. The campus liaison will bring forth Bangor and/or Lewiston-Auburn related concerns to the Executive Board.

Article VI. Meetings

Section 1. Monthly meetings of the executive board shall be open to all eligible classified employees of UMA.

Section 2. Special meetings of the executive board or assembly may be called by the chair, by two (2) executive board members, or by the written request of five (5) eligible members.

Section 3. There shall be regular monthly meetings of the assembly in Augusta. These meetings will be planned for one (1) hour and will be closed to non-CEA members. An attempt will be made to schedule meetings over compressed video and teleconferencing. One meeting per year will take place on the Bangor campus.

Section 4. The meeting held in May shall be for the purpose of electing assembly officers and executive board members.

Section 5. Fifteen (15) members of the assembly shall constitute a quorum for voting purposes at assembly meetings. If there is no quorum reached on an issue by voting at the assembly meeting, a provision will be made for a paper ballot vote.

Article VII. By-laws

Section 1. The assembly may enact by-laws for the purpose of implementing its duties, including the creation of committees.

Section 2. Either the elected officer(s), or the campus liaison will hold a regularly scheduled monthly meeting in Bangor prior to the monthly Executive Board meeting.

Article VIII. Standing Committees

Section 1. The Development Funds Committee is comprised of four (4) CEA members elected in the May election. Of these four members, one will be the Chair of the Development Funds Committee.

Article IX. Amendments

Section 1 This constitution or any by-laws may be amended by a quorum of all eligible classified employees attending any given meeting or by written paper ballot of all eligible classified employees between meetings.

Article X. Implementation

Section 1. When this amended constitution and any accompanying by-laws have been approved as outlined in Article IX, Section 1, by the President of UMA, and the Chancellor of the University of Maine System, this document will be officially recognized as the constitution and by-laws of the Classified Employees of The University of Maine at Augusta.

Section 2. The CEA acknowledges that the Board of Trustees is the, legal governing body of the University of Maine System *and* that nothing within the constitution or governing document shall be construed as granting the authority to act outside the policies of the Board of Trustees.

The Board of Trustees reserves the right to suspend, amend or otherwise alter any constitution or governing document if the Board finds at any time that the provisions of such a document are contrary to the policies of the Board of Trustees.