

United University Professions Stony Brook Chapter Bylaws

Article 1: Name

The name of this organization shall be the Stony Brook Chapter of United University Professions (“UUP”), Local #2190 of the American Federation of Teachers, AFL-CIO (hereinafter, the “Stony Brook Chapter” or “Chapter”).

Article 2: Purpose

The purpose of the Stony Brook Chapter shall be to promote the aims of UUP, namely, to improve the terms and conditions of employment of those it represents; to promote mutual assistance and cooperation among the members of UUP; to monitor local compliance of the Agreement between State of New York and UUP; to promote academic and professional excellence, and to strengthen the college and university community.

Article 3: Membership

Section 3.1—Classes of Membership

- 3.1.1. There shall be the following classes of membership in the Stony Brook Chapter, as defined by the UUP Constitution: Regular Membership; Special Membership, either Retired or Sustaining; Associate Membership; and Honorary Membership.
- 3.1.2. Regular membership in this Chapter shall be open to employees in the Professional Services Negotiating Unit (08) at the State University of New York at Stony Brook’s West, Southampton and Manhattan_Campuses. Membership in good standing shall be maintained through membership in UUP as specified in the UUP Constitution.
- 3.1.3. Rights of all classes of members are defined by the UUP Constitution.

Section 3.2—Categories of Membership

Membership shall be either of two categories, “academic” or “professional.” “Academic” members shall be those persons with academic rank. “Professional” members shall be those persons with professional rank.

Article 4: Meetings of the Membership

Section 4.1—Authority

Chapter members shall make policy at duly constituted meetings or through referenda. The annual Chapter budget shall be approved by a majority vote of those present and voting at a Chapter meeting.

Section 4.2—Regular Meetings

There shall be at least one meeting of the Chapter membership each semester in the Fall and Spring at the West campus. At the Southampton and Manhattan campuses meetings will occur when relevant. The Chapter President shall call all meetings of the Chapter membership and preside over them. The Chapter President shall send a written announcement of a regular Chapter meeting to all members at least ten days prior to the meeting. The announcement shall contain the date, time and place of meeting, and the agenda, which may be modified at the meeting.

Section 4.3—Special Meetings

Special meetings of the Chapter membership may be called by the Chapter President, at the request of a majority of the Executive Board, or at the petition of at least five percent of the

Chapter membership. Unless extraordinary circumstances prohibit it, the Chapter President shall send a written announcement of a special Chapter meeting to all members at least ten days prior to the meeting. The announcement shall contain the date, time and place of meeting, and the agenda, which may be modified at the meeting.

Section 4.4—Minutes

Approved minutes of all Chapter meetings shall be made available to the membership.

Section 4.5—Referenda

The Executive Board shall initiate referenda by a majority vote or upon the petition of at least five percent of the Chapter membership. Referenda shall be conducted using procedures adopted by the Executive Board.

Article 5: Officers

Section 5.1—Definition

The elected officers of the Chapter shall include a President, a Vice President for Academics, a Vice President for Professionals, a Secretary, a Treasurer, an Officer for Contingents, and an Officer for Retirees. The appointed officers of the Chapter shall include an Academic Grievance Officer, a Professional Grievance Officer, a Membership Development Officer and an Affirmative Action Officer.

Section 5.2—Duties

- 5.2.1 The Chapter President shall preside over meetings of the Chapter and the Executive Board, be the first delegate to the Delegate Assembly; maintain liaison with UUP; appoint chairpersons and members of committees, subject to approval by the Executive Board; be a non-voting member of all committees; serve as the administrative officer of the Chapter; supervise any office staff; be authorized to sign checks and appoint an additional Elected Officer besides the Treasurer to be authorized to sign checks, subject to approval by the Executive Board in the absence or incapacity of the Treasurer, and perform other functions and duties usually attributed to the office of President. In addition, the Chapter President or a designee shall represent the Chapter to management, to the college community, and to the public.
- 5.2.2 The Vice Presidents shall be delegates to the Delegate Assembly; shall have as their primary duties the representation of the members of the categories they represent. In addition, they shall perform other responsibilities and duties assigned by the Chapter President and/or the Executive Board. In the event the Chapter President is absent or disabled, the Vice President from the alternate membership category shall automatically assume the duties of the presidency until such time as the Chapter President returns, or the Executive Board meets and appoints an Acting Chapter President or until a special election is held.
- 5.2.3 The Secretary shall keep accurate minutes of the meetings of the Chapter, the Executive Board, and the Labor-Management meeting, and shall, in the absence of a Designated Election Official, assume the duties assigned to that position. The Secretary shall assist in maintaining Chapter files, a roll of the membership, and shall perform such other functions usually attributed to this office as requested by the Chapter President, the Executive Board, or the Chapter.
- 5.2.4 The Treasurer shall be responsible for the funds of the Chapter, depositing them in a checking or savings account as appropriate; to be in compliance with UUP statewide fiscal policy; keep accurate accounts of receipts and disbursements; issue checks and make withdrawals and transfers as authorized by the Chapter President or Executive Board; report to each meeting of the Executive Board; prepare an annual financial statement for publication and distribution to the Chapter and to the statewide Treasurer and statewide UUP Executive Board; prepare a budget for submission to the Executive Board, and keep the Chapter President and Executive Board informed of the financial condition of the Chapter.

- 5.2.5 The Grievance Officers shall be responsible for assisting members of the bargaining unit with problems and concerns and for the processing of grievances according to appropriate procedures.
- 5.2.6 The Officer for Contingents shall be responsible for monitoring the concerns of Contingents members and shall report to the Chapter, the Executive Board, and the Chapter President, as appropriate, and make recommendations to the Executive Board. The Officer for Contingents shall serve as chairperson of the Contingent Concerns Committee.
- 5.2.7 The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related concerns and shall report to the Chapter, the Executive Board, and the Chapter President, as appropriate, and make recommendations to the Executive Board. The Affirmative Action Officer shall serve as chairperson of an Affirmative Action Committee.
- 5.2.8 The Membership Development Officer (MDO) shall work to promote membership growth; shall present to the executive board recommendations with respect to membership development; shall serve, by virtue of the office as a member of the committee on active retired membership and as a member of the membership committee; and shall perform such other membership-related functions as may be directed by the president or the executive board. The MDO shall be responsible for organizing campaigns for new members; encouraging fee payers regularly to join UUP; acting as liaison with statewide MDO and overseeing a department representative structure .
- 5.2.9 The Officer for Retirees shall be responsible for monitoring the concerns of Retired Members and shall report to the Chapter, the Executive Board, the Chapter President, and the statewide COARM structure, as appropriate. They shall make recommendations to the Executive Board and the COARM. The Officer for Retirees shall serve as the Active Retired Representative.

Section 5.3—Selection and Terms of Office

- 5.3.1 All officers, except the Membership Development Officer, Grievance Officers, and the Affirmative Action Officer, shall be elected by the Chapter membership for a term of two years. The Vice Presidents shall be elected by and from their respective membership categories. Elections shall be conducted in accordance with the UUP Constitution and Article 10 of these Bylaws.
- 5.3.2 The Grievance Officers shall be appointed by the Chapter President, subject to approval by the Executive Board.
- 5.3.3 The Officer for Contingents shall be elected. A Contingent Concerns Representative from the alternate membership category shall be appointed by the President, subject to the approval of the Executive Board.
- 5.3.4 The Affirmative Action Officer shall be appointed by the Chapter president, subject to approval by the Executive Board.
- 5.3.5 The Membership Development Officer shall be appointed by the Chapter President, subject to approval by the Executive Board.
- 5.3.6 The term of office of the Membership Development Officer, Grievance Officers, and the Contingent Concerns Representative and the Affirmative Action Officer and shall coincide with the terms of the elected officers.

Article 6: Executive Board

Section 6.1—Definition

The Executive Board shall consist of:

- 6.1.1 The elected officers, as specified in Article 5.1, shall be voting members of the Executive Board.
- 6.1.2 The first five members who were elected in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly, other than the elected officers, shall be voting members of the Executive Board.
- 6.1.3. Other members who were elected in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly shall be members of the Executive Board *ex officio* without vote, unless they are otherwise voting members of the Executive Board as defined in Articles 6.1.1 and 6.1.2.
- 6.1.4 All Standing committee chairs and members as well as the CCPE and CRP committees shall be appointed by the Chapter President subject to approval by the Executive Board
- 6.1.5 Members of the Chapter who serve as officers of UUP or members of the statewide UUP Executive Board shall be members of the Executive Board *ex officio* without vote, unless they are otherwise voting members of the Executive Board as defined in Articles 6.1.1 and 6.1.2.
- 6.1.6 Members of the Chapter who serve as chairpersons of UUP statewide Standing Committees shall be members of the Executive Board *ex officio* without vote, unless they are otherwise voting members of the Executive Board as defined in Articles 6.1.1 and 6.1.2.

Section 6.2—Duties

- 6.2.1 The Executive Board shall be the policy-implementing body of the Chapter and shall be responsible for the administration of the Chapter and its activities. It shall appoint individuals to fill vacancies, or direct that special elections be held to fill vacancies; approve appointments to committees; approve a budget for submission to the Chapter; approve all expenditures pursuant to the Chapter Budget and authorize extraordinary expenditures; carry out policies established by the Chapter and suggest policies for consideration by the Chapter; arrange for such ancillary staff members and assistance as are necessary to attain the goals of the Chapter; act on behalf of the membership in the absence of membership policy and during periods of time when Chapter meetings cannot be reasonably convened; generally represent UUP and the Chapter; and, carry out such other duties as are reasonably associated with an Executive Board. The Executive Board shall by a majority vote or upon the petition of at least five percent of the Chapter membership initiate referenda, and shall adopt procedures for the conduct of such referenda.
- 6.2.2 Duties of the Active Retired Representative, Outreach Chairperson, Membership Chairperson, Newsletter Editor, and Safety and Health Chairperson shall be defined by the Executive Board.
- 6.2.3 Duties of the Designated Election Official shall be in accordance with the UUP Constitution. The Designated Election Official shall also develop procedures for the conduct of Chapter Referenda subject to approval by the Executive Board.

Section 6.3—Terms of Office

- 6.3.1 Except where otherwise specified, terms of office for elected and appointed positions of the Executive Board shall coincide with the terms of the elected officers.
- 6.3.2 No elected officer position shall be held by any one person for more than five consecutive terms.

Section 6.4—Meetings

- 6.4.1 The Executive Board shall meet at least once a month during the academic year. Meetings shall be convened by the Chapter President or by a written request of one-third of the

Executive Board or five percent of the Chapter membership. The Chapter President shall send an announcement of an Executive Board meeting to all members of the Executive Board at least seven days prior to the meeting. The announcement shall contain the date, time and place of meeting, and the agenda, which may be modified at the meeting. Special meetings may be called by the President.

- 6.4.2 Executive Board meetings, other than executive sessions, shall be open to all members of the Chapter. Members of the Chapter shall be notified by appropriate means of the schedule of Executive Board meetings.

Section 6.5—Minutes

Approved minutes of all Executive Board and Labor-Management Committee meetings shall be made available to the Chapter membership.

Section 6.6 -E-VOTE

The Chapter officers may authorize an E-Vote by the Executive Board in circumstances where a decision is needed prior to the next scheduled meeting of the Executive Board. Upon authorization by a majority vote of the officers, the Chapter Secretary shall electronically notify all Executive Board members of the circumstances necessitating the E-vote, and shall request by reply email a Vote. This notification shall be sent with return receipt requested. The Chapter Secretary shall specify a deadline for the Vote, no less than 24 hours following the notification of the Vote. The Chapter Secretary will report out the results to the Executive Board following the counting of the Votes.

Article 7: Delegates to the UUP Delegate Assembly

Section 7.1—Definition

The first delegate shall be the Chapter President, the second shall be the Vice President of the alternate membership category of the Chapter President, and the third shall be the Vice President of the same membership category as the Chapter President, if the Chapter is entitled to an additional representative from that category. The fourth delegate shall be the Officer for Contingents. The Officer for Contingents shall be an additional delegate regardless of category and shall not affect the delegate allocation for the chapter. Additional delegates shall be elected by and from the membership according to the provisions of the UUP Constitution.

Section 7.2—Duties

In addition to serving as voting or *ex officio* members of the Executive Board, Delegates shall represent the Chapter at the Delegate Assembly of UUP. Delegates shall analyze the business to be conducted at each Delegate Assembly and seek input from the membership on issues of importance to the Chapter. Delegates shall report to the membership on actions taken by the Delegate Assembly.

Section 7.3—Seating at the Delegate Assembly

The number of Chapter representatives eligible for seating at the Delegate Assembly shall be determined by UUP, in accordance with the UUP Constitution. Prior to each Delegate Assembly the Chapter President shall ask Delegates, in rank order of their election, their intention to serve at that Delegate Assembly. Delegates who do not so confirm with the Chapter President at least seven days prior to the Delegate Assembly shall be replaced by the next ranking Delegate who so confirms. If a Delegate is so replaced, that Delegate shall not be eligible for seating at the Delegate Assembly in place of any confirmed Delegate who attends the Delegate Assembly.

Section 7.4—Selection and Terms

Delegates shall be elected in accordance with the UUP Constitution.

Section 7.5—Biannual Chapter Leadership Retreat

The Chapter President shall convene a Chapter Leadership Retreat during the summer after the chapter elections. All elected chapter delegates will be invited to attend and participate in the planning of the chapter's course. The Chapter President shall send a written announcement of this leadership retreat at least ten days prior to the meeting. The announcement shall contain the date, time, place of the retreat and the agenda, which may be modified at the retreat.

Article 8: Department Representative Structure

Section 8.1—Definition

The Membership Development Officer shall develop and coordinate a Department Representative Structure that assures every member is represented.

Section 8.2—Duties

Department Representatives shall assist in the recruiting of members, assist in the dispersal of information, mobilize the membership for action when necessary, and advise the Executive Board on the needs of the membership.

Section 8.3—Selection and Terms

Department Representatives shall be appointed by the Chapter President, subject to approval by the Executive Board. The term of office for Department representatives shall coincide with the terms of the elected officers.

Article 9: Committees

Section 9.1—Labor-Management Committee

Chapter officers, as defined in Article 5.1, shall constitute the UUP committee responsible for representing the Chapter at Labor-Management meetings conducted pursuant to the Agreement between The State of New York and UUP. The Chapter President shall be responsible for the conduct of the meetings. Members of the Executive Board, Chapter members, the NYSUT Labor Relations Specialist, and UUP representatives or staff employees may be added to this group by the Chapter President. In the event the Chapter President is absent, the Vice President from the alternate membership category shall be responsible for the conduct of the meetings.

Section 9.2—Standing Committees

- 9.2.1 Affirmative Action Committee: The Affirmative Action Committee shall assist the Affirmative Action Officer in monitoring campus Affirmative Action programs and policies, and shall recommend actions designed to implement and enforce Affirmative Action goals. The Affirmative Action Officer shall serve as chairperson.
- 9.2.2 Outreach Committee: The Outreach Committee shall plan and coordinate activities to inform legislators of Chapter and UUP needs, and educate the Chapter membership about legislation of interest to UUP. It shall coordinate activities with the statewide UUP Outreach Committee and coordinate the annual VOTE/COPE campaign. The Outreach Chairperson shall serve as the chairperson.
- 9.2.3 Membership Committee: The Membership Committee shall assist the Membership Chairperson in recruiting new members, organizing membership drives, maintaining up-to-date lists of members, and disseminating literature to the membership. The Membership Chairperson shall serve as the chairperson.
- 9.2.4 Contingent Concerns Committee: The Contingent Concerns Committee shall assist the Officer for Contingents and the Contingent Concerns Representative in encouraging and promoting membership and activities of Contingents, and shall make recommendations with regard to

organizational structures wherein Contingents work. The Officer for Contingents shall serve as chairperson and the Concerns Representative as Deputy Chair.

- 9.2.5 Safety and Health Committee: The Safety and Health Committee shall assist the Safety and Health Chairperson to identify and review safety-related issues affecting employees and shall recommend plans for the correction of such matters. The Safety and Health Chairperson shall serve as the chairperson,
- 9.2.6 The College Committee on Professional Evaluation (CCPE) shall review an appeal by a professional whose evaluation report's characterized as "unsatisfactory" in accordance with the UUP contract. The appointments for the UUP members of the CCPE will be from the Professional rank and consist of at least five members appointed of which three will be selected for each case for the UUP seats on the CCPE.
- 9.2.7 The College Review Panel (CRP) shall review applications for promotions and salary increases for members of the Professional rank in accordance with the UUP contract. These appointments for UUP will be from the Professional rank and consist of at least eight members of which five to seven will be selected to serve on the CRP.
- 9.2.8 Additional Standing Committees may be established by amendment of these Bylaws.

Section 9.3—Ad Hoc Committees

Ad hoc committees may be created by the Chapter or by the Executive Board.

Section 9.4—Selection and Terms

- 9.4.1 Unless otherwise specified, members of all standing and ad hoc committees shall be appointed by the Chapter President, subject to approval by the Executive Board.
- 9.4.2 The term of office of Standing Committee members shall coincide with the terms of the elected officers.
- 9.4.3 The term of office of Ad hoc Committee members shall expire upon the completion of their charge and/or the expiration of the term of the officers.

Article 10: Elections

Section 10.1—Chapter Elections

Chapter elections, except those held to fill vacancies, shall be held every two years for each elective office and be completed no later than May 1. Terms of office shall begin on June 1. Persons elected to fill vacancies shall take office at the time of election. Election to each office shall be by a plurality of those voting. A tie shall be broken by a runoff election.

Section 10.2—Conduct of Elections

Chapter elections shall be conducted in accordance with the UUP Constitution.

Section 10.3—Vacancies

In the event of a vacancy in an office, the Executive Board shall within thirty days by majority vote either designate a person to serve out the term of the office or direct that a special election be held. The Executive Board may appoint any eligible individual to fill the term of an office, which becomes vacant, except those offices, which require election for legal recognition, such as delegate to the UUP Delegate Assembly and affiliate conventions or assemblies.

Article 11: Removal or Recall

Section 11.1—Removal for Cause

An officer, delegate, or member of the Executive Board may be removed from office for valid cause. Valid cause for removal from office may include, but not be limited to, continued

neglect or non-performance of the duties of the office, misuse of Chapter funds, and/or intentional misrepresentation of the organization to outside parties.

Section 11.2—Procedure

- 11.2.1 Upon receipt of written charges and a petition of five percent of the Chapter membership, or one third of the voting membership of the Executive Board, the Chapter President shall appoint a Select Committee, subject to approval by the Executive Board, to conduct a confidential investigation. The Select Committee shall be composed of not less than three and not more than five members of the Chapter. If charges are raised against the Chapter President, the Select Committee shall be appointed by the Vice President of the alternate membership category. The charges from such a petition shall be mailed registered or certified mail, return receipt requested, to the official address of the individual charged, and shall be given to the Select Committee.
- 11.2.2 An individual charged must indicate in writing receipt of the charges and an interest in retaining the office in question. Failure to indicate such interest within two weeks of receipt of the charges shall be deemed to be a resignation, and the office shall be declared vacant. In such case, the Select Committee shall report the resignation and vacancy to the Executive Board, and the investigation shall be considered closed.
- 11.2.3 If a vacancy is declared, it shall be filled in accordance with the procedures in Article 10.3. If a vacancy is not declared, the Select Committee shall investigate the charges and provide an opportunity for the individual charged to respond. Such an investigation shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. Following the conclusion of an investigation, the Select Committee shall report its findings to an executive session of the Executive Board. If the Executive Board concludes that there is merit to the charges, it shall call a special meeting of the membership according to procedures in Article 4.3. At the special membership meeting there shall be a full discussion of the charges and the individual charged shall have the right to present a defense. A majority vote of those attending the special membership meeting shall be required to authorize a recall election.

Section 11.3—Recall Election

A vote to remove an officer, delegate or member of the Executive Board shall be conducted by mail to the official address of each member of the Chapter. Chapter members shall have at least 14 calendar days to return their ballots. A vote to remove an officer, delegate or member of the Executive Board shall require a majority of those voting.

Section 11.4 -- Vacancies

If a vacancy is created as a result of a recall vote, that vacancy shall be filled according to the procedures in Article 10.3.

Article 12: Parliamentary Authority

Section 12.1—Quorum

- 12.1.1 A quorum for a meeting of the membership shall be five percent of the Chapter membership.
- 12.1.2 A quorum for a meeting of the Executive Board shall be a majority of its voting members, provided however, that at least half of the officers, as defined in Article 5.1, are present.

Section 12.2—Parliamentary Authority

Meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*, except that these Bylaws or the UUP Constitution shall take precedence.

Section 12.3—Parliamentarian

The Chapter President shall appoint a parliamentarian to assist in the conduct of meetings. The parliamentarian shall not be a member of the Executive Board.

Article 13: Construction and Severability

Section 13.1—Construction and Severability

- 13.1.1 If a provision of these Bylaws is discovered to be null and void because of a conflict with an authority that must take precedence, the Executive Board shall have the authority to change the provision to make it conform to all necessary policies/statements.
- 13.1.2 A decision by a competent agency invalidating a clause, phrase, or section of these Bylaws shall not invalidate any other clause, phrase, or section.

Article 14: Amendment

Section 14.1—Amendment

- 14.1.1 Amendment to these Bylaws may be proposed by the Executive Board or by written petition of fifty members of the Chapter.
- 14.1.2 A proposed amendment shall be presented to the membership, in writing, by campus mail and/or posted on the chapter website at least two weeks prior to a regular or special meeting of the membership called in accordance with the procedures in Article 4. The proposed amendment will be presented to the membership at that meeting (which will occur during a Fall or Spring academic semester) and will be voted on. Ratification will require a Quorum as specified in Article 12.1.1 and a positive vote of the 2/3rds of the members present.
- 14.1.3 Every Five years a Bylaws Review Task Force will be formed to review the Bylaws and solicit any recommendations for potential amendments which will conform to Article 14 procedures. The members will be recommended by the President and approved by the Executive Board. A Bylaws Review Task Force may be formed at any other time upon approval of the Executive Board.

Section 14.2 -- Ratification

- 14.2.1 Amendments to these Bylaws shall go into effect immediately upon adoption by a 2/3rds vote of the members voting in a mail ballot or at a Membership meeting according to the procedures specified in Article 14.1.2.
- 14.2.2 These Bylaws shall supersede all prior Constitutions and Bylaws of this Chapter. Upon ratification, a dated copy shall be sent to all Chapter members and to the Secretary of UUP. A copy will also be posted on the Chapter's website.