

Stony Brook Chapter Bylaws PROPOSED CHANGES (October 8th, 2019)

Stony Brook Chapter Bylaws. Adopted May 1985; Revised October 15, 2013

Article 1: Name

The name of this organization shall be the Stony Brook Center 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 **both active in-service and active retired**; to monitor local compliance of the Agreement between the State of New York and UUP; to promote academic and professional excellence, and to strengthen the college and university community. **It will be the responsibility of all officers, delegates and/or committee members to keep our members’ workplace issues and concerns confidential.**

Article 4: Meetings of the Membership**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 **and Southampton** campuses. ~~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 4.4—Minutes

Approved minutes of all Chapter meetings shall be made available to the membership **at the chapter office and the chapter website.**

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, ~~and~~ an Officer for Contingents, **an Officer for Retirees and a Membership Development Officer.** The appointed officers of the

Chapter shall include an Academic Grievance Officer, a Professional Grievance Officer, a ~~Membership Development Officer and an Affirmative Action~~ **Diversity, Equity & Inclusion** Officer (**Diversity Officer**).

Section 5.2—Duties

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~~ **meeting minutes**, ~~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.

5.2.7. The ~~Affirmative Action~~ **Diversity, Equity & Inclusion** 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~~ **Diversity, Equity & Inclusion** Officer shall serve as chairperson of an ~~Affirmative Action~~ **a Diversity, Equity & Inclusion** 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 **maintain a list of the membership**; and shall perform such other membership-related functions as may be directed by the ~~Chapter p~~**Chapter** President or the Executive Board. The MDO shall be responsible for organizing campaigns for new members; encouraging ~~fee payers~~ **Non-Members** 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 Active 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~~ **Diversity, Equity & Inclusion** 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.

5.3.3. The Officer for Continents shall be elected. A Contingent Concerns Representative from the alternate membership category shall be appointed by the **Chapter** President, subject to the approval of the Executive Board.

5.3.4. The ~~Affirmative Action~~ **Diversity, Equity & Inclusion** 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~~5~~. The term of office of the ~~Membership Development Officer~~, Grievance Officers, and the ~~Contingent Concerns Representative~~ and the Affirmative Action **Diversity, Equity & Inclusion** Officer and shall coincide with the terms of the elected officers.

5.3.6. An individual must be a member in good standing to be nominated for, elected to or hold office. When there are no nominees for a position, and no individual who received write-in votes is willing to serve if elected, the office shall be declared vacant and shall be filled by appointment by the Executive Board, providing however that Delegates to the Delegate Assembly and affiliate conventions must be elected.

Article 6: Executive Board

Section 6.2—Duties

6.2.2. Duties of the **Standing and Ad-Hoc committees** ~~Active Retired Representative, Outreach Chairperson, Membership Chairperson, Newsletter Editor, and Safety and Health Chairperson~~ shall be defined by the Executive Board.

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 **a detailed** agenda, which may be modified at the meeting. Special meetings may be called by the **Chapter** President.

Section 6.5—Minutes

Approved minutes of all Executive Board and **approved notes of** Labor-Management Committee meetings shall be made available to the Chapter membership **at the chapter office and the chapter website.**

Section 6.6 --- Electronic Voting (E-Vote)

If a matter is deemed urgent by the Chapter Executive Board, an electronic vote can be held with voting members of the executive board via email arranged by the Chapter President or Chapter Secretary. The electronic voting will follow the procedures set by the Chapter Executive Board.

Article 8: Department Representative Structure

Section 8.2—Duties

Department Representatives shall assist in the recruiting of members, ~~assist in the dispersal of~~ **serve as a conduit of communication and** information, mobilize the membership for action when necessary, and advise the Executive Board on the needs of the membership.

Article 9: Committees

Section 9.2—Standing Committees

9.2.1. ~~Affirmative Action~~ **Diversity, Equity & Inclusion** Committee: The ~~Affirmative Action~~ **Diversity, Equity & Inclusion** Committee shall assist the ~~Affirmative Action~~ **Diversity, Equity & Inclusion** Officer in monitoring campus Affirmative Action programs and policies, and shall recommend actions designed to implement and enforce Affirmative Action goals. The ~~Affirmative Action~~ **Diversity, Equity & Inclusion** 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 **Development Officer** ~~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 **Contingent** Concerns Representative as Deputy Chair.

9.2.5. ~~Safety and Health~~ **and Safety** Committee: The ~~Safety and Health~~ **and Safety** Committee shall assist the ~~Safety and Health~~ **and Safety** Chairperson to identify and review safety-related issues affecting employees and shall recommend plans for the correction of such matters. The ~~Safety and Health~~ **and Safety** 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. Women’s Rights and Concerns Committee; The Women’s Rights and Concerns Committee shall work to assure respect for fair and equal treatment of women and their issues and concerns and make recommendations to the Chapter President and Chapter Executive Board to address those concerns.

9.2.9. Disability Rights and Concerns Committee; The Disability Rights and Concerns Committee will ensure that membership is aware of their individual rights as a person with a disability, how to access policies for requesting accommodations and avenues for support should accommodations be denied. Provide resources to access details of federal and state laws pertaining to disability rights generally, and specifically in a workplace and will identify issues and concerns for members with disabilities and make recommendations to the Chapter President and Chapter Executive Board to address those concerns.

9.2.10. SOUL Committee; The SOUL (Sexual Orientation United for Liberty) Committee will identify issues and concerns including relevant federal and state legislation for members in our LGBTQ community and make recommendations to the Chapter President and Chapter Executive Board to address those concerns.

9.2.11. Finance Committee; The Finance Committee is responsible for drawing up and recommending the proposed budget, reviewing expenditures and the activities of the Treasurer. The committee will make recommendations to the Chapter President and Chapter Executive Board.

9.2.12. Hanson Awards Committee; The Hanson Awards Committee is responsible for reviewing applications and procedures for the Charles Hanson Outstanding Chapter Professional Award on an annual basis. The committee will make recommendations to the Chapter Executive Board for consideration.

9.2.13. Wishnia Awards Committee; The Wishnia Awards Committee is responsible for reviewing applications and procedures for the Judith and Arnold Wishnia Outstanding Chapter Academic Award on an annual basis. The committee will make recommendations to the Chapter Executive Board for consideration.

9.2.8 **14.** Additional Standing Committees may be established by amendment of these Bylaws.

Article 10: Elections

Section 10.2—Conduct of Elections

Chapter elections **and procedures** shall be conducted in accordance with the UUP ~~Constitution~~ **Statewide Executive Board Policy**.

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. **An Officer or voting member of the Executive Board should attend all meetings of the Executive Board. Should they have four unexcused absences in one academic year, Stony Brook Center chapter shall consider them inactive in order to conduct chapter business. The next Academic or Professional elected delegate in the Chapter election position shall be granted voting rights for Executive Board meetings and count toward a quorum until new elections are held or the voting member starts attending Executive Board meetings again, whichever is sooner.**

Article 12: Parliamentary Authority

Section 12.1—Quorum

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 **elected** officers, as defined in Article 5.1, are present.

12.1.3. A voting member of the Executive Board may attend, be a full participant, and count towards the quorum via virtual/teleconferencing participation with proper notification and coordination with the Chapter President.

Section 12.3—Parliamentarian

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

Article 14: ~~Amendment~~ Amending the By-Laws

Section 14.1—Amendment(s)

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. The proposed amendment(s) will be presented to the Chapter Executive Board for a vote. If approved it will be presented to the chapter membership as defined in Section 14.1.3.

14.1.2 **3.** 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~~ **In order for the amendment(s) to be sent to the entire chapter membership it** 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 **4.** 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 **Task Force** members will be recommended by the **Chapter** 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 majority vote of the members voting in a mail ballot according to the procedures specified in ~~Article 14.1.2~~ by the **Chapter Executive Board**.

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 **dated** copy **shall be made available to the chapter membership at the chapter office** and ~~will also be posted on~~ the Chapter's website. **The chapter membership will be notified of the publication of the amended by-laws.**