

CHAPTER BY-LAWS

United University Professions

State University of New York at Binghamton Chapter

ARTICLE I. MEMBERSHIP

The members of the State University of New York at Binghamton (Binghamton University) Chapter of United University Professions (the Chapter) are employees of Binghamton University who are members of the United University Professions (UUP).

Article II. PURPOSE

The purpose of this organization shall be to improve the terms and conditions of employment of those it represents; to monitor compliance with the Agreement between the State of New York and UUP; to promote mutual assistance and cooperation among the members of this organization; to advance education in a democracy and democracy in education; to promote the principle of unity and collective bargaining in higher education; and to defend the civil, professional, and human rights of those it represents.

ARTICLE III. OFFICERS

1. The elected officers of the Chapter shall be a President, a Vice-President for Academics, a Vice-President for Professionals, an Officer for Contingents, and a Secretary/Treasurer.
2. The appointed officers of the Chapter shall be a Membership Officer, a Communications Officer, and a Retiree Officer. The President shall appoint these officers with approval of the Chapter Executive Board.
3. The duties of the elected officers shall be as follows:
 - a. The President shall preside over meetings of the Chapter and the Executive Board; establish ad-hoc committees; appoint the members and chairpersons of committees, subject to the approval of the Executive Board; represent the Chapter before the public and appropriate bodies; and shall perform all other such functions usually attributable to this office.
 - b. The Vice Presidents shall identify concerns of UUP-represented employees of their respective category, and make recommendations to the Executive Board to address these concerns. The Vice Presidents shall perform other duties and responsibilities as assigned by the Executive Board. In the event that the Chapter President is temporarily absent, the Vice President from the alternate category shall automatically assume the duties of the presidency until such time as the President returns. If the President resigns or is unable to perform his or her duties, the Vice President from the alternate category shall automatically assume the duties of the presidency until such time as the Executive Board meets and appoints an Acting Chapter President, or until a special election is held.

- c. The Officer for Contingents shall identify concerns of contingent employees represented by UUP, and make recommendations to the Executive Board to address these concerns.
- d. The Secretary/Treasurer shall be responsible for the funds of the Chapter, depositing them in a checking or savings account as appropriate; keep accurate accounts of receipts and disbursements; be authorized to 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 state-wide Treasurer; prepare a annual budget for submission to the Executive Board; and keep the Chapter President and Executive Board informed of the financial condition of the Chapter.

ARTICLE IV. DELEGATES

1. Delegates to the Delegate Assembly shall be those UUP members of the Chapter who receive votes as a Delegate in a chapter election. The Delegates shall be ranked in order of number of votes received. Delegates who receive identical number of votes shall be ranked by random drawing by the statewide UUP Elections and Credentials Committee.
2. The number of Delegates that can be seated at a Delegate Assembly is determined by 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 two weeks prior to the Delegate Assembly shall be replaced by the next ranking Delegate who so confirms.

ARTICLE V. EXECUTIVE BOARD

1. There shall be an Executive Board consisting of the Chapter Officers, the Chapter Delegates to the UUP Delegate Assembly, the Membership Officer, and, for a period of one year following his or her leaving office, the Past-President of the Chapter. UUP members receiving at least one vote in a chapter election for elected officers and/or for delegates shall be members of the Executive Board unless they decline to serve. The term of office of Executive Board members shall be two years. All members of the Executive Board shall be voting members.
2. The Executive Board shall be responsible for the administration of the Chapter; shall approve all expenditures; shall carry out the policies established by membership resolution, the Agreement, by the statewide constitution of UUP and by the statewide Executive Board of UUP; shall report its transactions to the members; shall approve membership in committees and committee chairpersons; shall be the policy-implementing body of the Chapter; shall approve a chapter budget; approve all expenditures pursuant to the Chapter Budget and shall authorize extraordinary expenditures; shall appoint individuals to fill vacancies; shall direct that a special election be held; shall carry out such other duties as are reasonably associated with an Executive Board.

3. Meetings of the Executive Board shall be held monthly during the academic year. Special meetings may be called by the President, or upon a request to the President by at least three members of the Executive Board. A quorum shall consist of a majority of the Executive Board.
4. Minutes of all Executive Board meetings shall be available to members of UUP.

ARTICLE VI. ELECTIONS

1. Elections for Chapter Officers and Delegates shall be conducted by the UUP statewide Elections and Credentials Committee.
2. The terms of office of officers, delegates, and alternate delegates shall begin on June 1 of the year of election and shall be for a period of two years, except that a person elected to fill vacancies for the remainder of a term shall take office upon election.
3. In the event of a vacancy of an elected Chapter Officer, the Executive Board shall within thirty days either designate a person to serve out the term of the office or direct that a special election be held. The person elected or appointed to the vacant position will serve until the next election.

ARTICLE VII. STANDING COMMITTEES

1. The standing committees shall be an Election Committee, a Budget Committee, a Membership Committee, and a Communications Committee.
2. Members of the standing committees shall be appointed by the Executive Board for terms of two years, coinciding with the two-year terms of elected officers.
3. Elections Committee
 - a. The Election Committee shall be charged with identifying and encouraging candidates to run for elected Chapter Officers and as Delegates to the Delegate Assembly. The Election Committee will consult with and report to the Executive Board.
4. Budget Committee
 - a. The Budget Committee shall be charged with examining Chapter finances and formulating an annual chapter budget. The Chair of the Budget Committee shall be the Chapter Secretary/Treasurer.
5. Membership Committee
 - a. The Membership Committee shall be charged to contact new employees and encourage them to join UUP; disseminate literature to the membership. The Chair of the Membership Committee shall be the Membership Officer.
6. Communications Committee
 - a. The Communications Committee shall be charged with preparing and publishing materials, such as a newsletter, to inform the membership of Chapter activities and other information of interest to the membership. The

Chair of the Communications Committee shall be the Communications Officer.

ARTICLE VIII. AD HOC COMMITTEES

1. Ad Hoc Committees may be created by the Chapter President or the Executive Board as needed.

ARTICLE IX. CHAPTER MEETINGS

1. Chapter meetings shall be called by the Executive Board or upon the written request of at least ten (10) chapter members.
2. A quorum for Chapter meetings shall be a majority of the Chapter membership.

ARTICLE X. IMPLEMENTATION

1. These By-Laws shall take effect upon the approval of the Chapter by a two-thirds majority of those voting in a secret mail ballot. The balloting shall be done by the statewide Elections and Credentials Committee.

ARTICLE XI. RECALL

1. 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; intentional misrepresentation of the organization to outside parties or to the Chapter membership.
2. Recall is initiated by presenting the Chapter President a written list of charges. The list of charges shall be supported by a petition of at least ten percent of the Chapter membership, or one third of the Executive Board.
3. Upon receipt of the written charges, the Chapter President shall appoint a Select Committee to investigate the charges. If the Chapter President is the subject of the recall, the Select Committee shall be appointed by the Vice President of the opposite category. The Select Committee shall be composed of not less than three and not more than five members of the Chapter. Members of the Select Committee shall not be members of the Executive Board.
4. The Select Committee shall notify the accused of the charges against him or her. The notification shall be in writing, and shall be sent by certified mail return receipt requested to the last known address of the accused. The accused must indicate in writing to the Select Committee that he or she received the charges and intends to respond to the charges. If the accused does not respond within two weeks of the date of the receipt of the charges as indicated by the return receipt, the accused will have been deemed to have resigned from his or her position.
5. If the accused indicates to the Select Committee that he or she intends to respond to the charges, the Select Committee shall conduct a thorough

investigation, which shall include the response of the accused. The Select Committee will report the results of its investigation to the Executive Board.

6. Upon receipt of the report of the Select Committee, the Executive Board shall make a decision to proceed with a ballot for removal, or to dismiss the charges. If the Executive Board proceeds to a ballot for removal, it shall call a special meeting of the membership. At the special membership meeting there shall be a full discussion of the charges and the accused shall have the right to present a defense.
7. The ballot to remove the 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. The statewide Elections and Credentials Committee will conduct balloting. A vote to remove an officer, delegate or member of the Executive Board shall require a majority of those voting.

ARTICLE XII. AMENDMENT

1. Proposed amendments of these By Laws shall be by majority vote of any called meeting of the Chapter membership, or by written petition of ten per cent of the Chapter membership
2. The proposed amendment shall be submitted to the Chapter Executive Board and shall be circulated to all members of the Chapter at least two weeks in advance of voting upon the amendment. Notice of the amendment may be by mail, publication in the Chapter newsletter, or transmission via electronic means.
3. Amendments to these By Laws shall go into effect immediately upon adoption by a two-thirds vote of the members voting. Balloting will be done by the statewide Elections and Credentials Committee.