

Approved by the Binghamton Executive Board, November 12, 2014

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, a Retiree Officer, an Affirmative Action Officer, and a Grievance Officer. The President shall appoint these officers with approval of the Chapter Executive Board.
3. The President, elected officers, and appointed officers shall be responsible for the administration of the chapter.
4. 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 an annual budget for submission to the Executive Board; keep the Chapter President and Executive Board informed of the financial condition of the Chapter; be responsible for minutes of meetings.
5. The duties of the appointed officers shall be as follows:
- a. The Membership Officer shall be responsible for membership growth, and to present to the Executive Board recommendations to promote membership growth.
 - b. The Communications Officer shall be responsible for informing the chapter membership about items of interest to the membership.
 - c. The Retiree Officer shall be responsible for identifying and monitoring matters of interest and concern to retired members, and for reporting these matters to the Executive Board.
 - d. The Affirmative Action Officer shall be responsible for monitoring affirmative action and other matters of equal opportunity, for reporting these matters to the Executive Board, and for recommending appropriate action by the Executive Board.
 - e. The Grievance Officer shall be responsible for assisting members of the bargaining unit with problems and concerns, and for processing grievances according to appropriate procedures.

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 Chapter President shall seek confirmation by the delegates of their intent to attend each Delegate Assembly. Delegates who do not so confirm to the Chapter President at least seven days prior to the Assembly shall be replaced with appropriate Alternates by the Chapter President. If a delegate is so replaced, that delegate shall not be eligible for seating at the Assembly in place of any confirmed delegate or confirmed alternate delegate who attends the Assembly.

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 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.
5. The current edition of *Robert's Rules of Order* shall govern the conduct of Executive Board meetings in all matters not specifically provided for in these By Laws.

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 plus 1 (50% +1) of the members who are present when the meeting is called to order, provided however, that at least half of the elected officers are present.

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 Chapter President shall request from the statewide UUP appropriate assistance to conduct the balloting.

ARTICLE XI. AMENDMENT

1. Amendments to these By Laws may be initiated by the Executive Board, or by a written petition of ten percent of the chapter.
2. Proposed amendments shall be submitted in writing to the Chapter Executive Board. Upon submission, the Executive Board shall review the amendment and vote on recommendation of approval of the amendment.
3. Proposed amendments along with the vote of the Executive Board on recommendation of approval of the amendment shall be circulated to all members of the Chapter at least two weeks in advance of voting upon the amendment. The Chapter President shall request from the statewide UUP appropriate assistance to conduct the balloting.
4. Amendments to these By Laws shall go into effect immediately, unless stated otherwise in the amendment, upon adoption by a two-thirds vote of the members voting.

ARTICLE XII. SEVERABILITY

1. A decision by a legal agency that any clause, section, or article of these By Laws may be invalid shall not invalidate any other clauses, sections, or articles of the By Laws.

created: 16 September 2013 by bingham
last modified: 12 November 2014 by James Dix