

Bylaws of the Plattsburgh Chapter: United University Professions

Ratified December 2008

Article 1- Name

The name of this organization shall be the Plattsburgh Chapter of United University Professions (UUP), Local 08, American Federation of Teachers, AFL-CIO (hereinafter, the "Plattsburgh Chapter" or "Chapter").

Article 2 - Purpose

The purpose of the Plattsburgh 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 promote education in

a democracy and democracy in education; to promote the principle of unity and collective bargaining in higher education; to defend the civil, professional, and human rights of those it represents. Its purpose is also to monitor local compliance with the Agreement between UUP and the State of New York. In addition, it shall be the purpose of the Chapter to promote academic excellence and to strengthen the college and university community. The Chapter will organize and support activities consistent with its campus responsibilities as a union and shall cooperate with other Chapters, UUP, UUP affiliates, and other organizations in furtherance of these objectives

Article 3 - Membership

Section 3.1- Classes of Membership:

3.1.1. There shall be the following classes of membership in the Plattsburgh 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 (hereinafter, "member" or "membership") in this Chapter shall be open to employees in the Professional Services Negotiating Unit (08) at the State University of New York, College at Plattsburgh. 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 other than regular members are defined by the UUP Constitution.

Section 3.2 - Categories of Membership:

Membership shall be of 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 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 year. The President shall call all meetings of the Chapter membership and preside over them. The President shall send an announcement of a regular Chapter meeting to all members 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.

Section 4.3 - Special Meetings:

Special meetings of the Chapter membership may be called by the President, at the request of a majority of the Executive Board, or at the petition of at least ten per cent of the Chapter membership. Unless extraordinary circumstances prohibit it, the President shall send an announcement of a special Chapter meetings to all members 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.

Section 4.4 - Minutes:

Minutes of all Chapter meetings shall be published and distributed prepared and made available to the Chapter membership.

Section 4.5 - Referenda:

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

Article 5 - Officers

Section 5.1- Definition

The officers of the Chapter shall include a President, a Vice President for Academics, a Vice President for Professionals, a Secretary, a Treasurer, a Grievance Officer Chairperson, an Affirmative Action Designee Officer, and a Part Time Concerns Representative.

Section 5.2 - Duties:

5.2.1 The 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 an ex-officio non-voting member of all committees except the Nominating Committee; serve as the administrative officer of the Chapter; maintain good communication with the UUP Administrative Office; supervise any office staff; be authorized to sign checks in the absence or incapacity of the Treasurer; and, shall perform other functions and duties usually attributed to the Office of President. In addition, the 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; have as their primary duties the representation of the members of the categories they represent, and, shall be responsible for organizing a Building and Department Representative structure. In addition, they shall perform other responsibilities and duties assigned by the President and/or the Executive Board. The senior Vice President shall be the Vice President from the alternate membership category of the President. In the event the President is absent or disabled, 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 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 Labor-Management meetings; in the absence of a Designated Election Official, assume the duties assigned to that position; maintain official files of the Chapter; and, shall perform such other functions usually attributed to this office as requested by the President, the Executive Board, or the Chapter.

5.2.4 The Treasurer shall be responsible for Chapter funds; be authorized to issue checks and make withdrawals and transfers in accordance with the annual budget approved by the membership of the Chapter, or as authorized by the President or Executive Board; present a financial report at each meeting of the Executive Board and Chapter; prepare an annual financial report for publication to the Chapter and to the state-wide Treasurer and state-wide UUP Executive Board; prepare a budget for submission to the Executive Board; keep the President and Executive Board informed of the financial condition of the Chapter and, shall perform such other functions usually attributed to this office as requested by the President, the Executive Board, or the Chapter.

5.2.5 The Grievance Chairperson shall be responsible for assisting members of the bargaining unit with problems and concerns and for processing grievances according to appropriate procedures; report to the Executive Board on the status of Chapter

grievances; provide the membership with information about the use and function of the grievance procedure; and, shall serve as Chair of the Grievance Committee. The Grievance Officer shall be responsible for assisting members of the bargaining unit with the processing of grievances, shall report to the Chapter, the Executive Board, and the Chapter President as appropriate, and shall make recommendations to the Executive Board. The Grievance Officer shall serve as chairperson of the Grievance Committee.

5.2.6 The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related concerns; shall report to the Chapter, the Executive Board, and the President as appropriate; make such recommendations as deemed appropriate; and, shall serve as Chair of the Affirmative Action Committee.

5.2.7 The Part-time Concerns Representative/contingent liaison shall be responsible for monitoring the concerns of the part-time/contingent members; shall report to the Chapter, the Executive Board, and the President as appropriate; make such recommendations to the Executive Board as deemed appropriate; and shall serve as Chair of the part-time contingent concerns committee, should one be established.

Section 5.3 – Selection and Terms of Office:

5.3.1 All officers except the Grievance Chairperson Officer, the Affirmative Action Officer, and the Part-Time/contingent concerns representative shall be elected by the Chapter membership in accordance with the UUP Constitution. The Vice-Presidents shall be elected by and from their respective membership categories

5.3.2 The Grievance Chairperson Officer and Affirmative Action Designee Officer shall be appointed by the President, subject to approval by the Executive Board.

5.3.3 The Part-Time Contingent concerns representative shall be appointed by the president , subject to approval by the Executive Board, after consultation with Part-Time members of the Chapter.

5.3.4 Terms of office for officers, including appointed officers shall be two years. No member shall be allowed to serve more than three consecutive terms in any one officer position.

Article 6 - Executive Board

Section 6.1- Definition:

The Executive Board shall include:

6.1.1 As voting members, the officers, as specified in Article 5.1; the four academic members who received the largest number of votes in the Chapter election for the position of Academic Delegate to the Delegate Assembly; the one professional member who received the largest number of votes

in the Chapter election for the position of Professional Delegate to the Delegate Assembly; two additional academic members and one additional professional member elected at-large; and, up to three members appointed by the President, subject to the approval of the elected Board . The elected membership of the Board shall be at least fifteen and the total membership shall not exceed eighteen.

6.1.2 Members of the Chapter who received at least five (5) votes in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly., Persons serving in these positions shall be an ex- officio members of the Executive Board without vote, unless otherwise designated as a voting member in Article 6.1.1.

6.1.3 A Legislative Coordinator, appointed by the President, subject to approval by the Executive Board. The Legislative Coordinator shall serve as Chair of the Legislative Action Committee. The Legislative Coordinator shall be an ex officio member of the Executive Board without vote, unless otherwise designated as a voting member in Article 6.1.1.

6.1.4 A Designated Election Official and a Newsletter Editor, who may be appointed by the President, subject to the approval of the Executive Board. Persons serving in these positions shall be ex officio members of the Executive Board without vote, unless they are otherwise designated as voting members in Article 6.1.1.

6.1.5 Members of the Chapter who serve as officers of UUP, members of the state-wide UUP Executive Board, chairpersons of UUP statewide Standing Committees, and elected Delegates to affiliate conventions shall be ex officio members of the Executive Board without vote, unless they are otherwise designated as voting members in Article 6.1.1.

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 ten per cent of the Chapter membership initiate referenda, and shall adopt procedures for the conduct of such referenda.

6.2.2 Duties of the Legislative Coordinator shall be defined by the Executive Board.

6.2.3 Duties of the Designated Election Official, should one be appointed, 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. In the absence of a Designated Election Official, these duties shall be the responsibility of the Secretary.

6.2.4 Duties of the Newsletter Editor, should one be appointed, shall be defined by the Executive Board.

Section 6.3 - Terms of Office:

Except where otherwise specified, terms of office for elected and appointed positions of the Executive Board shall be two years.

Section 6.4 - Meetings:

6.4.1 The Executive Board shall meet regularly during the academic year. Special meetings of the Executive Board shall be convened by the President or by a written request of one third of the Executive Board or ten per cent of the Chapter membership. The 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.

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 meetings, and accepted notes of Labor-Management meetings shall be prepared and made available to the Chapter membership.

Article 7 - Delegates to the UUP Delegate Assembly

Section 7.1 - Definition:

The first delegate shall be the President; the second shall be the Vice President of the alternate membership category of the President; the third shall be the Vice President of the same membership category as the President, if the Chapter is entitled to an additional representative from that category. 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 members of the Executive Board, Delegates shall represent the Chapter at the Delegate Assembly of UUP; analyze the business to be conducted at each Delegate Assembly and seek input from the membership on issues of importance to the Chapter; and, 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 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 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. **Article 8 -**

Building and Department Representatives Section 8.1 - Definition:

The Vice Presidents shall develop and coordinate a Building and Department Representative Structure that assures every member is represented by function and geography. Each Vice President shall supervise the work of the representatives in their respective membership categories.

Section 8.2 - Duties:

Building and Department Representatives shall assist in the recruiting of members; act as a source of contact and communication between members and the Executive Board; become aware of problems in the areas they represent and report them to the Executive Board; assist in the dispersal of information and keep up-to-date information on a bulletin board in each area; mobilize the membership for action when necessary; and, advise the Executive Board on the needs of the membership.

Section 8.3 - Selection and Terms:

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

Article 9 - Committees

Section 9.1 - Labor Management Committee:

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

Section 9.2 - Standing Committees:

9.2.1 Grievance Committee: The Grievance Committee shall consist of the Grievance Officer and three additional members appointed by the President, subject to the approval of the Executive Board. The Grievance Committee shall assist the Grievance Officer in processing grievances.

9.2.2 Nominating Committee: The Nominating Committee shall consist of the Designated Election Official (should one be appointed, or the Secretary), who shall act as Chair. Three additional members shall be appointed by the President, subject to the approval of the Executive Board. The Nominating Committee shall be appointed immediately following the Executive Board's request to the UUP Elections and Credentials Committee to conduct Chapter elections. The Nominating Committee shall solicit the names of candidates for each office and position to be filled; confirm each candidate's willingness to run for that position; and, file each nomination accordance with the procedures and deadlines announced by the UUP Elections and Credentials Committee in the call for nominations. The Committee shall report the names of nominees to the Executive Board and announce them to the membership prior to the close of the nomination period. Additional nominations may be made in accordance with the procedures and deadlines announced by the UUP Elections and Credentials Committee in the call for nominations. Upon receipt of the Chapter Election Report, the Nominating Committee shall inform newly elected officers, delegates and Executive Board members of their election and the effective dates of service, and shall publish the election report to the membership.

9.2.3 Affirmative Action Committee: The Affirmative Action Committee shall consist of the Affirmative Action Officer and three additional members appointed by the President, subject to the approval of the Executive Board. The Affirmative Action Committee shall review UUP Plattsburgh structures and policies with respect to equal opportunities and recommend to the Executive Board actions designed to implement Affirmative Action goals.

9.2.4 Legislative Action Committee: The Legislative Action Committee shall consist of the Legislative Coordinator and such other members as deemed necessary and appointed by the President, subject to the approval of the Executive Board. The Legislative Action Committee shall prepare proposals for consideration by the Executive Board to carry out the legislative action goals of the Chapter; 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 state-wide UUP Legislation Committee and coordinate the annual Vote/Cope campaign.

9.2.5 Additional Standing Committees may be established by amendment of these By Laws. Unless otherwise specified, members of all standing committees shall be appointed by the President, subject to the approval of the Executive Board.

Section 9.3 - Ad Hoc Committees:

The President may, subject to the approval of the Executive Board, create such ad hoc committees as may be necessary to accomplish the goals of the Chapter. Members of all ad hoc committees shall be appointed by the President, subject to the approval of the Executive Board. Ad hoc committees shall terminate upon completion of their charges or upon the expiration of the terms of the elected officers.

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 President, subject to approval by the Executive Board.

9.4.2 The term of office of all Standing Committee members shall be for two years and shall coincide with the terms of the elected officers.

9.4.3 The term of office of all ad hoc Committee members shall expire upon the completion of their charge and/or the expiration of the terms of the elected 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. Elections shall be conducted in accordance with the UUP Constitution. The Executive Board shall request that the UUP Elections and Credentials Committee conduct Chapter elections as needed. Such requests shall be made by the Designated Election Official, should one be appointed, or the Secretary.

Section 10.2 - Selection and Terms:

Chapter members may be nominated for more than one officer position. If an individual is elected to more than one officer position, that individual shall decide which position to accept; the resulting vacancy shall be filled in accordance with Article 10.3. Terms of office shall begin on June 1. Persons elected to fill vacancies shall take office at the time of election.

Section 10.3 - Vacancies:

In the event of a vacancy in an office other than President, the Executive Board shall 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 that becomes vacant, except that of the President and those which require election for legal recognition, such as delegate to the UUP Delegate Assembly and affiliate conventions or assemblies.

Article 11- 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; intentional misrepresentation of the organization to outside parties.

Section 11.2 - Procedure:

11.2.1 Upon receipt of written charges and a petition of ten per cent of the Chapter membership, or one third of the Executive Board, the 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 President, the Select Committee shall be appointed by the Vice President of the opposite 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. 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 ten per cent of the voting membership 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 who occupy positions of President, Vice-President for Academics, or Vice-President for Professionals, as defined in Article 5.1, are is present.

Section 12.2 - Parliamentary Authority:

All Chapter, Executive Board, and committee meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised, except that these By Laws or the UUP Constitution shall take precedence.

Section 12.3 - Parliamentarian:

The 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 Nothing in these By Laws shall be in conflict with the Constitution of UUP. These By Laws shall supersede all prior Constitutions and By Laws of this Chapter.

13.1.2 If a provision of these By Laws 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 policy/statements.

13.1.2 A decision by a competent agency invalidating a clause, phrase, or section of these By Laws shall not invalidate any other clause, phrase, or section.

Article 14 - Amendment

Section 14.1 - Amendment:

14.1.1 Amendment of these By Laws may be initiated by the Executive Board or by written petition of ten per cent of the Chapter membership.

14.1.2 A proposed amendment shall be submitted to the membership, in writing, at least two weeks prior to a regular or special meeting of the membership called in accordance with the procedures in Article 4. Within three weeks of such a Chapter meeting, a vote on a proposed amendment shall be conducted by secret ballot to all members of the Chapter. Chapter members shall have not less than 14 calendar days to return their ballots.

14.1.3 Amendments to these By Laws shall go into effect immediately upon adoption by a two-thirds vote of the members voting in a secret ballot according to the procedures specified in Article 14.1.2.

Upon adoption, a dated copy of the revised Chapter By Laws shall be published to all Chapter members and filed with the UUP Secretary.

