

THE BYLAWS
of the
BUFFALO STATE COLLEGE CHAPTER
UNITED UNIVERSITY PROFESSIONS

ARTICLE 1
NAME

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

ARTICLE 2
PURPOSE

The purpose of the Buffalo State College 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 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. 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 shall act as representative of UUP within the college community, organize and support activities associated with its campus responsibilities as a union, and shall cooperate with other Chapters, UUP, UUP affiliates, and other appropriate 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 Buffalo State College 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, Buffalo State College. 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 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 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 during each month that classes are in session. The Chapter President shall call all meetings of the Chapter membership and preside over them. Written announcement of a regular Chapter meeting shall be distributed to all members at least one week in advance of 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 ten percent of the Chapter membership. Unless extraordinary circumstances prohibit it, written announcement of a special Chapter meeting shall be distributed to all members at least one week 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:

A summary of actions taken at Chapter meetings shall be regularly reported 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 percent 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 for Academics, a Grievance Officer for Professionals, a Part-Time Concerns Officer, an Affirmative Action Officer, a Coordinator of Stewards for Academics, and a Coordinator of Stewards for Professionals.

Section 5.2 - Duties:

- 5.2.1 The Chapter President shall preside over all 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 and boards; serve as the administrative officer of the Chapter; supervise any office staff; be authorized to sign checks 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 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 and shall have as their primary duties the representation of the members of the categories they represent. They shall assist the Chapter President in representations and meetings with the College Administration, and shall perform other responsibilities and duties assigned by the Chapter President and/or the Executive Board. In the absence of the Chapter President, the presidential functions shall be carried out by the Vice President representing the membership category different from that of the Chapter President.
- 5.2.3 The Secretary shall keep accurate minutes of the meetings of the Chapter, the Executive Board, and Labor-Management meetings, and shall perform such other functions usually attributed to this office as requested by the Chapter President, the Executive Board, or the Chapter. In addition, the Secretary shall assume the duties of the Designated Election Official, in accordance with the UUP Constitution.
- 5.2.4 The 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 and state-wide 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 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 Academic Grievance Officer and the Professional Grievance Officer shall serve as Chairpersons of their respective Grievance Committees, if those Committees should be appointed.
- 5.2.6 The Part-Time Concerns Officer shall be responsible for monitoring the concerns of Part-Time members, shall report to the Chapter, the Executive Board, and the Chapter President as appropriate, and shall make recommendations to the Executive Board. The Part-Time Concerns Officer shall serve as chairperson of the Part-Time Concerns Committee, if one should be appointed.
- 5.2.7 The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related concerns, shall report to the Chapter, the Executive Board, and the Chapter President as appropriate, and shall make recommendations to the Executive Board. The Affirmative Action Officer shall serve as chairperson of an Affirmative Action Committee, if one should be appointed.
- 5.2.8 The Steward Coordinators shall be co-chairs of the Steward's Council and shall be responsible for coordinating the efforts of the Stewards.

Section 5.3 - Selection and Terms of Office:

- 5.3.1 All officers, except the Affirmative Action Officer, shall be elected by the Chapter membership for a term of two years. The Vice-Presidents, Grievance Chairpersons, and Steward Coordinators 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 Affirmative Action Officer shall be appointed by the Chapter President, subject to approval by the Executive Board.
- 5.3.3 The term of office of the Affirmative Action Officer shall be for two years 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 officers, as specified in Article 5.1, who shall be voting members of the Executive Board.
- 6.1.2 Academic or Professional Delegates to the Delegate Assembly, who shall be members of the Executive Board ex-officio without vote.
- 6.1.3 The following positions, which may be appointed by the Chapter President, subject to approval by the Executive Board: Active Retired Representative; Legislation Chairperson; Membership Chairperson; and Newsletter Editor. Persons serving in these appointed positions 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 5.1 and 6.1.2.
- 6.1.4 Members of the Chapter who serve as officers of UUP, as members of the state-wide UUP Executive Board, or 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 5.1 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; prepare the agenda for regular and special meetings of the members; report its actions to the membership at each Chapter meeting and publish its report to the membership; 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 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; Legislation Chairperson; Membership Chairperson; and Newsletter Editor, if they should 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 and shall coincide with the terms of the elected officers.

Section 6.4 - Meetings:

- 6.4.1 The Executive Board shall meet at least monthly 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 ten percent of the Chapter membership. The Chapter President shall send a written announcement of an Executive Board meeting to all members of the Executive Board at least one week 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:

A summary of actions of Executive Board and of Labor-Management meetings shall be regularly reported to the Chapter membership.

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; 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. 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 ex-officio non-voting 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.

ARTICLE 8
STEWARD COUNCIL STRUCTURE

Section 8.1 - Definition:

The Steward Coordinators shall develop and coordinate a Steward Council Structure that assures each eligible faculty or administrative unit of the College (e.g., academic department, professional unit, library staff) is represented. The Executive Board shall define the unit, and shall specify the number of stewards for each. The Steward Council shall be chaired jointly by the elected Steward Coordinators.

Section 8.2 - Duties:

The Steward's Council shall be responsible for keeping members informed of chapter activities; shall assist in the recruiting of members; solicit the participation and cooperation of members in Chapter and Local activities; assist in the dispersal of information; mobilize the membership for action when necessary; and advise the Executive Board on the needs of the membership.

ARTICLE 9
COMMITTEES

Section 9.1 - Labor Management Committee:

The President, the Vice-President for Academics, the Vice-President for Professionals, and the Secretary, 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 Chapter President 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 Chapter President. In the event the Chapter 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 Affirmative Action Committee: The Affirmative Action Committee, if one should be appointed, 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 Committee shall be chaired by the Affirmative Action Officer.
- 9.2.2 Grievance Committees: The Academic Grievance Committee and the Professional Grievance Committee, if they should be appointed, shall advise members of their rights under the contract, represent them in grievance hearings, and assist the Grievance Officers in processing grievances. The Academic Grievance Committee and the Professional Grievance Committee shall be chaired by their respective Grievance Officers.
- 9.2.3 Legislation Committee: The Legislation Committee, if one should be appointed, 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 state-wide UUP Legislation Committee and coordinate the annual Vote/Cope campaign. The Legislation Committee shall be chaired by the Legislation Chairperson.
- 9.2.4 Membership Committee: The Membership Committee, if one should be appointed, 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 Committee shall be chaired by the Membership Chairperson.
- 9.2.5 Part-Time Concerns Committee: The Part-Time Concerns Committee, if one should be appointed, shall assist the Part-Time Concerns Representative to encourage and promote membership and activity of part-timers, and shall make recommendations with regard to organizational structures wherein part-timers work. The Part-Time Concerns Committee shall be chaired by the Part-Time concerns Officer.
- 9.2.6 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 be for two years and 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. Elections shall require a plurality of the ballots cast. Terms of office shall begin on June 1. Persons elected to fill vacancies shall take office at the time of election.

Section 10.2 - Conduct of Elections:

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

Section 10.3 - Vacancies:

- 10.3.1 In the event of a vacancy in office of Chapter President, the Vice President from the alternate membership category shall automatically succeed in office.
- 10.3.2 In the event of a vacancy in any other office, the Executive Board shall within thirty days by majority vote designate a person to serve out the remainder of the term until the next regular election. 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
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 ten percent of the Chapter membership, or one-third 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 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.

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 all Chapter meetings shall be 25 members of the Chapter.
- 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 of these Bylaws may be proposed by the Executive Board or by written petition of ten percent of the Chapter membership.
- 14.1.2 A proposed amendment shall be submitted to the membership, in writing, at least (30) thirty days prior to a regular or special meeting of the membership called in accordance with the procedures in Article 4. Following such a Chapter meeting, a vote on a proposed amendment shall be conducted by mail 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 Bylaws shall go into effect immediately upon adoption by a two-thirds vote of the members voting in a mail ballot according to the procedures specified in Article 14.1.2.

Section 14.2 - Ratification:

These Bylaws shall supersede all prior Constitutions and Bylaws of this Chapter. Upon ratification, a dated copy shall be sent to all members and to the Secretary of UUP.