

1 **United University Professions**
2 **Stony Brook Chapter Bylaws**
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4 **Article 1: Name**
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6 The name of this organization shall be the Stony Brook Chapter of United University Professions
7 (“UUP”), Local #2190 of the American Federation of Teachers, AFL-CIO (hereinafter, the “Stony Brook
8 Chapter” or “Chapter”).
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10 **Article 2: Purpose**
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12 The purpose of the Stony Brook Chapter shall be to promote the aims of UUP, namely, to improve the
13 terms and conditions of employment of those it represents; to promote mutual assistance and
14 cooperation among the members of UUP; to monitor local compliance of the Agreement between State
15 of New York and UUP; to promote academic and professional excellence, and to strengthen the college
16 and university community.
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18 **Article 3: Membership**
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20 **Section 3.1—Classes of Membership**

21 3.1.1. There shall be the following classes of membership in the Stony Brook Chapter, as defined by
22 the UUP Constitution: Regular Membership; Special Membership, either Retired or Sustaining;
23 Associate Membership; and Honorary Membership.
24

25 3.1.2. Regular membership in this Chapter shall be open to employees in the Professional Services
26 Negotiating Unit (08) at the State University of New York at Stony Brook’s West, Southampton
27 and Manhattan_Campuses. Membership in good standing shall be maintained through
28 membership in UUP as specified in the UUP Constitution.
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30 3.1.3. Rights of all classes of members are defined by the UUP Constitution.
31

32 **Section 3.2—Categories of Membership**

33 Membership shall be either of two categories, “academic” or “professional.” “Academic”
34 members shall be those persons with academic rank. “Professional” members shall be those
35 persons with professional rank.
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37 **Article 4: Meetings of the Membership**
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39 **Section 4.1—Authority**

40 Chapter members shall make policy at duly constituted meetings or through referenda. The
41 annual Chapter budget shall be approved by a majority vote of those present and voting at a
42 Chapter meeting.
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44 **Section 4.2—Regular Meetings**

45 There shall be at least one meeting of the Chapter membership each semester in the Fall and
46 Spring at the West campus. At the Southampton and Manhattan campuses meetings will
47 occur when relevant. The Chapter President shall call all meetings of the Chapter membership
48 and preside over them. The Chapter President shall send a written announcement of a regular
49 Chapter meeting to all members at least ten days prior to the meeting. The announcement
50 shall contain the date, time and place of meeting, and the agenda, which may be modified at
51 the meeting.
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53 **Section 4.3—Special Meetings**

54 Special meetings of the Chapter membership may be called by the Chapter President, at the
55 request of a majority of the Executive Board, or at the petition of at least five percent of the
56 Chapter membership. Unless extraordinary circumstances prohibit it, the Chapter President
57 shall send a written announcement of a special Chapter meeting to all members at least ten
58 days prior to the meeting. The announcement shall contain the date, time and place of
59 meeting, and the agenda, which may be modified at the meeting.
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61 **Section 4.4—Minutes**

62 Approved minutes of all Chapter meetings shall be made available to the membership.
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64 **Section 4.5—Referenda**

65 The Executive Board shall initiate referenda by a majority vote or upon the petition of at least
66 five percent of the Chapter membership. Referenda shall be conducted using procedures
67 adopted by the Executive Board.
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69 **Article 5: Officers**
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71 **Section 5.1—Definition**

72 The elected officers of the Chapter shall include a President, a Vice President for Academics, a
73 Vice President for Professionals, a Secretary, a Treasurer, and an Officer for Contingents. The
74 appointed officers of the Chapter shall include an Academic Grievance Officer, a Professional
75 Grievance Officer, a Membership Development Officer and an Affirmative Action Officer.
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77 **Section 5.2—Duties**

- 78 5.2.1 The Chapter President shall preside over meetings of the Chapter and the Executive Board,
79 be the first delegate to the Delegate Assembly; maintain liaison with UUP; appoint
80 chairpersons and members of committees, subject to approval by the Executive Board; be a
81 non-voting member of all committees; serve as the administrative officer of the Chapter;
82 supervise any office staff; be authorized to sign checks and appoint an additional Elected
83 Officer besides the Treasurer to be authorized to sign checks, subject to approval by the
84 Executive Board in the absence or incapacity of the Treasurer, and perform other functions
85 and duties usually attributed to the office of President. In addition, the Chapter President or a
86 designee shall represent the Chapter to management, to the college community, and to the
87 public.
88
- 89 5.2.2 The Vice Presidents shall be delegates to the Delegate Assembly; shall have as their primary
90 duties the representation of the members of the categories they represent. In addition, they
91 shall perform other responsibilities and duties assigned by the Chapter President and/or the
92 Executive Board. In the event the Chapter President is absent or disabled, the Vice President
93 from the alternate membership category shall automatically assume the duties of the
94 presidency until such time as the Chapter President returns, or the Executive Board meets
95 and appoints an Acting Chapter President or until a special election is held.
96
- 97 5.2.3 The Secretary shall keep accurate minutes of the meetings of the Chapter, the Executive
98 Board, and the Labor-Management meeting, and shall, in the absence of a Designated Election
99 Official, assume the duties assigned to that position. The Secretary shall assist in maintaining
100 Chapter files, a roll of the membership, and shall perform such other functions usually
101 attributed to this office as requested by the Chapter President, the Executive Board, or the
102 Chapter.
103
- 104 5.2.4 The Treasurer shall be responsible for the funds of the Chapter, depositing them in a checking
105 or savings account as appropriate; to be in compliance with UUP statewide fiscal policy;_ keep
106 accurate accounts of receipts and disbursements; issue checks and make withdrawals and
107 transfers as authorized by the Chapter President or Executive Board; report to each meeting of

- 108 the Executive Board; prepare an annual financial statement for publication and distribution to
109 the Chapter and to the statewide Treasurer and statewide UUP Executive Board; prepare a
110 budget for submission to the Executive Board, and keep the Chapter President and Executive
111 Board informed of the financial condition of the Chapter.
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- 113 5.2.5 The Grievance Officers shall be responsible for assisting members of the bargaining unit with
114 problems and concerns and for the processing of grievances according to appropriate
115 procedures.
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- 117 5.2.6 The Officer for Contingents shall be a delegate to the Delegate Assembly and shall be
118 responsible for monitoring the concerns of Contingent members and shall report to the
119 Chapter, the Executive Board, and the Chapter President, as appropriate, and make
120 recommendations to the Executive Board. The Officer for Contingents shall serve as
121 chairperson of the Contingent Concerns Committee.
122
- 123 5.2.7 The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related
124 concerns and shall report to the Chapter, the Executive Board, and the Chapter President, as
125 appropriate, and make recommendations to the Executive Board. The Affirmative Action Officer
126 shall serve as chairperson of an Affirmative Action Committee.
127
- 128 5.2.8 The Membership Development Officer (MDO) shall work to promote membership growth; shall
129 present to the executive board recommendations with respect to membership development;
130 shall serve, by virtue of the office as a member of the committee on active retired membership
131 and as a member of the membership committee; and shall perform such other membership-
132 related functions as may be directed by the president or the executive board. The MDO shall be
133 responsible for organizing campaigns for new members; encouraging fee payers regularly to
134 join UUP; acting as liaison with statewide MDO and overseeing a department representative
135 structure .
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137 **Section 5.3—Selection and Terms of Office**

- 138 5.3.1 All officers, except the Membership Development Officer, Grievance Officers, and the
139 Affirmative Action Officer, shall be elected by the Chapter membership for a term of two years.
140 The Vice Presidents shall be elected by and from their respective membership categories.
141 Elections shall be conducted in accordance with the UUP Constitution and Article 10 of these
142 Bylaws.
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- 144 5.3.2 The Grievance Officers shall be appointed by the Chapter President, subject to approval by the
145 Executive Board.
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- 147 5.3.3 The Officer for Continents shall be elected. A Contingent Concerns Representative from the
148 alternate membership category shall be appointed by the President, subject to the approval of
149 the Executive Board.
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- 151 5.3.4 The Affirmative Action Officer shall be appointed by the Chapter president, subject to approval
152 by the Executive Board.
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- 154 5.3.5 The Membership Development Officer shall be appointed by the Chapter President, subject to
155 approval by the Executive Board.
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- 157 5.3.6 The term of office of the Membership Development Officer, Grievance Officers, and the
158 Contingent Concerns Representative and the Affirmative Action Officer and shall coincide with
159 the terms of the elected officers.
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Article 6: Executive Board

Section 6.1—Definition

The Executive Board shall consist of:

- 6.1.1 The elected officers, as specified in Article 5.1, shall be voting members of the Executive Board.
- 6.1.2 The first five members who were elected in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly, other than the elected officers, shall be voting members of the Executive Board.
- 6.1.3. Other members who were elected in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly 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 6.1.1 and 6.1.2.
- 6.1.4 All Standing committee chairs and members as well as the CCPE and CRP committees shall be appointed by the Chapter President subject to approval by the Executive Board.
- 6.1.5 Members of the Chapter who serve as officers of UUP or members of the statewide UUP Executive Board 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 6.1.1 and 6.1.2.
- 6.1.6 Members of the Chapter 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 6.1.1 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; 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 five 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, Outreach Chairperson, Membership Chairperson, Newsletter Editor, and Safety and Health Chairperson shall be defined by the Executive Board.
- 6.2.3 Duties of the Designated Election Official 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.

Section 6.3—Terms of Office

- 6.3.1 Except where otherwise specified, terms of office for elected and appointed positions of the Executive Board shall coincide with the terms of the elected officers.

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6.3.2 No elected officer position shall be held by any one person for more than five consecutive terms.

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 agenda, which may be modified at the meeting. Special meetings may be called by the President.

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 and Labor-Management Committee meetings shall be made available 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, and 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. The fourth delegate shall be the Officer for Contingents. The Officer for Contingents shall be an additional delegate regardless of category and shall not affect the delegate allocation for the chapter. 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 voting or *ex officio* 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.

Section 7.5—Biannual Chapter Leadership Retreat

267 The Chapter President shall convene a Chapter Leadership Retreat during the summer after
268 the chapter elections. All elected chapter delegates will be invited to attend and participate in
269 the planning of the chapter's course. The Chapter President shall send a written
270 announcement of this leadership retreat at least ten days prior to the meeting. The
271 announcement shall contain the date, time, place of the retreat and the agenda, which may be
272 modified at the retreat.

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274 **Article 8: Department Representative Structure**

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276 **Section 8.1—Definition**

277 The Membership Development Officer shall develop and coordinate a Department
278 Representative Structure that assures every member is represented.

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280 **Section 8.2—Duties**

281 Department Representatives shall assist in the recruiting of members, assist in the dispersal of
282 information, mobilize the membership for action when necessary, and advise the Executive
283 Board on the needs of the membership.

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285 **Section 8.3—Selection and Terms**

286 Department Representatives shall be appointed by the Chapter President, subject to approval
287 by the Executive Board. The term of office for Department representatives shall coincide with
288 the terms of the elected officers.

289
290 **Article 9: Committees**

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292 **Section 9.1—Labor-Management Committee**

293 Chapter officers, as defined in Article 5.1, shall constitute the UUP committee responsible for
294 representing the Chapter at Labor-Management meetings conducted pursuant to the
295 Agreement between The State of New York and UUP. The Chapter President shall be
296 responsible for the conduct of the meetings. Members of the Executive Board, Chapter
297 members, the NYSUT Labor Relations Specialist, and UUP representatives or staff employees
298 may be added to this group by the Chapter President. In the event the Chapter President is
299 absent, the Vice President from the alternate membership category shall be responsible for the
300 conduct of the meetings.

301
302 **Section 9.2—Standing Committees**

- 303 9.2.1 Affirmative Action Committee: The Affirmative Action Committee shall assist the Affirmative
304 Action Officer in monitoring campus Affirmative Action programs and policies, and shall
305 recommend actions designed to implement and enforce Affirmative Action goals. The
306 Affirmative Action Officer shall serve as chairperson.
- 307
308 9.2.2 Outreach Committee: The Outreach Committee shall plan and coordinate activities to inform
309 legislators of Chapter and UUP needs, and educate the Chapter membership about legislation
310 of interest to UUP. It shall coordinate activities with the statewide UUP Outreach Committee
311 and coordinate the annual VOTE/COPE campaign. The Outreach Chairperson shall serve as
312 the chairperson.
- 313
314 9.2.3 Membership Committee: The Membership Committee shall assist the Membership Chairperson
315 in recruiting new members, organizing membership drives, maintaining up-to-date lists of
316 members, and disseminating literature to the membership. The Membership Chairperson
317 shall serve as the chairperson.
- 318
319 9.2.4 Contingent Concerns Committee: The Contingent Concerns Committee shall assist the Officer
320 for Contingents and the Contingent Concerns Representative in encouraging and promoting

- 321 membership and activities of Contingents, and shall make recommendations with regard to
322 organizational structures wherein Contingents work. The Officer for Contingents shall serve as
323 chairperson and the Concerns Representative as Deputy Chair.
324
- 325 9.2.5 Safety and Health Committee: The Safety and Health Committee shall assist the Safety and
326 Health Chairperson to identify and review safety-related issues affecting employees and shall
327 recommend plans for the correction of such matters. The Safety and Health Chairperson shall
328 serve as the chairperson,
329
- 330 9.2.6 The College Committee on Professional Evaluation (CCPE) shall review an appeal by a
331 professional whose evaluation report's characterized as "unsatisfactory" in accordance with the
332 UUP contract. The appointments for the UUP members of the CCPE will be from the
333 Professional rank and consist of at least five members appointed of which three will be selected
334 for each case for the UUP seats on the CCPE.
335
- 336 9.2.7 The College Review Panel (CRP) shall review applications for promotions and salary increases
337 for members of the Professional rank in accordance with the UUP contract. These
338 appointments for UUP will be from the Professional rank and consist of at least eight members
339 of which five to seven will be selected to serve on the CRP.
340
- 341 9.2.8 Additional Standing Committees may be established by amendment of these Bylaws.
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343 **Section 9.3—Ad Hoc Committees**

344 Ad hoc committees may be created by the Chapter or by the Executive Board.
345

346 **Section 9.4—Selection and Terms**

- 347 9.4.1 Unless otherwise specified, members of all standing and ad hoc committees shall be appointed
348 by the Chapter President, subject to approval by the Executive Board.
349
- 350 9.4.2 The term of office of Standing Committee members shall coincide with the terms of the elected
351 officers.
352
- 353 9.4.3 The term of office of Ad hoc Committee members shall expire upon the completion of their
354 charge and/or the expiration of the term of the officers.
355

356 **Article 10: Elections**

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358 **Section 10.1—Chapter Elections**

359 Chapter elections, except those held to fill vacancies, shall be held every two years for each
360 elective office and be completed no later than May 1. Terms of office shall begin on June 1.
361 Persons elected to fill vacancies shall take office at the time of election. Election to each office
362 shall be by a plurality of those voting. A tie shall be broken by a runoff election.
363

364 **Section 10.2—Conduct of Elections**

365 Chapter elections shall be conducted in accordance with the UUP Constitution.
366

367 **Section 10.3—Vacancies**

368 In the event of a vacancy in an office, the Executive Board shall within thirty days by majority
369 vote either designate a person to serve out the term of the office or direct that a special election
370 be held. The Executive Board may appoint any eligible individual to fill the term of an office,
371 which becomes vacant, except those offices, which require election for legal recognition, such
372 as delegate to the UUP Delegate Assembly and affiliate conventions or assemblies.
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374 **Article 11: Removal or Recall**

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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 five percent of the Chapter membership, or one third of the voting membership 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 alternate membership 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 a meeting of the membership shall be five percent 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, as defined in Article 5.1, are present.

Section 12.2—Parliamentary Authority

429 Meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order,*
430 *Newly Revised,* except that these Bylaws or the UUP Constitution shall take precedence.

431
432 **Section 12.3—Parliamentarian**

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

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436 **Article 13: Construction and Severability**

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438 **Section 13.1—Construction and Severability**

439 13.1.1 If a provision of these Bylaws is discovered to be null and void because of a conflict with an
440 authority that must take precedence, the Executive Board shall have the authority to change
441 the provision to make it conform to all necessary policies/statements.

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443 13.1.2 A decision by a competent agency invalidating a clause, phrase, or section of these Bylaws
444 shall not invalidate any other clause, phrase, or section.

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446 **Article 14: Amendment**

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448 **Section 14.1—Amendment**

449 14.1.1 Amendment to these Bylaws may be proposed by the Executive Board or by written petition of
450 fifty members of the Chapter.

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452 14.1.2 A proposed amendment shall be presented to the membership, in writing, by campus mail
453 and/or posted on the chapter website at least two weeks prior to a regular or special meeting
454 of the membership called in accordance with the procedures in Article 4. The proposed
455 amendment will be presented to the membership at that meeting (which will occur during a
456 Fall or Spring academic semester) and will be voted on. Ratification will require a Quorum as
457 specified in Article 12.1.1 and a positive vote of the 2/3rds of the members present.

458
459 14.1.3 Every Five years a Bylaws Review Task Force will be formed to review the Bylaws and solicit
460 any recommendations for potential amendments which will conform to Article 14 procedures.
461 The members will be recommended by the President and approved by the Executive Board. A
462 Bylaws Review Task Force may be formed at any other time upon approval of the Executive
463 Board.

464
465 **Section 14.2 -- Ratification**

466 14.2.1 Amendments to these Bylaws shall go into effect immediately upon adoption by a majority vote
467 of the members voting in a mail ballot according to the procedures specified in Article 14.1.2.

468
469 14.2.2 These Bylaws shall supersede all prior Constitutions and Bylaws of this Chapter. Upon
470 ratification, a dated copy shall be sent to all Chapter members and to the Secretary of UUP. A
471 copy will also be posted on the Chapter's website.