

1 **United University Professions**

2 *Stony Brook Chapter Bylaws. Adopted May 1985; Revised September 24, 2024*

3 **Article 1: Name**

4 The name of this organization shall be the Stony Brook Center Chapter of United University
5 Professions (“UUP”), Local #2190 of the American Federation of Teachers, AFL-CIO
6 (hereinafter, the “Stony Brook Chapter” or “Chapter”).

7 **Article 2: Purpose**

8 The purpose of the Stony Brook Chapter shall be to promote the aims of UUP, namely, to
9 improve the terms and conditions of employment of those it represents; to promote mutual
10 assistance and cooperation among the members of UUP both active in-service and active retired;
11 to monitor local compliance of the Agreement between State of New York and UUP; to promote
12 academic and professional excellence, and to strengthen the college and university community.

13 **Article 3: Membership Section 3.1—Classes of Membership**

14 3.1.1. There shall be the following classes of membership in the Stony Brook Chapter, as defined
15 by the UUP Constitution: Regular Membership, Retired Membership, Sustaining Membership
16 and Honorary Membership.

- 17 a. Regular Membership shall be open to employees at Stony Brook’s Center and
18 Southampton Campuses.
- 19 i. Contingent membership shall extend from September 1 through August 31.
20 ii. Membership in good standing shall be maintained through payment of dues as
21 defined in Article III, Section 4. b.i.b. of the UUP Constitution and shall be on a
22 continuing basis throughout the membership year.
- 23 b. Retired Membership: Retired Members of the Stony Brook Chapter are those who retired
24 from this institution in good standing and hold Retiree Membership as defined in the
25 UUP Constitution.
- 26 c. Sustaining Membership: Sustaining membership shall be open to any person who has
27 been retrenched or non-renewed or who has been involuntarily terminated for any reason
28 and has litigation, grievance, or other, similar proceedings in progress in accordance with
29 the UUP Constitution. Sustaining Members may vote but may not hold office at the
30 Chapter, Local (Statewide) or Affiliate levels.
- 31 d. Honorary Membership: Honorary Membership, without vote or the right to hold office in
32 the Union, may be granted as the Executive Board or the Delegate Assembly may
33 determine, in recognition of service or dedication to the purposes of this Union as
34 specified in Article II of the UUP Constitution;

35 3.1.2 Regular membership in this Chapter shall be open to employees in the Professional

36 Services Negotiating Unit (08) at the State University of New York at Stony Brook’s Center and
37 Southampton Campuses. Membership in good standing shall be maintained through membership
38 in UUP as specified in the UUP Constitution.

39 3.1.3 Rights of all classes of members are defined by the UUP Constitution.

40 **Section 3.2—Categories of Membership**

41 3.2.1 Membership shall be either of two categories, “academic” or “professional.”

42 3.2.2 “Academic” members shall be those persons with academic rank.

43 a. “Contingent academic” members shall be those persons appointed to any position which
44 does not prescribe eligibility for continuing appointment.

45 3.2.3 “Professional” members shall be those persons with professional rank.

46 a. “Contingent professional” members shall be those persons appointed to any position which
47 does not prescribe eligibility for permanent appointment.

48 **Article 4: Meetings of the Membership Section 4.1—Authority**

49 Chapter members shall make policy at duly constituted meetings or through referendums. The
50 annual Chapter budget shall be approved by a majority vote of those present and voting at a
51 Chapter meeting.

52 **Section 4.2—Regular Meetings**

53 There shall be at least one meeting of the Chapter membership each semester in the Fall and
54 Spring accessible to members of both Center and Southampton campuses. The Chapter
55 President, designee, or Executive Board can call meetings of the Chapter membership and the
56 Chapter President or designee shall preside over them. An announcement of a regular Chapter
57 meeting shall be sent to all members at least seven (7) calendar days prior to the meeting in hard
58 copy or electronically. The announcement shall contain the date, time, and place of the meeting,
59 and the agenda, which may be modified at the meeting.

60 **Section 4.3—Special Meetings**

61 Special meetings of the Chapter membership may be called by the Chapter President, or at the
62 request of a majority of the Executive Board, or at the petition of at least five (5) percent of the
63 Chapter membership. Unless extraordinary circumstances prohibit it, the Chapter President shall
64 send an announcement of a special Chapter meeting to all members at least three (3) calendar
65 days prior to the meeting in hard copy or electronically. The announcement shall contain the
66 date, time and place of the meeting, and the agenda, which may be modified at the meeting. For
67 virtual meetings see Section 4.6.

68 **Section 4.4—Minutes**

69 Approved minutes of all Chapter meetings shall be made available to the membership.

70 **Section 4.5—Referendums**

71 The Executive Board shall initiate referendums by a majority vote or upon the petition of at least
72 five (5) percent of the Chapter membership. Referendums shall be conducted using procedures
73 adopted by the Executive Board.

74 **Section 4.6—Virtual Meetings**

75 To accommodate the multiple work locations of the membership, meetings may be held in person
76 or virtually, or a combination of the two, as determined by the President in consultation with the
77 Executive Board. The following conditions must be met if a meeting is to be held virtually or
78 combined virtual and in-person: it must be assured that the members may take part, be able to
79 identify themselves as members in good standing and be able to fully participate in the
80 proceedings, including voting.

81 **Article 5: Officers Section 5.1—Definition**

82 The elected officers of the Chapter shall include a President; a Vice President for Academics; an
83 Assistant Vice President for Academics; Vice President for Professionals; an Assistant Vice
84 President for Professionals; a Secretary; a Treasurer; an Officer for Contingents; a
85 Membership Development Officer; a Diversity, Equity, and Inclusion Officer; and an Officer for
86 Retirees. The appointed officers of the Chapter shall include an Academic Grievance Officer, and
87 a Professional Grievance Officer.

88 **Section 5.2—Duties**

89 5.2.1 The Chapter President shall:

- 90 a. serve as the administrative officer of the Chapter;
- 91 b. represent the Chapter to management, to the college community, and to the public;
- 92 c. preside over Labor Management meetings in accordance with the UUP/NYS Collective
93 Bargaining Agreement and be the primary spokesperson in such meetings;
- 94 d. maintain regular communication with and report important Chapter developments to
95 UUP's statewide officers;
- 96 e. represent the Chapter in statewide Chapter presidents' meetings;
- 97 f. communicate information from the state UUP office to the Chapter membership;
- 98 g. be the Chapter's first delegate to the Delegate Assembly;
- 99 h. preside over meetings of the membership and the Executive Board;
- 100 i. be an active *ex officio* member of all committees;
- 101 j. be authorized to sign checks in the absence or incapacity of the Treasurer;

- 102 k. appoint an Elected Officer besides the Treasurer to be authorized to sign checks, subject
103 to approval by the Executive Board;
- 104 l. appoint an Elected Officer to perform other functions and duties usually attributed to the
105 office of President, under the guidance of the President subject to approval by the
106 Executive Board;
- 107 m. supervise any office staff;
- 108 n. appoint or remove appointed officers, chairpersons, and members of committees, subject
109 to approval by the Executive Board;
- 110 o. make appointments to positions outlined in Articles 5 and 9;
- 111 p. if necessary, appoint a parliamentarian to assist in the conduct of meetings. The
112 parliamentarian shall not be a member of the Executive Board; and
- 113 q. perform such other duties assigned by the Executive Board or the membership.

114 5.2.2 The Vice Presidents shall:

- 115 a. have as their primary duties the representation of the members of the categories they
116 represent;
- 117 b. assist the Membership Development Officer in developing and coordinating a
118 Department Representative Structure that assures every member is represented;
- 119 c. be delegates to the Delegate Assembly;
- 120 d. participate in Labor Management meetings in accordance with the UUP/NYS Collective
121 Bargaining Agreement;
- 122 e. in the absence or disability of the President, the Vice President from the alternate
123 membership category shall automatically assume the duties of the President until such
124 time as the Executive Board meets and appoints an Acting President or until a special
125 election is held; and
- 126 f. perform such other duties assigned by the President, the Executive Board, or the
127 membership.

128 5.2.2.10 The Assistant Vice Presidents shall:

- 129 a. have their primary duties to assist the Vice President in the category they represent and
130 the members associated with that category.
- 131 b. in the absence or disability of the Vice President in the category they represent, The
132 Assistant Vice President shall automatically assume the duties of that Vice President
133 position at the chapter level until such time the Vice President returns. If that Vice
134 President position becomes vacant then Article 10.1 Elections; Section 10.3 Vacancies
135 will be invoked.
- 136 c. each Assistant Vice President shall serve as a Co-Chair of the Chapter's Delegate
137 Oversight Committee.

138 d. Perform such other duties assigned by their Vice President, the President, attending labor
139 management meetings as appropriate, the Executive Board, or the membership of the
140 category they represent.

141

142 5.2.3 The Secretary shall:

- 143 a. keep accurate minutes of the meetings of the membership, the Executive Board, and other
- 144 such meetings as deemed appropriate by the President and/or Executive Board;
- 145 b. assist in maintaining Chapter files and a roll of the membership;
- 146 c. in the absence of a Designated Election Official, assume the duties assigned to that
- 147 position; and
- 148 d. perform such other duties assigned by the President, the Executive Board, or the
- 149 membership.

150 5.2.4 The Treasurer shall:

- 151 a. adhere to UUP's Fiscal Policies and Best Practices Guidelines for Chapter Treasurers;
- 152 b. be responsible for the funds of the Chapter, depositing them in a checking or savings
- 153 account as appropriate;
- 154 c. keep accurate accounts of receipts and disbursements;
- 155 d. issue checks and make withdrawals and transfers as authorized by the President or
- 156 Executive Board;
- 157 e. report to each meeting of the Executive Board;
- 158 f. prepare an annual financial statement for publication and distribution to the membership
- 159 and to the statewide Secretary-Treasurer and statewide UUP Executive Board;
- 160 g. prepare a budget for submission to the Executive Board and membership with final
- 161 submission to the statewide Secretary-Treasurer;
- 162 h. submit timely audit packets to the statewide Accounting Department (three times/year);
- 163 i. keep the President and Executive Board informed of the financial condition of the
- 164 Chapter; and
- 165 j. perform such other duties as assigned by the President, the Executive Board, or the
- 166 membership.

167 5.2.5 The Grievance Officers shall:

- 168 a. serve as chairpersons of the Grievance Committee;
- 169 b. be responsible for assisting members of the bargaining unit with the processing of
- 170 grievances and coordinating with the assigned NYSUT Labor Relations Specialist;

- 171 c. report to the President, Executive Board, and membership, as appropriate;
- 172 d. make recommendations to the Executive Board; and
- 173 e. serve on the statewide Grievance Committee.

174 5.2.6 The Officer for Contingents shall:

- 175 a. serve as chairperson of the Contingent Concerns Committee;
- 176 b. assist the Membership Development Officer to ensure full-time and part-time contingent
- 177 employees are considered in the Chapter representative structure;
- 178 c. serve on the statewide UUP Contingent Employment Committee;
- 179 d. monitor the concerns of Contingent members;
- 180 e. work in conjunction with the appropriate Vice President and Labor Relations Specialist
- 181 on issues relating to contingent employees;
- 182 f. report to the President, Executive Board, and membership;
- 183 g. be a delegate to the Delegate Assembly per Article VII, Section 3.d of the UUP
- 184 Constitution;
- 185 h. make recommendations to the Executive Board; and
- 186 i. participate in Labor Management meetings in accordance with UUP/NYS Collective
- 187 Bargaining Agreement Article 8, Section 4.b Labor-Management meetings focused on
- 188 part-time employees.

189 5.2.7 The Diversity, Equity, and Inclusion Officer shall:

- 190 a. be responsible for monitoring diversity, equity, and inclusion (encompassing, but not
- 191 limited to, the dimensions of race, ethnicity, age, gender, sexuality, disability) and related
- 192 concerns in our workplace;
- 193 b. shall report to the Chapter, the Executive Board, and the Chapter President, as
- 194 appropriate, and make recommendations to the Executive Board; and
- 195 c. shall serve as officer liaison or co-chairperson of a Diversity, Equity, and Inclusion
- 196 Committee.

197 5.2.8 The Membership Development Officer (MDO) shall:

- 198 a. work to promote membership growth;
- 199 b. present membership development recommendations to the Executive Board;
- 200 c. serve on the statewide Membership Committee;
- 201 d. oversee a department/unit/building representative structure;
- 202 e. chair the Chapter Membership Committee and start such Committee if none exists;
- 203 f. perform such other membership-related functions as may be directed by the President or
- 204 the Executive Board;

- 205 g. be responsible for organizing campaigns for new members and recruiting non-members;
- 206 and
- 207 h. be the liaison to the statewide Membership Development Officer and Organizing
- 208 Department.

209 5.2.9 The Officer for Retirees shall:

- 210 a. work with leadership to obtain the names of new retirees;
- 211 b. help facilitate in-district and statewide advocacy;
- 212 c. attend Executive Board meetings and report on activities relevant to engagement of the
- 213 Chapter's retired members;
- 214 d. serve as a conduit for information to/from membership, leadership and their Retired
- 215 Member Governing Board Committee (RMGBC) representative;
- 216 e. work with the President and Executive Board to schedule pre-retirement workshops, and
- 217 other events to involve retired members; and
- 218 f. coordinate with leadership to promote the benefits of being involved with active and
- 219 retiree activities in the Chapter and region.

220 **Section 5.3—Selection and Terms of Office**

221 5.3.1 All officers, except the Grievance Officers, shall be elected by the Chapter membership for
222 a term of two years. The Vice Presidents and Assistant Vice Presidents shall be elected by and
223 from their respective membership categories. Elections shall be conducted in accordance with
224 the UUP Constitution and Article 10 of these Bylaws.

225 5.3.2 The Grievance Officers shall be appointed or removed by the Chapter President, subject to
226 approval by the Executive Board.

227 5.3.3 The Officer for Contingents shall be elected. A Contingent Concerns Representative from
228 the alternate membership category shall be appointed or removed by the President, subject to the
229 approval of the Executive Board.

230 5.3.4 The Diversity, Equity, and Inclusion Officer shall be elected.

231 5.3.5 The Membership Development Officer shall be elected.

232 5.3.6 The term of office of the Grievance Officers shall coincide with the terms of the elected
233 officers.

234 **Article 6: Executive Board Section 6.1—Composition**

235 The Executive Board shall include the following voting and non-voting members:

236 6.1.1 Voting Members

- 237 a. The elected officers, as specified in Article 5.1,
238 b. Members who received at least five (5) votes in the election for the position of Academic
239 or Professional Delegate to the Delegate Assembly; and

240 6.1.2 *Ex-officio* Non-Voting Members

- 241 a. Members who received fewer than five (5) votes in the election for the position of
242 Academic or Professional Delegate to the Delegate Assembly;
243 b. Appointed Committee Chairs, co-Chairs, or appointed officers, unless they are otherwise
244 voting members of the Executive Board as defined in Article 5, Article 6.1.1, or Article
245 10.3;
246 c. Members who serve as statewide officers of UUP or members of the statewide Executive
247 Board unless they are otherwise voting members of the Executive Board as defined in
248 Article 5, Article 6.1.1, or Article 10.3; and
249 d. Members of the Chapter who serve as chairpersons of UUP statewide Standing
250 Committees, unless they are otherwise voting members of the Executive Board as defined
251 in Article 5, Article 6.1.1, or Article 10.3.

252 6.1.3 All Standing Committee chairs shall be appointed or removed by the Chapter President
253 subject to approval by the Executive Board. Members of the CCPE and CRP committees shall be
254 appointed in accordance with the UUP contract.

255 **Section 6.2—Duties**

256 6.2.1 The Executive Board shall be the policy-implementing body of the Chapter and shall be
257 responsible for the administration of the Chapter and its activities. It shall appoint individuals to
258 fill vacancies, or direct that special elections be held to fill vacancies; approve appointments to
259 committees; approve a budget for submission to the Chapter; approve all expenditures pursuant
260 to the Chapter Budget and authorize extraordinary expenditures; carry out policies established by
261 the Chapter and suggest policies for consideration by the Chapter; arrange for such ancillary staff
262 members and assistance as are necessary to attain the goals of the Chapter; act on behalf of the
263 membership in the absence of membership policy and during periods of time when Chapter
264 meetings cannot be reasonably convened; generally represent UUP and the Chapter; and carry
265 out such other duties as are reasonably associated with an Executive Board. The Executive Board
266 shall by a majority vote or upon the petition of at least five percent of the Chapter membership
267 initiate referendums, and shall adopt procedures for the conduct of such referendums.

268 6.2.2 Duties of the Active Retired Representative, Outreach Chairperson, Membership
269 Chairperson, Newsletter Editor, and Safety and Health Chairperson shall be defined by the
270 Executive Board.

271 6.2.3 Duties of the Designated Election Official shall be in accordance with the UUP

272 Constitution. The Designated Election Official shall also develop procedures for the conduct of
273 Chapter Referendums subject to approval by the Executive Board.

274 **Section 6.3—Terms of Office**

275 6.3.1 Except where otherwise specified, terms of office for elected and appointed positions of the
276 Executive Board shall coincide with the terms of the elected officers.

277 6.3.2 No elected officer position shall be held by any one person for more than five consecutive
278 terms.

279 **Section 6.4—Meetings**

280 6.4.1 The Executive Board shall meet at least once a month during the academic year. Meetings
281 shall be convened by the Chapter President or by a written request, in hard copy or electronic
282 format, of one-third of the Executive Board or five percent of the Chapter membership. The
283 Chapter President shall send an announcement, in hard copy or electronic format, of an
284 Executive Board meeting to all members of the Executive Board at least three (3) calendar days
285 prior to the meeting. The announcement shall contain the date, time and place of meeting, and
286 the agenda, which may be modified at the meeting. Special meetings may be called by the
287 President at least three (3) calendar days prior to the meeting.

288 6.4.2 Executive Board meetings, other than executive sessions, shall be open to all members of
289 the Chapter. Members of the Chapter shall be notified by appropriate means of the schedule of
290 Executive Board meetings.

291 6.4.3 To accommodate the multiple work locations of the membership, meetings may be held in
292 person or virtually, or as a combination of the two, as determined by the President in consultation
293 with the Executive Board. The following conditions must be met if the meeting is held virtually
294 or combined virtual and in-person: it must be assured that the members may take part, be able to
295 identify themselves as members in good standing and be able to fully participate in the
296 proceedings, including voting.

297 **Section 6.5—Minutes**

298 Approved minutes of all Executive Board and notes or minutes of Labor-Management
299 Committee meetings shall be made available to the Chapter membership.

300 **Section 6.6—Electronic Voting**

301 If a matter is deemed urgent by the Chapter Executive Board, an electronic vote can be held with
302 voting members of the executive board via email arranged by the Chapter President or Chapter
303 Secretary. The electronic voting will follow the procedures set by the Chapter Executive Board.

304 **Article 7: Delegates to the UUP Delegate Assembly Section 7.1—Definition**

305 The first delegate shall be the Chapter President, the second shall be the Vice President of the
306 alternate membership category of the Chapter President, and the third shall be the Vice President
307 of the same membership category as the Chapter President, if the Chapter is entitled to an
308 additional representative from that category. The fourth delegate shall be the Officer for
309 Contingents. The Officer for Contingents shall be an additional delegate regardless of category
310 and shall not affect the delegate allocation for the chapter. Additional delegates shall be elected
311 by and from the membership according to the provisions of the UUP Constitution.

312 **Section 7.2—Duties**

313 In addition to serving as voting or *ex officio* members of the Executive Board, Delegates shall
314 represent the Chapter at the Delegate Assembly of UUP. Delegates shall analyze the business to
315 be conducted at each Delegate Assembly and seek input from the membership on issues of
316 importance to the Chapter. Delegates shall report to the membership on actions taken by the
317 Delegate Assembly.

318 **Section 7.3—Seating at the Delegate Assembly**

319 The number of Chapter representatives eligible for seating at the Delegate Assembly shall be
320 determined by UUP, in accordance with the UUP Constitution. Prior to each Delegate Assembly
321 the Chapter President shall ask Delegates, in rank order of their election, their intention to serve
322 at that Delegate Assembly. Delegates who do not so confirm with the Chapter President at least
323 seven (7) calendar days prior to the Delegate Assembly shall be replaced by the next ranking
324 Delegate who so confirms. If a Delegate is so replaced, that Delegate shall not be eligible for
325 seating at the Delegate Assembly in place of any confirmed Delegate who attends the Delegate
326 Assembly.

327 **Section 7.4—Selection and Terms**

328 Delegates shall be elected in accordance with the UUP Constitution.

329 **Section 7.5—Biannual Chapter Leadership Retreat**

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

335 **Article 8: Department Representative Structure Section 8.1—Definition**

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

338 **Section 8.2—Duties**

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

342 **Section 8.3—Selection and Terms**

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

346 **Article 9: Committees Section 9.1—Labor-Management Committee**

347 Chapter officers, as defined in Article 5.1, shall constitute the UUP committee responsible for
348 representing the Chapter at Labor-Management meetings conducted pursuant to the Agreement
349 between The State of New York and UUP. The Chapter President shall be responsible for the
350 conduct of the meetings. Members of the Executive Board, Chapter members, the NYSUT Labor
351 Relations Specialist, and UUP representatives or staff employees may be added to this group by
352 the Chapter President. In the event the Chapter President is absent, the Vice President from the
353 alternate membership category, or another designee from among the chapter officers if the Vice
354 President is not available, shall be responsible for the conduct of the meetings.

355 **Section 9.2—Standing Committees**

356 9.2.1 Diversity, Equity, and Inclusion Committee: The Diversity, Equity, and Inclusion
357 Committee shall assist the Diversity, Equity, and Inclusion Officer in monitoring campus
358 diversity, equity, and inclusion programs and policies, and shall recommend actions designed to
359 implement and enact diversity, equity, and inclusion goals. The Diversity, Equity, and Inclusion
360 Officer shall serve as chairperson.

361 9.2.2 Outreach Committee: The Outreach Committee shall plan and coordinate activities to
362 inform legislators of Chapter and UUP needs, and educate the Chapter membership about
363 legislation of interest to UUP. It shall coordinate activities with the statewide UUP Outreach
364 Committee and coordinate the annual VOTE/COPE campaign. The Outreach Chairperson shall
365 serve as the chairperson.

366 9.2.3 Membership Committee: The Membership Committee shall assist the Membership
367 Development Officer in recruiting new members, organizing membership drives, maintaining up-
368 to-date lists of members, and disseminating literature to the membership. The Membership
369 Development Officer shall serve as the chairperson or co-chairperson.

370 9.2.4 Contingent Concerns Committee: The Contingent Concerns Committee shall assist the
371 Officer for Contingents and the Contingent Concerns Representative in encouraging and
372 promoting membership and activities of Contingents, and shall make recommendations with

373 regard to organizational structures wherein Contingents work. The Officer for Contingents shall
374 serve as chairperson and the Concerns Representative as Deputy Chair.

375 9.2.5 Safety and Health Committee: The Safety and Health Committee shall assist the Safety and
376 Health Chairperson to identify and review safety-related issues affecting employees and shall
377 recommend plans for the correction of such matters. The Safety and Health Chairperson shall
378 serve as the chairperson,

379 9.2.6 The College Committee on Professional Evaluation (CCPE) shall review an appeal by a
380 professional whose evaluation report's characterized as "unsatisfactory" in accordance with the
381 UUP contract. The appointments for the UUP members of the CCPE will be from the
382 Professional rank and consist of at least five members appointed of which three will be selected
383 for each case for the UUP seats on the CCPE.

384 9.2.7 The College Review Panel (CRP) shall review applications for promotions and salary
385 increases for members of the Professional rank in accordance with the UUP contract. These
386 appointments for UUP will be from the Professional rank and consist of at least eight members of
387 which five to seven will be selected to serve on the CRP.

388 9.2.8 New Standing Committee:

389 **Delegates Oversight Committee shall consist of all elected chapter delegates and meet at**
390 **least twice a year to discuss the agenda, workshops, statewide committee meetings at the**
391 **Delegate Assembly as well as logistics of the Delegate Assembly and topics being covered.**
392 **The Assistant Vice President of Academics and Assistant Vice President of Professionals**
393 **shall serve as Co-Chairs for this Committee.**

394 9.2.9 Additional Standing Committees may be established by amendment of these Bylaws.

395 **Section 9.3—Ad Hoc Committees**

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

397 **Section 9.4—Selection and Terms**

398 9.4.1 Unless otherwise specified, members of all standing and ad hoc committees shall be
399 appointed by the Chapter President, subject to approval by the Executive Board.

400 9.4.2 The term of office of Standing Committee members shall coincide with the terms of the
401 elected officers.

402 9.4.3 The term of office of Ad hoc Committee members shall expire upon the completion of their
403 charge and/or the expiration of the term of the officers.

404 **Article 10: Elections Section 10.1—Chapter Elections**

405 Chapter elections, except those held to fill vacancies, shall be held every two years for each
406 elective office and be completed no later than May 1. Terms of office shall begin on June 1.

407 Persons elected to fill vacancies shall take office at the time of election. Election to each office
408 shall be by a plurality of those voting. A tie shall be broken by a runoff election.

409 **Section 10.2—Conduct of Elections**

410 Chapter elections and procedures shall be conducted in accordance with the UUP Constitution
411 Statewide Executive Board Policy.

412 **Section 10.3—Vacancies**

413 In the event of a vacancy in an office, the Executive Board shall within thirty days by majority
414 vote either designate a person to serve out the term of the office or direct that a special election
415 be held. The Executive Board may appoint any eligible individual to fill the term of an office,
416 which becomes vacant, except those offices, which require election for legal recognition, such as
417 delegate to the UUP Delegate Assembly and affiliate conventions or assemblies. Members
418 appointed to fill an officer position, such as those outlined in Article 5.1, retain their voting status
419 upon being appointed.

420 **Section 10.4—Candidates' Statements for Chapter Elections**

421 Candidates' statements for all Chapter elections will be posted on the chapter website and sent
422 out in writing to the Chapter Membership at least one week prior to the ballots being sent.

423 **Section 10.5—Candidates' Forum for Chapter Elections**

424 A Candidates' Forum will be held prior to election ballots being sent, at the request of at least
425 one candidate. Chapter Membership will be informed of the date and time of the Candidates'
426 Forum at least two weeks in advance. The format of the Candidates' Forum and the moderator
427 for the forum will be determined by the Executive Board. Each candidate or their designee will
428 be given an equal allotment of time to speak at the forum, provided that they registered their
429 intention to speak in advance. **Article 11: Removal or Recall**

430 **Section 11.1—Removal for Cause**

431 An officer, delegate, or member of the Executive Board may be removed from office for valid
432 cause. Valid cause for removal from office may include, but not be limited to, continued neglect
433 or non-performance of the duties of the office, misuse of Chapter funds according to the UUP
434 Fiscal Policies Manual, and/or intentional misrepresentation of the organization to outside
435 parties. Appointed leadership can be removed with a two-thirds vote of the Executive Board.

436 **Section 11.2—Procedure**

437 11.2.1 Upon receipt of written charges and a petition of five percent of the Chapter membership,
438 or at least two thirds of the voting membership of the Executive Board, the Chapter President
439 shall appoint a Select Committee, subject to approval by the Executive Board, to conduct a
440 confidential investigation. If charges are raised against the Chapter President, the Select

441 Committee shall be appointed by the Vice President of the same membership category as the
442 President. The Select Committee shall be composed of not less than three and not more than five
443 members of the Chapter; Select Committee members shall be active members in good standing,
444 and shall not be officers or members of the Executive Board. The charges from such a petition
445 shall be emailed to the official UUP email address of the individual charged, with a “read
446 receipt,” and shall be given to the Select Committee.

447 11.2.2 In addition to the automatically generated “read receipt,” an individual charged must
448 indicate in an email to the sender receipt of the charges and an interest in retaining the office in
449 question. Failure to indicate such interest within seven (7) calendar days of receipt of the charges
450 shall be deemed to be a resignation, and the office shall be declared vacant. In such a case, the
451 Select Committee shall report the resignation and vacancy to the Executive Board, and the
452 investigation shall be considered closed.

453 11.2.3 If a vacancy is declared, it shall be filled in accordance with the procedures in Article
454 10.3. If a vacancy is not declared, the Select Committee shall investigate the charges and provide
455 an opportunity for the individual charged to respond. Such an investigation shall be conducted in
456 accordance with the latest edition of *Robert’s Rules of Order, Newly Revised*. It is incumbent
457 upon the individual charged to comply in a timely fashion with all Select Committee requests for
458 information or data; unless the Select Committee grants additional time, “timely fashion” shall
459 be taken to mean seven (7) calendar days. Failure to comply with information or data requests
460 shall be deemed to be an admission of guilt with respect to the specific charge(s) pertaining to
461 the request. Following the conclusion of an investigation, the Select Committee shall report its
462 findings to the Executive Board. If the Executive Board concludes based on the findings of the
463 Select Committee that there is merit to the charges, it shall call a special meeting of the
464 membership according to procedures in Article 4.3. At the special membership meeting there
465 shall be a full discussion of the charges and the individual charged shall have the right to present
466 a defense. A majority vote of those attending the special membership meeting shall be required to
467 authorize a recall election. This meeting must be held within thirty (30) calendar days of the
468 Executive Board’s decision. If the Chapter President is the person charged, the Vice President in
469 the opposite category shall preside over meeting scheduling.

470 **Section 11.3—Recall Election**

471 A vote to remove an officer, delegate or member of the Executive Board shall be conducted by
472 mail to the official address of each member of the Chapter, except appointed officers, Committee
473 Chairs, or co-Chairs who can be removed by the procedure in Article 11.1. Chapter members
474 shall have at least fourteen (14) calendar days to return their ballots. A vote to remove an officer,
475 delegate or member of the Executive Board shall require a majority of those voting.

476 **Section 11.4—Vacancies**

477 If a vacancy is created as a result of a recall vote, that vacancy shall be filled according to the
478 procedures in Article 10.3.

479 **Article 12: Parliamentary Authority Section 12.1—Quorum**

480 12.1.1 A quorum for a meeting of the membership shall be five percent of the Chapter
481 membership.

482 12.1.2 A quorum for a meeting of the Executive Board shall be at least one third of its voting
483 members, provided however, that at least half of the officers, as defined in Article 5.1, are
484 present.

485 12.1.3. A voting member of the Executive Board may attend, be a full participant, and count
486 towards the quorum via virtual/teleconferencing participation with proper notification and
487 coordination with the Chapter President.

488 **Section 12.2—Parliamentary Authority**

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

491 **Article 13: Construction and Severability Section 13.1—Construction and Severability**

492 13.1.1 If a provision of these Bylaws is discovered to be null and void because of a conflict with
493 an authority that must take precedence, the Executive Board shall have the authority to change
494 the provision to make it conform to all necessary policies/statements.

495 13.1.2 A decision by a competent agency invalidating a clause, phrase, or section of these Bylaws
496 shall not invalidate any other clause, phrase, or section.

497 **Article 14: Amendment Section 14.1—Amendment**

498 14.1.1 Amendment to these Bylaws may be proposed by the Executive Board or by written
499 petition of fifty members of the Chapter.

500 14.1.2 The proposed amendment(s) will be presented to the Chapter Executive Board for a vote.
501 If approved it will be presented to the Chapter membership as defined in Section 14.1.3.

502 14.1.3 A proposed amendment shall be presented to the membership, in writing, by campus mail
503 and/or posted on the chapter website at least two weeks prior to a regular or special meeting of
504 the membership called in accordance with the procedures in Article 4. The proposed amendment
505 will be presented to the membership at that meeting (which will occur during a Fall or Spring
506 academic semester) and will be voted on. In order for the amendment(s) to be sent to the entire
507 chapter membership for ratification, a quorum will be required as specified in Article 12.1.1, and
508 a positive vote of at least two thirds of the members present.

509 14.1.4 Every Five years a Bylaws Review Task Force will be formed to review the Bylaws and
510 solicit any recommendations for potential amendments which will conform to Article 14
511 procedures. The members will be recommended by the President and approved by the Executive

512 Board. A Bylaws Review Task Force may be formed at any other time upon approval of the
513 Executive Board.

514 **Section 14.2—Ratification**

515 14.2.1 Amendments to these Bylaws shall go into effect immediately upon adoption by a
516 majority vote of the members voting by mail or electronically, according to the procedures
517 specified in Article 14.1.2.

518 14.2.2 These Bylaws shall supersede all prior Constitutions and Bylaws of this Chapter. Upon
519 ratification, a dated copy shall be made available to all Chapter members and to the Statewide
520 Secretary-Treasurer of UUP. A copy will also be posted on the Chapter’s website.

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