

# **Constitution and Bylaws United Faculty of Florida – Florida Polytechnic University.**

## **Constitution**

### **Article I. Name**

This organization shall be known as United Faculty of Florida – Florida Polytechnic University (UFF-FPU).

### **Article II. Objectives**

Section 1. To bring faculty and professional employees of Florida Polytechnic University into a relationship of mutual assistance and cooperation in order to obtain and maintain for them the rights and privileges to which they are entitled.

Section 2. To promote shared governance that will enable members to better serve Florida Polytechnic's students, faculty, and staff and the people of the State of Florida.

Section 3. To provide representation in issues pertaining to working conditions, salaries, benefits, evaluations, and all other aspects of collective bargaining with the goal of recruiting and retaining high quality faculty colleagues in an atmosphere of fairness and freedom of inquiry.

Section 4. To provide faculty with representation to assure faculty rights granted by law or the collective bargaining agreement.

### **Article III. Membership**

Section 1. **Active Membership** All full-time faculty and professional employees in the United Faculty of Florida bargaining unit shall be eligible for membership (as defined by PERC). The right to vote and to hold elective office shall be limited to active members except as otherwise provided in the Constitution and Bylaws.

Section 2. **Non-voting Membership** Non-voting membership shall be open to members who retire or temporarily move out of the unit while remaining in the University's employment as a faculty member. Non-voting membership shall be open to other categories of professional employees not included in the bargaining unit upon the approval of the Chapter Council.

### **Article IV. Officers, Executive Committee, and Chapter Council**

Section 1. The membership shall, every two years, elect by secret ballot a President, a Vice-President, a Secretary/Treasurer, and an appropriate number of Senators and Alternate Senators as determined by the United Faculty of Florida-Bylaws.

Section 2. The Chapter Council shall be composed of the elected Officers, Senators, Alternate Senators, and the chairs of the standing committees. The Executive Committee shall be composed of the President, Vice-President, and Secretary/Treasurer.

Ratified January 5, 2017

Section 3. Permanent and temporary vacancies in the office of an elected officer or Senator shall be filled within thirty days of the occurrence by the President with the consent of a majority of the Chapter Council. In the case of a temporary vacancy, the elected officer shall have the duty and right to return to office as soon as possible.

Section 4. The officers shall be elected every other year on or before April 1 and shall take office on April 1.

### **Article V. Referenda and Recalls**

A referendum on any chapter governance issue or recall of a Chapter officer may be initiated by a majority vote of the Chapter Council or an on-line petition of 30% of the Chapter membership. A referendum or recall election must be held within thirty days of one of these two actions. During this period of time the Chapter Council shall guarantee ample opportunity for the pro and con arguments to be communicated to the membership. The membership shall resolve the issue through a fair and secret vote.

### **Article VI. Amendment**

The Chapter Council, 30% of the chapter membership (by petition), or a majority of the attending members at any membership meeting may propose an amendment to the constitution. The proposed changes shall then be sent to the membership for thirty days before a vote. Ratification requires approval of two-thirds of those voting.

## **By-Laws**

### **Article I. Rules of Order**

Section 1. *Roberts Rules of Order, Revised*, shall govern in all cases not governed by the Constitution or Bylaws.

Section 2. Quorum shall be a majority of the Chapter Council. If quorum is not achieved, business shall be deferred to a subsequent Council meeting. At that subsequent Council meeting, actions may be approved by a majority of the members of the Council who are present.

### **Article II. Committees**

Section 1. Standing Committees shall be:

1. Collective Bargaining Committee
2. Contract Enforcement Committee
3. Membership and Communications Committee

Section 2. The president with the consent of the Executive Committee shall appoint chairpersons for each standing committee.

Ratified January 5, 2017

Section 3. The membership of each standing committee shall be appointed by the committee chairperson with the consent of the Chapter Council.

Section 4. The president with the consent of the Chapter Council may appoint special committees when needed.

### **Article III. Duties of Officers, the Executive Committee, and Chapter Council**

Section 1. The President shall preside at all meetings of the Chapter, Executive Committee, and Chapter Council. He or she shall be ex-officio member of all committees, shall sign all necessary documents and papers, and represent the organization. The President shall make an annual report to the membership.

Section 2. The Vice-President shall represent the President when the President cannot be present and shall exercise those duties prescribed by the President or the Chapter Council. In the event of a vacancy in the office of the President, the Vice-President shall serve as President for the period remaining in the existing term.

Section 3. The Secretary/Treasurer shall maintain records of Chapter proceedings and perform other functions as specified by the Chapter Council. He or she shall be the chief financial officer of the Chapter and shall exercise supervision over the receipt and disbursement of all monies, properties, securities, and other evidence of financial worth of this organization. The Secretary/Treasurer shall prepare an annual budget for consideration of the Chapter Council and make regular financial reports to the Chapter Council.

Section 4. The Senators shall represent the Chapter at the statewide UFF Senate meetings and the annual Delegate Assembly of the Florida Education Association. The President shall assign an Alternate Senator to represent the Chapter at these meetings when a Senator is unable to attend. Senators and Alternate Senators may exercise other duties as prescribed by the Chapter Council.

Section 5. The Executive Committee shall be empowered to make decisions about chapter governance or business issues that must be made quickly. The Executive Committee shall notify the Chapter Council and membership of such actions.

Section 6. The Chapter Council shall adopt an annual budget and administer the policies of the Chapter as set by the membership. It shall have the power to act for the good of the Chapter in emergency situations where policy cannot be set by the membership. The Chapter Council shall regularly notify the membership of its actions.

Section 7. The Chapter Council shall have the power to employ persons on full or part-time basis. Any member of the United Faculty of Florida who is employed by the United Faculty of Florida shall be paid a salary equivalent to what he or she would earn in similar union staff positions.

### **Article IV. Duties of the Standing Committees**

Section 1. All committees shall be under the direction of and report to the Chapter Council.

Ratified January 5, 2017

Section 2. The Collective Bargaining Committee shall serve as the Bargaining Team.

Section 3. The Contract Enforcement Committee shall keep records of and supervise all grievances, and insure that the President and Chapter Council are fully informed on the progress in maintaining and expanding the Collective Bargaining Agreement.

Section 4. The Membership and Communications Committee shall endeavor to maximize the Chapter membership by membership drives and other activities.

#### **Article V. Meetings**

Section 1. All meetings of the Chapter and of its council and committees are open to the membership, except when personnel matters and grievances are being discussed.

Section 2. At least one Chapter meeting must be held during both the fall and spring semesters. The exact date should be fixed by the Chapter Council. Special meetings shall be called by the President within two weeks upon petition of at least 20% of the Chapter members.

Section 3. The Chapter Council shall hold a regular monthly meeting. Special meetings may be called by the President or by a majority of the Chapter Council. All meetings are open to the membership and no member's right to be recognized shall be abridged or denied.

#### **Article VI. Elections**

Section 1. Before the end of the fall semester of each academic year during which elections will occur, the chapter shall elect an Elections Committee (which is not a standing committee) of union members to design an election process, subject to the advice and consent of the chapter; solicit nominations for officer and representative positions; conduct the election; and report the results. Members of the Election Committee shall be barred from running for executive office, and all candidates for executive offices in contested races shall be barred from canvassing or counting ballots.

Section 2. No member may be elected to more than one office. Members may be elected to serve both as an officer and a Senator or Alternate Senator.

Section 3. Officers, Senators, and Alternate Senators may serve consecutive terms.

#### **Article VII. Amendments**

The Chapter Council, 20% of the chapter membership (by petition), or a majority of the attending members at any membership meeting may propose amendments to the by-laws. The proposed changes shall then be sent to the membership thirty days before a vote. Ratification of the proposed change(s) requires approval of a majority of those voting.