BY-LAWS

ALFRED CHAPTER  
UNITED UNIVERSITY PROFESSIONS  
(UUP)

Article I: Name  
The name of this organization shall be the Alfred Chapter of UUP.

Article II: Purposes  
The purposes of this organization shall be to:

Section 1: Improve the terms and conditions of employment of the staff of the State University of New York (SUNY) College of Technology at Alfred.

Section 2: Promote mutual assistance and cooperation among the members of this organization.

Section 3: Defend the civil, professional, and human rights of the employees at Alfred.

Article III: Membership

Section 1: Membership in this chapter shall be open to employees at SUNY College of Technology at Alfred in the professional staff and shall be of either of two categories: Academic or Professional.

Section 2: Membership in good standing shall be maintained through the payment of dues according to the assessments of UUP.

Article IV: Officers

The officers of this organization shall consist of a President, a Vice President for Academics, a Vice President for Professionals, a Vice President for the Wellsville campus (Academics and Professionals combined), a Secretary, a Treasurer, a Grievance Officer, a Membership Development Officer, [and] an Affirmative Action Designee, and a Part-Time Concerns Officer. Their terms shall be for two years, except for the Grievance Officer who shall serve for the full term of a contract. Their duties are specified under Article VII: Responsibilities of the Officers.

Article V: Leadership

Section 1: The officers named in Article IV.

Section 2: There shall be an Executive Board consisting of the Officers, Group Representatives (as specified in Section 3 of this Article), and the elected delegates to the UUP Delegate Assembly.

Section 3: Specific groups shall select members from their constituencies to serve as Group Representatives. The determination of group membership shall be made in consultation with the President. These groups may be by school, building, building area (such as by floor), or department. The selection shall be made no later than the start of fall class schedule each year and reported to the President.

Section 4: There shall be a Labor-Management Team consisting of no less than five nor more than ten members representing: the Officers, Group Representatives from at least two Schools from the Alfred Campus and at least one Group Representative from the Wellsville Campus. The Chapter President, or designee, shall chair the Labor Team at Labor-Management meetings.

Article VI: Committees

Section 1: Standing Committees

(a) Budget and Finance Committee: This committee shall be composed of the Treasurer who shall serve as its chair, the Vice President for Academics, the Vice President for Professionals, and the Vice President for the Wellsville campus. This committee shall prepare an annual budget for the chapter before September 1 of each year. This budget must be approved by the Executive Board and filed with UUP Central before September 15 of each year. This committee shall have the responsibility to make certain that all expenditures are kept within the limits prescribed by the budget.

(b) Legislative Committee: This committee shall be composed of three members appointed as follows: one from the Academics, one from the Professionals, and one from the Wellsville Campus. Any Chapter member also a member of the UUP Central Legislative Committee, shall be a voting member, ex officio. The President shall call an organizational meeting at which time the committee shall elect its chair. This committee shall have the responsibility of planning and coordinating activities to inform legislators of chapter and UUP needs and educate the chapter membership about legislation of UUP interest. The committee shall coordinate activities with the UUP Central Legislative Committee.

Section 2: Ad Hoc Committees

The Chapter President shall appoint, subject to approval of the Officers, such ad hoc committees as may be necessary.

Article VII: Responsibilities of the Officers

Section 1: General Responsibilities of the Officers. The officers shall:

(a) Meet regularly and carry out the policy of the organization.

(b) Coordinate the activities of the organization’s committees.

(c) Report to the Executive Board and the membership of the actions, activities and accomplishments of the organization as appropriate.

Section 2: The President shall preside over meetings of the membership, Executive Board and the Officers; shall appoint, subject to approval of the Elected Officers, the Grievance Officer shall appoint, subject to the approval of the Officers, members of the Labor-Management Team, chair and members of ad hoc committees, members of the Legislative Committee and shall call the organizational meeting of the Legislative Committee (as specified in Article VI, Section 1 (b) ); shall be the Administrative Officer of this organization; shall organize the selection process for Group Representatives (as per Article V, Section 3); and shall be an ex officio member without vote of all committees. The President shall perform all other functions usually attributed to this office and shall represent the organization before the public.

Section 3: The Vice Presidents shall have as their primary duty the representation of the members of the constituency they represent. They shall also perform other duties assigned by the Chapter President and/or the Executive Board. In the event that the Chapter President is absent or disabled, the Vice President from the Alternate Category shall automatically assume the duties of the Presidency until such time as the Executive Board meets and appoints an acting President or requires a special election.

Section 4: The Secretary shall keep accurate minutes of all meetings of the membership, the Executive Board meetings, meetings of the Officers, and Labor-Management meetings.

Section 5: The Treasurer shall:

(a) Hold the funds of the organization.

(b) Keep accurate accounts of receipts and disbursements.

(c) Be prepared to report to each meeting of the membership.

(d) Prepare an annual financial statement for publication and distribution to members.

(e) Keep the President and Executive Board informed of the financial condition of the organization.

(f) Chair the Budget and Finance Committee .

(g) Dispense organization funds in accordance with the annual budget approved by the Executive Board. Expenditures not provided for in the budget shall be specifically authorized by the Executive Board.

Section 6: The Grievance Officer shall be responsible for assisting members of the Bargaining Unit with problems and concerns, and for processing grievances according to appropriate procedures. Term of office shall be coincident with the term of the UUP Contract, generally three (3) years.

Section 7: Membership Development Officer shall work to provide membership growth and expansion and to present to the Executive Board recommendations with respect to the Membership Development Program. This officer may call upon any other members to assist in encouraging members of the Professional Staff to join UUP.

Section 8: Affirmative Action Designee shall be responsible for monitoring affirmative action and related concerns and shall report and recommend action to the Chapter President, Executive Board and/or Chapter as appropriate.

Section 9: Part-Time Concerns Officer shall be responsible for monitoring part-time employees concerns and shall report and recommend action to the Chapter President, Executive Board and\or Chapter as appropriate.

Article VIII: Elections, Appointments and Filling Vacancies

Section 1: Elections shall be conducted in accordance with the UUP Constitution. All officers shall be elected except the Grievance Officer (as stated in Section 3 of this Article).

Section 2: All officer elections except the Vice Presidents shall be at-large by the entire membership. The respective Vice Presidents (Academic, Professional, and Wellsville) shall be elected by the members in their respective categories. Term of office for elected officers shall be two (2) years from June 1 to May 31.

Section 3: The Grievance Officer shall be appointed by the President subject to approval by the Elected Officers. Term of office shall be coincident with the term of the UUP contract.

Section 4: Vacancies  
The Executive Board may appoint any eligible individual to fill the unexpired term of an elected office which becomes vacant, except those offices which require election for legal recognition, such as delegate and alternates to the UUP Delegate Assembly and affiliates conventions. Vacancies shall otherwise remain vacant until the next regularly scheduled elections.

Article IX: Meetings

Section 1: A quorum for a meeting of the entire membership shall be ten percent of the membership. A quorum for a meeting of the Officers shall be a majority of its members. A quorum for a meeting of the Executive Board shall be a majority of its members.

Section 2: Roberts Rules of Order, Newly Revised (latest edition), shall govern the conduct of meetings and the transactions of business of this organization in all matters not specifically provided for in these By-Laws.

Section 3: The President may appoint a Parliamentarian to assist in the conduct of meetings.

Section 4: There shall be at least one meeting of the entire membership each semester. This may be accomplished by a meeting on the Alfred Campus plus a meeting on the Wellsville Campus or by a combined meeting at a time mutually available to the majority of members from both campuses.

Article X: Delegations to the Delegate Assembly of UUP

Section 1: This chapter shall be properly represented at all delegate assemblies and required meetings of UUP.

Section 2: The President and Vice Presidents for Academics and Professionals shall be delegates to the Delegate Assemblies of UUP as prescribed in the UUP Constitution.

Section 3: The remaining delegates and alternates permitted to the Alfred Chapter according to the UUP Constitution shall be elected at-large from the appropriate membership category in accordance with the UUP Constitution.

Article XI: Amendment

Section 1: Construction and Severability:

(a) The By-Laws of the Chapter shall be consistent with the UUP Constitution.

(b) If a provision is discovered to be null and void because of a conflict with an authority that must take precedence, the Executive Board shall have the power to change the provision to make it conform to all necessary policies/statements.

Section 2: These By-Laws may be amended by a 3/5 vote of those present and voting at any membership meeting, provided that a proposed amendment and a recommendation from the Executive Board are circulated to all members at least two (2) weeks prior to the meeting at which the proposed amendment is to be considered.

Section 3: Unless otherwise specified, approved amendments to these By-Laws shall take effect immediately.

Section 4: A dated copy of the operative By-Laws shall be sent to each Chapter member and filed with the secretary of UUP within two (2) weeks of ratification.

LAST REVISED MAY 9, 2002