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**THE BY-LAWS
of the
CORTLAND CHAPTER
UNITED UNIVERSITY PROFESSIONS**

ARTICLE I - NAME

The name of this organization shall be the “Cortland Chapter” of United University Professions, AFL-CIO Local #2190 (hereinafter, “Cortland Chapter,” “this Chapter,” “the Chapter”).

ARTICLE II - PURPOSES

The purpose of the Cortland Chapter shall be to promote the aims of UUP, namely, to improve the terms and conditions of employment of those it represents; to defend the civil, professional, and human rights of those it represents; to promote mutual assistance and cooperation among the members of UUP; to advance education in a democracy and democracy in education; and to promote the principle of unity and collective bargaining in higher education. Its purpose is also to monitor local compliance with the **Agreement between UUP and the State of New York**. In addition, it shall be the purpose of the Cortland Chapter to promote academic excellence and to strengthen the college and university community. The Chapter shall organize and support the activities associated with its campus responsibilities as a union and shall cooperate with other chapters, UUP, UUP affiliates, and other appropriate organizations in furtherance of these objectives.

ARTICLE III - MEMBERSHIP

Section 1. Composition

Membership (hereinafter, "member" or "membership") in this Chapter shall be open to employees in the Professional Services Negotiation Unit (08) at the State University of New York, College at Cortland. Membership status shall be defined by, and membership in good standing shall be maintained, through membership in UUP as specified in the Constitution of UUP.

Section 2. Categories of Membership

- Membership shall be of either of two categories, "academic" or "professional".
- a. "Academic" members shall be those persons with academic rank.
 - i. “Contingent Academic” members shall be those persons appointed to any position which does not prescribe eligibility for continuing appointment.
- b. "Professional" members shall be those persons with professional rank.
 - i. “Contingent Professional” members shall be those persons appointed to any position which does not prescribe eligibility for permanent appointment.

43 Section 3. Classes of Membership

44

45 There shall be the following classes of membership in the Cortland Chapter, as defined by the Constitution of
46 UUP: Regular Membership, which includes Contingent Membership; Special Membership, which includes
47 Retired Membership and Sustaining Membership; Associate Membership; Honorary Membership; and
48 Continuing Membership.

49 Regular membership shall be open to employees in the Professional Services Negotiating Unit (08) at the State
50 University of New York, College at Cortland.

51 a. Contingent membership shall extend from September 1 through August 31.

52 b. Membership in good standing shall be maintained through payment of dues as defined in Article III. Section
53 4. Dues. b.i. of the UUP Constitution and shall be on a continuing basis throughout the membership year.

54 Members shall have the right to attend meetings; to participate in deliberations; to vote upon the business of such
55 meetings; to nominate candidates; to be nominated to, be elected to, and hold office; and to vote in elections or
56 referendums, subject to the UUP Constitution and these By-laws.
57

58 **ARTICLE IV - CHAPTER MEETINGS AND REFERENDA**

59

60 Section 1. Authority

61

62 The Chapter members shall make the policy of the Chapter at duly constituted meetings or through referenda.
63 The annual budget shall be approved by majority vote of a Chapter meeting.
64

65 Section 2. Frequency of Meetings

66

67 There shall be at least one meeting of the Chapter membership each academic year.
68

69 Section 3. Meetings

70

71 a. The Chapter President shall call all meetings of the Chapter membership and preside over them. The Chapter
72 President shall send out written announcements of regular Chapter meeting to all members at least seven
73 days prior to the convening of the meeting. An announcement shall contain the meeting agenda; that agenda,
74 however, may be modified at the meeting.
75

76 b. Meetings may also be called by the petition of a majority of the Executive Board or at the petition of one-
77 tenth of the members of the Chapter.
78

79 c. A quorum shall consist of five percent (5%) of the Chapter membership.
80

81 Section 4. Referenda

82

83 The Executive Board shall initiate referenda by a majority vote or upon the petition by at least ten per cent of the
84 Chapter members. Referenda shall be conducted by the statewide UUP Constitution and Governance Committee
85 in accordance with the UUP Constitution and these By-Laws.
86

87 Section 5 - Parliamentary Authority

88

89 Meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order Newly Revised*
90 except that these By-Laws or the Constitution of UUP shall take precedence.

91

92 **ARTICLE V – OFFICERS**

93

94 Section 1. Officers

95

96 a. The officers of the Chapter shall include a President, a Vice-President for Academics, a Vice-President for
97 Professionals, an Officer for Contingents, a Secretary, a Treasurer, a Grievance Officer, an Officer for
98 Retirees, a Membership Development Officer, and an Affirmative Action Officer.

99

100 b. The President, Vice-President for Academics, Vice-President for Professionals, and Officer for Contingents,
101 shall also serve as delegates to the UUP Delegate Assembly in accordance with the Constitution of UUP.

102

103 Section 2. Selection and Terms of Office

104

105 a. Except as otherwise specified, all officers but the Grievance Officer, the Membership Development Officer,
106 and the Affirmative Action Officer shall be elected by the Chapter membership for a term of two years, or
107 until their successors are elected or appointed, to begin on June 1. Elections shall be governed by the
108 provisions of the UUP Constitution and Article IX of these By-Laws. Elections shall be held in odd-
109 numbered years.

110

111 b. The Grievance Officer, Membership Development Officer, and the Affirmative Action Officer shall each
112 serve for a two year term. They shall be nominated by the incoming Chapter President following chapter
113 elections for officers and take office upon approval by a majority vote of the Executive Board.

114

115 c. In the event of a vacancy in an office, or if there are no nominees for the office and no individual receiving
116 the requisite number of write-in votes willing to serve if elected, the Executive Board within thirty days shall
117 vote by majority either to designate a person to serve out the term of the office or to direct that a special
118 election be held. The Executive Board may appoint any eligible individual to fill the term of an office which
119 becomes vacant, except for those offices which require election for legal recognition. If a vacancy occurs
120 between the chapter elections and the seating of new officers on June 1, the incoming Chapter President
121 shall appoint an interim officer who will serve until the Executive Board may vote as above.

122

123 d. In the event the President is absent, the Vice President from the alternate category shall automatically
124 assume the duties of the presidency until such time as the Executive Board meets and appoints an Acting
125 President or until a special election is held. If the Vice-President from the alternate category is unavailable
126 or unable to assume those duties, the chapter officers shall succeed to those duties in the order listed in
127 Article V, Section 1.a.

128 Section 3. Duties

129

130 a. The President shall preside over meetings of the Chapter and the Executive Board; be the first delegate to
131 the Delegate Assembly; maintain liaison with UUP; appoint chairpersons and members of committees,
132 subject to the approval of the Executive Board; be a non-voting member of all committees; serve as the
133 administrative officer of the Chapter; be responsible for the conduct of all Labor-Management meetings
134 between the Chapter and the College; be authorized to sign checks in the absence or incapacity of the
135 Treasurer; supervise any office staff; may appoint a Parliamentarian (not a member of the Executive Board)
136 to assist in the conduct of meetings; and perform other functions and duties usually attributed to the office of

- 137 President. In addition, she or he or a designee shall represent the Chapter to Management, to the College
138 Community, and to the public.
139
- 140 b. The Vice-Presidents and Officer for Contingents shall have as their primary duties the representation of their
141 constituent members. In addition, they shall be delegates to the Delegate Assembly; perform other
142 responsibilities and duties assigned by the President and/or the Executive Board, and shall report to the
143 Chapter, the Executive Board, and the Chapter President as appropriate, and shall make appropriate
144 recommendations. In the event the President is absent, the Vice President from the alternate category shall
145 automatically assume the duties of the presidency until such time as the Executive Board meets and appoints
146 an Acting President or until a special election is held.
147
- 148 c. The Secretary shall be responsible for keeping accurate minutes of the meetings of the Chapter, the
149 Executive Board, and Labor-Management meetings; shall assist in maintaining Chapter files; and shall
150 perform such other functions usually attributed to this office as requested by the President, the Executive
151 Board, or the Chapter.
152
- 153 d. The Treasurer shall be responsible for the funds of the Chapter, depositing them in a chapter checking or
154 savings account as appropriate; keep accurate accounts of receipts and disbursements; issue checks, as
155 authorized by the President or appropriate designee; report to each meeting of the Executive Board; prepare
156 an annual financial statement for publication and distribution to the Chapter and to the Secretary-Treasurer
157 and Executive Board of UUP; prepare a budget for submission to the Executive Board and membership with
158 final submission to the statewide secretary-treasurer; submit timely audit packets to the statewide
159 Accounting Department; and keep the President and Executive Board informed of the financial condition of
160 the Chapter.
161
- 162 e. The Officer for Retirees shall work with leadership to facilitate in-district and statewide advocacy; attend
163 Executive Board meetings and report on activities relevant to engagement of the Chapter's retired members;
164 serve as a conduit for information to/from membership, leadership and the Retiree Membership Governing
165 Committee; work with the President and Executive Board to schedule pre-retirement workshops, and other
166 events to involve retired members; and coordinate with leadership to promote the benefits of being involved
167 with active and retiree activities.
168
- 169 f. The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related concerns;
170 report to the Chapter, the Executive Board, and the Chapter President as appropriate; and make appropriate
171 recommendations. The Affirmative Action Officer shall serve as chairperson of an Affirmative Action
172 Committee, should one be established by the Executive Board.
173
- 174 g. The Grievance Officer shall be responsible for assisting members of the bargaining unit with problems and
175 concerns and for processing grievances according to appropriate procedures; report to the President,
176 Executive Board, and membership, as appropriate. The Grievance Officer shall serve as chairperson of a
177 Grievance Committee, should one be established by the Executive Board.
178
- 179 h. The Membership Development Officer shall recruit bargaining unit members to sign up as UUP members;
180 engage existing members in meaningful ways, helping them become active participants in their union;
181 identify and mentor potential leaders; and make recommendations to the Executive Board. The Membership
182 Development Officer shall serve as chairperson of a Membership Committee, should one be established by
183 the Executive Board.
184

- 185 i. The Outreach Chairperson shall maintain contact with local and regional labor coalitions and
186 organizations, report on their efforts to the Executive Board, and seek opportunities for collaboration;
187 plan and coordinate activities that inform legislators of Chapter and UUP needs; educate the
188 membership about legislation of interest to UUP; coordinate activities with the statewide UUP
189 Outreach Committee; and coordinate the annual Vote/Cope campaign.

190

191 **ARTICLE VI – EXECUTIVE BOARD**

192

193 Section 1. Composition

194 a. The Executive Board shall consist of voting and non-voting members.

195

196 b. The following are voting members:

197

198 i. The Chapter officers, as specified in Article V, Section 1;

199

200 ii. The following persons elected by the membership for two year terms to run concurrently with those of
201 the officers: two Professional Representatives-at-Large; two Academic Representatives-at-Large;
202 Academic and Professional Delegates, the number and category of whom shall be determined according
203 to the Constitution of UUP;

204

205 iii. Academic and Professional Delegates who were elected with 10 or more votes;

206

207 iv. The following positions to be nominated by the Chapter President and approved by a vote of the
208 Executive Board: Outreach Chairperson; Membership Development Officer; and Environmental Health
209 and Safety Chairperson.

210

211 v. Members of the Cortland Chapter who serve as officers of UUP or as members of the Executive Board
212 of UUP.

213

214 c. The following are non-voting members:

215

216 i. Academic and Professional Delegates who were elected with fewer than 10 votes;

217

218 ii. The following positions to be nominated by the Chapter President and approved by a vote of the
219 Executive Board: Newsletter Editor; Faculty Senate Liaison; Benefits Chairperson; Vote/COPE
220 Representative; the members of the Environmental Health and Safety Committee designated as UUP
221 appointees; and the Chair of the Parking Committee, unless a person in such a position would otherwise
222 be a voting member of the Executive Board.

223

224 Section 2. Duties

225

226 a. The Executive Board shall be the policy-implementing body of the Chapter and shall be responsible for the
227 administration of the Cortland Chapter and its activities. It shall approve a budget for submission to the
228 Chapter, approve all expenditures pursuant to the Chapter Budget and authorize extraordinary expenditures,
229 approve appointments to committees, carry out policies established by the Chapter, report its transactions to

230 the Chapter, suggest policies for consideration by the Chapter, arrange for such ancillary staff members and
231 assistance as are necessary to attain the goals of the Chapter, act on behalf of the membership in the absence
232 of membership policy and during periods of time when Chapter meetings cannot be reasonably convened,
233 carry out the policies of the statewide Executive Board or Delegate Assembly, and generally represent UUP
234 and the Chapter. The Board shall carry out such other duties as are reasonably associated with an Executive
235 Board.

236
237 b. Duties of the Newsletter Editor and Benefits Chairperson, shall be defined by the Executive Board.

238
239 c. In addition to serving as members of the Executive Board, delegates shall represent the Chapter at the
240 Delegate Assembly of UUP.

241

242 Section 3. Meetings

243

244 a. The Executive Board shall meet monthly during the academic year. Meetings shall be convened by the
245 President or by a written request of five members of the Board or twenty Chapter members. Executive Board
246 meetings, other than executive sessions, shall be open to all members of the Chapter. Members of the
247 Chapter shall be notified by appropriate means of Executive Board meetings at least ten days prior to the
248 meeting date whenever feasible.

249

250 b. A quorum shall consist of a majority of the voting members of the Executive Board.

251

252 c. Approved minutes of all regular Chapter meetings, Executive Board meetings and Labor-Management
253 meetings shall be published and distributed to Chapter members and members of the bargaining unit
254 as appropriate.

255

256 d. Meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order Newly Revised*
257 except that these By-Laws or the Constitution of UUP shall take precedence.

258 **ARTICLE VII – OTHER CHAPTER OFFICES**

259

260 Section 1. Delegates

261

262 Delegates shall be elected in accordance with Constitution of UUP.

263

264 Section 2. Other Chapter Offices

265

266 Other chapter offices such as Department Reps or Building Stewards may be created and assigned duties defined
267 by the Executive Board. The method of filling those offices shall also be determined by the Executive Board.
268 Such positions will not be voting members of the Executive Board.

269 **ARTICLE VIII – COMMITTEES**

270

271 Section 1. Standing Committees

272

273 a. Labor-Management Committee: Chapter officers, save for the Officer for Retirees, shall constitute the
274 Cortland Chapter committee responsible for representing the Chapter at Labor-Management meetings
275 conducted pursuant to the **Agreement between UUP and the State of New York**. The President of the

276 Chapter shall be responsible for leading the union representatives at the meetings. Members of the Executive
277 Board, the Officer for Retirees, Chapter members, and representatives or staff employees of UUP may be
278 added to this group by the President. In the event the President is absent, the Vice-President from the
279 alternate category shall be responsible for leading the union representatives at the meetings.

- 280
- 281 b. Chapter members, including the Officer for Contingents, shall constitute the Cortland Chapter group
282 responsible for representing the Chapter at Part-Time Labor-Management meetings conducted
283 pursuant to the **Agreement between UUP and the State of New York**. The Chapter President or
284 designee shall be responsible for leading the union representatives at these meetings. Members of the
285 Executive Board, other Chapter members, and representatives or staff employees of UUP may be
286 added to this group at the discretion of the Officer for Contingents.
- 287
- 288 c. Chapter members, including the Officer for Contingents, shall constitute the Contingent Employment
289 Committee. The Committee shall assist the Officer for Contingents to encourage and promote
290 membership and activity of contingent employees; make recommendations with regard to
291 organizational structures wherein contingent employees work; undertake duties assigned by the
292 President and approved by the Executive Board; and report to the President and Executive Board. The
293 Officer for Contingents shall be responsible for the conduct of the meetings.
- 294
- 295 d. The Affirmative Action Committee, if one should be appointed, shall assist the Designee for Affirmative
296 Action in monitoring campus Affirmative Action programs and policies; and recommend actions
297 designed to implement and enforce Affirmative Action goals.
- 298
- 299 e. The Grievance Committee, if one should be appointed, shall advise members of their rights under the
300 contract, and assist the Grievance Officer in processing grievances.
- 301
- 302 f. The Membership Committee, if one should be appointed, shall assist the Membership Development
303 Officer in recruiting new members, organize membership drives, maintain up-to-date lists of
304 members, and disseminate literature to the membership.
- 305
- 306 g. The Outreach Committee, if one should be appointed, shall assist the Outreach Chairperson in
307 planning and coordinating activities that inform legislators of Chapter and UUP needs, educate the
308 membership about legislation of interest to UUP, coordinate activities with the statewide UUP
309 Outreach Committee, and coordinate the annual Vote/Cope campaign.
- 310
- 311 h. The Environmental Health and Safety Committee, if one should be appointed, shall assist the Environmental
312 Health and Safety Chairperson to identify and review safety-related issues affecting employees, and
313 recommend plans for the correction of such matters.
- 314
- 315 i. Additional standing committees may established by amendment of these By-Laws. Unless otherwise
316 specified, membership of all standing committees shall be nominated by the President and approved by the
317 Executive Board. Members of the Cortland Chapter shall be eligible for membership on committees. The
318 terms of members of standing committees shall expire upon the expiration of the terms of the officers.

319 Section 2. Ad Hoc Committees

320

321 Ad hoc committees may be created by the Chapter or by the Executive Board and shall be governed, as
322 appropriate, by the provisions of Section 1 of this Article. Such committees shall expire upon the completion of
323 their charge and/or the expiration of the terms of the officers.

324

325 **ARTICLE IX – CHAPTER ELECTIONS**

326

327 Section 1. Chapter Election Dates

328

329 Chapter elections, except those held to fill vacancies, shall be held in odd-numbered years for each elective
330 office and be completed no later than May 1, unless extraordinary circumstances prevent meeting this deadline.
331 Terms of office begin on June 1. Persons elected to fill vacancies shall take office at the time of election.

332

333 Section 2. Chapter Elections

334

- 335 a. All elections shall be conducted in accordance with the Constitution and Election Guidelines of UUP,
336 including those to fill vacancies.
- 337
- 338 b. The President, Vice President for Academics, Vice President for Professionals, Officer for Contingents,
339 Secretary, Treasurer, and Officer for Retirees shall be elected by the membership in accordance with the
340 provisions of the UUP Constitution, save under the conditions specified in Article V, Section 2.c. and d.
- 341
- 342 c. The Vice-Presidents shall be elected by and from their respective membership categories.
- 343
- 344 d. The Grievance Officer, Membership Development Officer, Outreach Officer, and Affirmative Action Officer
345 shall be appointed by the Chapter President, subject to approval by the Executive Board.
- 346
- 347 e. If there are no nominations or no write-ins willing to serve in the position, the office shall be declared vacant
348 and shall be filled by appointment by the Chapter's Executive Board.

349 Section 3. Conduct of Elections

350

351 Chapter elections shall be conducted by the statewide UUP Constitution and Governance Committee.

352

353 **ARTICLE X – RECALL**

354

355 Section 1. Removal for Cause

356

357 An officer, delegate, or member of the Executive Board may be removed from office for valid cause. Valid cause
358 may include, but not be limited to, continued neglect or non-performance of the duties of the office, misuse of
359 Chapter funds, and /or intentional misrepresentation of the organization.

360

361 Section 2. Procedure

362

- 363 a. Upon receipt of written charges and a petition of 10% of the membership, or 1/3 of the voting members of
364 the Executive Board, the President shall appoint a Select Committee, subject to approval by the Executive
365 Board, to conduct a confidential investigation. If the person identified in Section 1 is the President, the Vice
366 President of the alternate category shall be responsible for appointing the Select Committee specified above
367 in her or his place.

- 368
369 b. The Select Committee shall be composed of not less than three and not more than five members.
370
371 c. The charges from such a petition shall be mailed registered or certified mail, return receipt requested, to the
372 official address of the individual charged; and shall be given to the Select Committee.
373
374 d. An individual charged must indicate in writing, receipt of the charges and an interest in retaining the office
375 in question. Failure to indicate such interest within two weeks of receipt of the charges shall be deemed to be
376 a resignation, and the office shall be declared vacant. In such case, the Select Committee shall report the
377 resignation and vacancy to the Executive Board, and the investigation shall be considered closed.
378
379 e. If a vacancy is declared, it shall be filled in accordance with the procedures in Article V, Sections 2.c. and d.
380 If a vacancy is not declared, the Select Committee shall investigate the charges and provide an opportunity
381 for the individual charged to respond. Such an investigation shall be conducted in accordance with the
382 current edition of *Robert's Rules of Order Newly Revised*.
383
384 f. Following the conclusion of an investigation, the Select Committee shall report its findings to an executive
385 session of the Executive Board. If the Executive Board concludes that there is merit to the charges, it shall
386 call a special meeting of the membership according to procedures in Article IV, Section 3.b. At the special
387 membership meeting there shall be a full discussion of the charges and the individual charged shall have the
388 right to present a defense.
389
390 g. A majority vote of those attending the special membership meeting shall be required to authorize a recall
391 election.
392

393 Section 3 - Recall Vote (Removal)
394

- 395 a. A vote to remove an officer, delegate, or member of the Executive Board shall be conducted by either the
396 Chapter or the Statewide Constitution and Governance Committee by mail to the official address of each
397 member. Members shall have at least 14 calendar days to return their ballots.
398
399 b. A majority of those voting shall be necessary for removal. In the event a majority vote for removal, removal
400 from office shall be effective immediately.
401

402 Section 4. Vacancies
403

404 If a vacancy is created as a result of a recall vote, that vacancy shall be filled according to Article V, Section 2.c.
405 and d.
406

407 **ARTICLE XI - PARLIAMENTARY AUTHORITY**
408

409 Meetings shall be conducted in accordance with the rules contained in the current edition of *Robert's Rules of*
410 *Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with these
411 By-laws or the UUP Constitution or any special rules of order which may have been adopted.

412
413 **ARTICLE XII - GOVERNANCE BY, CONSTRUCTION OF, RATIFICATION OF MAJOR OR**
414 **COMPLETE REVISION TO, AND AMENDMENT OF THESE BY-LAWS**
415

416 Section 1. Construction and Severability

- 417
- 418 a. If a provision is discovered to be null and void because of a conflict with an authority that must take
- 419 precedence, the Executive Board shall have the authority to change the provision to make it conform to all
- 420 necessary policy/statements.
- 421
- 422 b. A decision by a competent agency invalidating a clause, phrase, or section of these By-Laws shall not
- 423 invalidate any other clause, phrase, or section.
- 424
- 425 c. Whenever the UUP Constitution is amended, those amendments automatically amend these By-Laws.
- 426
- 427 d. Changes to these By-Laws because of a or b or c in this section shall be marked on an official copy kept in
- 428 the Chapter office and on copies kept by the Chapter officers until such time as these By-Laws are re-issued
- 429 or amended.
- 430

431 Section 2. Amendment

- 432
- 433 a. These By-Laws may be amended by a majority of the votes cast by the Chapter membership in a
- 434 referendum. Amendments may be initiated either by the Executive Board or by petition to the Executive
- 435 Board by ten percent of the membership.
- 436
- 437 b. A proposed amendment shall be submitted to the membership, in writing, with both the existing language
- 438 and proposed change(s) at least 30 days prior to a regular or special meeting. Following such meeting, a vote
- 439 shall be conducted by mail to all members. The mail vote shall be conducted by either the Chapter or the
- 440 UUP Constitution and Governance Committee. Chapter members shall have no fewer than 14 calendar days
- 441 to return their ballots.
- 442
- 443 c. Amendments shall be adopted upon receiving a majority of the votes cast and shall take effect
- 444 immediately unless otherwise specified. Upon adoption, a dated complete copy shall be made available to
- 445 all members and filed with UUP.

446

447 Proposed to Executive Board in August 1988.

448 Revised by Executive Board and Printed May 1989.

449 Further revision by Executive Board: June 12, 1989; style corrections June 14, 1989.

450 Revised by Chapter Meeting, April 3, 1990.

451 This printing: January 10, 1991. Previous printing: March 1990.

452 Approved March, 1993.

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454