

**United University Professions
Stony Brook Health Sciences Center Chapter**

By-Laws

(as amended by the Executive board on 8th February and approved by the chapter at a general meeting held 21st February, 1990)

Article I. Name and Affiliation

The name of this organization shall be the Stony Brook Health Sciences Center Chapter of United University Professions, also referred to hereinafter as the "Chapter", "HSC Chapter", or the "unit". It shall be organized under and subject to the provisional Constitution of United University Professions (UUP).

Article II. Purpose

The purpose of this organization shall be to fulfill the duties and responsibilities of United University Professions at the State University of New York Health Sciences Center at Stony Brook, and to fulfill the purposes of the statewide constitution.

Article III. Membership

Section 1. Classes of Membership.

The classes of membership in the Chapter shall be those enumerated in the United University Professions constitution:

- a. Regular Membership, open to employees in the unit of the State University of New York known as the Health Sciences Center at Stony Brook, which includes the Health Sciences Center, University Hospital, the Coram Health Center, the Infirmary, and affiliated clinical sites;
- b. Special Membership, either Retired or Sustaining; members of such classes may vote but not hold elective offices at the Chapter, Local, or Affiliate levels:
 - i. Retired membership shall be open to any person who has retired from active service at the Health Sciences Center at Stony Brook while a regular member of United University Professions;
 - ii. Sustaining membership shall be open to any person who has been retrenched or to any person who has been involuntarily terminated from HSC Stony Brook and has litigation, grievance, or other similar proceedings in progress, such membership to terminate upon reinstatement in the negotiating unit or resolution of such litigation or other proceedings, and to be limited to the period of litigation or a three-year-term, whichever is longer.

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;
- b. "Professional" members shall be those persons with professional rank.

Section 3. General Provisions.

- a. Membership status shall officially begin with the registration of the membership enrollment by the Local's office, either through receipt of a payroll deduction authorization card or of a letter of application accompanied by a dues payment; membership in good standing shall be maintained through the payment of UUP dues and shall officially terminate after a grace period of thirty days following the due date;
- b. Membership in UUP shall automatically make each person a member of its affiliates, New York State United Teachers and the American Federation of Teachers, until such time as a referendum of UUP membership shall determine otherwise,
- c. The membership year shall extend from September 1 through August 31 and shall coincide with UUP fiscal year;
- d. No member of an organization that excludes a UUP member from being an officer of that organization shall be an elected official of the Chapter.

Section 4. Dues.

Dues shall be those stipulated by the UUP Constitution. No additional dues shall be required for Chapter membership.

Article IV. Officers

The officers of this organization shall be a President, a Vice President for Academics, a Vice President for Professionals, a Secretary and a Treasurer, a Grievance Chairperson for Academics and a Grievance Chairperson for Professionals.

Officers will be elected in accordance with the provisions of Article VII of these By-Laws, with the exception of the Grievance Chairpersons who will be appointed by the newly-elected President no later than June 5 of each year in which an election for President is held, and all officers will serve in accordance with the provisions of Article IV, Section 7, of these By-Laws.

Section 1. General Responsibilities of Officers.

The officers shall meet with the Executive Board at least twice per academic year and twice during the summer, and shall carry out the policy of UUP; shall coordinate the activity of the organization's committees; shall arrange for Chapter meetings for elections, for effective communication between the Chapter, the Delegate Assembly and other appropriate bodies, and for such other chapter activities as may be required to accomplish the goals of the Union.

Section 2. Duties of the President.

The Chapter President shall preside over meetings of the membership and the Executive Board; shall appoint chairpersons and members of committees, subject to the approval of the Executive Board; shall report to the Executive Board on the transactions, activities and accomplishments of the Chapter and the Union, as appropriate; shall meet with campus administration at Labor Management meetings; shall serve as the first delegate to the Delegate Assembly by virtue of the office; shall be the administrative officer of the organization; shall perform all other functions

usually attributed to this office; shall represent the organization before the Union, the campus administration, and the public; shall appoint the Grievance Chairperson.

Section 3. Duties of the Vice Presidents.

- a. The Vice Presidents shall function under the direction of the President and shall have as their primary duties the representation of the problems and concerns of the categories they represent, including but not limited to, chairing committees, gathering data, and communicating their category concerns to the Chapter Executive Board and their respective statewide category Vice President.
- b. In cases when the President is unable to represent the Chapter, the Vice President from the alternate category shall automatically serve in the President's stead;
- c. In the event that the 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;
- d. The Vice President elected from the category alternate to the President shall be the second delegate to the Delegate Assembly by virtue of the office;
- e. The Vice President elected from the same category as the President shall be the third delegate to the Delegate Assembly by virtue of the office.

Section 4. Duties of the Secretary.

The Secretary shall keep accurate minutes of all Chapter Executive Board, general membership and Labor Management meetings; shall distribute minutes of all Executive and general membership meetings to all Executive Board members; shall distribute copies of Labor Management meetings to those attending such meetings; shall make available minutes of all open executive board and Chapter membership meetings upon request to any Chapter member; shall maintain official files; shall supervise the Chapter office; shall notify Executive Board members of meetings; and shall perform such other functions usually attributed to this office as directed by the President or Executive Board.

Section 5. Duties of the Treasurer.

The Treasurer shall hold the funds of this organization and shall be accountable therefor; shall keep accurate records of income and disbursements; shall keep the President and Executive Board informed of the financial condition of the organization; shall periodically submit all fiscal accounting of the Chapter's activities to the UUP Executive Board on a form authorized by that Board; shall make recommendations to the Chapter with respect to expenditures, shall be responsible, in cooperation with the President, for conformance with the Local's fiscal guidelines; and shall perform such other functions usually attributed to this office as may be directed by the President or Executive Board.

Section 6. Duties of the Grievance Chairpersons.

The Grievance Chairpersons shall file grievances in a timely manner on forms supplied the Local; shall endeavor to resolve problems locally, in cooperation with the grievant, the President, the campus administration, and the NYSUT Field representative, shall report monthly to the President and Executive Board on the status of Chapter grievances; shall report periodically to the members, via the chapter newsletter, on the resolution of grievance cases, while maintaining grievants' confidentiality; shall keep the grievant informed as to the progress of the grievance, the person(s) handling the grievance, the grievants' rights, and the resolution of the grievance.

Section 7. Terms of Office and Election Procedures

- a. Officers shall serve terms of two years each.
- b. All Officers shall be elected simultaneously in a single election held every two years concurrently with the election of delegates and alternates.
- c. The Grievance Chairpersons will be appointed by the newly-elected President no later than June 5 of each odd-numbered year for a term of two years.
- d. Officers shall be elected in accordance with the provisions of Article VII of these Bylaws.

Article V. Executive Board

Section 1. Composition.

There shall be an Executive Board. Voting members of the Executive Board shall be
Elected Officers
Chapter Committee Chairpersons
Newsletter Editor
Members of Statewide Committees
All Delegates and Alternative Delegates who received more than 5 votes on their election.

Section 2. Terms of Office and Election Procedures.

- a. Terms of office of members of the Executive Board shall be for two years.
- b. Executive Board members shall be elected in accordance with the provisions of Article VII of these Bylaws.

Section 3. Duties, Powers and Responsibilities of the Executive Board.

The board shall:

- c. Adopt an agenda for each Board meeting;
- d. Meet at least twice per academic semester, twice during the summer, and additionally as requested by the President or at the petition of one-third of the members of the Executive Board.
- e. Determine the time and place of Chapter meetings;
- f. Execute written agreements on behalf of the Chapter;
- g. Implement policies established by the Statewide Board;
- h. Submit an annual budget to the Chapter membership and after approval, to the Statewide Executive Board;
- i. Act on extraordinary expenditures which may require modification of the budget, subject to the review of the Chapter membership;

- j. Approve appointments to committees upon recommendation of the President;
- k. Fill officer vacancies on an acting basis until an election for the remainder of the term is held at the next Chapter election;
- l. Adopt Rules of procedures for its own operation;
- m. Recommend policy to the Chapter membership;
- n. By a three-fifths vote, initiate referenda and establish the procedures for the conduct thereof, in accordance with the provisions of Article VIII of these Bylaws;
- o. Act on behalf of the constituency in matters necessary to accomplish the purposes of the Chapter and the union.

Article VI. Delegates

- a. The number of delegates shall be determined in accordance with Article VII, Section 3, of the United University Professions Constitution; however, there shall be no limit to the number of alternates elected.
- b. Chapter delegates to the Delegate Assembly shall be elected in accordance with Article VIII, Section 2 of the United University Professions Constitution to serve two year terms of office.
- c. Delegates shall represent the Chapter's point of view in fulfilling their duties and responsibilities in accordance with Article VI, Section 2, of the United University Professions Constitution.
- d. Whenever a delegate is unable to attend a Delegate Assembly, an alternate shall be selected in order from the list of elected alternates which is in rank order within each category within the following priorities:
 - i. first, by highest number of votes received;
 - ii. second, in case of a tie vote, by a flip of a coin.
- e. In accordance with Article VI, Section 1, of the UUP Constitution, each delegate shall be entitled to one vote at the Delegate Assembly; there shall be no proxy votes.

Article VII. Nomination and Election Procedures

- a. Chapter elections, except those held to fill vacancies during a term of office, shall be held during the Spring and the ballots counted no later than April 30.
- b. Terms of office for those elected shall commence on June 1 of the year in which they are elected; persons elected to serve out unexpired terms shall take office at time of their election.
- c. All terms of office shall be two years.

d. The Vice President for Academics, the Vice President for Professionals and delegates shall be elected by and from the members in good standing of their respective categories; all other elected positions shall be elected by and from all the members in good standing,

e. Election shall be by majority vote of those casting ballots; voting shall be written, secret ballot.

f. Nominations shall be submitted in writing to the Chapter Secretary or Chairperson of the Elections and Credentials Committee and shall be accepted only from members in good standing.

g. Delegates shall be elected in accordance with Article VIII, Section 2, of the United University Professions Constitution.

Article VIII. Referenda

Section 1.

The highest level of policy making in the Chapter shall be through referendum of the members in good standing. Positions or policies established by referendum shall not be subject to reversal or modification by the Executive Board or by subsequent referendum until one year from adoption of the referendum.

Section 2. Initiation and Procedures.

a. A referendum may be initiated in either of the following manners:

i. By order of a three-fifths vote of the Executive Board;

ii. By petition of at least ten percent of the regular members.

b. The referendum procedure shall be established by rules adopted by the Executive Board.

Section 3.

Matters not subject to referendum are:

a. Powers specifically assigned to other persons or bodies by the United University Professions Constitution or these Bylaws;

b. Amendment and/or interpretation of these Bylaws.

Article IX. Committees

Section 1. Standing Committees.

The Standing Committees of this Chapter shall be the Committees on Elections and Credentials, Grievance, and Affirmative Action.

a. The Elections and Credentials Committee shall be responsible for the conduct of all elections delegated to it; shall certify the election results to the Local; and shall serve in such other functions as may be assigned to it by the President and Executive Board.

b. The Grievance Committee shall make recommendations and report to the Chapter President and Executive Board through the Grievance Committee Chairperson; shall review campus grievances to identify problems or areas of concern, and shall make recommendations to the President and Executive Board on grievance matters. The Committee may assist the Grievance Chairperson, at his/her request, in filing grievances, fact-finding, and in the resolution of complaints and potential grievances locally on an informal basis.

c. The Affirmative Action Committee shall undertake to review campus structures and policies with respect to equal opportunities and to recommend to the President, Executive Board, and other appropriate bodies actions designed to implement and enforce affirmative action goals within the campus; shall work with the Chapter and campus management to inform, implement and enforce UUP policies and existing laws and regulations and shall aid and inform members in their pursuit of equal opportunity goals on campus.

Section 2. Ad Hoc Committees.

The President shall appoint such ad hoc committees as may be necessary, subject to approval of the Executive Board, such committees to be dismissed upon completion of their appointed charge.

Section 3. Terms of Office.

a. The terms of office for chairpersons and members of Standing Committees shall be for two years, commencing at the first Executive Board meeting in June of odd numbered years.

b. The terms of office for chairpersons and members of ad hoc committees shall be at the pleasure of the President and Executive Board, but not more than two years from the date of appointment

Article X. Amendment

Section 1. Initiation.

Amendments to this constitution may be initiated by a Chapter member or the Executive Board.

Section 2. Procedure.

Publication and notice shall be necessary before a proposed amendment may be considered for adoption by the Chapter. A proposed amendment shall be submitted to the Secretary at least 45 days prior to the Chapter meeting at which it is to be considered. A proposed amendments shall be submitted to the Executive Board at least 40 days prior to such Chapter meeting, and shall be published officially by the Union at least 30 days prior to the Chapter meeting at which it is to be considered.

Section 3. Adoption.

Adoption of amendments shall be by a two-thirds vote of Chapter members present and voting.