

CONSTITUTION
UNITED FACULTY OF FLORIDA
FSU Chapter
Revised November, 2004

Article I. Name.

This organization shall be known as the FSU Chapter of the United Faculty of Florida.

Article II. Objectives.

Section 1. To bring faculty and other professional employees of the university into an association of mutual assistance and cooperation in order to obtain and maintain for them the rights, privileges, and rewards to which they are entitled by virtue of their employment.

Section 2. To promote democracy within the university that will enable members to better serve the people of the state of Florida.

Section 3. To achieve and safeguard academic freedom.

Section 4. To combat all discrimination based on race, sex, religion, age, political belief, sexual preference, or national origin in the State University System.

Article III. Membership.

Section 1. Purpose. Different forms of membership serve different constituencies. Accordingly, this Article defines the distinct forms of membership available through the Chapter or Local. These forms are intended to be consistent with the provisions of the UFF Local constitution, and any inconsistencies invalidate the affected portions of this Article.

Section 2. Eligibility. All faculty and other professional employees of Florida State University shall be eligible for membership, except as otherwise provided in this constitution.

Section 3. Administrator Exclusion. No administrators shall be eligible for regular membership except that Department Chairpersons, Program Directors, Coordinators, and others shall be eligible for membership if in the United Faculty of Florida bargaining unit.

Section 4. Nondiscrimination. No discrimination shall ever be shown toward members or applicants for membership because of age, race, sex, religion, political belief, sexual preference, or national origin.

Section 5. Forms of Membership. The following forms of membership are available through the UFF-FSU Chapter or the UFF Local:

Section 5a. Regular UFF Membership. Regular UFF Membership entails all the rights, privileges, obligations, and responsibilities referenced throughout the Chapter's Constitution and Bylaws as well as those in the UFF Local Constitution and Bylaws. These include the right to vote for officers and senators, to run for office, to attend and speak at General Membership meetings and Executive Council meetings, receive Chapter, Local, and Affiliate publications, vote on contract ratification, and receive direct benefits provided by Chapter Affiliates. Regular Membership is available to anyone in the bargaining unit at FSU represented by UFF for the purpose of collective bargaining. The cost of regular membership is determined by the UFF Local and is payable to the Local (1% of salary as of November, 2004).

Section 5b. Nonrepresented UFF Membership. Nonrepresented UFF Membership is available only to those FSU employees who are not in the bargaining unit represented by UFF. Nonrepresented Members have the right to receive Chapter, Local, and Affiliate publications and direct benefits provided by Chapter Affiliates. The cost of regular membership is determined by the UFF Local and is payable to the Local (approximately \$372/year as of April 11, 2003).

Section 5c. Chapter Associate Membership. Chapter Associate Membership is available only to those FSU employees and retired former-FSU employees who are not in the bargaining unit represented by UFF, have a reasonable connection to the interests of UFF Regular Members, and is subject to the approval of the Chapter Executive Council on an individual case-by-case basis. Chapter Associate Members may attend Chapter General Membership meetings and Executive Council meetings and may speak at such meetings, but have no Chapter voting rights and may not run for Chapter Office. They may, at the discretion of the Executive Council, receive any direct benefits provided by the Chapter to Regular UFF Members. The cost of Chapter Associate Membership is \$50 per year, payable to the Chapter at the time of enrollment and at the start of each academic year following. Chapter Associate Members have no rights with regard to the UFF Local or its state and national Affiliates and no standing with the UFF Local or its state and national Affiliates.

Section 6. Expulsion for Misconduct. Members who do not abide by the Constitution, or act to the disadvantage of the membership, can be expelled by a 2/3 vote of the Executive Council with the right to a written statement of the charges against them, a hearing before the Executive Council, and an appeal to the membership of the Chapter, which must concur, if appealed to, by a 2/3 vote for the expulsion to take place.

Section 7. Voting Rights. Active members with the right to vote will be those whose dues are paid by check-off, direct debit, or those who have paid in advance at least one-half semester's dues.

Section 8. Emergency Provisions. In the event of an emergency as determined by the Executive Council, such as the cessation of payroll dues deduction, the Executive Council may modify the requirements for regular membership and voting so long as the requirements are consistent with

the UFF Local Constitution and relevant emergency actions or resolutions of the UFF Senate or UFF Steering Committee.

Article IV. Officers and Executive Council.

Section 1. The membership shall elect annually by secret ballot a President, two Vice-Presidents, a Secretary, a Treasurer, and allotted Senators, and these together with the previous Chapter President and the chairpersons of the standing committees, shall constitute the Executive Council of the Chapter.

Section 2. Chapter officers shall be elected in the spring semester, and shall take office immediately upon their election. The term of all Chapter officers shall be one year. Any active member may become a candidate for an office of the Chapter through the submission to the President of a petition of no less than five active members at least one week before the election. The President may, with the approval of the Executive Council, appoint a nominating committee, which will prepare a slate of candidates, who will ordinarily be those who have completed a UFF steward or grievance training program. The President will notify all members, in writing, of the candidates for office at least one week prior to the time at which the votes will be counted. A provision for absentee ballots will be included in the election.

Article V. Stewards.

Section 1. The Membership Committee recruits stewards from among the membership and presents their names for the approval of the Executive Council. The Membership Committee shall seek a steward for every unit having at least five UFF members and may propose alternative arrangements for less populous units or ones that are internally diverse. Normally the prospective steward must complete a UFF steward-training program; in exceptional circumstances, however, and with the approval of the Executive Council, this requirement may be waived.

Section 2. A steward has the right to represent the United Faculty of Florida within his/her area, and the duty to assist unit members in resolving problems, complaints, and grievances to the best of his/her ability.

Article VI. Referenda and Recall.

Any action of the Executive Council may be submitted to a referendum vote by order of a meeting of the membership or by the Executive Council or at the written request of 20% of the membership. Petition by 20% of the members for recall of an elected officer shall constitute a call for a referendum on that officer, who shall be removed from office upon approval of 2/3 of the members voting. All votes under this section will be secret ballot. The Executive Council shall ensure that ample opportunity is given for arguments on the issue or person in question to be presented to the membership.

Article VII. Amendment.

This Constitution may be amended as follows: Amendments proposed by majority of the Executive Council or by petition of 20% of the members shall be mailed to the membership at least thirty days prior to a membership meeting. A vote of 2/3 of the members present and voting at a membership meeting shall be sufficient to adopt the amendment.

BYLAWS
UNITED FACULTY OF FLORIDA
FSU Chapter
Revised November, 2004

Article I. Rules of Order.

Roberts' Rules of Order, Newly Revised, shall govern in all cases not covered by the Constitution or Bylaws.

Article II. Committees.

Section 1. Standing committees shall be:

- (1) Collective Bargaining Committee
- (2) Grievance Committee
- (3) Academic Affairs Committee
- (4) Government Relations Committee
- (5) Membership Committee
- (6) Communications Committee.

Section 2. The President, as necessary, may establish *ad hoc* committees for specific purposes.

Section 3. Chairpersons and members of committees shall be appointed by the President with the approval of the Executive Council.

Article III. Duties of Officers and Executive Council.

Section 1. The President shall preside at all meetings of the FSU Chapter of the United Faculty of Florida and the Executive Council. He or she shall be an *ex officio* member of all committees, shall sign all necessary documents and papers, and shall represent the Chapter.

Section 2. The Vice-Presidents shall exercise those duties prescribed by the Executive Council. In the absence or in the event of temporary disability of the President, the Executive Council shall determine by majority vote which of the Vice-Presidents is to serve as Acting President.

Section 3. The Secretary shall keep minutes of Executive Council and membership meetings and distribute or supervise the distribution of minutes and other chapter communications to the membership. Additional duties may be prescribed by the Executive Council.

Section 4. The Treasurer shall be the chief financial officer of the FSU Chapter of the United Faculty of Florida, shall exercise supervision over the receipt and disbursement of all monies, properties, securities, and other evidences of financial worth of this organization, and shall prepare a quarterly financial statement. He or she shall perform or supervise such operations under the direction of the Executive Council and will be subject to random audit as determined by the Executive Council.

Section 5. The Executive Council shall administer the policies of the FSU Chapter of the United Faculty of Florida as set by the membership. It shall have the power to act for the Chapter, between meetings, in conformity with Chapter policy.

Section 6. The Executive Council shall have the power to employ persons on a full or part-time basis. Any member of the United Faculty of Florida who is employed by the chapter shall be paid a salary equivalent to what he or she would earn in the State University System. The Executive Council may establish an Advisory Board which may meet with and assist the Executive Council.

Section 7. The Executive Council shall have the power, upon a 2/3 vote of the Council members present, to appoint a replacement in the event that any chapter elected officer or Senator leaves the bargaining unit, resigns from office, is recalled, or is otherwise unable to continue service in his/her elected role.

Article IV. Duties of Standing Committees and Stewards.

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

Section 2. The Collective Bargaining Committee shall assist in the determination of bargaining policy and strategies, and in negotiations. The Committee will negotiate locally with Board of Trustees representatives on behalf of the FSU Chapter of UFF.

Section 3. The Grievance Committee shall assist grievants in exercising and preserving their rights under collective bargaining agreements. Members of the Grievance Committee shall prepare for and participate in grievance hearings, and shall advise on which grievances to take to arbitration.

Section 4. The Academic Affairs Committee shall make recommendations concerning chapter policy on academic matters, coordinate and work to maintain and improve relations with the FSU Faculty Senate, and work to monitor and improve the academic programs of Florida State University.

Section 5. The Government Relations Committee shall supervise and coordinate all political activities of the chapter.

Section 6. The Membership Committee shall build chapter membership, strive to improve relations between bargaining unit members, UFF members, and the chapter, and coordinate the steward system.

Section 7. The Communications Committee gets out the chapter's message and promotes communication among chapter members and leaders, the university community, and the broader community. Outreach activities of the committee are exercised in parallel with the membership, government relations, and other committees.

Section 8. Stewards shall enable two-way communications between their units and the chapter, welcome new members, and provide a first point of contact for grievances in their units.

Article V. Meetings.

Section 1. Membership meetings shall be held in the fall and spring semesters.

Section 2. The Executive Council shall hold a regular monthly meeting. Special meetings may be called by the President or a majority of the Executive Council. All meetings are open to the membership.

Section 3. Special membership meetings may be called by the Executive Council or by petition of ten percent of the members of the Chapter.

Article VI. Amendment.

The Bylaws may be amended as follows: Amendments proposed by majority vote of the Executive Council or by petition of 10% of the members shall be mailed to the membership no less than five days prior to a membership meeting. A majority vote of the members present and voting at the membership meeting shall be sufficient to adopt the amendments.