

**THE BY LAWS
of the
ALBANY CHAPTER
UNITED UNIVERSITY PROFESSIONS**

**ARTICLE 1
NAME**

This organization shall be known as the Albany Chapter, United University Professions (hereafter, the "Albany Chapter" or "Chapter").

**ARTICLE 2
PURPOSE**

The purpose of the Albany Chapter shall be to promote the aims of UUP, namely, to improve the terms and conditions of employment 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; to promote the principle of unity and collective bargaining in higher education; and to defend the civil, professional, and human rights of those it represents. Its purpose is also to monitor local compliance with the Agreement between New York State and UUP. In addition, it shall be the purpose of the Chapter to promote academic excellence and to strengthen the college and university community. The Chapter will organize and support 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 3
MEMBERSHIP**

Chapter membership shall consist of University at Albany academic and professional employees who are duly registered as signed members of UUP.

**ARTICLE 4
OFFICERS**

Section 4.1 - Definition

4.1.1 The Chapter officers shall be elected or appointed. Elected officers are the President, Vice President for Academics, Vice President for Professionals, Assistant Vice President for Academics, Assistant Vice President of Professionals, Secretary, Treasurer, and Officer for Contingents. Appointed officers are the Affirmative Action Designee and Grievance Chairperson.

4.1.2 Officers elected to Chapter office as President, Vice President for Academics, and Vice President for Professionals shall also serve as delegates to the UUP Delegate Assemblies. Additional delegates to which the Albany Chapter is entitled, both academic and professional, shall be elected as delegates.

Section 4.2 - Duties

- 4.2.1 The Chapter President shall preside over meetings of the Chapter and the Executive Committee; shall be the first delegate to the Delegate Assembly; maintain liaison with UUP; appoint chairpersons and members of committees, subject to approval by the Executive Committee; serve as the administrative officer of the Chapter; be authorized to sign checks in the absence or incapacity of the Treasurer; and perform other functions and duties usually attributed to the office of President. In addition, the Chapter President or a designee shall represent the Chapter to management, to the college community, and to the public.
- 4.2.2 The Vice Presidents shall have as their primary duties the representation of the members of the categories they represent. In addition, they shall perform other responsibilities and duties assigned by the Chapter President and/or the Executive Committee. In the event the Chapter President is absent or disabled, the Vice President from the alternate membership category shall automatically assume the duties of the presidency.
- 4.2.3 Assistant Vice Presidents shall perform duties assigned by the Vice President of their category, including attending labor management meetings as appropriate, and they shall perform other responsibilities and duties assigned by the Executive Committee.
- 4.2.4 The Secretary shall keep accurate minutes of the meetings of the Chapter, the Executive Committee, and Labor-Management meetings. The Secretary shall perform such other functions usually attributed to this office as requested by the Chapter President, the Executive Committee, or the Chapter.
- 4.2.5 The Treasurer shall be responsible for the funds of the Chapter, depositing them in a checking or savings account as appropriate; keep accurate accounts of receipts and disbursements; be authorized to issue checks and make withdrawals and transfers as authorized by the Chapter President or Executive Committee; report to each meeting of the Executive Committee; prepare an annual financial statement for publication and distribution to the Chapter and to the state-wide Treasurer and state-wide UUP Executive Board; prepare a budget for submission to the Executive Committee; and keep the Chapter President and Executive Committee informed of the financial condition of the Chapter.
- 4.2.6 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. The Grievance Officer shall serve as chairperson of the Grievance Committee.
- 4.2.7 The Officer for Contingents shall be responsible for monitoring the concerns of those members whose position does not prescribe eligibility for either permanent or continuing appointment and shall report to the Chapter, the Executive Committee, and the Chapter President and make recommendations to the Executive Committee as appropriate. The Officer for Contingents shall serve as chairperson of the Contingents' Concerns Committee.

4.2.8 The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related concerns and shall report to the Chapter, the Executive Committee, and the Chapter President and make recommendations to the Executive Committee as appropriate. The Affirmative Action Officer shall serve as chairperson of the Affirmative Action Committee.

Section 4.3. - Selection and Terms of Office

4.3.1 All officers except the Grievance Officer, and the Affirmative Action Officer shall be elected by the Chapter membership for a term of two years. Elections shall be governed by the provisions of the UUP Constitution and Article 8 of these By Laws.

4.3.2 The Affirmative Action Officer shall be appointed by the Chapter President, subject to approval by the Executive Committee. The term of office of the Affirmative Action Officer shall be for two years.

4.3.3 The Grievance Officer shall be appointed by the Chapter President, subject to approval by the Executive Committee. The term of office of the Grievance Officer shall coincide with the term of the Agreement between UUP and the State of New York.

4.3.4 No person shall be eligible to serve for more than three consecutive terms in the same office from the following list of offices, provided however they shall be again eligible after one full term not serving in that same office: President, Vice President for Academics, Vice President for Professionals, Assistant Vice President for Academics, Assistant Vice President for Professionals, Secretary, Treasurer and Officer for Contingents. All officers shall remain in office until their successor is elected or appointed.

ARTICLE 5
CHAPTER EXECUTIVE COMMITTEE

Section 5.1 - Definition

5.1.1 The aforementioned officers, all elected delegates, and those positions identified in Section 5.1.2, shall constitute the Executive Committee of the Chapter. The Executive Committee shall be responsible for the administration of the Chapter; shall approve all expenditures; shall carry out the policies established by membership resolution and by ratified contract and by the statewide constitution of UUP and by the statewide Executive Board of UUP; shall report its transactions to the members; shall suggest policies for consideration by the members; shall confirm the appointment of committee members and committee chairpersons. The president or his/her designee will be an ex-officio member of all committees.

5.1.2 The following positions are appointed by the Chapter President, subject to approval by the Executive Committee: Membership Chairperson, Newsletter Editor, Labor-Religion Representative, Solidarity Chairperson. Persons serving in these appointed positions shall be members of the Executive Committee.

Section 5.2 - Duties

The Executive Committee shall be the policy-implementing body of the Chapter and shall be responsible for the administration of the Chapter and its activities. It shall approve a budget for submission to the Chapter, approve all expenditures pursuant to the Chapter Budget and authorize extraordinary expenditures, carry out policies established by the Chapter, report its transactions to the Chapter, suggest policies for consideration by the Chapter, arrange for such ancillary staff members and assistance as are necessary to attain the goals of the Chapter, act on behalf of the membership in all matters pertinent and during periods of time when Chapter meetings cannot be reasonably convened. The Executive Committee shall also carry out such other duties as are reasonably associated with an Executive Committee.

Section 5.3 - Terms of Office

Except where otherwise specified, term of office for elected positions shall be two years.

Section 5.4 - Meetings

5.4.1 - Executive Committee Meetings

The Executive Committee shall meet at least monthly during the academic year (September through May). Meetings shall be convened by the Chapter President or by a written request of one third of the Executive Committee or ten per cent of the Chapter membership. The call for a meeting should be disseminated at least one week in advance, with the exception of an emergency meeting.

5.4.2 General Membership Meetings

General Membership meetings will be held twice during the academic year (September through May). Special General Membership Meetings may be convened by the Chapter President, by a written request of one-third of the Executive Committee, by a majority vote at any scheduled Executive Committee meeting, or by request of ten per cent of the Chapter membership.

5.4.3 - Quorum

A quorum at a duly constituted meeting of the Executive Committee or the General Membership shall be a majority (50% +1) of the members who are present when the meeting is called to order, provided however, that at least half of the elected officers, as defined in Article 4 are present.

5.4.4 – Minutes

Minutes of all Executive Committee meetings, Labor-Management, and General Membership meetings shall be published and made available to the Chapter membership.

ARTICLE 6
DELEGATES TO THE UUP DELEGATE ASSEMBLY

Section 6.1 - Definition

The first delegate shall be the Chapter President; the second shall be the Vice President of the alternate membership category of the Chapter President; the third shall be the Vice President of the same membership category as the Chapter President, if the Chapter is entitled to an additional representative from the category. Additional delegates shall be elected by and from the membership according to the provisions of the UUP Constitution.

Section 6.2 - Duties

In addition to serving as members of the Executive Committee, Delegates shall represent the Chapter at the Delegate Assembly of UUP. Delegates shall analyze the business to be conducted at each Delegate Assembly and seek input from the membership on issues of importance to the Chapter.

Section 6.3 - Seating at the Delegate Assembly

The number of Chapter representatives eligible for seating at the Delegate Assembly shall be determined by UUP, in accordance with the UUP Constitution. Prior to each Delegate Assembly the Chapter President shall ask Delegates, in rank order of their election, their intention to serve at that Delegate Assembly. Delegates who do not so confirm with the Chapter President at least two weeks prior to the Delegate Assembly shall be replaced by the next ranking Delegate who so confirms.

Section 6.4 - Selection and Terms:

Delegates shall be elected in accordance with the election procedures in Article 8.

ARTICLE 7 **COMMITTEES**

Section 7.1 - Labor Management Committee

Labor- Management Committee: The Chapter President, Vice President for Academics, Vice President for Professionals, Officer for Contingents, and the Chapter Secretary, shall constitute the UUP committee responsible for representing the Chapter at Labor-Management meetings conducted pursuant to the Agreement between UUP and the State of New York. The Chapter President shall be responsible for the conduct of the meetings. Members of the Executive Committee, Chapter members, and representatives or staff employees of UUP may be added to this group by the Chapter President. In the event the Chapter President is absent, the Vice President from the alternate category shall be responsible for the conduct of the meetings.

Section 7.2 - Standing Committees

7.2.1 Affirmative Action Committee: The Affirmative Action Committee shall assist the Affirmative Action Officer in monitoring campus affirmative action programs and policies, and shall recommend actions designed to implement and enforce affirmative action goals.

7.2.2 Grievance Committee: The Grievance Committee shall assist the Grievance Officer in processing grievances as appropriate.

7.2.3 Outreach Committee: The Outreach Committee shall plan and coordinate activities to inform legislators of Chapter and UUP needs, and educate the Chapter membership about legislation of interest to UUP. It shall coordinate activities with the state-wide UUP organization.

7.2.4 Membership Committee: The Membership Committee shall assist the Membership Chairperson in recruiting new members; organizing membership drives; maintaining up-to-date lists of members; and disseminating literature to the membership.

7.2.5 Contingents' Concerns Committee: The Contingents' Concerns Committee shall assist the Officer for Contingents to encourage and promote membership and activity of contingent employees, and shall make recommendations with regard to organizational structures wherein contingent employees work.

7.2.6 Additional Standing Committees may be established by amendment of these By Laws.

Section 7.3 - Ad Hoc Committees

Ad hoc committees may be created by the Chapter President or by the Executive Committee.

Section 7.4 - Selection and Terms

7.4.1 The Chapter President shall solicit interest in serving on chapter committees from the chapter membership. Members of all standing and ad hoc committees will be recommended by the Chapter President and subject to approval by the Executive Committee.

7.4.2 The term of office of Standing Committee members shall be for two years.

7.4.3 The term of office of Ad Hoc Committee members shall expire upon the completion of their charge and/or after two years.

ARTICLE 8 **ELECTIONS**

Section 8.1 - Chapter Elections

Chapter elections, except those held to fill vacancies, shall be held every two years for each elective office, and be completed no later than May 1. Terms of office shall begin on June 1. Persons elected to fill vacancies shall take office immediately following the conclusion of the election.

Section 8.2 - Conduct of Elections

Chapter President shall notify in writing the statewide Election and Credentials Committee, by December 1 of the Chapter's intention to have the statewide Election and Credentials Committee conduct the Chapter elections. Elections shall be conducted in accordance with the UUP Constitution.

Section 8.2.1 - Candidates' statement for Chapter Elections

Candidates' statements for all Chapter elections will be sent out in writing to the Chapter Membership via an edition of the Chapter newsletter dedicated to the election at least one week prior to the ballots being sent.

Section 8.2.2 - Candidates' Forum for Chapter Elections

A Candidates' Forum will be held prior to the ballots being sent, at the request of at least one candidate. A flyer announcing the date for the Candidates' Forum will be distributed to the Chapter Membership at least two weeks in advance. The format of the Candidates' Forum and the moderator for the forum will be determined by the Executive Committee. Each candidate or his/her designee will be given an equal allotment of time to speak at the forum, provided that he/she registered his/her intention to speak in advance.

Section 8.3 - Vacancy of Chapter President

Should the office of Chapter President become vacant, the Vice-President of the alternate category shall become president until an election can be held.

Section 8.4 - Vacancy of any other office

In the event of a vacancy in an office, the Executive Committee shall within thirty days either designate a person to serve out the term of the office or direct that a special election be held. The Executive Committee may appoint any eligible individual to fill the term of an office which becomes vacant, except those offices which require election for legal recognition, such as delegate to the UUP Delegate Assembly and affiliate conventions or assemblies.

ARTICLE 9 **RECALL**

Section 9.1 - Removal for Cause

An officer, delegate, or member of the Executive Committee may be removed from office for valid cause. Valid cause for removal from office may include, but not be limited to, continued neglect or non-performance of the duties of the office; misuse of Chapter funds; intentional misrepresentation of the organization to outside parties, or to the Chapter membership.

Section 9.2 - Procedure

Upon petition of ten per cent of the Chapter membership, or one third of the Executive Committee, the Chapter President shall appoint a Select Committee to investigate charges of misconduct. Charges shall be in writing and shall be mailed registered or certified mail return receipt requested, to the official address of the accused at the time the Select Committee is appointed. If charges are raised against the Chapter President, the Select Committee shall be appointed by the Vice President of the opposite category. The Select Committee shall be composed of not less than three and not more than five members of the Chapter. After a thorough investigation, the Select Committee shall report its findings to the Executive Committee. If the Executive Committee concludes that there is merit to the charges, it shall call a special meeting of the membership according to procedures in Article 5.4.2. At the special membership meeting there shall be a full discussion of the charges and the accused shall have the right to present a defense

Section 9.3 - Vote to Remove From Office

A vote to remove an officer, delegate or member of the Executive Committee shall be conducted by mail to the official address of each member of the Chapter. Chapter members

shall have at least 14 calendar days to return their ballots. A vote to remove an officer, delegate or member of the Executive Committee shall require a majority of those voting.

Section 9.4 - Vacancies:

If a vacancy is created as a result of a recall vote, that vacancy shall be filled according to the procedures in Article 8.

ARTICLE 10
PARLIAMENTARY AUTHORITY

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

ARTICLE 11
CONSTRUCTION AND SEVERABILITY

Section 11.1 - Construction and Severability

11.1.1 If a provision is discovered to be null and void because of a conflict with an authority that must take precedence, the Executive Committee shall have the authority to change the provision to make it conform to the competent authority and to make all necessary policy/statements without immediate amendment of these Bylaws.

11.2.1 A decision by a competent agency invalidating a clause, phrase, or section of these By Laws shall not invalidate any other clause, phrase, or section.

ARTICLE 12
AMENDMENT

Section 12.1 - Amendment

12.1.1 The Bylaws may be amended by a two-thirds vote of any called meeting of the Chapter membership, provided that the proposed amendment is first submitted to the Chapter Executive Committee, and is submitted to the membership, in writing, at least two weeks prior to a regular or special meeting of the membership called in accordance with the procedures in Article 5.4.2. Notice may be by mail, publication in the Chapter newsletter, or transmission via electronic means. The Chapter Executive Committee shall have the opportunity to vote on a motion to support the amendment, and the results of that vote shall be provided to the Chapter membership at the time the amendment is to be voted upon. A resolution from the Executive Committee is non-binding and not necessary for the amendment to be brought before the Chapter membership provided all other rules of this section are followed. Amendments to these Bylaws shall go into effect immediately upon adoption.

Adopted on October 23, 2012.

Signature on File

Signature of the Chapter President

Signature on File

Signature of the Chapter Secretary