

BYLAWS OF THE STATE COLLEGE OF FLORIDA CHAPTER OF THE UNITED FACULTY OF FLORIDA

ARTICLE I NAME OF THE CHAPTER

This Chapter organization (hereinafter the “Chapter”) will be known as the United Faculty of Florida – State College of Florida, Manatee-Sarasota (*hereinafter* “UFF-SCF”), an affiliate of the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the American Federation of Labor-Congress of Industrial Organizations (AFL-CIO).

ARTICLE II PURPOSES OF THE CHAPTER

1. To bring full-time lower division instructional Faculty, of the ranks of Instructor, Assistant Professor, Associate Professor and Professor (hereinafter the “Faculty”) at State College of Florida (hereinafter “SCF”) into a relationship of mutual assistance and cooperation in order to obtain for them the rights and privileges to which they are entitled.
2. To represent the interests of the Faculty in collective bargaining with the college administration on issues of compensation, benefits, promotion and the terms and conditions of employment.
3. To promote a democratization of the college and of all Florida Colleges and Universities that will enable Faculty to better serve the college, its students, community and the citizens of Florida.
4. To advance and protect the professional and economic interests of the Faculty so as to attract and retain the highest qualified professional staff.
5. To provide a forum for discussion and deliberation by members on matters affecting the Faculty and the college.

6. To promote and maintain high academic and professional standards at the college and to promote academic excellence in Florida's colleges and universities.
7. To support the work of Faculty with respect to matters concerning professional development, service to the college, service to students, and service to the community.
8. To promote and support shared governance at the college through Faculty participation in policy formulation and decision-making.
9. To protect and promote the full exercise of academic freedom by the Faculty, secure due process for Faculty, and safeguard the rights of Faculty guaranteed by the constitutions of the United States and the State of Florida.
10. To protect Faculty from discrimination, including without limitation the right of Faculty not to suffer discrimination based on age, national origin, ancestry, race, religion, political or personal belief, marital status, disability, sex/gender, sexual orientation, or veteran status.
11. To promote and support legislative action on the state and federal level to improve the education and economic opportunities of the citizens of the state and of the nation.

ARTICLE III CHAPTER MEMBERSHIP

Section 1. Those eligible for active membership in the Chapter are all full-time Faculty employed by The College who meet the unit determination as established by the Florida Public Employees Relations Commission.

- A. Membership shall be continuous until the member ceases to be employed by The College, resigns from the Chapter, no longer meets the qualifications, or fails to pay membership dues. Membership may begin at any time during the year upon completion of a membership application and either payment of dues or payroll deduction of dues. Membership may be terminated with thirty (30) days written notice to UFF-SCF and the SCF Human Resources Department.

- B.** Membership will not be terminated while a member is involved in a process of dismissal or non-renewal of contract. Members are required to maintain membership throughout the grievance, arbitration, and/or appeal process to receive representation.
- C.** A member may be expelled for acts detrimental to UFF-SCF upon presentation of specific written charges listed in a Bill of Particulars signed by at least 30% of the total membership and approved by at least 75% of the Council. The expelled member shall have the right to appeal the decision to the membership at the next regular membership meeting following the expulsion and shall be reinstated with full rights if the majority of members present vote to reinstate.
- D.** New members are subject to a 30 day waiting period before the legal representation by the UFF can be called upon. This period starts from their first instance of paying dues and 30 calendar days from that point.

Section 2. Membership shall be open to retired Faculty and Faculty members excluded in Article II.1 (e.g. Chairs, Program Directors, and Lecturers) as members at large. Such a membership will be non-voting and as an observer only for regular meetings. Committee meetings are open to voting members only.

Section 3. No discrimination shall ever be shown toward Chapter members or applicants for membership because of age, national origin, ancestry, race, religion, political or personal belief, marital status, disability, sex/gender, sexual orientation, or veteran status.

Section 4. Members of the Chapter shall also be members of the FEA, the NEA, the AFT, and the AFL-CIO.

Section 5. UFF-SCF will provide full benefits of membership to members only. UFF-SCF shall not be required to, and shall not, extend benefits of membership to, or provide services to, or defend Faculty who are not members of the Chapter or members for actions prior to membership.

Section 6. Members will be entitled to the privilege of the floor and the right to vote on all matters considered at general membership meetings as well as to attend and to be granted the floor at Council meetings.

ARTICLE IV CHAPTER OFFICERS

The Chapter Officers shall be a President, Vice-President, Secretary and Treasurer.

Section 1. Each officer must be an active member of the UFF-SCF Chapter.

Section 2. The term of office for each officer shall be for two (2) years. Beginning in 2018, elections will be held every two years. Newly elected officers will take office at the first Council meeting after April 1st following their election. The first UFF-SCF elections will be held by November 15th, 2016. The elected officers in 2016 will serve their term immediately upon election and until June 1st, 2018.

- A.** Officers of the Chapter are voting members of the Council. Candidates for President, Vice-President, Secretary and Treasurer must have at least two (2) academic years of full-time employment as faculty at SCF. For purposes of the first election, the two-year minimum can be waived by majority vote of the Organizing Council. Hereinafter, exceptions can be made by the majority vote of the Council.
- B.** In the event that an officer's active membership in UFF-SCF shall terminate for any reason, then that officer shall vacate the position held.
- C.** In the event that an officer resigns or for any other reason fails to serve, vacancies in that office will be filled by holding a special election not more than thirty (30) days after a vacancy occurs.
- D.** A member will not be eligible for election to a third consecutive term in any office.
- E.** The immediate past president, if a member of UFF-SCF and not serving as an officer or Council member, shall be an ex officio member of the Council on a voluntary basis.

Section 3. The names of the officers will be submitted to the UFF state office within fifteen days of assuming their positions.

ARTICLE V CHAPTER SENATORS TO UFF

The number of UFF senators shall be set in accordance with UFF Bylaws, which currently provide for one senator for each twenty-five (25) members or portion thereof in a chapter as determined by the membership roll on file with UFF on January 15 of each year; plus one additional senate seat for the then current UFF-SCF President.

Section 1. Terms of office are for two (2) years. Elections shall be held at the time the regular Chapter elections are conducted. Elected members shall be in good standing. Newly elected Senators will take office at the next Council meeting.

A. Senators who expect to be absent from a UFF senate meeting will submit a UFF proxy to the UFF-SCF President at least twenty-four hours in advance of the meeting.

Section 2. The UFF-SCF President will appoint members to fill Senate vacancies within fifteen (15) days from the date a vacancy is created. All appointments must be confirmed by the Council.

Section 3. Senators of the Chapter are members of the Council.

ARTICLE VI THE COUNCIL

The governing body of the SCF Chapter shall be an Executive Council (hereinafter the "Council") consisting of the officers of the Chapter, the Chapter senators, the Immediate Past President, campus specific representatives.

Section 1. Each Council representative shall be an active member of UFF-SCF.

Section 2. Each location, where there is a member of the union, has one representative member. For every location with 15 members, an additional representative is permitted. For every 15 more members, an additional representative is permitted. Council

representatives from each campus location shall be self nomination, approved by the council and then sent out to the specific campus for a poll to confirm..

Section 3. Terms of office are for two (2) years. Elections shall be held at the time the regular Chapter elections are conducted. Newly elected Council representatives will take office at the next Council meeting.

- A.** The UFF-SCF President will nominate members to fill Council representative vacancies within fifteen (15) days from the date a vacancy is created. Nominations must be from among the Chapter members who primarily serve in the affected locations. All nominations shall be submitted to the Council and all appointments must be confirmed by majority vote of the Council.
- B.** When a vacancy is filled, the new representative will serve out the remainder of the vacated term of office.

Section 4. A campus may recall its representative(s) by presenting to the Council a recall affidavit signed by at least 60% of the representative's campus member-constituents.

Section 5. The Council may dismiss a representative who does not attend three meetings of the UFF-SCF union and who has been given due notice of the possibility of such dismissal. Any such dismissal shall be by majority vote of the Council.

ARTICLE VII RECALL OF OFFICERS AND SENATORS

Section 1. An officer or Senator may be recalled from office for failure to perform the duties of the office, for malfeasance in office, or for other good cause shown. The process for removal from office shall be as follows.

- A.** A Bill of Particulars stating the specific failure to perform, malfeasance in office, or other good cause must be drawn up and signed by 20% of the Chapter members as a petition for removal.

- B. The Bill shall then be presented to the Council which shall be majority vote determine if the Bill is sufficient for referral to the SCF Chapter membership for a recall election.
- C. A special meeting of the membership must be held within 10 work days after the Council's referral, at which meeting the Bill will be presented by one of the petition signers, and at which meeting the officer or Senator subject to recall will have the right to present oral and written arguments in defense, and at which meeting members may debate the issue. Before the vote is held, the officer or Senator subject to recall shall have the privilege of speaking last.
- D. If two thirds of the members present and voting at the meeting vote in favor of the recall, the officer shall be immediately removed from office. Within thirty days after such removal, a special election shall be held to fill the vacant office.

ARTICLE VIII INITIATIVE AND REFERENDUM

Any member may appear before the Council to speak in reference to an initiative or referendum, upon which the member wishes the Council to take action. If the appearing member is not satisfied with the action of the Council, the member may then petition for a general membership meeting to act on the matter, provided that such petition is signed by at least 10% of the members at each campus. The initiative or referendum will be enacted by a "yes" vote of at least 60% of the members present and voting at the next general meeting of the Chapter.

ARTICLE IX - DUES

Dues are set in accordance with the UFF Constitution.

Section 1. Payment of dues may be by payroll deduction or directly to the state office according to the schedule determined by the UFF state office.

Section 2. Full payment of dues on a timely basis during the fiscal year of the UFF is a necessary condition for membership. The fiscal and membership year will be from September 1 through August 31.

ARTICLE X - QUORUM

Section 1. A quorum for Council meetings will be a majority of its voting members.

Section 2. A quorum for general membership meetings will be the number of members present at the meeting.

ARTICLE XI CHAPTER MEETINGS

The Council and the general membership shall have regular meetings.

Minutes will be taken by the Secretary at all meetings and contain at least the essence of all matters considered at the meeting, all motions made with the name of the maker and second, and the outcome of each matter upon which a vote was taken.

The Secretary shall deliver a copy of the minutes of each meeting as soon as reasonably practicable after each meeting to each Council member. The campus representatives on the Council shall make them available to SCF members.

Section 1. The President will call a regular meeting of the Council at least twice in each semester, two in the Fall semester and two in the Spring semester. Additional meetings may be called as needed to conduct the business of the Chapter.

Upon the request of two-thirds of all Council members, the President will call a Special Council meeting to address only those matters listed in the Council's request for a special meeting.

Section 2. There shall be two (2) regular meetings of the general membership of UFF-SCF, at least one each semester in the Fall and Spring, such meetings to be called by the Council, on at least five work days' notice, during the academic year. Membership meetings shall be held, to the greatest extent possible, on a day and time when it is reasonable to expect that at least a majority of members may attend.

- A. Special meetings of the general membership shall be called, as needed, by the President or the Council, on such notice as shall be reasonably practicable. Such notice of special meeting shall specify the purpose(s) for which the meeting shall have been called.
- B. The Council may elect to use mail or electronic balloting for the purposes of voting on any singular issue, rather than calling a general membership meeting for a vote. In mail or electronic balloting, the issue to be voted on will be explained in an accompanying letter, in such a manner that is clear and concise.

Section 3. Notice of all such regular or special Council meetings or all such regular or special meetings of the membership shall be delivered by mail or electronically.

ARTICLE XII VOTING AT MEETINGS

Section 1. Motions at any meeting of the Council held during the academic year require a second and shall be decided by a majority vote of those members present and voting, unless a different vote is provided for elsewhere in these Bylaws

Section 2. Motions at any general membership meeting held during the academic year require a second and shall be decided by a majority vote of those members present and voting unless a different vote is provided for elsewhere in these Bylaws. When mailed balloting is used, the ballots will be distributed at all campus locations by the Council and returned within five (5) working days after distribution, unless otherwise specified on the ballot or accompanying letter.

Section 3. All UFF-SCF elections shall be conducted by secret ballot. Election of officers, Council members, UFF senators, and campus representatives will be decided by a majority of those voting. If there is no candidate receiving a majority vote, only one run-off for each elective position will be held. The run-off election will be held between the two (2) candidates receiving the greatest number of votes cast; provided, however, that in the case of ties, all candidates tied will be included in the run-off election. The winner of the run-off election will be the person receiving the greatest number of votes cast in the run-off election. Unopposed person is elected by acclamation.

ARTICLE XIII DUTIES OF OFFICERS

Section 1. The President is the chief executive officer of the Chapter. The President will be a member of the Council and will preside over meetings of the Council and meetings of the general membership. The President will represent the UFF-SCF Chapter before the public either personally or by delegating this authority to a Council representative or other duly authorized designee. The President may not enter into an agreement on any policy or any contract which is binding on UFF-SCF without prior approval by a majority vote of the Council or by the Chapter membership in session. The president serves as a non-voting member at Council meetings except in the event of a tie.

Section 2. The Vice President will be a member of the Council and will assume the duties of the President during the President's absence or inability to serve. The Vice President may be given assignments by the President or the Council.

Section 3. The Secretary will be a member of the Council and will be responsible for taking, preparing, and preserving the minutes, and other records, keeping and distributing the agenda and minutes of meetings, and preparing correspondence.

Section 4. The Treasurer will be a member of the Council and will be responsible for all funds, keep regular accounts and report to the Council. The Treasurer will record and deposit in the name of UFF-SCF all monies received. All expenditures will be reported by the Treasurer for the approval of the Council by majority vote unless previously approved by the Council or as part of the budget adoption process or as part of a measure approved by vote of the Chapter membership in session. The Treasurer will transmit to UFF financial information required by UFF.

Section 5. The only allowable means of withdrawal is via check. Signatures of both the president and the treasurer must be present for any authorization of checks.

ARTICLE XIV POWERS OF THE COUNCIL

The Council will be responsible for the management and governance of the UFF-SCF Chapter.

Section 1. The Council's powers include, but are not limited to, appointment of members of Council authorized by the Chapter Bylaws, appointment of members of *ad hoc* Councils, passage of resolutions on any matter necessary to the governance, approving the Chapter budget and all expenditures, carrying out policies established by the membership at large, reporting its transactions and policies for consideration at meetings of the general membership, and exercising the right to approve or invalidate membership.

Section 2. The Council will approve an annual budget, to be submitted to UFF by the Treasurer as required by UFF. Individual expenses approved by the Council pursuant to the budget adoption process will not require further approval by Council.

Section 3. The Council will have the power to create standing or *ad hoc* committees as needed. The Council may establish such committees as it deems necessary to affect the purposes and conduct the business of the Chapter, including but not limited to a membership committee, a salary and benefits committee, a grievance committee, a budget committee, and a promotion committee. Persons serving on such committees will be elected by majority vote of the Council.

Section 4. If the Council decides, it may appoint a single member to act as its agent in an area, including but not limited to a Membership Chair or a Grievance Chair, where a full Council is not necessary or practical.

Section 5. Vacancies on committees shall be filled by nomination made to the President and approved by majority vote of the Council.

Section 6. All committees will report to the Council, and any actions, reports, or recommendations of the committees will be subject to a majority vote of the Council before being accepted, adopted, or put into effect.

ARTICLE XV NEGOTIATING TEAM

Section 1. The Council shall elect a chief negotiator by majority vote to serve for the duration of upcoming contract negotiations and for a longer period as the Negotiating Team and the Chief Negotiator agree shall be necessary.

- A. The Chief Negotiator shall serve as Negotiating Team Chair with the authority to make decisions affecting the process and progress of negotiating, including dismissing a team member for cause.
- B. The Chief Negotiator need not be a member of SCF, so long as the Chief Negotiator is an active member of another UFF chapter or an employee or agent of UFF.

Section 2. The Negotiation Team shall consist of at most six members, excluding the Chief Negotiator. The Council shall accept self-nominations to serve on the Negotiating Team in a non-Chief Negotiator capacity. Each self-nomination must clearly indicate option A or B.

- A. Three members of the Negotiation Team will be elected by the majority vote of the Council, upon a clear notification of a candidate's choosing of this option.
- B. Three members of the Negotiation Team will be elected by the majority vote of the general election, upon a clear notification of a candidate's choosing of this option.
 - 1. If there are less than three self-nominations for B, these positions will remain open until the next general election.
- C. A negotiation Team member may be recalled from office for failure to perform the duties of the office, for malfeasance in office, or for other good cause shown. The process for removal from office shall be as follows.
 - 1. A Bill of Particulars stating the specific failure to perform, malfeasance in office, or other good cause must be drawn up and signed by 20% of the Chapter members as a petition for removal.

2. The Bill shall then be presented to the Council which shall be majority vote determine if the Bill is sufficient for referral to the SCF Chapter membership for a recall election.

Section 3. The President shall not serve as a chief negotiator.

Section 4. Chapter members may attend all negotiating sessions, planning meetings, and caucuses, may speak if the chair of the session so allows, but shall not have any voting rights.

Section 5. In the event a team member is dismissed, resigns, fails to serve, or ceases to meet required qualifications, the President shall appoint a new member, subject to Council confirmation.

ARTICLE XVI ROBERT'S RULES OF ORDER

Robert's Rules of Order Newly Revised will be the parliamentary authority for the conduct of the Council and general membership meetings. A parliamentarian may be appointed by the President subject to a majority vote of the Council.

ARTICLE XVII AMENDMENTS

Section 1. Amendments to the Bylaws may be at the suggestion of the Council, or the general membership in session, or by any member through the Council or at a membership meeting.

Section 2. Amendments to the Bylaws require a two-thirds vote of the Council or of the Chapter membership in session for adoption.

Section 3. The Bylaws will be reviewed periodically and amended as the needed. A current copy of the Bylaws, as amended, will be submitted to the UFF.

ARTICLE XVIII ADOPTION OF THE BYLAWS

The provisions of these Bylaws will become effective immediately upon their approval by the membership.

Drafted October 12, 2016

Revised October 30, 2016

Revised February 8th, 2019