

**NEW COLLEGE  
CHAPTER OF  
UNITED FACULTY OF FLORIDA**

**BYLAWS**

<a href="#">Article 1.</a> Membership Meeting	<a href="#">Article 2.</a> Election and Recall of Officers, Standing Committee Chairs and Senator's	<a href="#">Article 3.</a> Duties of Officers and Standing Committee Chairs	<a href="#">Article 4.</a> Executive Committee	<a href="#">Article 5.</a> Standing Committees	<a href="#">Article 6.</a> Newsletter	<a href="#">Article 7.</a> Amendments
--	--	--	---	---	--	--

**Article 1. Membership Meeting**

Section 1. The membership's regular meetings will be held bi-monthly. Extraordinary, and emergency meetings may be called anytime by the Executive Board or summoned by 10% of the Membership by petition. In late August, the Secretary will notify the bargaining unit regarding the dates, times, and place of meetings for the academic year. Reminders of meetings will be sent by the Secretary with no less than two weeks notice. Emergency meetings shall be announced as early as possible. Chapter officers for the coming year will be elected either at the March meeting or by ballot during the month of March.

**Article 2. Election and Recall of Officers, Standing Committee Chairs and Senator's**

Section 1. All officers, standing committee chairs and senators shall begin their terms of office on 1 August.

Section 2. Failure to carry out prescribed duties and actions or to adhere to Chapter policies shall constitute grounds for recall. Recall of a Chapter Officer, Standing Committee Chair or UFF-Senator may be initiated: (1) by a petition signed by 50% of the Chapter membership. An emergency Membership meeting shall be called to discuss the motion before further action. A recall election by the membership shall be held within 30 days of the emergency Membership Meeting by mail ballot.

**Article 3. Duties of Officers and Standing Committee Chairs**

Section 1. Duties of President (or co-Presidents). The President shall call and preside at all meetings of the, Executive Committee and Membership. S/He shall appointment the Standing Committee Chairs and the Bargaining Representative. S/He shall sign all necessary documents and papers and represent the Chapter internally and externally. S/He is a member of the UFF President's Council. The President shall report to the membership bi-monthly on the activities of the Executive Committee and of consultations with the President and Provost. The President supervises the work of any employees of the Chapter. Significant correspondence and documents shall be deposited in the Chapter records at the end of the President's term of office.

Section 2. Duties of Vice President. The Vice-president shall assume the duties of the President when the

President is absent or incapacitated. In the event of the recall, resignation or incapacitation of the President, the Vice President shall assume this office for the remainder of the term of office.

Section 3. Duties of the Secretary. The Secretary shall maintain the records of the Chapter and shall record the minutes of all Membership meetings. Copies of these minutes shall be distributed to all members.

Section 4. Duties of Treasurer. As chief financial officer of NCUFF, the Treasurer shall exercise supervision over the receipt and disbursement of all monies, properties, securities and other evidences of financial worth of the organization. S/He shall prepare an annual financial statement and shall prepare a proposed budget for submission to the state UFF by July 1 each year. The Treasurer shall not disburse funds without the express prior approval of the Executive Committee. S/He shall report monthly to the Chapter membership on the financial status of the Chapter.

Section 5. Chair of the Collective Bargaining Committee. The Chair of the Collective Bargaining Committee shall serve as the Chapter's representative to the State UFF Collective Bargaining Team unless otherwise determined by the Executive Committee. S/He shall coordinate the activities of the Collective Bargaining Committee as described in the UFF Constitution and report regularly to the membership on the progress of bargaining.

Section 6. Chair of the Grievance Committee. The Chair of the Grievance Committee shall direct the administration of grievances at New College of Florida, coordinate the activities of the Grievance Committee as described in the UFF Constitution and report regularly to the membership. S/He shall serve as the Chapter representative to the State UFF Contract Enforcement Committee unless otherwise determined by the Executive Committee.

Section 7. Chair of the Membership Committee. The Chair of the Membership Committee shall coordinate the activities of the Membership Committee as described in the UFF Constitution and report regularly to the membership. S/He shall serve as chapter representative to the State UFF Membership Committee unless otherwise determined by the Executive Committee.

#### **Article 4. Executive Committee**

Section 1. The Executive Committee shall meet upon the request of the President or other member of the Executive Committee.

Section 2. The Executive Committee shall monitor the operations of the Chapter and shall make recommendations to the membership.

Section 3. The Executive Committee shall adopt a budget which shall be submitted for approval to the membership each year at the September meeting.

Section 4. The Executive Committee shall have the power to employ persons on a part-time basis to assist with Chapter activities. The budget and approved activities for such employees shall be determined in advance by the Executive Committee. Social security and income tax withholding will be paid by the Chapter as required by law. The activities of the employee will be supervised by the Chapter President with the approval of the Executive Committee.

## **Article 5. Standing Committees**

Section 1. Committee members shall be appointed by the Chair of the Committee in consultation with the Executive Committee except as provided otherwise in the Chapter Constitution or Bylaws.

Section 2. All committees shall report regularly to the membership on their activities.

Section 3. The Collective Bargaining Committee serves in an advisory capacity to the New College representative to the UFF bargaining team and to the UFF SUS Bargaining Council. They shall plan and analyze bargaining surveys and develop position papers as needed. The Committee shall meet at least once per semester during the academic year to discuss issues of concern to Collective Bargaining at New College.

Section 4. The Grievance Committee consists of the Chapter's certified grievance representatives. The Grievance Committee shall keep records of and supervise all grievances and make sure that the bargaining unit is fully represented in informal resolutions and in formal grievance procedures. They shall also insure that the membership is fully informed on progress in enforcing and expanding the Collective Bargaining Agreement. The Committee shall meet at least once per semester during the academic year, to discuss issues of concern to contract enforcement at New College.

Section 5. The Membership Committee shall carry out organizing drives among faculty and professional employees, contact new bargaining unit employees and prepare materials that can be used in recruiting. The committee shall maintain a file of non-members who have been contacted and those who might be interested in joining. The Committee shall meet at least once per semester during the academic year to discuss the progress of recruiting efforts at New College.

## **Article 6. Newsletter**

Section 1. The chapter shall publish a newsletter on the NCUFF website.

## **Article 7. Amendments**

Section 1. Proposed amendments to the Bylaws shall be submitted in writing to the membership 2 weeks prior to the date scheduled for a vote on the amendments.

Section 2. Adoption of an amendment requires a vote of a simple majority of the membership present and voting on the amendment.

Section 3. These bylaws shall be ratified by a majority vote of the membership after the Constitution is ratified by the Membership.