

Membership Meeting Announcement

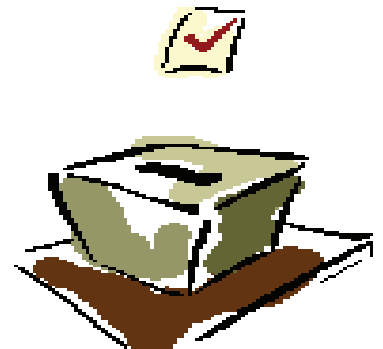
The Stony Brook Health Sciences Center Chapter of United University Professions is proposing a change to the chapter bylaws.

The full text of the proposed bylaws is contained within this issue of our newsletter, *Bridges*.

**A Chapter Membership Meeting will be held
Tuesday, May 22, 2012 at 12:00pm
in HSC Lecture Hall 1.**

A vote will be conducted during this meeting to decide whether to adopt the amended bylaws.

**Plan to attend this important meeting
and participate in the process.**



**THE BYLAWS
of the
STONY BROOK HEALTH SCIENCES CENTER CHAPTER
UNITED UNIVERSITY PROFESSIONS**

ARTICLE 1: NAME

The name of this organization shall be the Stony Brook Health Sciences Center Chapter of United University Professions (“UUP”), Local #2190 of the American Federation of Teachers, AFL-CIO (hereinafter, the “SB HSC Chapter” or “Chapter”).

ARTICLE 2: PURPOSE

The purpose of the SB HSC Chapter shall be to promote the aims of UUP, namely, to improve the terms and conditions of employment and to defend the civil, professional, and human rights 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, healthcare, and research. Its purpose is also to monitor local compliance with the Agreement between UUP and the State of New York. In addition, it shall be the purpose of the Chapter to promote public higher education, healthcare, and research, 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

Section 3.1 - Classes of Membership:

- 3.1.1. There shall be the following classes of membership in the SB HSC Chapter, as defined by the UUP Constitution: Regular Membership; Special Membership, either Retired or Sustaining; Associate Membership; and Honorary Membership.
- 3.1.2. Regular membership in this Chapter shall be open to employees in the Professional Services Negotiating Unit (08) at the State University of New York, SB HSC Chapter. Membership in good standing shall be maintained through membership in UUP as specified in the UUP Constitution.
- 3.1.3. Rights of all classes of members are defined by the UUP Constitution.

Section 3.2 - Categories of Membership:

Membership shall be either “academic” or “professional.” “Academic” members shall be those persons with academic rank. “Professional” members shall be those persons with professional rank.

ARTICLE 4: MEETINGS OF THE MEMBERSHIP

Section 4.1 - Authority:

Chapter members may make policy at duly constituted meetings or through referenda and shall be eligible to vote in Chapter elections. The annual Chapter budget shall be approved by a majority vote of those present and voting at a Chapter meeting.

Section 4.2 - Regular Meetings:

There shall be at least one meeting of the Chapter membership each academic year. The Chapter President shall call all meetings of the Chapter membership and preside over them. The Chapter President shall send a written announcement of a regular Chapter meeting to all members at least (7) seven days prior to the meeting.

Section 4.3 - Special Meetings:

Special meetings of the Chapter membership may be called by the Chapter President. Special meetings may also be called at the request of a majority of voting members of the Executive Board, or at the petition of at least ten-percent of the Chapter membership. Unless extraordinary circumstances prohibit it, the Chapter President shall send a written announcement of a special Chapter meeting to all members at least (7) seven days prior to the meeting.

Section 4.4 - Minutes:

Approved minutes of all Chapter meetings shall be available to the membership.

Section 4.5 - Quorum:

A quorum for a meeting of the membership shall be two and one half percent of the Chapter membership.

ARTICLE 5: OFFICERS

Section 5.1 - Definition:

The officers of the Chapter shall include a President, a Vice President for Academics, a Vice President for Professionals, a Secretary, a Treasurer, an Officer for Contingents, a Grievance Officer for Academics, a Grievance Officer for Professionals, and an Affirmative Action Officer.

Section 5.2 - Duties:

5.2.1 The Chapter President shall preside over meetings of the Chapter and the Executive Board; be the first delegate to the Delegate Assembly; maintain liaison with UUP; appoint chairpersons and committee members, newsletter editor, subject to approval by the Executive Board; be a non-voting member of all committees; serve as the administrative officer of the Chapter; supervise any office staff; be authorized as a signatory on all chapter accounts; be responsible for the welfare fund; and perform other func-

tions and duties usually attributed to the office of President. In addition, the Chapter President shall represent the Chapter to management, to the college community, and to the public.

- 5.2.2 The Vice Presidents shall be delegates to the Delegate Assembly and shall have as their primary duties the representation of the members of the categories they represent, and chair a committee of their category. In addition, they shall perform other responsibilities and duties assigned by the Chapter President and/or the Executive Board. 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 until such time as the Executive Board meets and appoints an Acting Chapter President or until a special election is held.
- 5.2.3 The Secretary shall keep accurate minutes of the meetings of the Chapter and the Executive Board, and shall, in the absence of a Designated Election Official, assume the duties assigned to that position. The Secretary shall assist in processing and maintaining Chapter files and correspondence in a timely manner, and shall perform such other functions usually attributed to this office as assigned by the Chapter President, the Executive Board, or the Chapter.
- 5.2.4 The Treasurer shall be responsible for Chapter funds and seek the involvement of the entire Chapter leadership in the administration of the Chapter's financial affairs. Adhering to all established deadlines and procedures in the current UUP Chapter Treasurers' Manual, the Treasurer shall deposit funds in an appropriate account; keep accurate records of receipts and disbursements; reconcile bank statements monthly; issue checks and make withdrawals and transfers as authorized by the Chapter President or Executive Board; present reports to the Executive Board in standard accounting format; prepare a budget for submission to the Executive Board; keep the Chapter President and Executive Board informed of the Chapter's financial condition; and perform such other functions usually attributed to this office as requested by the Chapter President, the Executive Board, or the Chapter.
- 5.2.5 The Grievance Officers shall be responsible for assisting members of the bargaining unit with the processing of grievances, shall report to the Chapter, the Executive Board, and the Chapter President, as appropriate. The Grievance Officers shall serve as co-chairpersons of the Grievance Committee.
- 5.2.6 The Officer for Contingents shall be responsible for monitoring the concerns of contingent members, shall report to the Chapter, the Executive Board, and the Chapter President, as appropriate. The Officer for Contingents shall serve as chairperson of the Contingent Concerns Committee.
- 5.2.7 The Affirmative Action Officer shall be responsible for monitoring Affirmative Action and related concerns, shall report to the Chapter, the Executive Board, and the Chapter President, as appropriate. The Affirmative Action Officer shall serve as chairperson of an Affirmative Action Committee.

Section 5.3 - Selection and Terms of Office:

- 5.3.1 All officers, except the Affirmative Action Officer and the Grievance Officers, shall be elected by the Chapter membership for a term of (2) two years. The Vice-Presidents shall be elected by and from their respective membership categories. Elections shall be conducted in accordance with the UUP Constitution and Article 10 of these Bylaws.

- 5.3.2 The Affirmative Action Officer and the Grievance Officers shall be appointed by the Chapter President, subject to approval by the Executive Board. Terms of office shall coincide with the terms of the elected officers.
- 5.3.3 When there are no nominees for a position, and no individual who received write-in votes is willing to serve if elected, the office shall be declared vacant and shall be filled by appointment by the Chapter's Executive Board, provided however that Delegates to the Delegate Assembly and affiliate conventions must be elected.

ARTICLE 6: EXECUTIVE BOARD

Section 6.1 - Definition:

The Executive Board shall consist of:

- 6.1.1 The officers, as specified in Article 5.1, who shall be voting members of the Executive Board.
- 6.1.2 Members who received at least (10) ten votes in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly, shall be voting members of the Executive Board. Members who received fewer than (10) ten votes in the Chapter election for the position of Academic or Professional Delegate to the Delegate Assembly, shall be members of the Executive Board without a vote.
- 6.1.3 Chapter committee chairs, Newsletter Editor, and Webmaster shall be members of the Executive Board, without a vote, unless they are otherwise voting members of the Executive Board as defined in Articles 5.1 and 6.1.2.
- 6.1.4 Members of the Chapter who serve as state-wide officers of UUP or members of the state-wide UUP Executive Board shall be voting members of the Executive Board.
- 6.1.5 Members of the Chapter who serve as chairpersons of UUP state-wide Standing Committees shall be members of the Executive Board without a vote, unless they are otherwise voting members of the Executive Board as defined in Articles 5.1 and 6.1.2.

Section 6.2 - Duties:

- 6.2.1 The Executive Board 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 individuals to fill vacancies upon recommendation of the President, or direct that special elections be held to fill vacancies; approve appointments to committees; 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 and suggest policies for consideration by the Chapter; approve arrangements for ancillary staff members and assistance as necessary to attain the goals of the Chapter; act on behalf of the membership in the absence of membership policy and during periods of time when Chapter meetings cannot be reasonably convened; generally represent UUP and the Chapter; and, carry out such other duties as are reasonably associated with an Executive Board. The Executive Board shall by a ma-

majority vote or upon the petition of at least (10) ten percent of the Chapter membership initiate referenda, and shall adopt procedures for the conduct of such referenda.

6.2.2 Duties of the Committee Chairs, Newsletter Editor, and Webmaster shall be defined by the Executive Board.

6.2.3 The Chapter Executive Board shall approve procedures developed by the Designated Election Official for the conduct of Chapter Referenda.

Section 6.3 - Terms of Office:

Except where otherwise specified, terms of office for elected and appointed positions of the Executive Board shall coincide with the terms of the elected officers.

Section 6.4 - Meetings:

6.4.1 The Executive Board shall meet at least nine times during the calendar year. Meetings shall be convened by the Chapter President or by a written request of one-third of the Executive Board or (10) ten percent of the Chapter membership. The Chapter President shall send a written announcement of an Executive Board meeting to all members of the Executive Board at least (7) seven days prior to the meeting.

6.4.2 Executive Board meetings, other than executive sessions, shall be open to all members of the Chapter. Members of the Chapter shall be notified by appropriate means of the schedule of Executive Board meetings.

Section 6.5 - Minutes:

Approved minutes of all Executive Board meetings and notes of Labor-Management meetings shall be made available to the Chapter membership.

Section 6.6 - Quorum:

A quorum for a meeting of the Executive Board shall be a majority of its voting members.

ARTICLE 7: DELEGATES TO THE UUP DELEGATE ASSEMBLY

Section 7.1 - 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. Additional delegates shall be elected by and from the membership according to the provisions of the UUP Constitution.

Section 7.2 - Duties:

In addition to serving as members of the Executive Board, 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. Delegates shall report to the membership on actions taken by the Delegate Assembly.

Section 7.3 - 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 (7) seven days prior to the Delegate Assembly shall be replaced by the next ranking Delegate who so confirms. If a Delegate is so replaced, that Delegate shall not be eligible for seating at the Delegate Assembly in place of any confirmed Delegate who attends the Delegate Assembly.

Section 7.4 - Selection and Terms:

Delegates shall be elected in accordance with the UUP Constitution.

ARTICLE 8: DEPARTMENT REPRESENTATIVE STRUCTURE

Section 8.1 - Definition:

The Vice Presidents shall develop and coordinate a Department Representative Structure that assures every member is represented.

Section 8.2 - Duties:

Department Representatives shall assist in the recruiting of members; assist in the dispersal of information; mobilize the membership for action when necessary; and advise the Executive Board on the needs of the membership.

Section 8.3 - Selection and Terms:

Department Representatives shall be appointed by the Chapter President, subject to approval by the Executive Board. The term of office for Department Representatives shall coincide with the terms of the elected officers.

ARTICLE 9: COMMITTEES

Section 9.1 - Labor Management Committee:

Chapter officers, as defined in Article 5.1, 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 Board, 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 membership category shall be responsible for the conduct of the meetings.

Section 9.2 - Standing Committees:

- 9.2.1 Academic Concerns Committee: The Academic Concerns Committee shall advocate for our Academic members and gather information regarding their concerns.
- 9.2.2 Affirmative Action Committee: The Affirmative Action Committee shall assist the Affirmative Action Officer in the development of programs to educate and inform members on a variety of affirmative action topics; and develop ways to ensure equal opportunity goals in hiring, promotion, and diversity are achieved at SB HSC chapter.
- 9.2.3 Communications Committee: The Communications Committee shall coordinate any activities necessary for effective communication with chapter members including announcements, newsletters, and website.
- 9.2.4 Community Service: The Community Service Committee shall work to promote membership participation in numerous activities and events to serve Stony Brook University, the Long Island region, and other areas of interest.
- 9.2.5 Contingent Concerns Committee: The Contingent Concerns Committee shall assist the Officer for Contingents to encourage and promote membership and activity of contingents, and shall make recommendations with regard to contingent issues in the workplace.
- 9.2.6 Elections and Credentials Committee: The Elections and Credentials Committee shall conduct voting at membership meetings, executive board meetings, and shall preside over local elections such as the College Review Panel and College Committee for Professional Evaluation. The Chair of this committee will serve as the Chapter Election Official.
- 9.2.7 Finance Committee: The Finance Committee shall be responsible for preparing and recommending the proposed budget; shall review expenditures and the activities of the treasurer on a regular basis, shall perform second monthly reconciliation of accounts, and shall report to the Chapter President and the Executive Board.
- 9.2.8 Grievance Committee: The Grievance Committee shall advise members of their rights under the contract, represent them in grievance hearings, and assist the Grievance Officer in processing grievances. The Grievance Officer for Academics and the Grievance Officer for Professionals are co-chairs of this committee.
- 9.2.9 Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) Committee: The LGBTQ Committee shall advise the President and the Executive Board on the relevant Federal and State Legislation regarding LGBTQ issues. This committee shall serve as consultants and advocates on LGBTQ-related issues to the chapter.
- 9.2.10 Membership Committee: The Membership Committee shall assist the Membership Chairperson in recruiting new members; organizing membership drives and other activities; conducting orientations for new members; and disseminating literature to the membership.
- 9.2.11 Outreach Committee: The Outreach Committee shall promote UUP's political agenda through the following activities: advocacy, coalition building, VOTE/COPE collections, voter registration, and voter turnout campaigns.

9.2.12 Professional Concerns Committee: The Professional Concerns Committee shall advocate for our Professional members and gather information regarding their concerns.

9.2.13 Safety and Health Committee: The Safety and Health Committee shall identify and review safety-related issues affecting employees and recommend plans for the correction of such matters.

9.2.14 Additional Standing Committees may be established by amendment of these Bylaws.

Section 9.3 - Ad Hoc Committees:

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

Section 9.4 - Selection and Terms:

9.4.1 Unless otherwise specified, members of all standing and ad hoc committees shall be appointed by the Chapter President, subject to approval by the Executive Board.

9.4.2 The term of office of Standing Committee members shall coincide with the terms of the elected officers.

9.4.3 The term of office of Ad hoc Committee members shall expire upon the completion of their charge and/or the expiration of the term of the officers.

ARTICLE 10: ELECTIONS

Section 10.1 - 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 at the time of election.

Section 10.2 - Conduct of Elections:

Chapter elections shall be conducted in accordance with the UUP Constitution.

Section 10.3 - Vacancies:

When there are no nominees for a position, and no individual who received write-in votes is willing to serve if elected, the office shall be declared vacant and shall be filled by appointment by the Chapter Executive Board, provided however that Delegates to the Delegate Assembly and affiliate conventions must be elected.

ARTICLE 11: RECALL

Section 11.1 - Removal for Cause:

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

Section 11.2 - Procedure:

- 11.2.1 Upon receipt of written charges and a petition of (10) ten percent of the Chapter membership, or one-third of the voting members of the Executive Board, the Chapter President shall appoint a Select Committee, subject to approval by the Executive Board, to conduct a confidential investigation. The Select Committee shall be composed of three to five members of the Chapter. If charges are raised against the Chapter President, the Select Committee shall be appointed by the Vice President of the alternate membership category. The charges from such a petition shall be mailed registered or certified mail, return receipt requested, to the official address of the individual charged; and shall be given to the Select Committee.
- 11.2.2 Upon receipt of the charges, an individual charged must indicate in writing to the Select Committee an interest in retaining the office in question. Failure to indicate such interest within (14) fourteen calendar days of receipt of the charges shall be deemed to be a resignation, and the office shall be declared vacant. In such case, the Select Committee shall report the resignation and vacancy to the Executive Board, and the investigation shall be considered closed. If a vacancy is declared, it shall be filled in accordance with the procedures in the UUP Constitution.
- 11.2.3 If a vacancy is not declared, the Select Committee shall investigate the charges and provide an opportunity for the individual charged to respond. Such an investigation shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised. Following the conclusion of a timely investigation, the Select Committee shall report its findings to an executive session of the Executive Board. If the Executive Board concludes that there is merit to the charges, it shall call a special meeting of the membership according to procedures in Article 4.3. At the special membership meeting there shall be a full discussion of the charges and the individual charged shall have the right to present a defense. A majority vote of those attending the special membership meeting shall be required to authorize a recall election.

Section 11.3 - Recall Election:

A vote to remove an officer, delegate, or member of the Executive Board shall be conducted by mail to the official address of each member of the Chapter. Chapter members shall have at least (14) fourteen calendar days to return their ballots. A vote to remove an officer, delegate, or member of the Executive Board shall require a majority of those voting.

Section 11.4 - Vacancies:

If a vacancy is created as a result of a recall vote, that vacancy shall be filled according to the procedures in Article 6.2.1.

ARTICLE 12: PARLIAMENTARY AUTHORITY

Section 12.1 - Parliamentary Authority:

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

Section 12.2 - Parliamentarian:

The Chapter President may appoint a parliamentarian to assist in the conduct of meetings; the parliamentarian shall not be a member of the Executive Board.

ARTICLE 13: CONSTRUCTION AND SEVERABILITY

Section 13.1 - Construction and Severability:

13.1.1 If a provision of these Bylaws is discovered to be null and void because of a conflict with an authority that must take precedence, the Executive Board shall have the authority to change the provision to make it conform to all necessary policies/statements.

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

ARTICLE 14: AMENDMENT

Section 14.1 - Amendment:

14.1.1 Amendment of these Bylaws may be proposed by the Executive Board or by written petition of ten percent of the Chapter membership.

14.1.2 A proposed amendment shall be submitted to the membership, in writing, at least (30) thirty days prior to a regular or special meeting of the membership called in accordance with the procedures in Article 4. Following such a chapter meeting, a vote on the proposed amendment shall be conducted by mail to all members of the Chapter. Chapter members shall have no fewer than (14) fourteen calendar days to return their ballots. Adoption of the proposed amendment shall be by a two-thirds majority of the votes returned.

Section 14.2 - Ratification:

14.2.1 Amendments to these Bylaws shall go into effect immediately upon adoption according to the procedures specified in Article 14.1.2.

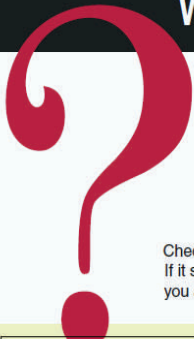
14.2.2 These Bylaws shall supersede all prior Bylaws of this Chapter. Upon ratification, a dated copy shall be made available to all Chapter members and to the Secretary of UUP.

Adopted _____, 2012

Signature of the Chapter President

Signature of the Chapter Secretary

Your new UUP contract is being negotiated. Will you be able to vote on it?



Once a tentative agreement is reached with the state, UUP members must vote to ratify a new contract. To vote, you must be a "signed-up" member of UUP.

Check your most recent pay stub. If it says "UUP Agency Fee," then you are **NOT** yet a UUP member.

| Thomas P. DiNapoli New York State Comptroller | | JOHN DOE | | Current | 1458.78 | 12.34.39 |
|--|--------|---------------------------|---------|--------------------------------|----------|-----------|
| Advice # 123456789 | | Pay Start Date 09/01/2011 | | YTD | 45478.99 | 34.567.89 |
| Advice Date 01/02/2011 | | Pay End Date 09/15/2011 | | Net Pay 1,234.56 | | |
| Department ID 1234 | | Pay Rate 78,910.11 | | | | |
| EARNINGS | | | | | | |
| Current | YTD | TAX DATA | Current | YTD | | |
| Regular Pay Salary Employees | 34.78 | 45678.99 | 4 | 8 | | |
| Location Pay | 34.78 | 876.54 | 2 | 0 | | |
| DEDUCTIONS | | | | | | |
| Current | YTD | Current | YTD | | | |
| Payroll Deduct. For Health | 456.78 | 1234.56 | | Payroll Deduct. For Health | 1234.56 | 1234.56 |
| Supplemental Paid Annuity Prog | 876.54 | 5678.90 | | Supplemental Paid Annuity Prog | 5678.90 | 5678.90 |
| Health Insurance Deductible | 987.65 | 1234.56 | | Health Insurance Deductible | 1234.56 | 1234.56 |
| | | | | UUP Agency Fee | 14.58 | 145.71 |

Are you a UUP member?
JOIN TODAY SO YOU CAN VOTE.

- ✓ Go to uupinfo.org
- ✓ Click on "About UUP" at the top of the home page
- ✓ Click on "Welcome/Join"

UUP Stony Brook HSC Chapter Contacts

| | |
|-----------------------------------|--------------------------|
| President | Carol Gizzi |
| Vice President (Academics) | Stephen Smith |
| Vice President (Professionals) | Carolyn Kube |
| Secretary | Tina Manning |
| Treasurer | Charles Hines |
| Part-Time Concerns Representative | William Giangarra |
| Grievance Chair (Academics) | Stephen Smith |
| Grievance Chair (Professionals) | Carol Gizzi |
| Interim Newsletter Editor | Chris Romano |
| Webmaster | Bruce Kube |
| Administrative Assistant | Sharon Hines |

All chapter contacts can be reached by calling the chapter office at 444-1505

For the latest information be sure to check the UUP/HSC website: <http://www.uupsbhscsite.org>