

1 **FLORIDA GULF COAST UNIVERSITY CHAPTER**

2 **of the**

3 **UNITED FACULTY OF FLORIDA**

4 **BYLAWS**

5 **APPROVED April 4, 1997**

6 Amended June 6, 1997

7 Amended February 20, 1998

8 Amended 23, 2001

9 Amended October 18, 2008

10 **Amended March 11, 2009**

11 **ARTICLE I**

12 This organization shall be known as "The Florida Gulf Coast University Chapter of the  
13 United Faculty of Florida (UFF-FGCU)." It shall be governed by these By-Laws and the  
14 By-Laws of the statewide local, United Faculty of Florida, of which it is a Chapter.

15 **ARTICLE II**

16 Objectives

17 Section 1. To bring faculty and professional employees of universities into a relationship  
18 of mutual assistance and cooperation in order to obtain for them the rights and privileges  
19 to which they are entitled.

20 Section 2. To promote shared governance that will enable members to better serve the  
21 students, faculty, and the people of the State of Florida.

22 Section 3. To provide representation in issues pertaining to working conditions, salary,  
23 benefits, evaluation and all other aspects of collective bargaining with the goal of  
24 recruiting and retaining high quality faculty colleagues in an atmosphere of fairness,  
25 equity, and freedom of inquiry.

26 Section 4. To provide faculty with representation and to protect the process to enforce the  
27 contract to assure individual and larger group faculty rights granted by law or the  
28 collective bargaining agreement.

29 **ARTICLE III**

30 Membership

31 Section 1. All full-time faculty and professional employees in the United Faculty of  
32 Florida bargaining unit shall be eligible for membership (as defined by PERC).

33 Section 2. Associate membership, without the right to vote, shall be open, upon the  
34 approval of the Executive Committee, to members who retire, temporarily move out of  
35 the unit while remaining in the University's employ as a faculty member, or withdraw  
36 from the profession and wish to remain in affiliation.

37 Section 3. UFF-FGCU is an inclusive organization with no discrimination shown  
38 towards members or applicants for membership, because of age, race, gender, sexual  
39 orientation, religion, political activities, or beliefs.

40 **ARTICLE IV**

41 Officers and Executive Committee

42 Section 1. Annually, the membership shall elect a President, Vice President, Secretary,  
43 Treasurer, Senator(s), Alternate Senator(s), FEA Delegate(s) and a Membership Officer.  
44 The newly elected officers shall assume their respective offices August 1.

45 Section 2. Eligibility for elected office and Executive Committee shall be limited to  
46 current dues-paying, in-unit members who have been a member of UFF for a minimum  
47 of one full year and who do not have a conflict of interest by virtue of a relationship, as  
48 defined in the CBA Conflict of Interest article, with an administrative (and/or out of unit)  
49 employee of FGCU.

50 Section 3. The President of the Chapter or his or her representative shall serve as a  
51 member of the United Faculty of Florida Senate.

52 Section 4. The officers noted in Section 1 shall appoint a Chair (and Co-chair) for  
53 Grievances, a Chair (and Co-chair) for Collective Bargaining and a Chair for Chapter  
54 Communications (all considered standing committees.).

55 Section 5. The Executive Committee shall be composed of the elected officers and the  
56 Chairs of Standing Committees.

57 Section 6. All officers may serve consecutive terms in the same office.

58 Section 7. In the event of the resignation or recall of an officer, the remaining members  
59 of the Executive Committee shall, within 30 days or as soon as practical, appoint a  
60 replacement to serve out the remainder of the term of office until the next annual election.

61 **ARTICLE V**

62 Voting and Elections

63 Section 1. All members in good standing, as certified by the Membership Officer by the  
64 date of the completion of the election, shall be eligible to vote.

65 Section 2. The annual election of officers shall take place no later than April 15.

66 Section 3. The Executive Committee shall determine the method for voting on all  
67 matters.

68 Section 4. The acceptable formats for elections are: paper ballots at a general  
69 membership meeting, mailed paper ballots, or an electronic ballot. If a simple majority  
70 of the membership waives the need for a secret ballot (per Section 5 below), a voice vote  
71 or show of hands may be used.

72 Section 5. Elections shall be by secret ballot unless a majority of those voting decide to  
73 waive the requirement.

74 Section 6. Results of elections and referenda will be determined by a simple majority of  
75 those voting. Recall of an Officer and amendments to Bylaws require a 2/3 majority of  
76 those voting.

77 **ARTICLE VI**

78 Rules of Order

79 Section 1. Robert's Rules of Order, 9<sup>th</sup> Ed. Revised, shall govern in all cases not  
80 governed by the Bylaws.

81 **ARTICLE VII**

82 Committees

83 Section 1. The Executive Committee shall appoint the members of each standing  
84 committee (as noted above in Article IV), ad hoc committee or task force, and shall  
85 designate one of them as chairperson.

86 Section 2. All committees and task forces shall be under the direction of and report to the  
87 Executive Committee.

88 **ARTICLE VIII**

89 Duties of Officers and Executive Committee

90 Section 1. The President shall preside at all Executive Committee and Chapter meetings.  
91 The President shall be an ex-officio member of all committees, sign all necessary

92 documents and papers, be responsible for forming all ad hoc committees or task forces,  
93 be authorized to file grievances for the entire chapter, and shall represent the Chapter  
94 when necessary. The President shall make reports at Chapter meetings.

95 Section 2. The Vice President shall assume the duties of the President in his or her  
96 absence.

97 Section 3. The Secretary shall keep minutes of all Executive Committee and membership  
98 meetings and distribute or supervise the distribution of membership minutes to the  
99 membership and Executive committee meeting minutes to the Executive committee.  
100 Additional duties may be prescribed by the Executive Committee.

101 Section 4. As chief financial officer of the Chapter, the Treasurer shall exercise  
102 supervision over the receipt and disbursement of all moneys, properties, securities, and  
103 other evidences of financial worth of this organization and shall prepare financial  
104 statements, budgets and manage the chapter's bank account. The Treasurer shall perform  
105 or supervise such duties under the direction of the Executive Committee.

106 Section 5. The Chair for Grievances shall be responsible for all matters pertaining to  
107 grievances filed on behalf of FGCU/UFF chapter members. The Chair for Grievances  
108 shall provide periodic reports to the Executive Committee regarding the status of  
109 grievances filed by Chapter members.

110 Section 6. The Chair for Collective Bargaining will serve as the leader of the UFF  
111 Bargaining Team. The Chair for Collective Bargaining will provide periodic reports to  
112 the Executive Committee and membership regarding the status of bargaining efforts. The  
113 Co-chair, if one is designated, will be authorized to handle the duties of the Chair for  
114 Collective Bargaining in the Chair's absence.

115 Section 7. The Chair for Communications will manage communications and publications  
116 on behalf of the Chapter including website, announcements, newsletter (if any), and  
117 periodic reports of information and support for faculty interests.

118 Section 8. The Senator(s) are apportioned by the state UFF and serves as the Chapter's  
119 representative to and a member of the UFF Senate. The Senator(s) is (are)required to  
120 attend a majority of the UFF Senate meetings, usually two a year. The Senator(s) shall  
121 make periodic reports to the Executive Committee.

122 Section 9. The Membership Officer shall perform all duties agreed to by the Executive  
123 Committee to develop and sustain membership, manage membership records and  
124 communicate membership enrollments and changes to all offices (FGCU and state UFF)  
125 and shall certify membership for elections. The Membership Officer shall make periodic  
126 reports to the Executive Committee concerning membership.

127 Section 10. The Executive Committee shall administer the policies of the United Faculty  
128 of Florida. The Executive Committee shall have the power to act for the good of the

129 Chapter in emergency situations where policy cannot be set by the membership. The  
130 Executive Committee shall also have the power to employ persons on a full or part-time  
131 basis.

132 **ARTICLE IX**

133 Chapter Grievances

134 Section 1. Upon the recommendation of the Grievance committee and chair, the  
135 President shall be empowered to file a grievance to enforce the collective bargaining  
136 agreement on behalf of the entire chapter. As soon as practical thereafter, the Executive  
137 Committee shall be informed of any Chapter Grievances filed.

138 Section 2. The Chapter President shall provide periodic reports to the Executive  
139 Committee regarding the status of Chapter grievances.

140 **ARTICLE X**

141 Meetings

142 Section 1. The membership shall meet at least once in the fall and spring semesters.

143 Section 2. The Executive Committee shall hold regular meetings during the two regular  
144 semesters of the academic year. Special meetings may be called by the President or a  
145 majority of the Executive Committee or by 20% of the membership of the Chapter. All  
146 meetings of the Executive Committee are open to the membership.

147 **ARTICLE XI**

148 Referenda, Recall, and Bylaw Amendments

149 Section 1. Referenda, recall of an officer, or Bylaws amendments can be proposed to the  
150 membership by the President, the Executive Committee, or by a petition of 20% of the  
151 membership.

152 Section 2. The proposed referenda, recall of an officer, or Bylaws amendment shall be  
153 submitted to the membership at least 14 days prior to the vote.

154 Section 3. The Executive Committee shall ensure there is ample opportunity for pro and  
155 con arguments among the membership. The voting method shall be determined by the  
156 Executive Committee and carried out according to Article V, Section 4.