

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

**ARTICLE I - NAME**

This organization will be known as the United Faculty of Florida - Seminole State College of Florida (*hereafter UFF-SSC*), 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**

**Section 1.** To bring regular full-time instructional faculty, librarians, and counselors of Seminole State College of Florida (*hereafter SSC*) into relations of mutual assistance and cooperation in order to obtain rights and privileges to which they are entitled.

**Section 2.** To represent said faculty, librarians, and counselors in collective bargaining.

**Section 3.** To promote democratization of Florida colleges and universities to better serve students and citizens.

**Section 4.** To achieve and safeguard due process and academic freedom.

**Section 5.** To combat all forms of discrimination based on age, disability, gender, marital status, national origin, political belief, race, religion, or sexual orientation.

**Section 6.** To promote academic excellence in Florida's institutions of higher education.

**Section 7.** To strengthen the well-being of the people of Florida through research, teaching, and community service.

**Section 8.** To take appropriate action in order to safeguard rights guaranteed under the Constitutions of the United States of America and the State of Florida and to encourage the promotion of legislative action to improve economic and educational conditions.

**ARTICLE III - MEMBERSHIP**

**Section 1.** Those eligible for active membership will be all regular full-time instructional faculty, guidance counselors, and librarians employed by SSC 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 SSC, resigns from the Association, 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-SSC and the SSC 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-SSC upon presentation of written charges signed by at least 25% 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 following regular membership meeting and shall be reinstated with full rights if the majority of members present vote to reinstate.

**Section 2.** Membership shall be open to retired faculty, counselors, and librarians who wish to maintain affiliation.

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

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

**Section 5.** UFF-SSC will be obliged to provide full benefits of membership to members only. UFF-SSC shall not be required to extend benefits of membership or defend a member 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 Executive Council meetings.

#### **ARTICLE IV – THE EXECUTIVE COUNCIL**

UFF-SSC shall have a governing body which shall be named the Executive Council (*hereafter the Council*). Each campus location (currently Sanford/Lake Mary, Oviedo, Altamonte, and Heathrow) which has at least one, but not more than fifteen (15) members of the total bargaining unit will be permitted one representative on the Council. Another Council representative shall be permitted from each campus location for every additional bloc of fifteen members (15) of the total bargaining unit primarily stationed or assigned to said campus location.

#### **ARTICLE V – COUNCIL REPRESENTATIVES**

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

**Section 2.** Council representatives from a campus location shall be elected by UFF-SSC members primarily serving or stationed at that location.

**Section 3.** Terms of office are for two (2) years. Bi-annual elections shall be held by March 15 in the year that they are conducted. Newly elected representatives will take office at the next Council meeting.

**A.** The UFF-SSC president will appoint members to fill Council vacancies within fifteen (15) days from the date a vacancy is created. Appointees shall be selected from among the members who primarily serve or are assigned to the affected location. If no member from such location is willing, able or available to serve, then the president may appoint any otherwise qualified member to fill such vacancy, irrespective of the campus location such appointee primarily serves or is assigned. All appointments must be confirmed by the Executive Council.

**B.** When a vacancy is filled, the new representative will serve out the remainder of the vacated term of office.

**C.** Any location may recall its representative(s) by presenting to the Council a recall affidavit signed by at least 60% of the representative's member-constituents.

**D.** The Council may dismiss a representative who does not attend three consecutive meetings of the Council 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 VI – OFFICERS**

**Section 1.** Each officer must be an active member of UFF-SSC. The elected officers of shall be a president, vice president, secretary and treasurer.

**Section 2.** Terms of office are for two (2) years. Bi-annual elections shall be held by March 15 in the year that they are conducted. Newly elected officers will take office at the next Council meeting.

**A.** In the event that an officer's active membership in UFF-SSC shall terminate for any reason, then the office shall be vacated.

**B.** All candidates for president and vice-president must have tenure or a continuing contract and at least three (3) academic years of full-time employment in higher education, one (1) year of which must be at SSC.

**C.** A member will not be eligible for election to a third consecutive term as president.

**D.** A member may simultaneously hold a Council seat and a position as secretary or treasurer.

**E.** The president and vice-president may not simultaneously hold a Council seat.

**F.** Vacancies will be filled by holding a special election not more than one month after a vacancy occurs.

**G.** Any officer may be removed from office by a 60% majority of the Council who vote on the issue of such removal. A removal vote must be sustained by a majority vote of the membership. No officer shall be removed from office without being allowed a hearing before the Council prior to the Council's vote. The officer's statements shall be recorded in the minutes of the hearing.

**H.** The names of the officers will be submitted to UFF within fifteen days of assuming their positions.

**I.** The immediate past president, if a member of UFF-Seminole and not serving as an officer or Council member, shall be an ex officio member of the Council.

**J.** Officers will have only those powers granted by the UFF Constitution and these Bylaws.

### **ARTICLE VII - UFF SENATORS**

**Section 1.** The number of UFF senators shall be set in accordance with UFF Bylaws (currently one senator for each twenty-five (25) members or portion thereof 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-SSC President).

**A.** Terms of office are for two (2) years. Bi-annual elections shall be held prior to March 15 in the year that they are conducted. Newly elected officers will take office at the next Council meeting.

**B.** Senators who expect to be absent from a UFF senate meeting will submit a UFF proxy to the UFF-SSC president at least twenty-four hours in advance of the meeting.

**C.** The UFF-SSC 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 Executive Council.

**D.** A member may simultaneously hold a Council seat and a position as UFF-Senator.

### **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 location. The initiative or referendum will be enacted by a "yes" vote of at least 60% of the members who vote.

### **ARTICLE IX - DUES**

**A.** Dues are set in accordance with the UFF Constitution.

**B.** Full payment of dues each year prior to the seventh month of the fiscal year of the Association is a necessary condition for membership.

**C.** The fiscal and membership year for will be from September 1 through August 31.

#### **ARTICLE X - QUORUM**

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

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

#### **ARTICLE XI - MEETINGS**

**A.** The President will call a regular meeting of the Council at least twice per year, once in Fall semester and once in Spring semester. Upon the request of all Council members at any location, the President will call a Special Council meeting. Minutes will be taken at all meetings and contain at least the essence of all matters considered at the meeting, all motions made, 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 representative and officer, each of whom shall make them available to UFF-SSC members upon request.

**B.** There shall be two (2) regular meetings of the general membership of UFF-SSC, called by the Council, on at least five work days' notice, during the academic year. Both meetings shall be held, to as large an extent as shall be reasonably possible and practicable, at those times when at least a majority of the members at each location are not kept from attending by other college responsibilities which require their attendance or presence. Minutes will be taken at each meeting and preserved by the Secretary. The Secretary shall deliver a copy of the minutes of each such meeting as soon as reasonably practicable after each meeting to each Council representative and officer, who shall make them available to UFF-SSC members upon request.

**C.** 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 intelligent decisions can be made.

**D.** 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.

**E.** Notice of all such meetings shall be delivered by mail or electronically.

#### **ARTICLE XII - VOTING**

**A.** Motions at any general membership meeting held during the academic year shall be decided by a majority vote of those members 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.

**B.** Elections of officers, council members, and UFF senators 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. In case of a tie in the run-off election, the Council will decide the winner by secret ballot of Council representatives.

**C.** Matters at Council meetings will be decided by majority vote of the voting members present unless a different vote is required by these Bylaws. Voting members of the Council shall include all elected Council representatives and their successors who have been appointed to fill an unexpired term.

**D.** The president may vote in Council for the sole purpose of breaking a tie vote.

**E.** All UFF-SSC elections shall be conducted by secret ballot.

### **ARTICLE XIII – DUTIES OF OFFICERS**

**A.** The president will preside over meetings of the Council and meetings of the general membership. The president may select volunteers for committees. All selections are subject to approval of the Council by a majority vote. The president will represent UFF-SSC before the public either personally or by delegating this authority to a Council representative or other duly authorized designees. However, the president may not enter into an agreement on any policy or any contract which is binding on UFF-SSC without a majority vote of the Council.

**B.** The vice president 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, including serving as a non-voting Council representative for locations with no UFF-SSC members.

**C.** The secretary will be responsible for taking, preparing, and preserving the minutes, and other records, keeping and distributing the agenda, and preparing correspondence. The secretary may participate in discussions of the Council but will not have a vote on Council matters, unless the secretary has been duly elected to the Council as a campus representative.

**D.** The treasurer 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-SSC all monies received. Withdrawals will be by check or debit card. All expenditures will be reported by the treasurer for the approval of the Council by majority vote unless previously approved

as part of the budget adoption process. Single items in excess of \$2,000 will also require approval by a majority vote of UFF-SSC members. The treasurer may participate in discussions of the Council but will not have a vote on Council matters, unless the treasurer has been duly elected to the Council as a campus representative. The treasurer will transmit to UFF financial information required by UFF. The Council may order an audit of the Association's accounts prior to the beginning of each fiscal year.

#### **ARTICLE XIV – POWERS OF THE COUNCIL**

**A.** The Council will be responsible for the management and governance UFF-SSC, approving expenditures for single items less than \$2,000 not previously approved within the budget adoption process, 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. 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.

**B.** The Council and the president will have the power to create special committees. These committees will report to the Council, and any actions recommended will be subject to a majority vote of the Council before being put into effect.

**C.** The Bylaws may be amended at the suggestion of the Council or the general membership through the Council. An approving vote of at least 60% of the members voting will be necessary for adoption.

**D.** The Bylaws will be reviewed periodically and revised as the need arises. A copy of the Bylaws will be submitted annually to UFF.

**E.** A brief outline indicating the methods of internal communications used by UFF-SSC will be submitted to UFF annually unless there has been no change.

**F.** The Council will provide for membership evaluation and its progress once every five years. Results will be sent to UFF.

#### **ARTICLE XV – ROBERT'S RULES OF ORDER**

**A.** 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.

**B.** Motions of substance at a Council meeting will require a second.

## **ARTICLE XVI – BARGAINING COMMITTEE AND TEAM**

- A.** The Council shall serve as the UFF-SSC Bargaining Committee
- B.** The Council, acting as the Bargaining Committee, shall elect a chief negotiator by majority vote to serve for the duration of upcoming contract negotiations and for a longer period as the Bargaining Committee and the Chief Negotiator agree shall be necessary. The Chief Negotiator need not be a member of UFF-SSC, so long as the Chief Negotiator is an active member of another UFF chapter or an employee of UFF.
- C.** After selection of the Chief Negotiator, the president of shall appoint four (4) to six (6) members of the Bargaining Committee to serve as a Negotiating Team, subject to Council confirmation. In the event the Council does not confirm the Bargaining Team as appointed by the President, then the Council shall elect the Negotiating Team.
- D.** The president may not serve as the Chief Negotiator or as a member of the Negotiating Team. The president may attend all bargaining sessions, planning meetings, and caucuses.
- E.** The Chief Negotiator shall serve as Negotiating Team Chair with the authority to make decisions affecting the process and progress of bargaining, including dismissing a team member for cause. In the event a team member is dismissed, or in the event a team member resigns or ceases to meet required qualifications, the president shall appoint a new member, subject to Council confirmation.

## **ARTICLE XVIII - AMENDMENTS**

- A.** The Council may propose amendments to these Bylaws by a majority vote. The proposed amendment must be ratified by an affirmative vote of at least 60% of the voting members. The ratification vote will be made by ballot or at a general membership meeting having a quorum of at least 60% of the membership. If the former, ratification must occur within ninety days from the mailing of ballots.
- B.** Any member may request that Council propose an amendment to the Bylaws.

## **ARTICLE XIX - DISSOLUTION**

With at least 60% of the membership present at a general membership meeting of called for the sole purpose of considering dissolution, UFF-SSC may be dissolved by an affirmative vote of at least 51% of the entire membership. Dissolution will not become effective until at least one year has elapsed from the time of the dissolution vote.

## **ARTICLE XX - ADOPTION**

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