

BYLAWS

ARTICLE I **NAME**

This organization shall be known as the United Faculty of Miami Dade College, FEA, AFL-CIO, AFT Local 4253.

ARTICLE II **OBJECTIVES**

The purpose of this organization shall be:

- Section 1. To encourage educators to engage in mutual assistance and cooperation for the improvement of higher education.
- Section 2. To raise the standards of the teaching profession through collective bargaining and concerted action.
- Section 3. To promote shared governance at educational institutions to best serve faculty and students.
- Section 4. To promote better educational opportunities in higher education.

ARTICLE III **MEMBERSHIP**

- Section 1. All employees of Miami Dade College included in the latest PERC approved faculty bargaining unit (including those in the process of challenging any disciplinary action) shall be eligible for membership.
- Section 2. No discrimination shall ever be shown toward individual members or applicants for membership because of age, national origin, race, religion, disability, political belief, gender, or sexual preference.
- Section 3. A member may be expelled for acts detrimental to this Union upon presentation of written charges signed by at least 25% of the total membership and approved by at least 75% of the Executive Board. The 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 a majority of the members present vote to reinstate.
- Section 4. All eligible members who execute the standard documentation and remit the required dues shall become members of the union.

Section 5. Any members who fail to pay dues within thirty (30) days when due shall be dropped from the rolls and their names removed from the records at the State and National affiliates.

ARTICLE IV
OFFICERS - ELECTIONS AND DUTIES

Section 1. The following officers shall be elected by this Union:

- a. President. The President shall be the chief executive officer of this Union and shall serve as its official spokesperson. The President shall appoint all committee members, persons to chair all committees, and persons to perform special duties as needed. The President shall be a delegate to all affiliated organizations and shall serve as chairperson of this Union's delegation. The President shall be an ex-officio member of all committees, except the Audit Committee and shall be chair of the Bargaining Committee. The President shall have the authority and decision making power to operate the Union and effectuate the budget on a daily basis including the right to expend up to \$1,000 on a monthly basis in excess of the budget on Union appropriate matters, which must be then reported and documented to the Board.
- b. Executive Vice President. The Vice President shall perform all duties of the President in the absence of that officer. The Vice President shall perform duties as designated by the President and/or the Executive Board. The Vice-President shall serve as parliamentarian and monitor the membership rolls.
- c. Secretary. The Secretary shall record and keep on file minutes of all meetings of this Union's membership and Executive Board. The Secretary shall perform duties as designated by the President and/or Executive Board.
- d. Treasurer. The Treasurer shall be the chief financial officer and will be responsible for keeping an accurate set of financial records subject to an annual internal audit. The Treasurer will receive, record, and deposit in the name of the Union all monies from dues and all other sources. The Treasurer will keep the membership roll. The Treasurer will forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers and to other affiliated organizations to keep this Union in good standing at all

times. Special care shall be taken to see that per capita tax through June 30 is sent to the National Office no later than fifteen (15) days prior to the opening date of the National convention to make sure delegates from this Union may be seated. The Treasurer shall pay all bills authorized by the adopted budget. Executive Board, or the President, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Board for authorization (except those within the President's dollar limit).

- e. Campus Vice Presidents. Each functioning campus shall have one or two elected officers known as the "campus" Vice-Presidents (elected only by members from that campus). At the time of nominations any campus with 100 or less bargaining unit members shall have one Vice-President position and campus with more than 100 bargaining unit members shall have two co-Vice-President positions. The Campus Vice-presidents shall be responsible for serving and informing their respective campus union members. The Union's secretary shall certify the number of Vice-presidents per campus pursuant to the formula.

Section 2. Membership in good standing for at least one year and attendance at fifty percent (50%) or more membership meetings occurring since the last general election is required to hold office.

Section 3. Nominations for office shall be made at the regular November membership meeting prior to the new term. Unopposed candidates will be declared elected.

Section 4. Ballots shall be prepared and distributed to each member in good standing and in attendance at the regular December membership meeting. The Secretary shall collect and supervise the counting of the secret ballots. The candidate receiving a majority of the ballots case shall be declared elected. If a majority is not obtained, a run-off election of the two candidates receiving the most votes shall be held according to the above procedure at that meeting. There will be no "write-in" candidates.

Section 5. Officers shall take office on January 1st and shall be installed at the regular membership meeting in January.

Section 6. All officers shall serve for three years. However, a new three year election cycle shall be held for the term beginning the January of the year immediately

subsequent to ratification of the Union's first collective bargaining agreement.

Section 7. Vacancies in any office shall be filled by the Executive Board until the end of term of office.

Section 8. Any officer can be removed from office only in accordance with the AFT Constitution.

ARTICLE V **COMMITTEES**

Section 1. The following standing committees shall be active in this Union.

Membership. The Membership Committee shall plan and execute a dynamic program to ensure growth and vitality.

Bargaining. The Bargaining Team shall prepare contract proposals. It shall negotiate these proposals with the employer. The Bargaining Team has the full authority to represent this Union in all contract negotiations. The President shall be chair of this committee.

Grievance and Arbitration. The Grievance and Arbitration Committee shall act on all grievances submitted in writing to the Union. It shall present each individual grievance to the Executive Board who shall make final determination of the disposition of the grievance.

Committee on Political Education (COPE). The COPE shall consider recommendations of the American Federation of Teachers, Florida Education Association, Central Labor Council and Florida AFL-CIO, and this Union pertaining to all levels of government. It shall study proposed legislation which may affect the Union and the College. It may initiate recommendations. It may present the record of government officials. With the approval of the Executive Board, COPE may initiate fund raising activities.

The Budget Committee, chaired by the Treasurer, shall prepare an annual budget for adoption by the Executive Board annually each September for the following calendar year. Only a majority vote of the Executive Board or membership can authorize expenditures in excess of the budget or amend the budget.

The Audit Committee shall conduct an internal audit of

the books on a yearly basis. Neither the President or the Treasurer may serve on this Committee. The Audit Committee shall report to the Executive Board.

The Elections Committee shall conduct all elections.

Section 2. Chairpersons and members of all committees shall be appointed by the President.

ARTICLE VI **THE EXECUTIVE BOARD**

Section 1. The Executive Board of this Union shall consist of all elected officers.

Section 2. The Executive Board shall meet prior to each regular membership meeting and at other times when deemed necessary by the President.

Section 3. The Executive Board shall administer the policy of this Union. It shall have the power to act for the good of this Union in emergency situations where the policy cannot be set by the membership, and such actions shall later be reported to the membership for review.

Section 4. The chairperson of the Executive Board shall be the President of the Union.

Section 5. A majority of the Board shall constitute a quorum. A majority vote of those present carries any motion.

ARTICLE VII **AFFILIATIONS**

This Union shall maintain affiliation with, and whenever possible send delegates to, the following organizations:

- a. The American Federation of Teachers. All delegates (except the President, who is automatically a delegate) and alternates to the National Convention of the AFT shall be elected by majority secret ballot vote at the April membership meeting. Notice of election shall be made at the previous membership meeting and written notice shall be sent to each member prior to the election. The President and the Secretary shall certify the election and forward the credentials of all delegates and alternates to the National Office as soon as possible but not later than ten days before the convening of the National Convention. The delegates shall confer with the Treasurer to make sure the AFT per capita through June has been sent to the National

Office at least 15 days before the convening of the National Convention.

- b. The Florida Education Association. All delegates (except the President, who is automatically a delegate) and alternates shall be elected at least one month before the FEA Convention at a regular membership meeting. Written notice shall be sent to each member prior to the election.
- c. The South Florida Central Labor Council. All delegates (except the President, who is automatically a delegate) and alternates shall be elected by the Executive Board.

ARTICLE VIII **FINANCE**

Section 1. Regular dues shall be fixed by majority vote of members present at any regular meeting provided notice of the contemplated change has been announced at the previous meeting.

Section 2. Additional finances may be obtained by various fund raising activities.

Section 3. A checking account will be maintained at a bank chosen by the Executive Board. Signature cards will be signed by the President, Vice President, Secretary, and Treasurer. Checks will require two (2) signatures, one of which must be the Treasurer.

ARTICLE IX **RULES OF ORDER**

Roberts Rules of Order, Revised, shall govern in all cases except as changed by these Bylaws.

ARTICLE X **AMENDMENT**

The Bylaws may be amended by submitting in writing any proposed amendments to the Executive Board or the Executive Board may initiate amendments.

The Secretary will distribute notices to all members at least three (3) weeks prior to the regular membership meeting at which the amendment is to be considered, and the notice will contain the proposed amendment. A majority vote of those present at the designated regular membership meeting shall be sufficient to adopt the amendment.

ARTICLE XI
AVAILABILITY OF BYLAWS

- Section 1. Three copies of this Bylaws and all future amendments shall be submitted to the National Office of the American Federation of Teachers.
- Section 2. Copies shall be made available to other affiliated organizations upon request.
- Section 3. The appropriate number of copies shall be submitted to the Public Employees Relations Commission in Tallahassee.
- Section 4. Copies shall be available for any members of this Union upon request to the Secretary.

ARTICLE XII
DUES

- Section 1. The regular annual dues of the Union shall be a sum equal to one and one-half (1.5%). of base salary unless changed pursuant to Article VIII.
- Section 2. Dues shall be paid through payroll deduction. In special cases, the Executive Board may grant a waiver and allow a member to pay dues in quarterly, semi-annual, or annual installments.

ARTICLE XIII
MEMBERSHIP MEETINGS

- Section 1. This Union shall meet three times a year. The President shall set the meetings Notice must be posted or mailed at least fifteen (15) days in advance.
- Section 2. Only members in good standing may attend Union meetings and vote.
- Section 3. The Union may hold special meetings as called by the President or the Executive Board provided ten (10) days written notice is given. All lawful actions can be conducted at such special meetings.
- Section 4. Ten (10%) percent of the membership shall constitute a quorum.

ARTICLE XIV
CONSTITUTION

These bylaws shall also serve as the Constitution of the Union.

January, 2008

ARTICLE XV
RETIREE CHAPTER

NAME

- Section 1:** The Chapter shall be a constituent unit and is fully part of the UFMDC Local 4253 (also referred to herein as UFMDC or Local).
- Section 2:** The Chapter or its officers shall take no action that has not been approved by, or is in conflict with the policies and decisions of, the Local's membership or the Local's executive board.
- Section 3:** No provision of, or proposed amendment to, these Bylaws shall be in conflict with the constitution and/or bylaws of the Local.

OBJECTIVES

The purpose of this organization shall be:

- Section 4:** To promote membership in the Chapter of eligible retirees, as defined in Article IV of these Bylaws.
- Section 5:** To formulate and support programs that will advance the best interests of Chapter members in matters including but not limited to pensions, Social Security, and health benefits.
- Section 6:** To promote the aims and objectives of the UFMDC and AFT in matters that pertain to both working members and retirees.
- Section 7:** To monitor legislation at both the state and national levels that may affect members and to keep its members informed of such legislation.

MEMBERSHIP

- Section 8:** Retiree membership shall be open to all UFMDC retired faculty who have held active membership in the UFMDC prior to their retirement.
- Section 9:** The Local's Executive Board may approve applications for membership from other individuals, such as faculty who retired prior to the formation of UFMDC, who wish to join the Chapter.
- Section 10:** Membership eligibility in the Chapter shall be

determined without regard to sex, race, religious creed, color, national origin, sexual orientation, ancestry, age, or political affiliation.

Section 11: Retention of good membership standing in the Chapter shall be determined by the payment of all previously assessed dues by January 31 of each year; notification of upcoming dues will be sent to all members of the Retiree Chapter by December 1 of the previous calendar year. Members who have not already paid such dues by January 31st shall be notified in writing by either E-Mail or regular mail.

DUES AND CHAPTER FUNDS

Section 12: The amount of Chapter dues shall be established by the UFMDC executive board.

Section 13: The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the UFMDC executive board.

Section 14: All chapter generated funds shall only be placed in the Local's accounts and further all checks drawn upon and withdrawals of said funds shall be by the Local's officers in accord with the Local's Bylaws/Constitution.

ELECTION OF OFFICERS AND CONVENTION DELEGATES

Section 15: Officers shall be elected as part of the election of officers and delegates of the Local every three years. Except that the initial election of officers shall take place within 120 days of the Chapter's approval by AFT and the term of the initial officers shall end at the same time the term ends for the local officers in office at the time of the initial Chapter election. The organization will elect the following officers:

- a. President
- b. Vice President
- c. Secretary

Section 16: The Elections Committee shall be the Elections Committee of the Local and will conduct all elections.

Section 17: All election rules, procedures and decisions shall be in accord with the Local's Bylaws/Constitution or as otherwise properly established by the Local's Elections Committee in conformity with said Bylaws/Constitution.

Section 18: The election results will be published and distributed to the Local and Chapter's general membership.

Section 19: At the close of their term, outgoing officers shall deliver to the Local's President all books and records of the Chapter.

Section 20: One Chapter member shall be eligible to be elected to be a Retiree Chapter delegate to each of the AFT (or any other national or state affiliate) conventions in accordance with all applicable Bylaws/Constitutions and laws.

DUTIES OF OFFICERS

Section 21: Duties of the President:

- a. Serve as a non-voting ex officio member of the Local Executive Board;
- b. Administer the affairs and execute the policies of the Chapter;
- c. Preside at all meetings of the Chapter Executive Committee and Chapter general membership;
- d. Represent the Chapter to outside groups;
- e. Appoint members to all committees, serve as an ex officio member of all committees and establish new committees as necessary;
- f. Call regular and special meetings of the Executive Committee and the Chapter general membership; and,
- g. Fulfill other duties as the office requires, as directed by the Local's President, or as are consistent with the Chapter and the Local's Constitution/Bylaws.

Section 22: Duties of the Vice President:

- a. Assist the President with his/her duties;
- b. Oversee the work of the committees;
- c. Assume the duties of the President in case of his/her absence, disability, or upon the President's request;
- d. Be responsible for assisting the Local in its COPE authorized political fundraising drives or election activities among retirees; and,
- e. Perform such other duties as may be prescribed by the Local's President.

Section 23: Duties of the Secretary:

- a. Record and keep the minutes of all Executive Committee and general membership meetings;
- b. Disseminate pertinent information to the Chapter general membership, including notification of meetings;
- c. Perform duties as assigned by the Local's President;
- d. Be responsible for all correspondence;

- e. Keep an official file of all Chapter matters;
- f. Under the direction of the Local's Treasurer, maintain up-to-date membership records, immediately forward all monies to the Local's Treasurer, and distribute Local's financial reports at Chapter general membership meetings.

EXECUTIVE COMMITTEE

Section 24: The Executive Committee shall consist of all elected officers of the Chapter. The current president of UFMDC shall be a non-voting ex officio member of the Executive Committee.

Section 25: It shall be the duty of the Executive Committee to:

- a. Conduct all business affairs of the Chapter between meetings;
- b. Make policy recommendations for consideration by the general membership subject to final approval of the Local's executive board;
- c. Plan the agenda for all Chapter meetings;
- d. Approve all standing committees and special committees appointed by the Chapter President; and,
- e. Prepare and present for approval a yearly budget to the Local's Executive Board.

Section 26: The Executive Committee shall meet at least three times per year and at other times as deemed necessary. Special meetings of the Executive Committee may be called by the Chapter or Local president or at the request of two members of the committee. A majority of the Executive Committee, including the president, shall constitute a quorum. No business shall be transacted in the absence of a quorum.

MEETINGS

Section 27: The Chapter shall hold at least one General Membership meeting each year.

Section 28: Additional meetings may be called by the president with the approval of the Executive Committee; by approval of the Chapter General Membership at an official meeting or upon petition of 20 percent or more of the members in good standing in the Chapter. Payment or reimbursement for additional expenses related to

special meetings requires prior approval by the Local's President before holding such meetings.

Section 29: A quorum at a Chapter meeting shall consist of at least ten Chapter (10) members in good standing or 10 percent of the total Chapter membership, whichever is less, and shall include at least two (2) officers. No official business shall be transacted in the absence of a quorum.

Section 30: The president of the UFMDC shall be an ex officio member of the Chapter.