



United Faculty of Miami Dade College

United Faculty Miami Dade

BYLAWS



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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