

UFF-BC Chapter Policy for Reviewing Incorrect Membership Charges

The United Faculty of Florida, Broward College Chapter (UFF-BC) recognizes any chapter member may petition the United Faculty of Florida (UFF) Steering Committee or the UFF-BC to review and resolve personal dues' incorrections using the following steps:

1. **Collect and organize digitally all supporting documents that provide evidence of incorrect charges.** Evidence must include the following:
 - A. Documentation of the amount and timeline that the incorrect dues were paid.
 - B. The name and contact information of the impacted member(s).
 - C. Documentation of circumstances that could have caused the incorrect dues (e.g., change in bargaining unit status, incorrectly entering salary information).
 - D. Any other supporting materials that the chapter or individual(s) involved wishes to provide that will clarify the case in question.
2. **Work with the UF-BC's assigned designee to assist you in routing your case with all supporting documents to the state UFF's Steering Committee (Step 3) and/or the UFF-BC Executive Council (Step 4) based on the respective guidelines. *Read each of the following steps, including the respective notes, before proceeding.***
3. **Email (from your registered, personal email on file with the state UFF and UFF-BC) a request to review your case, including charges and supporting documents, to the UFF state Steering Committee's liaison, the state UFF President, per [the state UFF membership policy](#). *See page 2 for an excerpt of the state UFF's membership policy related to incorrect charges; the excerpt includes essential contact information.***

Notes: At the state UFF level, eDues payments can only be resolved during the fiscal year in which they occurred. The state UFF acknowledges that its fiscal year runs from September 1 through August 31. If your case does not meet the state membership policy's guidelines, see step 4.

4. **Email (from a non-Broward College employee email) the UFF-BC Chapter President or the Chapter Membership Chairperson to request the chapter's Executive Council to review and decide on the case *if the case is not resolved, or cannot be resolved, at the state UFF level via the UFF Steering Committee.***

Notes: The UFF-BC Executive Council (EC) will not consider cases that extend beyond two fiscal years unless it chooses otherwise due to extenuating circumstances. The EC may appoint an ad hoc committee to review and recommend cases (as well as recommend solutions) to the EC for its final decision via vote. The Chapter Vice President or Chapter Membership Chairperson will inform the member of the EC's decision. Each recommended case will be presented as an agenda item during a scheduled EC meeting.

Inquiries about this UFF-BC Chapter policy can be addressed with the Chapter President or the Chapter President's designee.

Excerpt from the UFF Membership Policy Approved by the UFF Senate on 9/23/23

In order to address an ongoing series of incorrect charges and/or incorrect charges for groups of members, resolution must be sought through the following UFF governance process:

Requests to address incorrect dues deductions for an extended period and/or for groups of members must be submitted in writing to the UFF Steering Committee through the UFF President, including all available evidence regarding—

- Documentation of the amount and timeline that the incorrect dues were paid.
- The names and contact information of the impacted member(s).
- Documentation of circumstances that could have caused the incorrect dues (change in bargaining unit status, incorrectly entering salary information, etc.).
- Any other supporting materials that the chapter or individual(s) involved wishes to provide that will clarify the case in question.

The Steering Committee will decide by majority vote on (1) whether dues will be reimbursed by UFF statewide resources, and (2) the monetary amount that will be reimbursed in the given case. The chapter or individual(s) may appeal the Steering Committee's decision to the UFF Senate, which will have final say on the matter by majority vote.

Local leaders may direct all questions about this process to the UFF President.

NOTES

1. eDues payment corrections can only be resolved during the fiscal year in which they occurred. The UFF fiscal year extends from Sept 1 – August 31.
2. For the purposes of this policy, submission to the UFF Office can be sent:
 - A. via email to UFF@floridaea.org (preferred)
 - B. via postal service to UFF at 115 N Calhoun Street, Suite 6, Tallahassee FL 32301.
3. Member or chapter inquiries can be made:
 - A. via telephone to 850-224-8220
 - B. via email to UFF@floridaea.org
 - C. via postal service to UFF at 115 N Calhoun Street, Suite 6, Tallahassee FL 32301.
4. *In order to address membership processing issues in an efficient manner, please do not directly contact UFF Service Unit Directors, UFF Organizing Staff, or UFF Office Staff, as these staff members may not be available to assist you.*