



**UNITED FACULTY OF FLORIDA  
BROWARD COLLEGE CHAPTER**

3501 SW DAVIE RD., 01/141  
DAVIE, FL 33314

*“WORKING TO RESTORE THE BALANCE”*

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**BYLAWS  
BROWARD COLLEGE CHAPTER  
UNITED FACULTY OF FLORIDA (UFF)**

**ARTICLE I  
Name**

This organization shall be known as the Broward College Chapter of the United Faculty of Florida (UFF-BC), hereafter referred to as the Chapter.

**ARTICLE II  
Objectives**

- Section 1. To bring faculty and professional employees of the College into a relationship of mutual assistance and cooperation in order to identify and defend for them the rights and privileges which are theirs especially through the Constitution of the State of Florida.
- Section 2. To promote democratic principles and processes within the College that will enable members to better serve the people of Florida and will enhance the educational background of our students.
- Section 3. To safeguard academic freedom.
- Section 4. To facilitate a more effective cooperation among faculty and research scholars in universities, colleges, and professional schools of similar grade, for the promotion of the interests of teaching, research, and innovation in higher education, and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession.

**ARTICLE III  
Membership**

All members of the bargaining unit at Broward College are eligible for membership in the Chapter. Individuals not in the bargaining unit are eligible in another membership category, as specified in the UFF state constitution.

ARTICLE IV  
Officers and Executive Council

- Section 1. The Chapter officers shall be a President, a Vice-President, a Secretary, and a Treasurer elected annually from the membership by open nomination and secret ballot.
- Section 2. The Executive Council of the Chapter shall be composed of the elected officers, stewards, UFF Senators, and chairpersons of Standing Committees.
- Section 3. All officers and members of the Executive Council shall begin their terms of office at the end of the Winter Semester, unless otherwise specified in the UFF state constitution (e.g., UFF state Senators).

ARTICLE V  
Elections

- Section 1. The Executive Council shall name an ad hoc Elections Committee by January 20<sup>th</sup> to solicit nominations for officers and oversee the election process.
- Section 2. The President or the Secretary shall provide 30 days notice of all elections.
- Section 3. Written nominations for the offices of President, Vice-President, Secretary, Treasurer, and state Senators shall be received by the committee before February 20<sup>th</sup>. Election of the officers and state Senators shall take place concurrently, by secret ballot, on each of the campuses by March 10<sup>th</sup>. Official absentee ballots shall be available on request from the Elections Committee.
- Section 4. All chapter members are eligible to nominate, to run for office, and to vote for Chapter officers.
- Section 5. The Chapter Executive Council shall appoint willing stewards for each building or other appropriate unit. A steward must be a chapter member. Appointments or reappointments shall be made by May 31<sup>st</sup> or as necessary should any vacancy occur.

ARTICLE VI  
Vacancies

- Section 1. In the event a vacancy in the office of the President occurs, the Vice-President shall succeed the President and, within 30 days of his/her succession, call a membership meeting in order to elect a new President.
- Section 2. In the event of a vacancy in any other office prior to the end of the Fall Semester, the President shall call a general membership meeting in order to elect replacements.

## ARTICLE VII Committees

- Section 1. The Standing Committees shall be:
- a. Grievance Committee
  - b. Government Relations Committee
  - c. Negotiations Committee
  - d. Membership Committee
  - e. Communications Committee
- Section 2. The President-elect shall nominate the members and chairpersons of each Standing Committee. Committee appointments shall be ratified by a majority vote at the next regular meeting of the Executive Council.
- Section 3. The President or the President-elect if appropriate shall appoint College and ad- hoc committees as necessary to represent the interests of the members of the bargaining unit. Committee appointments shall be ratified by a majority vote at the next regular meeting of the Executive Council.

## ARTICLE VIII Duties of Officers and the Executive Council

- Section 1. The President has executive power subject to the limitations imposed by this set of bylaws. The President shall preside at all meetings of the Chapter and of the Chapter Executive Council. He/She shall be an ex-officio member of all committees, and shall sign all the necessary documents and papers and shall represent the Chapter.
- Section 2. The Vice-President shall undertake those duties assigned by the Executive Council or the President. He/She shall represent the President in his/her absence.
- Section 3. The Secretary shall keep minutes of the Executive Council and membership meetings and shall ensure their distribution to the Chapter. The Secretary, through the Membership Chairperson, shall keep a record of unit members and Chapter members, and shall transmit such rolls to the Executive Council when necessary. Additional duties for the Secretary may be prescribed by the Executive Council or the President.
- Section 4. The Treasurer shall be the chief financial officer for the Chapter, shall exercise supervision over the receipt and disbursement of all monies, properties, securities, and other evidences of financial worth of the organization, and shall prepare the annual financial statement. He/She shall perform or supervise such operations under the direction of the Executive Council.
- Section 5. The Executive Council shall execute the policies of the Broward College Chapter of UFF as set by the Chapter membership. The Executive Council must authorize all expenditures and shall have the power to act for the good of the Chapter in emergency situations where policy cannot be set by the membership. It shall report such actions to the membership at a general membership meeting called by the Executive Council. The Executive Council has the power to create ad-hoc committees.

- Section 6. The Executive Council through the President shall communicate to stewards UFF policies, as well as UFF-BC Chapter policies. Stewards shall have duties and responsibilities as assigned by the President.
- Section 7. Stewards shall be responsible for disseminating and collecting information as directed, reporting to the to the Executive Council any concerns of their appropriate unit, and representing the Chapter in their unit.
- Section 8. The President and/or the Secretary shall notify the membership of UFF-BC meetings.

#### ARTICLE IX Duties of the Standing Committees

- Section 1. All committees shall be under the direction of and report to the Executive Council and the President.
- Section 2. The Grievance Committee shall supervise and keep records of all grievances, as well as report on the status of all grievances at each regular Executive Council meeting.
- Section 3. The Government Relations Committee shall be responsible for representing the Chapter at political functions. It shall also communicate regularly to the membership items of political interest, articulate unit concerns with the legislative delegation, and collect political contributions for the United Faculty of Florida Political Action Committee (UFF-PAC).
- Section 4. The Negotiations Committee shall be responsible for determining the bargaining priorities of unit members, identifying practices to be incorporated into the unit's contract, and for negotiating, through the Negotiating Team, with the College all changes in employee wages, hours, and work conditions.
- Section 5. The Membership Committee shall supervise the recruitment of Chapter members and shall coordinate membership activities with all Stewards and other members of the Executive Council.
- Section 6. The Communications Committee and the President shall be responsible for issuing communications, especially through electronic media, of interest to members. The communications shall include, but not be limited to, a newsletter whether published in electronic format or print format.

#### ARTICLE X Election of Senators to the UFF Senate

The President shall be an automatic Senator of the UFF. Additional Senators shall be elected by secret ballot through the election process outlined in Article V and in compliance with the UFF Constitution.

## ARTICLE XI

### Meetings

- Section 1. The Executive Council shall hold a regular monthly meeting during the academic year, including the month of May. Special meetings may be called - including during June, July and August - by the President or by a majority of the Executive Council. All meetings of the Executive Council shall be announced to the membership and open to all members.
- Section 2. Meetings of the general membership may be called by the Executive Council or by petition of ten percent of the members of the Chapter. Such meetings must be announced with as much notice as possible. At these general membership meetings, the President shall make a report to the membership concerning the state of the chapter.
- Section 3. A quorum at any announced meeting shall consist of the members present.

## ARTICLE XII

### Rules of Order

Roberts Rules of Order, Revised, shall govern in all cases not covered by the Constitution and Bylaws.

## ARTICLE XIII

### Amendment

The Bylaws shall be amended as follows: the proposed amendment(s) shall be submitted to the Secretary who shall ensure distribution to the membership at least 15 days prior to a secret ballot election held at each campus. A majority vote of the members shall be sufficient to adopt an amendment.