

**UNITED FACULTY OF FLORIDA  
USF-GAU CHAPTER  
BYLAWS**

**Article I: Membership Meetings**

Membership meetings will be held at least once during the Fall and once during the Spring semesters or whenever summoned by 10% of the Membership by petition. Members will be given no less than two weeks notice of regular meetings and as much notice as possible of any emergency meeting.

**Article II: Election and Recall of Officers, Standing Committee Chairs and Senators**

**Section 1.** All officers, standing committee chairs and senators shall begin their terms of office on April 30 of the election year.

**Section 2.** Failure to carry out prescribed duties and actions or to adhere to Chapter policies shall constitute grounds for recall. Recall of a Chapter Officer, Standing Committee Chair, Chief Steward, or GAU Senator may be initiated by a petition signed by 20% of the Chapter membership. An emergency Membership meeting shall be called to discuss the motion before further action. A recall election by the Membership shall be held within 30 days of the emergency Membership meeting by mail ballot.

**Article III: Duties of Officers and Standing Committee Chairs**

**Section 1. Duties of Co-Presidents.** The Co-Presidents shall call and preside at all meetings of the Executive Committee and Membership. They shall appoint the Standing Committee Chairs and the Chief Steward, subject to the approval of the Executive Committee. They shall be ex-officio members of all committees, sign all necessary documents and papers and represent the Chapter internally and externally. They are members of the UFF President's Council. The Co-Presidents shall report to the Membership annually on the activities of the Chapter. The Co-Presidents supervise the work of any employees of the Chapter. Significant correspondence and documents shall be deposited in the Chapter records at the end of the Co-Presidents' term of office.

**Section 2. Duties of Secretary.** The Secretary shall maintain the records of the Chapter, shall record the minutes of all Membership, Executive Committee Meetings or consultations with the University President or Provost. Copies of these minutes shall be distributed to all Executive Committee members.

**Section 3. Duties of the Treasurer.** As chief financial officer of USF-GAU, the Treasurer shall exercise supervision over the receipt and disbursement of all moneys, properties, securities and other evidences of financial worth of the organization. S/He shall prepare an annual financial statement and shall prepare a proposed budget for

approval at USF-GAU's first Membership meeting of each Fall semester. S/He also shall submit the approved version of the budget to the UFF office in Tallahassee. The Treasurer shall report regularly to the Executive Committee and the Membership on the financial status of the Chapter.

**Section 4. Chair of the Grievance Committee.** The Chair of the Grievance Committee shall direct the administration of grievances at USF, coordinate the activities of the Grievance Committee as described in the UFF Constitution and report regularly to the Chapter. S/He shall serve as the Chapter representative to the State UFF Contract Enforcement Committee.

**Section 5. Chair of the Bargaining Committee.** The Chair of the Bargaining Committee shall represent the Chapter to the statewide Graduate Assistants United Bargaining Team unless otherwise determined by the Membership. The Bargaining Chair shall coordinate the activities of the Bargaining Committee as described in the UFF Constitution and report regularly to the Membership on the progress of bargaining.

**Section 6. Chair(s) of the Organizing Committee.** The Chair(s) of the Organizing Committee shall coordinate the activities of the Organizing Committee as described in the UFF Constitution and report regularly to the Membership. The Chair(s) shall serve as chapter representative(s) to the State UFF Membership Committee unless otherwise determined by the Chapter Membership.

**Section 7. Chair(s) of the Publications Committee.** The Chair(s) of the Publications Committee shall coordinate the activities of the Publications Committee.

**Section 8. The Chief Steward.** The Chief Steward shall coordinate the activities of department stewards and shall report regularly to the Executive Committee and to the Membership on recruitment activities and Membership concerns at the department level. In conjunction with the Organizing and Publications committees, the Chief Steward shall contact new bargaining unit employees and prepare materials that can be used in recruiting.

#### **Article IV: Executive Committee**

**Section 1.** The Executive Committee shall meet upon the request of the Co-President(s) or other member(s) of the Executive Committee.

**Section 2.** The Executive Committee shall monitor the operations of the Chapter and shall make recommendations to the Membership.

#### **Article V.: Standing Committees**

**Section 1.** Committee members shall be appointed by the Chair of the Committee in consultation with the Co-President(s) except as provided otherwise in the Chapter Constitution or Bylaws.

**Section 2.** All committees shall report regularly to the Executive Committee and Membership on their activities.

**Section 3.** Committees shall submit reports on current activities at Membership meetings. By a date set by the USF-GAU Treasurer, a proposed budget for the coming year shall be submitted to the Treasurer.

**Section 4.** The Bargaining Committee serves in an advisory capacity to the GAU Bargaining Council. They will plan and analyze bargaining surveys and develop position papers as needed. The Committee shall meet at least once per semester during the academic year to discuss issues of concern to Collective Bargaining at USF.

**Section 5.** The Grievance Committee consists of the Chapter's certified grievance representatives. The Grievance Committee shall keep records of and supervise all grievances and make sure that the bargaining unit is fully represented in informal resolutions and in formal grievance procedures. They shall also insure that the Executive Committee is fully informed on progress in enforcing and expanding the Collective Bargaining Agreement. The Committee shall meet at least once per semester during the academic year to discuss issues of concern to contract enforcement at USF. Grievance training sessions shall be scheduled once per year.

**Section 6.** The Organizing Committee shall carry out organizing drives among graduate assistants. In conjunction with the Chief Steward and Publications Committee, it shall contact new bargaining unit employees and prepare materials that can be used in recruiting. The Committee shall meet at least once per semester during the academic year to discuss the progress of recruiting efforts at USF.

**Section 7.** The Publications Committee shall publish a newsletter at least once a semester, maintain the chapter's site on the World Wide Web, and shall produce or assist in producing texts for other USF-GAU committees. In conjunction with the Chief Steward and Organizing Committee, it shall contact new bargaining unit employees and prepare materials that can be used in recruiting. The Committee shall meet at least once per semester during the academic year to plan and produce a newsletter. The Executive Committee and the Co-Presidents hold ultimate authority over the approval of the contents of the Newsletter.

## **Article VI: Stewards**

Each department in the University of South Florida that employs graduate assistants is entitled to at least one USF-GAU department steward. Department stewards must be enrolled in the department they represent. It shall be the goal of USF-GAU to recruit at least one steward for every department in the University employing graduate assistants. Stewards shall work to recruit members for USF-GAU at the department level, shall represent the concerns of graduate assistants in their department to the Chief Steward,

and shall keep current records of USF-GAU membership within their respective departments.

## **Article VII: Amendments**

**Section 1.** Proposed amendments to the Bylaws must be submitted to the Membership two weeks prior to the date scheduled for a vote on the amendments.

**Section 2.** Adoption of an amendment requires a vote of a simple majority of the Membership present and voting on the amendment