

UFF-FSU-GAU Constitution and Bylaws

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Constitution and Bylaws for United Faculty of Florida—Florida State University—Graduate Assistants United

CONSTITUTION

Preamble

In accordance with the Constitution and Bylaws of the United Faculty of Florida (UFF), we, the members of Graduate Assistants United (GAU) at the Florida State University (FSU), have established this Chapter in order to achieve objectives which are of importance to the graduate assistants at the Florida State University.

Article I. Name

This organization shall be known as the Florida State University Chapter of the United Faculty of Florida Graduate Assistants United (UFF-FSU-GAU).

Article II. Objectives

Section 1. To bring graduate assistants of FSU into a cooperative relationship to protect the rights and privileges to which they are entitled under the Constitutions of the United States and the State of Florida, and the UFF-FSU-Graduate Assistants United/Board of Trustees Collective Bargaining Agreement (CBA).

Section 2. To invest time and energy only in those issues that are fundamental to graduate assistant self-interest.

Section 3. To promote the democratization of FSU to serve better the people of the State of Florida.

Section 4. To ensure responsible management of FSU and accountability for policies developed and actions taken by FSU administrators on behalf of FSU and its faculty, graduate assistants, and professional employees.

Section 5. To achieve and safeguard due process and academic freedom.

Section 6. To combat all forms of discrimination based on race, sex, age, religion, national origin, political belief, sexual orientation, gender identity and expression, and military status at FSU and in the State University System.

Section 7. To promote academic excellence in research, teaching and service at FSU.

Section 8. To help graduate assistants realize their professional and human potential.

Section 9. To promote economic security and humane working conditions within FSU.

Article III. Membership

Graduate assistants at FSU who are within the bargaining unit shall be eligible for membership in the UFF-FSU-GAU Chapter, according to the Bylaws, except as otherwise provided in the Constitution of UFF (Article III).

Article IV. Officers, Senators, and Delegates

Section 1. The Membership of UFF-FSU-GAU shall elect every year by open nomination and secret ballot the following officers: one President, one Executive Vice President, one Vice President of Membership, one Treasurer, and one Grievance Officer. These officers shall conduct the business of the Chapter.

1. No individual may hold more than one elected office at the same time.
2. The President shall appoint a Secretary, the chairs of all standing committees, and all other special or standing positions, and have them affirmed by a majority vote from the Executive Committee.

Section 2. The Membership shall elect the appropriate number of senators to the UFF Senate, according to Article VI of the UFF Bylaws.

Section 3. The Membership shall elect the appropriate number of delegates to the FEA Assembly, according to FEA Bylaw III.

Article V. Executive Committee

Section 1. The elected and appointed officers and the chairs of the standing committees shall constitute an Executive Committee to advise the President in the operation of the Chapter.

Section 2. The elected officers shall confirm the appointment of the remaining officers and the chairs of the standing committees; once confirmed, members of the Executive Committee shall confirm the appointment of future members.

Section 3. Members of the Executive Committee shall have a vote in all matters of Chapter governance, except as noted below.

Section 4. The President may also appoint special positions and special committee chairs. These positions are members of the Executive Committee for the

purpose of reporting on and advocating for their committees and responsibilities, but do not have a vote in matters of governance.

Section 5. No individual, regardless of positions held, may cast more than one (1) vote in any matter, unless enacting a proxy from another member of the Executive Committee.

Section 6. In the case of a tie during any vote of the Executive Committee, the President shall cast the deciding vote. If acting in place of the President, the Executive Vice President shall have this power.

Article VI. Standing Committees

There are six (6) standing committees: Bargaining, Organizing, Communications, Political Action, University Action, and Diversity.

Article VII. Rules of Order, Voting, Constitutional Ratification, and Constitutional Amendments

Section 1. When consensus on Chapter business cannot be achieved, Robert's Rules of Order shall be implemented for further discussion.

Section 2. Changes to the Constitution and Bylaws, approval of the Chapter budget, election of officers, and other major strategic decisions shall require approval of the majority of members present and voting.

Section 3. Ratification of this Constitution shall be by a two-thirds vote of the members present and voting at a Membership meeting. The Constitution shall be made available to the members at least two (2) weeks prior to the vote.

Section 4. This Constitution may be amended by a two-thirds vote of the members present and voting at a Membership meeting or by a mail ballot. The amendment(s) shall be made available to the members at least two (2) weeks prior to the vote.

BYLAWS

Article I. Membership Meetings

Membership meetings will be held at least once during the Fall and once during the Spring semesters, as determined by the Executive Committee, or whenever summoned by 10% of the Membership by petition. Members will be given no less than two (2) 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. The Executive Committee shall assemble a special committee of the Membership, whose members cannot hold elected office or be running for elected office, whose duty it is to prepare for and conduct chapter elections.

Section 2. The special elections committee shall notify the Membership, through all normal channels, of a meeting to submit nominations for all elected positions. Such notification shall include descriptions of the positions available for nomination, as described in Article IV of the Bylaws. This meeting must be held at least two (2) weeks after notification. This meeting may be held during a normal business meeting, provided sufficient notification is given.

Section 3. During the nomination meeting, all members shall have the right to nominate themselves or another member of FSU-GAU for any elected position. Nominees shall have the right to decline.

1. If any nomination is uncontested, any member may move to elect by acclamation. In the case of a unanimous affirmative vote, the nominee shall take office by April 15.

2. If there are two or more nominees for an office, the special elections committee shall set a date at least two (2) weeks following notification for an election and notify the Membership. This notification shall be mailed to all members' last-known postal addresses; it shall include the date, voting start and end times, and location of the election, as well as the names of all nominees for open positions and instructions regarding the election process.

Section 4. During the election meeting, if one is required, the head of the special elections committee shall read aloud the descriptions of all contested positions and introduce the candidates. Each candidate may speak for up to five minutes in favor of their candidacy. The Membership may ask questions of any candidate. The head of the special elections committee shall call for a vote; votes shall be cast by secret ballot.

1. If a winner is determined within a 1% margin or three (3) votes, whichever is larger, an automatic recount shall begin.
2. In the case of a tie, the vote shall be taken again.

Section 5. All elected officers, appointed chairs of standing committees, senators, and delegates shall begin their terms of office on April 15 of the election year. The Grievance Officer shall become an elected position as of April 2017.

Section 6. Failure to carry out prescribed duties and actions or to adhere to Chapter policies shall constitute grounds for recall. Recall shall only be pursued after appropriate actions have been taken to resolve the issue at hand.

1. Recall of an elected officer, appointed chair of a standing committee, senator, or delegate may be initiated by a petition signed by 20% of the Chapter Membership.
2. Alternatively, recall may be initiated if an officer fails to appear or provide legitimate excuse (as determined by the President) for nonattendance at three regularly announced meetings of the Membership or Executive Committee.
3. 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 secret ballot.

Article III. Executive Committee

Section 1. The Executive Committee shall meet no less than twice a semester on a basis voted upon by the Executive Committee at the beginning of the semester. Meetings of the Executive Committee will be open to members of the bargaining unit and invited guests.

Section 2. Between regular meetings, meetings of the Executive Committee may be called at the request of the President or other member(s) of the Executive Committee.

Section 3. The Executive Committee shall monitor the operations of the Chapter and shall make recommendations to the Membership.

Article IV. Duties of Officers and Standing Committee Chairs

Section 1. Duties of the President.

The President is responsible for leading the Chapter and communicating with the UFF state office and affiliates. The President, when elected, shall automatically be named a UFF senator and a delegate of the FEA. It is the responsibility of the President:

1. To become familiar with the programs and policies of UFF and the FEA.
2. To serve as official spokesperson for the Chapter and represent the Chapter internally and externally.
3. To report to the Membership annually on the activities of the Chapter.
4. To call and preside at all meetings of the Executive Committee and Membership.
5. To appoint the Secretary, Chief Negotiator, and the standing committee chairs (Bargaining, Communications, Political Action, University Action, Organizing, and Diversity).
6. To appoint at least two (2) Membership Organizers, after receiving recommendations from the Vice President of Membership, no less than four (4) weeks prior to the start of each Fall and Spring semester, per Article 14.4 of the Collective Bargaining Agreement (CBA): "Supplemental Appointments for Union Activities."
7. To create special committees and appoint members to serve on or chair such committees as needed. Supervision of special committees may be delegated to other officers, as appropriate to the work of the committee.
8. To appoint and to delegate responsibilities to the committees as provided by the Bylaws and serve an ex-officio member of all committees.
9. To plan the objectives, programs, and meetings of the Chapter with the aid of the Executive Committee and within the provisions of the Bylaws.
10. To supervise the activities of the Chapter leadership and ensure Chapter and officer responsibilities are met.
11. To collaborate on a budget proposal with the Treasurer.
12. To monitor all official Chapter communication and finances, and provide guidance and approval when necessary.
13. To maintain contacts with other local presidents and with the general public.
14. To read all UFF and FEA e-mails and notices and communicate with the Membership about local, state, and national programs and problems under consideration.

15. To complete and maintain PERC certification and reporting requirements as directed by the UFF state staff.
16. To ensure completion and maintenance of Internal Revenue Service reporting as directed by the UFF state staff.
17. To coordinate communication with the local Central Labor Council (CLC) of the AFL-CIO and attend CLC meetings or send a representative.
18. To serve as a member of the UFF President's Council.
19. To communicate with the FSU President and Board of Trustees and advocate for the Chapter and bargaining unit members.
20. To communicate and coordinate local activities with the regional Service Unit Director of FEA.
21. To represent the Chapter to the statewide UFF-GAU Bargaining Council.
22. To deposit significant correspondence and documents in the Chapter records at the end of the President's term of office.
23. To cast the deciding vote in the event of a tie.

Section 2. Duties of the Executive Vice President.

The Executive Vice President is responsible for directing internal organizing activities as delegated by the President. The Executive Vice President, when elected, shall automatically be named a UFF senator and, if membership numbers permit, a delegate of the FEA. It is the responsibility of the Executive Vice President:

1. To familiarize him/herself with the duties and plans of the President and provide help and support for all such duties.
2. To serve in the place of the President whenever the President is unavailable.
3. To develop a strategic initiative for increasing the engagement of members with the governance and organization of the Chapter, in coordination with the Organizing Chair.
4. To plan and conduct new member orientations and/or presentations about the Chapter at the start of each Fall semester, with the assistance of the President, the Vice President of Membership, the Organizing Chair, the Membership Organizers, and the Department Representatives.

5. To serve as an ex-officio member of all committees.
6. To serve as the successor to the President if the President is unable to perform his/her duties. Should the President resign or be removed from office, the Executive Vice President shall serve as the Interim President until the next election.

Section 3. Duties of the Vice President of Membership.

The Vice President of Membership is responsible for directing Membership development activities and efforts to maintain Membership as delegated by the President. The Vice President of Membership, when elected, shall automatically be named a UFF senator and a delegate of the FEA, as permitted by membership numbers. It is the responsibility of the Vice President of Membership:

1. To organize, implement, and oversee all Chapter activities regarding membership, in coordination with the Organizing Chair and the Membership Organizers.
2. To maintain current rosters of bargaining unit members.
3. To maintain the Chapter Membership database and assist the Executive Committee with accessing Membership records, including non-employer e-mail addresses of all members, with the assistance of the Secretary.
4. To process all new member forms and resignations.
5. To publicize available Membership Organizer positions, interview interested applicants, and recommend at least two (2) eligible applicants to the President at least five (5) weeks before the start of each Fall and Spring semester.
6. To supervise and direct, with the assistance of the Organizing Chair, the work of the Membership Organizers.
7. To maintain an accurate record of department representatives.
8. To coordinate and conduct at least two (2) meetings with department representatives per semester. At least one (1) meeting per month is preferred.
9. To coordinate with UFF regional staff to provide organizing training for the Executive Committee and the Department Representatives at the beginning of the academic year.
10. To present feedback and concerns from the Department Representatives to the Executive Committee.

12. To serve as a Chapter representative to the state UFF Membership Committee.

Section 4. Duties of the Treasurer.

The Treasurer is responsible for Chapter finances. The Treasurer, when elected, shall automatically be named a UFF senator and a delegate of the FEA, as permitted by membership numbers. It is the responsibility of the Treasurer:

1. To receive, protect, and disburse all funds, properties, securities and other evidences of financial worth of the Chapter as duly authorized.
2. To be responsible for the safekeeping of the Chapter checkbook.
3. To maintain an accurate accounting of all association moneys, properties, securities and other evidences of financial worth of the organization.
4. To prepare financial statements at the end of the Fall, Spring, and Summer semesters.
5. To submit an annual financial report to the Chapter and to UFF, and to prepare other such reports as may be required.
6. To present to the Executive Committee a proposed budget designed with the President no later than fifteen (15) days before the start of the new UFF fiscal year.
7. To report regularly to the Executive Committee and the Membership on the financial status of the Chapter.

Section 5. Duties of the Grievance Officer.

The Grievance Officer is responsible for enforcing the CBA, communicating with the statewide Contract Enforcement Committee, and assisting state staff in coordinating arbitrations. The Grievance Officer must be vigilant to ensure that the Florida State University complies with the CBA. The Grievance Officer, when elected, shall automatically be named a UFF senator and a delegate of the FEA, as permitted by membership numbers. It is the responsibility of the Grievance Officer:

1. To ensure that the Chapter meets all duties to members with regard to grievances.
2. To report all investigations and grievances, including regular progress reports, to the Executive Committee and the assigned UFF staff.

3. To coordinate with UFF regional staff to provide contract enforcement training to all members of the Executive Committee and Department Representatives.
4. To ensure that all members of the Executive Committee and Department Representatives understand the CBA, the process for filing a grievance, and the Chapter's obligations under the Duty of Fair Representation.
5. To collaborate with the assigned UFF staff, seek advice as necessary, and keep the UFF staff informed of the status of all grievances and investigations.
6. To investigate member complaints, interview potential grievants and witnesses, gather documentation, and make public records requests regarding grievances.
7. To analyze fact patterns to determine whether a potential violation of the CBA has occurred and to identify pertinent CBA articles and develop the theory of the case.
8. To write, file, and process grievances in a timely manner.
9. To prepare grievance forms, deliver grievances, make presentations to the appropriate administration officials, and ensure that the administration answers all grievances in accordance with the CBA.
10. To keep abreast of all deadlines to ensure that grievances are advanced in a timely manner.
11. To prepare arbitration requests in accordance with UFF policy for submission to the UFF Contract Enforcement Committee.
12. To coordinate arbitration request submittals with the assigned UFF staff.
13. To receive regular training in contract enforcement as offered by AFT, NEA, FEA, and UFF. Attending at least one offered training session or workshop per academic year is required, regardless of length of service.

Section 6. Duties of the Secretary.

The Secretary is responsible for providing administrative support to the Chapter. It is the responsibility of the Secretary:

1. To notify the Membership and the Executive Committee of upcoming meetings.

2. To maintain a record of all Chapter meetings (including Membership meetings, Executive Committee meetings, and consultations with the University President and/or Provost). The minutes of Chapter meetings must accurately reflect all decisions made by the officers, such as the adoption of the budget, and the items discussed. They should not be a verbatim record of any discussions, but they must include attendance, any motions, the maker, the second, and the vote.
3. To distribute minutes of meetings to all Executive Committee members.
4. To maintain accurate files, digital and hardcopy, including Membership roster, meeting agendas, reports and reference information, motion forms, ballots, copies of proposed resolutions, copies of minutes from previous meetings, Chapter correspondence, and copies of past and present Chapter Constitutions and CBAs.
5. To maintain a publicly accessible calendar of Chapter events.
6. To compose and distribute necessary communication to the Membership and Executive Committee, as delegated by the President.
7. To handle post-meeting arrangements, which include: send reminders to members or officers assigned special duties; notify persons and committees affected by actions taken; place dates decided upon in the calendar; ensure the Communications chair has the necessary information to send important dates and announcements to Membership; and file as necessary.
8. To work in conjunction with the Communications and Organizing Chairs to coordinate events and calendars.

Section 7. Duties of the Bargaining Chair.

The Bargaining Chair is responsible for coordinating the Chapter's efforts in negotiating the CBA and ensuring that all members understand its language and intents. It is possible for the Bargaining Chair to also serve as the "Chief Negotiator." If this occurs, the Bargaining Chair will also take on the responsibilities of this office (see Article V, Section 2). It is the responsibility of the Bargaining Chair:

1. To organize, maintain, and lead the Bargaining Committee.
2. To know and understand the CBA.
3. To coordinate with the President, the Chief Negotiator, and UFF staff on positions to take at bargaining.

4. To solicit the opinions and perspectives of the Membership on working conditions and bargaining priorities.
5. To present issues to the Executive Committee and the Bargaining Committee for consideration at CBA reopeners.
6. To coordinate and conduct all research necessary to support bargaining positions.
7. To discuss and strategize with negotiators at other UFF-GAU Chapters.
8. To assist the Chapter and State Contract Enforcement Committees with understanding and interpreting the CBA.
9. To report regularly to the Membership and bargaining unit on the progress and proceedings of bargaining.
10. To retain bargaining session notes.

Section 8. Duties of the Communications Chair.

The Communications Chair is responsible for official communications from the Executive Committee. It is the responsibility of the Communications Chair:

1. To organize, maintain, and lead the Communications Committee.
2. To work with the Organizing Chair and other leaders as needed to develop, maintain, and distribute various communication materials and tools (including brochures, handouts, and flyers) to members and the community.
3. To distribute UFF and Chapter communications in a timely manner to the Membership and other contacts, as needed.
4. To keep members informed of current issues and developments of UFF, the Chapter, and its affiliates, including updates during bargaining. Such information may be communicated through a regular newsletter, but shall be communicated at least once a month.
5. To maintain the Chapter website in a timely manner.

Section 9. Duties of the Political Action Chair.

The Political Action Chair is responsible for the Chapter's political agenda, legislative action, and donations to the UFF Political Action Committee (UFF-PAC). The "Chapter's political agenda" is hereby defined as "those political issues that are either directed by the President or decided by a vote of the Executive Committee." It is important to note that the President serves as the spokesperson for the Chapter

and delegates political activities to the Political Action Chair as necessary. It is the responsibility of the Political Action Chair:

1. To organize, maintain, and lead the GAU Political Action Committee.
2. To monitor local, statewide, and national politics for issues of concern to the bargaining unit and to communicate such issues to the Executive Committee in a timely manner.
3. To communicate legislative agenda issues between the Chapter and the UFF State Governmental Relations Chair.
4. To work with the regional AFL-CIO Central Labor Council (CLC) in determining political endorsements and to coordinate with the President to clarify and set political endorsements.
5. To communicate the UFF legislative agenda and political action issues to the Executive Committee and the Membership, in coordination with the Communications and Organizing Chairs.
6. To publicize the existence and goals of the UFF-PAC and to manage payment authorization forms for UFF-PAC contributions.
7. To assist UFF with Get Out The Vote (GOTV) Campaigns and to coordinate, in cooperation with the Organizing Chair, GAU's own GOTV Campaigns.
8. To coordinate the Chapter's efforts to influence elected leaders to support the Chapter's and UFF's positions on issues in higher education.
9. To attend training offered by AFT, NEA, FEA, and UFF on political action, when available.
10. To attend the annual FEA legislative conference.

Section 10. Duties of the University Action Chair.

The University Action Chair is responsible for establishing and maintaining positive relationships with other student leadership organizations at FSU. It is the responsibility of the University Action Chair:

1. To organize, maintain, and lead the University Action Committee.
2. To act as a liaison between the Chapter and student leadership organizations (including the Student Government Association (SGA) and the Congress of Graduate Students (COGS)).

3. To coordinate with the Political Action Chair to inform the various student leadership organizations at FSU of the political agenda of the Chapter and to solicit cooperation on political action when needed.
4. To communicate the activities and political agendas of student leadership organizations at FSU to the Executive Committee.
5. To coordinate with the Vice President of Membership, the Membership Organizers, the Organizing Chair, and the Department Representatives to encourage and increase the participation of the Membership in other student leadership organizations (especially SGA and COGS).

Section 11. Duties of the Organizing Chair.

The Organizing Chair is responsible for engaging the Membership in active participation with the Chapter. It is the responsibility of the Organizing Chair:

1. To organize, maintain, and lead the Organizing Committee.
2. To maintain an active and engaging social media presence for the Chapter, for the purpose of increasing Chapter visibility and Membership activity.
3. To coordinate all Chapter events in collaboration with the Executive Committee, including Chapter socials, general Membership meetings, training workshops, and other events as needed. Coordination shall include reserving appropriate space, arranging for the purchase and delivery of any food and supplies required, and informing the Membership through the Chapter's social media accounts.
4. To supervise and direct, with the assistance of the Vice President of Membership, the work of the Membership Organizers. The Organizing Chair shall collect weekly reports from the Membership Organizers on their work, track their hours, and report any problems or concerns to the Vice President of Membership. All work assigned to the Membership Organizers shall comply with the duties enumerated in Article V, Section 3 of the Bylaws.
5. To organize and conduct membership drives in collaboration with the Vice President of Membership, the Membership Organizers, and the Department Representatives. This includes planning and presenting orientations for incoming graduate students during the fall semester, as well as special events and door-to-door organizing efforts throughout the year.
6. To communicate with organizers at other GAU chapters about strategies for recruiting new members, maintaining membership, engaging inactive members, and coping with high turnover.

7. To assist the Executive Vice President with the development of a strategic initiative to engage members in the governance and organization of the Chapter, and to lead efforts to enact this initiative, with the support of the Executive Committee.

Section 12. Duties of the Diversity Chair.

The Diversity Chair is responsible for actively promoting diversity and sensitivity in Chapter membership and activities. It is the responsibility of the Diversity Chair:

1. To organize, maintain, and lead the Diversity Committee.
2. To attend diversity training, as offered by FSU, AFT, NEA, FEA, and UFF. The Diversity Chair shall attend at least one (1) diversity training session or workshop per academic year, regardless of length of service.
3. To serve as a liaison between the Chapter and the various diversity-focused student groups and representatives on campus, including groups organized around race, ethnicity, gender, sexuality, or nationality.
4. To engage the international graduate assistant community at FSU in regular discussions about their needs and concerns, as distinct from the needs and concerns of domestic students.
5. To report regularly on international issues and related projects to the Executive Committee and the Membership.
6. To monitor the efforts of FSU to promote and encourage diversity on campus, including diversity training and workshops, and to report on these efforts to the Executive Committee and the Membership.
7. To assist the Vice President of Membership, the Organizing Chair, the Membership Organizers, and the Department Representatives in identifying concerns regarding diversity and equality when attempting to organize and engage the Membership. Such assistance shall include providing advice regarding how better to reach and serve the needs of underrepresented demographics within the Membership.
8. To coordinate information and efforts with the Diversity Committees of other GAU chapters.
9. To serve as a Chapter representative to the state UFF Diversity and Equality Committee.

Article V. Standing and Special Positions

Section 1. There are three standing or special positions: Chief Negotiator, Membership Organizers, and President Emeritus. Each of these is appointed through guidelines specified below. Each of these positions holds a non-voting position on the Executive Committee.

Section 2. Duties of the Chief Negotiator.

The Chief Negotiator shall be appointed by the President in consultation with the Executive Committee and may or may not be filled by the Bargaining Chair. It is the responsibility of the Chief Negotiator:

1. To know and understand the CBA.
2. To coordinate with the President and Bargaining Chair on positions to take at bargaining.
3. To notify the administration of the intent to reopen the CBA for negotiations.
4. To prepare and present proposals and counterproposals for negotiations.
5. To represent the best interests of the bargaining unit in collective bargaining.

Section 3. Duties of the Membership Organizers.

Membership Organizers are appointed through an application process conducted by the Vice President of Membership. These positions are provided as supplemental appointments in the CBA for the purpose of carrying out the Chapter's responsibilities. The requirements to receive an appointment are located in Article 14.4 of the CBA. While members of the Executive Committee can be appointed as a Membership Organizer, the following positions are not eligible for appointment: President, Executive Vice President, Vice President of Membership, and Organizing Chair. It is the responsibility of each Membership Organizer:

1. To work with the Executive Committee, under the direction and supervision of the Vice President of Membership and the Organizing Chair, to facilitate Membership-related activities, including office visits, Chapter events, and Membership drives.
2. To submit weekly reports to the Organizing Chair that indicate hours worked and duties performed.

3. To attend Executive Committee meetings and Department Representative meetings. Attendance at such meetings shall count toward the Membership Organizers' hours worked for that week.

4. To serve as a member of the Organizing Committee.

Section 4. Duties of the President Emeritus.

The office of President Emeritus is not a requirement for all Presidents, but can only be filled by past Presidents. It is the responsibility of the President Emeritus:

1. To assist the Executive Committee with the creation and maintenance of documents to preserve the institutional memory of the Chapter.

2. To provide advice on matters of Chapter governance and strategy to the current President.

3. To assist the current President in the transition between Chapter administrations, including advice and assistance regarding materials that are required at the beginning of the fiscal or academic year (e.g. Chapter budget).

Article VI. Committees, Department Representatives, Senators, and Delegates

Section 1. Committee members shall be appointed by committee chairs in consultation with the President, 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. The committee chair shall make such reports, but may delegate the responsibility to a committee member as needed.

Section 3. All committees work under the direction of the respective committee chair and are delegated duties as needed from that chair or the President.

Section 4. Bargaining Committee.

The Bargaining Committee represents the interests of the bargaining unit at contract negotiations. In cases where the Chief Negotiator is not the Bargaining Chair, she/he will be automatically named a member of the Bargaining Committee. It is the responsibility of this committee:

1. To work under the supervision of the Bargaining Chair.

2. To plan and analyze bargaining surveys and develop position papers as needed.

3. To attend bargaining training prior to or within one (1) month of their appointment to the Committee.

4. To meet at least once per semester during academic semesters where active contract negotiations are not in progress.

5. To meet at least once before the start of each contract negotiation.

Section 5. Communications Committee.

The Communications Committee assists in the publication and maintenance of Chapter materials and texts. The President holds ultimate authority over all official Chapter communication. It is the responsibility of the Communications Committee:

1. To work under the supervision of the Communications Chair.

2. To assist with maintaining the Chapter's website.

3. To assist in the production and designing of texts and materials for other Chapter committees, including materials that can be used in recruiting, bargaining, and other correspondence with Membership.

4. To meet at least once per semester during the academic year.

Section 6. Political Action Committee.

The Political Action Committee assists the Political Action Chair with carrying out the political agenda of the Chapter, as defined in Article IV, Section 9 of the Bylaws. It is the responsibility of the Political Action Committee:

1. To work under the supervision of the Political Action Chair.

2. To assist in communicating the UFF legislative agenda and political action issues to the bargaining unit.

3. To assist in coordinating the Chapter's efforts to influence elected leaders to support the Chapter's position on member issues in higher education.

4. To assist in contacting legislators and media to gain support for UFF positions.

5. To meet at least once per semester to discuss political issues and plan related projects.

Section 7. University Action Committee.

The University Action Committee assists the University Action Chair in maintaining positive relationships with other student leadership organizations at FSU. It is the responsibility of the University Action Committee:

1. To work under the supervision of the University Action Chair.
2. To attend, when possible, the open meetings of other student leadership organizations at FSU.
3. To assist in facilitating communication between the Chapter and student leadership organizations (including the SGA and COGS).
4. To assist in communicating activities and political action issues of University student leadership organizations to the Executive Committee.
5. To meet at least once per semester to discuss University issues and plan related projects.

Section 8. Organizing Committee.

The Organizing Committee assists the Vice President of Membership, the Organizing Chair, and the Membership Organizers in organizing Chapter events. It is the responsibility of the Organizing Committee:

1. To work under the supervision of the Organizing Chair.
2. To contact new bargaining unit employees through office visits, Membership drives, and other events and activities.
3. To prepare materials that can be used in recruiting.
4. To meet at least once per semester during the academic year to discuss the progress of recruiting efforts at FSU.
5. To attend organizing training each year as conducted or arranged by the Vice President of Membership.

Section 9. Diversity Committee.

It is the responsibility of the Diversity Committee:

1. To work under the supervision of the Diversity Chair.
2. To assist in addressing issues and initiating projects that are of specific importance to international graduate assistants.
3. To communicate and work in conjunction with the various international and diversity-focused student groups and representatives on campus, including groups organized around race, ethnicity, gender, sexuality, or nationality.
4. To attend and promote diversity training workshops offered by FSU.

5. To meet at least once per semester to discuss diversity issues and plan related projects.

Section 10. Department Representatives.

Department representatives are volunteers who are tracked and supervised by the Vice President of Membership. Each department at FSU that employs graduate assistants will be eligible for one (1) Department Representative for each fifteen (15) dues-paying members of the bargaining unit who belong to that department. Department Representatives must be enrolled in the department they represent. In cases where all department representative positions are filled, members may apply for an at-large department representative position, to be granted at the discretion of the Vice President of Membership. Department representatives are encouraged to maintain updated contact information on the Chapter website. It is the responsibility of the department representative:

1. To provide and maintain two-way communication with members to keep them informed about Chapter activities.
2. To volunteer for standing committees that speak to their interests, areas of expertise, and availability.
3. To participate in active recruitment of members at the departmental level.
4. To represent the concerns of graduate assistants in their department to the Executive Committee.
5. To keep current records of Chapter Membership within their respective departments, in coordination with the Vice President of Membership.
6. To encourage the active participation of the Membership in their department in Chapter events and committees.
7. To attend as many Department Representative meetings, as scheduled by the Vice President of Membership, as possible and to report back to the Membership in their department about the information presented there.

Section 11. UFF Senators.

UFF Senators comprise UFF's official legislative body and are responsible for directing the efforts of UFF leadership and state staff. Chapter membership determines the number of Senators, with one (1) Senator per twenty-five (25) members, but no fewer than two (2). It is the responsibility of UFF Senators:

1. To know and assist colleagues in understanding the mission of UFF.

2. To recruit leaders and activists.
3. To attend and participate in Chapter meetings and events as appropriate.
4. To attend and participate in UFF Senate meetings and trainings.
5. To assist UFF with public policy advocacy with legislators when appropriate.
6. To read e-mails, newsletter, and publications of UFF and its affiliates, and maintain currency in UFF and higher education issues and affairs.
7. To be a positive spokesperson for the association.
8. To serve as a communicator between leaders and members.
9. To exercise the duties listed in the UFF Constitution, Article VI.

Section 12. FEA Delegates.

FEA Delegates comprise the FEA's highest policymaking body and are responsible for directing the efforts of FEA leadership and state staff. Chapter membership determines the number of Delegates, with one (1) Delegate per fifty (50) members, but no fewer than one (1). It is the responsibility of FEA Delegates:

1. To know and assist colleagues in understanding the mission of FEA.
2. To recruit leaders and activists.
3. To attend and participate in Chapter meetings and events as appropriate.
4. To attend and participate in FEA Assembly meetings and trainings.
5. To assist FEA with public policy advocacy with legislators when appropriate.
6. To read e-mails, newsletters, and publications of FEA and its affiliates, and maintain currency in FEA and higher education issues and affairs.
7. To be a positive spokesperson for the association.
8. To serve as a communicator between leaders and members.
9. To exercise the duties listed in the FEA Constitution, Article III.

Section 13. Special Committees shall be formed by the President to address issues of a serious nature not directly under the purview of any of the standing committees. Special Committee chairs and committee members are to work closely with the President or designated officer on their appointed tasks. The specific tasks and responsibilities of Special Committees shall be put in writing and approved by a majority vote of the Executive Committee.

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.