

BROWARD TEACHERS UNION BYLAWS

ARTICLE I DUES

Section 1. For members who work full time, except ESPs, dues shall be calculated using an automatic due increase formula consisting of national and stated affiliate dues and the average percent of the EP salary increase times the former year's dues. Automatic dues increases shall be capped at a maximum four percent (4%).

Section 2. ESP member dues shall be calculated using the rates set by national and state affiliates and half of the local dues (using the automatic dues increase formula).

Section 3. Members, who work less than full time, shall pay pro-rated dues as established by the executive board.

Section 4. Any member whose dues are in arrears shall be dropped from the rolls and his/her name removed from the records of the AFT, NEA, and FEA. The member may be reinstated upon payment of dues.

Section 5. BTU shall automatically increase dues to equal any increase in per capita payments that are required to be made to the American Federation of Teachers and any increase in dues payments to the Florida Education Association and/or the Central Labor Council (AFL-CIO) with which BTU is affiliated.

Section 6. Dues increases shall be proposed by the Internal Budget Committee to the executive board. The Internal Budget Committee shall determine the dues increase amount based on per capita payments to affiliates and local dues (monies which are retained in the BTU and are financially needed for the continued operation of this union). The executive board shall recommend the increase, by a majority vote, to the steward council. Only the steward council shall be authorized to approve a change in local dues.

- A. Notice of contemplated change shall be announced at the prior steward council meeting and written notification shall be provided to the full membership with justification for the change.
- B. Any other changes to the membership dues shall require a two-thirds (2/3) vote of those present and voting at a regularly scheduled steward council meeting.

39 **ARTICLE II**
40 **OFFICERS**

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42 **Section 1. Officers.** The officers of BTU shall be the executive officers and executive board
43 members specified in the BTU Constitution.
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45 **Section 2. Eligibility.** Officer candidates shall have been a member in good standing of a BTU
46 bargaining unit for two consecutive years at time of nomination and shall remain a member in
47 good standing throughout their term of office.
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49 **Section 3. Nominations**

- 50 A. A candidate seeking election as an executive officer or an executive board member shall be
51 nominated by a signed petition of ten (10) members in good standing of a BTU bargaining
52 unit.
53 B. A candidate seeking election as a TSP/CSP/ESP vice president or a designated
54 EP/TSP/CSP/ESP executive board member shall be nominated by signed petition from ten
55 (10) members in good standing of the respective unit.
56 C. Nominations shall be open in the month of January for a period of fifteen (15) days.
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58 **Section 4. Elections**

- 59 A. The election of officers shall be held every three years. The election cycle shall begin in
60 January of the year in which elections are held and shall end with the resolution of election
61 appeals.
62 B. Elections shall be conducted by mail ballot, or by an equally reliable and accepted method,
63 as determined by the Executive Board, to all eligible voting members of the BTU
64 bargaining unit.
65 C. Only members in good standing, active or retired, shall be eligible to vote for Executive
66 Officers (President, 1st Vice President, Secretary and/or Treasurer).
67 D. Only active members in good standing shall be eligible to vote for At-Large Executive
68 Board members.
69 E. New members whose dues were received thirty (30) or more days prior to the nomination
70 period shall be eligible to vote.
71 F. Only members of each respective bargaining unit shall be eligible to vote in the election of
72 TSP/CSP/ESP vice presidents and designated EP/TSP/CSP/ESP executive board members.
73 G. Only the following four (4) executive officers – president, first vice president, secretary,
74 and treasurer – shall be permitted to slate on the ballot. For all other candidates, slating
75 shall be prohibited; they shall be listed individually on the election ballot.
76 H. Elections shall be conducted in conformity with US Labor Standards and the Labor
77 Management Reporting and Disclosure Act, 1959 (LMRDA).

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Section 5. Vote Required for Election

- A. The executive officers and the TSP/CSP/ESP vice presidents shall be elected by a majority vote. If no candidate receives a majority vote, a run-off election between the top two candidates shall be held.
- B. The at-large board members and the designated EP/TSP/CSP/ESP board members shall be elected by plurality vote. In the event of a tie for the last remaining position, a run-off election shall be held.

Section 6. Term of Office. The term of office shall begin on the first day of July of the year of election and shall be for three years or until successors are elected.

Section 7. Office-Holding Limitations. No member shall hold more than one executive board office at a time. Executive officers shall be limited to no more than three consecutive terms in the same executive office.

[Proviso:These office holding limitations shall take effect with the 2016 election.]

Section 8. Vacancy in Office.

- A. If the office of the president becomes vacant, it shall automatically be filled by the first vice president.
- B. If the office of first vice president, secretary, treasurer, a TSP/CSP/ESP vice president, or any executive board member becomes vacant, it shall be filled by appointment of the president with approval of the executive board by a majority vote.
- C. A vacancy occurring with less than four (4) months remaining in the term of office, with exception to the office of president, shall remain vacant.
- D. A vacancy on the executive board shall exist in the case of death or retirement. In the case of resignation or the inability to serve in a position, a vacancy shall be declared to exist by official action of the executive board.

Section 9. Removal from Office

An executive board member may be removed from office by procedures provided in these bylaws based on the grounds of neglect of duty, misconduct in office, or activities seriously detrimental to the Broward Teachers Union. An executive board member may also be removed from office for excessive absenteeism, unless the absences occurred while conducting official union business or on a medical leave. Excessive absenteeism shall be defined as missing more than three (3) consecutive, or four (4) total, regularly scheduled board meetings between August and May of a calendar year.

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120 **Section 10. Recall of an Elected Officer**
121 A. Any elected office may be declared open by a recall petition signed by one-third (1/3) of
122 the membership.
123 B. A special election shall commence within sixty (60) days of verification of the recall
124 petition to fill the office for the remainder of the current term.
125 C. A recall petition and election shall not be allowed in the last year of the term of office.
126 D. The recall procedures shall not prohibit the office holder from seeking re-election.
127 E. The recall election shall be conducted according to rules established by the Elections
128 Committee, approved by the executive board, and in conformity with US Labor Standards
129 and the Labor Management Reporting and Disclosure Act, 1959 (LMRDA).
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132 **ARTICLE III**
133 **DUTIES OF OFFICERS**
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- 135 **Section 1. Duties of All Officers.** It shall be the duty of all BTU officers to:
136 A. Support the policies and programs adopted by the executive board.
137 B. Promote, support and defend BTU positions.
138 C. Represent BTU at national, state, and local affiliate meetings and conventions as elected or
139 assigned.
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141 **Section 2. Duties of the President.** The president shall be the chief executive officer of BTU and
142 all of its holding companies. The president shall administer all the affairs of BTU and execute
143 policies of BTU as determined by the executive board. The president shall employ, supervise,
144 direct, and discipline/terminate staff as well as retain counsel, accountants, and other professional
145 personnel necessary to maintain the operation of the BTU.
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- 147 The president shall:
148 A. Actively advocate on behalf of members;
149 B. Serve as the official spokesperson for BTU;
150 C. Be an automatic delegate to the AFT Convention, NEA Convention (as a state delegate),
151 FEA Convention, FEA Governance Board, Florida AFL-CIO Convention, as well as
152 delegate to the Broward County AFL-CIO and to any and all organizations with which the
153 Broward Teachers Union shall be affiliated;
154 D. Represent BTU on committees for state and national affiliates;
155 E. Act as the chairperson of the executive board and preside at executive board meetings and
156 steward council meetings;

- 157 F. Report current BTU activities and important events at all regularly scheduled executive
158 board and steward council meetings;
- 159 G. Call special meetings of the executive board and steward council when required, or
160 requested, with at least a forty-eight (48) hour notice;
- 161 H. Appoint committee chairpersons (with the approval of the executive board) and appoint
162 committee members;
- 163 I. Serve as a non-voting, ex-officio member of all BTU committees, except the Elections
164 Committee and the Committee on Professional Ethics;
- 165 J. Appoint the lead negotiator and members of the negotiations team prior to the beginning of
166 the school year, and direct the negotiations team;
- 167 K. Suggest policies, plans, and activities for the BTU and be held responsible for the progress
168 and work of the BTU;
- 169 L. Prepare and promote BTU positions when appropriate:
- 170 1. Meet with school board officials to advocate for members;
 - 171 2. Speak at school board meetings of the SBBC and city commission meetings for PPCS;
 - 172 3. Serve on, or appoint a BTU representative to participate on, SBBC executive
173 committees;
 - 174 4. Represent BTU as a board member/education advocate with local business partners;
- 175 M. Meet with community leaders and local, state, and federal politicians to advocate for
176 members and promote BTU positions;
- 177 N. Present BTU's program priorities for the coming year (including those related to the
178 BTU's annual budget) to the steward council no later than the August meeting;
- 179 O. Present a written "State of the Union" report (for the current school year) evaluating the
180 progress of the BTU in regards to established programs and policies by the May executive
181 board meeting;
- 182 P. Delegate and direct the fulfillment of duties by all officers and professional staff of the
183 BTU and maintain compliance with BTU/FEA/NEA/AFT governance documents;
- 184 Q. Report to the executive board any changes in staffing within forth-eight (48) hours of an
185 action being taken;
- 186 R. Maintain contact with membership through school visitations, or other appropriate means,
187 and communicate membership concerns to the executive board;
- 188 S. Evaluate professional staff annually and report results to the executive board;
- 189 T. Retain the service of a Professional Registered Parliamentarian, certified by the National
190 Association of Parliamentarians, as approved by a majority vote of the executive board.
- 191 U. Be a signer for financially binding documents;
- 192 V. In case of emergency, as defined in the BTU Constitution, the president shall be
193 empowered to act on matters not expressly forbidden by the constitution or the bylaws
194 subject to sustaining or overruling vote of executive board at its next meeting;
- 195 W. Fulfill other such responsibilities as directed by the executive board and/or the steward
196 council; and conduct other duties as necessary to fulfill the obligation of office.

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198 **Section 3. Duties of the First Vice President.** The first vice president shall assist the president
199 with duties and responsibilities, promote membership, and be a consultant to committees as
200 assigned by the president.

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202 The first vice president shall:

- 203 A. Actively advocate on behalf of members;
- 204 B. Serve as a spokesperson for BTU as needed;
- 205 C. Be an automatic local delegate to the AFT Convention, NEA Convention, FEA
206 Convention, FEA Governance Board, Florida AFL-CIO Convention, as well as delegate to
207 the Broward County AFL-CIO;
- 208 D. Represent BTU on committees for state and national affiliates;
- 209 E. Develop and manage membership campaigns and additional organizing activities;
- 210 F. Maintain/contact membership through school visitations, or other appropriate means, and
211 communicate membership concerns to the executive board;
- 212 G. Prepare and present membership reports for executive board and steward council meetings;
- 213 H. Oversee grant writing and submissions as needed;
- 214 I. Manage/oversee the committee recruitment process;
- 215 J. Make recommendations to the president for committee member placement and
216 assignments for staff liaisons;
- 217 K. Serve as committee chair of the Constitution, Bylaws and Standing Rules Committee;
- 218 L. Oversee all professional development activities;
- 219 M. Facilitate the organization of member socials/events;
- 220 N. Prepare and promote BTU positions when appropriate:
 - 221 1. Meet with school board officials to advocate for members;
 - 222 2. Speak at meetings of the SBBC and city commission meetings for PPCS as needed;
 - 223 3. Meet with community leaders and local, state, and federal politicians to advocate for
224 members and promote BTU positions;
- 225 N. Be a cosigner of any financially binding documents in the absence of the president or
226 treasurer;
- 227 O. Participate in the annual evaluation of professional and administrative staff;
- 228 P. Attend regularly scheduled executive board meetings, steward council meetings, steward
229 trainings, and at least one (1) area meeting each fiscal year;
- 230 Q. Preside in the absence of the president;
- 231 R. Perform other such duties as may be assigned.

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238 **Section 4. Duties of the Secretary.** The secretary shall be the custodian of records, including the
239 seal and charter of BTU as well as minutes of the executive board and steward council meetings.
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241 The secretary shall:

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- 243 A. Be responsible for the recording and distribution of minutes, notice of meetings, and
 - 244 agendas for all meetings to members of the executive board and the steward council and to
 - 245 the membership when appropriate;
 - 246 B. Keep an accurate roster of the membership and attendance of executive board and steward
 - 247 council meetings;
 - 248 C. Collect/combine minutes from all standing committees and compile a report to be
 - 249 presented at all regularly scheduled steward council meetings;
 - 250 D. Serve as consultant and/or member of standing committees, special committees, and/or
 - 251 task forces as appointed by the president;
 - 252 E. Attend regularly scheduled executive board meetings, steward council meetings, steward
 - 253 trainings, and at least one (1) area meeting each fiscal year;
 - 254 F. Be an automatic local delegate to the FEA Delegate Assembly;
 - 255 G. Perform other such duties as may be assigned.
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257 **Section 5. Duties of the Treasurer.** The treasurer shall provide general supervision of all
258 financial affairs.

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260 The treasurer shall:

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- 262 A. Present the financial report at each regular meeting of the executive board and steward
 - 263 council;
 - 264 B. Be a signer for financially binding documents;
 - 265 C. Serve as committee chair of the Internal Budget Committee;
 - 266 D. Confer in the preparation of and present BTU's proposed annual budget to the executive
 - 267 board;
 - 268 E. Ensure that the required annual audit of the BTU financial records is conducted in
 - 269 accordance with AFT constitution and coordinate the auditing firm presentation of the
 - 270 audit for approval to the executive board;
 - 271 F. Serve as consultant and/or member of standing committees, special committees, and/or
 - 272 task forces as appointed by the president;
 - 273 G. Attend regularly scheduled executive board, steward council meetings, steward trainings,
 - 274 and at least one (1) area meeting each fiscal year;
 - 275 H. Be an automatic local delegate to the FEA Delegate Assembly;
 - 276 I. Perform other such duties as may be assigned.

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278 **Section 6. Duties of the Vice Presidents of TSP/CSP/ESP.** The vice presidents of
279 TSP/CSP/ESP shall actively advocate on behalf of the members, consult with and assist the
280 president with duties and responsibilities, and promote membership.

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282 Vice presidents of TSP/CSP/ESP shall:

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284 A. Serve as an official spokesperson for their respective unit;
285 B. Maintain contact with their respective membership through worksite visitations, or other
286 appropriate means, and communicate membership concerns to the president, first vice
287 president, and executive board;
288 C. Advise the president, first vice president, and executive board of current issues, district
289 initiatives, and legislative actions that affect their unit members;
290 D. Be an automatic local delegate to the AFT, NEA, and FEA Conventions. The ESP vice
291 president shall also be an automatic delegate to the FEA Governance Board;
292 E. Serve as consultants and/or members of standing committees, special committees, and/or
293 task forces as appointed by the president;
294 F. Make recommendations to the president for committees in order to ensure adequate
295 representation of members from their respective units.
296 G. Attend regularly scheduled executive board, steward council meetings, steward trainings,
297 and at least one (1) area meeting each fiscal year;
298 H. Perform other such duties as may be assigned.

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300 **Section 7. Duties of At-Large and Designated EP/TSP/CSP/ESP Executive Board Members.**
301 These board members shall actively support and promote the policies and programs of BTU.

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303 These executive board members shall:

- 304 A. Actively recruit to encourage membership growth and retention, leadership expansion, and
305 solidarity amongst members of all bargaining units;
306 B. Communicate member concerns to the president, first vice president, and executive board;
307 C. Attend regularly scheduled executive board, steward council meetings, steward trainings,
308 and at least one (1) area meeting each fiscal year;
309 D. Serve as consultants and/or members of standing committees, special committees, and/or
310 task forces as appointed by the president;
311 E. Advise and assist the president and/or the first vice president and perform other such duties
312 as may be assigned.

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ARTICLE IV STEWARD COUNCIL

319 **Section 1.** The steward council shall serve as a governing body to adopt and amend constitutional
320 and bylaw amendments, recommendations for an increase in local dues, and/or other actions of the
321 executive board as detailed by this constitution and its bylaws.

322
323 **Section 2. Meetings**

324 A. **Regular.** The steward council shall meet a minimum of four (4) times during the school
325 year. Notice of steward council meetings shall be communicated prior to each meeting.

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327 B. **Special.** Special meetings of the steward council or membership may be called by the
328 president, by a majority of the executive board, or by a petition signed by ten percent
329 (10%) of the steward council or membership. The president shall convene the meeting on
330 the date specified in the petition, or as soon as possible. Notice of each special meeting
331 shall be communicated to all stewards at least fifteen (15) days, but not more than thirty
332 (30) days, prior to the meeting and posted on the BTU website.

333
334 C. **Quorum.** A quorum for steward council meetings shall consist of those voting members
335 present.

336
337 **Section 3. Members.** The members of the steward council shall be the work-site representatives,
338 at each location, elected by the BTU members in accordance with the policies and procedures
339 approved by the executive board.

340
341 A. **Steward Duties.** The duties of the steward shall be to recruit new members and support
342 the efforts of BTU; attend scheduled workshops and meetings; distribute official union
343 information; conduct all worksite elections (unless a candidate); maintain a current union
344 bulletin board; be alert to potential issues, problems and situations, encouraging the
345 membership to become involved; act as a liaison between BTU leadership and the
346 membership; organize members for action; disseminate accurate information; and handle
347 informal and school-level grievances when designated by the BTU.

348
349 B. **Designated Steward.** The designated steward shall be the candidate in a steward election
350 who receives the highest number of votes. Designated stewards shall serve as the primary
351 point of contact for directed communications. Designated stewards may receive
352 contractual benefits in accordance of their status. Designated stewards shall attend a
353 minimum of one (1) steward training and a total of four (4) monthly meetings (steward
354 council and/or area meetings) per fiscal year in order to retain their status.

- 356 C. **Steward Recall/Removal from Office.** A steward may be recalled or removed from office
357 by procedures provided in the these bylaws, or in policies, based on the grounds of neglect
358 of duty, misconduct in office, election misconduct, and/or activities seriously detrimental
359 to the Broward Teachers Union.

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361 **ARTICLE V**
362 **EXECUTIVE BOARD**

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364 **Section 1. Composition.** The executive board shall be composed of the executive officers and
365 board members as specified in the BTU Constitution.

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367 **Section 2. Duties**

368 A. **Power and Authority.** The executive board shall administer and expedite the policies and
369 business of BTU. It shall consider all matters presented to the body, including proposing,
370 amending, and adopting policies. It shall serve as an executive body in all matters
371 delegated to it and shall serve as the legal custodian for all monies, accounts, records, and
372 properties of the BTU.

373
374 B. **Duties of the BTU Executive Board.** The duties and the responsibilities of the executive
375 board shall be to:

- 376 1. Execute policies of the steward council and exercise the supervision of business affairs,
377 subject only to the limitations and restrictions provided by state and federal law, and by
378 the constitution and bylaws, and those of our affiliates;
- 379 2. Propose amendments to the BTU Constitution and/or Bylaws to the steward council;
- 380 3. Adopt and/or amend standing rules and policies;
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- 382 4. Adopt the annual budget;
- 383 a. Review and discuss a proposed budget at the April board meeting (received from
384 the Internal Budget Committee by March 15th)
- 385 b. Approve finalized budget by the June executive board meeting (received from the
386 Budget committee by May 15th)
- 387 5. Approve the incurring of indebtedness outside of current business operations (i.e. long
388 term loans, annual financial obligations);
- 389 6. Order an annual audit with an independent auditing firm, in accordance with AFT
390 policy;
- 391 7. Recommend the membership dues index to the steward council;
- 392 8. Work with the executive officers to set goals and activities for all bargaining units;
- 393 9. Act as the final decision making body for grievance appeals prior to moving to
394 arbitration as shall be specified in the Grievance Review Policy;

- 395 10. Act as the final decision making body for appeals from the Committee on Professional
396 Ethics and in all cases proposing expulsion or suspension from membership;
397 11. Approve board members as appointed by the president within 45 days of a vacancy;
398 12. Approve a professional registered parliamentarian as appointed by the president;
399 13. Approve committee chairpersons as appointed by the president;
400 14. Approve the compensation packages of the elected officers recommended by the
401 Internal Budget Committee;
402 15. Approve all contracts and/or expenditures which exceed \$2,500 per year beyond the
403 budgeted line item and/or those that are non-budgetary;
404 16. Review and/or approve all staff union contracts;
405 17. Approve initial employment, promotion, and compensation packages of professional
406 staff, independent contractors, and/or consultants, to the extent that such is not
407 determined pursuant to a staff union collective bargaining agreement;
408 18. Order an annual survey of the membership to gauge opinions and identify strengths,
409 weaknesses, challenges and opportunities for BTU.
410

411 **Section 3. Meetings.**

- 412 **A. Regular.** The executive board shall meet regularly on a monthly basis. The time and place
413 of meetings shall be set by the executive board. Notice, including a proposed agenda and
414 the prior executive board meeting minutes, shall be sent to each executive board member at
415 least two (2) days prior to the meeting.
416
- 417 **B. Special.** Special meetings may be called by the president or by petition of one third of the
418 executive board. Special meetings are defined as meetings that are held at a time different
419 from that of any regularly scheduled meeting and convened so that the executive board
420 may consider one or more business items, which are specified in the call of the meeting.
421
- 422 **C. Quorum.** A quorum for executive board meetings shall consist of a majority of the
423 members of the executive board.
424

425 **Section 4. Voting:** The executive board shall conduct all voting, including roll call votes, by
426 democratic processes that ensure that every member is represented in a manner that preserves the
427 individual integrity of every member's vote.

428 **A. Proxies:**

- 429 1. Proxies shall be permissible to allow board members not in attendance the
430 opportunity to cast a vote.
431 2. No more than one proxy may be held by each board member in attendance.
432 3. Proxies do not constitute presence for the purpose of a quorum.

433 **ARTICLE VI**
434 **COMMITTEES**

435
436 **Section 1. Standing Committees.** The standing committees of BTU shall be as follows: civil &
437 human rights, committee on professional ethics, constitution, bylaws, & standing rules,
438 COPE-TIGER, elections, internal budget, scholarship, and sick leave bank.

439
440 **A. Composition, Chairpersons, Term**

- 441 1. Members in good standing and members of the Retiree Chapter of BTU shall be
442 eligible to serve on a committee and act as committee chairperson.
443
- 444 2. Members of each committee shall be comprised of volunteers with the appointment of
445 the president. Members shall serve for one (1) year from the date the committee
446 commences. Committee members may be reappointed as determined by the president.
447
- 448 3. All chairpersons of standing committees, and any and all special committees, shall be
449 appointed for one (1) year by the president, subject to approval of the executive board.
450 Committee chairpersons may be reappointed as determined by the president.
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- 452 4. The composition (amount of participants and names of members) of a committee shall
453 be set after the first two meetings. If a committee member has two (2) unexcused
454 absences, or a combination of excused and unexcused absences exceeding four (4)
455 absences in a fiscal year, it shall result in his/her removal from that committee.
456
- 457 5. Each committee shall perform duties prescribed for them and assigned to them by the
458 president and/or the executive board. Each committee shall be responsible to the
459 president.
- 460 6. The chairperson of each standing committee shall report its progress regularly to the
461 executive board. Chairpersons shall also ensure that minutes/summary notes are taken
462 at each meeting and that copies are submitted to the secretary.
463
- 464 7. The actions and/or recommendations of any committee shall be subject to review by
465 the president and the executive board, with the exception of the Elections Committee
466 and the Committee on Professional Ethics unless approval is required by these bylaws.
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468 **B. Civil & Human Rights Committee.** This committee shall be responsible for actively
469 promoting human rights, civil rights, diversity, and social justice amongst members. The
470 committee shall educate members and encourage activism and leadership in these areas by
471 engaging members in events such as community service activities, charity walks, health
472 fairs, holiday toy drives, food/clothing drives, reading programs, mentoring, etc.

473
474 **C. Committee on Professional Ethics.** This committee shall be responsible for resolving all
475 issues related to professional discipline which results from complaints of ethics violations
476 or misconduct by members.. All actions of the committee shall be in compliance with
477 and/or conform to LMRDA standards.

478
479 The Committee on Professional Ethics shall:

- 480 1. Develop policies and procedures which define the code of ethics and misconduct,
481 define the processes by which complaints and charges are filed, detail the penalties for
482 violations, and delineate the procedure for filing appeals. The policies and procedures
483 shall be submitted to the executive board for approval.
- 484 2. Investigate all complaints, conduct hearings, render decisions, and establish penalties if
485 warranted.
- 486 3. Refer to the executive board any investigated complaints or charges which, in the
487 opinion of the committee, warrant removal from office or expulsion or suspension from
488 membership.
- 489 4. Perform such other duties that may be required in the execution of the foregoing duties
490 and responsibilities.

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492 **D. Constitution, Bylaws, & Standing Rules Committee.** This committee shall review
493 governing documents and makes recommendations for amendments to the executive board
494 and/or steward council whether ordered by the president, the executive board, submitted by
495 others or originated in the committee.

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497 **E. COPE-TIGER Committee.** This committee shall be responsible for increasing BTU
498 visibility and communication with elected officials; shall lobby legislators; shall conduct
499 candidate screenings, shall organize political receptions; and shall participate in member
500 education of political issues.

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502 **F. Elections Committee.** This committee shall conduct all membership voting processes,
503 including but not limited to contract ratifications, internal elections, vote counts, and
504 election appeals.

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506 The Elections Committee shall have the following duties and responsibilities in
507 conjunction with all elections:

- 508 1. Develop Election Policy and Procedures and Candidate Rules for submission to the
509 executive board for approval no later than ninety (90) days prior to the beginning of
510 the election cycle; [**Proviso:** For the 2015-2016 school year, Election Policy and
511 Procedures and Candidate Rules shall be submitted to the executive board for approval
512 no later than 60 days prior to the commencement of the election cycle.]
513 2. Screen all nominations of candidates for any position for conformity to eligibility
514 requirements;
515 3. Verify that the candidates and the nomination petitioners are members in good
516 standing;
517 4. Establish the membership voting master list and the cut-off date for inclusion on the
518 list;
519 5. Supervise the conduct of all steps in the election process: coordinating with the outside
520 vendor selected to distribute and collect the ballots, the counting of the ballots, and the
521 announcement of the results; and
522 6. Investigate and rule on any and all properly filed and documented election appeals
523 within thirty (30) days of announcement of election results.
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525 **G. Internal Budget Committee.** This committee shall review and contribute to the
526 development of the BTU annual budget and makes recommendations to the executive
527 board.
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529 **H. Scholarship Committee.** This committee shall review student applications and award
530 college scholarships on behalf of the BTU and its members.
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532 **I. Sick Leave Bank Committee.** This committee shall review member applications and
533 award sick bank days according to policy.
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535 **Section 2. Special Committees.** Special or ad-hoc committees may be created as necessary by the
536 president or by the executive board and shall be comprised of volunteers from the general
537 membership, and/or appointments by the president and/or the executive board.
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540 **ARTICLE VII**

541 **PROFESSIONAL DISCIPLINE**

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543 Professional discipline shall encompass complaints of ethics violations or misconduct.
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- 545 A. Except as otherwise provided in this constitution and bylaws, any officer or steward of
546 BTU may be counseled, admonished, reprimanded in writing, removed from office,
547 suspended, or expelled as the evidence and circumstances may warrant for violation of the

- 548 established code of ethics or for misconduct unbecoming a member of BTU or seriously
549 detrimental to the purposes, goals, and/or reputation of BTU.
- 550 B. Complaints shall be filed in writing by a member in good standing, must contain a
551 statement of the facts, and set forth the specific act(s) which constitute an alleged violation.
- 552 C. All complaints shall be investigated by the Committee on Professional Ethics and action to
553 be taken, if any, shall be decided by the committee. All decisions may be appealed to the
554 executive board.
- 555 D. For all appeals (or recommendations of removal from office, expulsion, or suspension) a
556 hearing shall be conducted by the executive board.
- 557 E. For a hearing to be conducted, there must be three-fourths (3/4) of the executive board
558 members present. The accused member shall be furnished written notification of charges,
559 date of hearing, and shall be provided an opportunity to address the board. A two-thirds
560 (2/3) vote of the executive board members present and voting shall be necessary for
561 expulsion. All decisions shall conform to the LRMDA.
- 562 F. A decision to expel or suspend a member can be appealed to the steward council at its next
563 meeting. The accused party(ies) may be represented by counsel at their own expense. A
564 two-thirds (2/3) vote of the stewards present shall be necessary to reverse the decision of
565 the executive board. Final decisions shall conform to the LRMDA.
566

567 **ARTICLE VIII**

568 **CONVENTIONS AND DELEGATES**

569

570 With the exception of automatic delegates, a candidate seeking election as a state or national
571 convention delegate shall be nominated by a signed petition of ten (10) members in good standing
572 of a BTU bargaining unit.
573

574 Delegates to affiliate state and national conventions shall be elected in all cases where officers are
575 elected at the convention. BTU delegates shall be elected by plurality vote in the same election as
576 BTU officers and shall serve a three-year term. Alternate delegates shall be the delegate candidate
577 receiving the highest number of votes after the number of authorized delegate positions is filled.
578 The president may appoint delegates or alternates to the affiliate conventions where the election of
579 officers is not involved.
580

581 **ARTICLE IX**

582 **FINANCES**

583

584 **Section 1. Accountant.** BTU shall engage a licensed CPA to assign and provide, at minimum,
585 weekly oversight of ongoing financial matters.
586

587 **Section 2. Budget.** An annual budget shall be prepared and presented to the executive board for
588 review by March 15th of each year and shall be approved by the executive board prior to the
589 beginning of each fiscal year.

590
591 **Section 3. Annual Audit.** The financial records of BTU shall be audited annually by an
592 independent outside CPA firm in accordance with the AFT Constitution.

593
594 **Section 4. Officer Compensation.** An elected executive officer, working full time, shall be
595 compensated with a salary approved by the executive board in accordance with available funds as
596 established by the annual budget. Remaining executive board members shall receive
597 compensation in accordance with available funds as established by the annual budget, the amount
598 of which shall be approved by the executive board.

599
600 **Section 5. Authority to Incur Expenses.** Except as provided in these bylaws, the executive
601 board shall develop and approve BTU policy regarding the authorization of expenditures and
602 procedures for the reimbursement of expenses.

603
604 **Section 6. Payment of Authorized Expenses.** The treasurer and/or an authorized financial
605 professional staff member may pay only authorized expenses that are within budget appropriations
606 or as otherwise authorized by the executive board or as provided in these bylaws or BTU policies.

607
608 **Section 7. Funds.**
609 A. The executive board shall be the legal custodian, within the provisions of BTU's charter
610 and bylaws, for all monies, bank accounts, records, and properties BTU.
611 B. The treasurer shall provide general supervision of the receiving and disbursing of all funds.
612 C. Except as otherwise set forth by the executive board, all checks shall bear two of the
613 following three signatures: president, first vice president, treasurer, or such officers as may
614 be determined by the executive board or these bylaws.
615 D. The executive board shall ensure that employees and executive board members are bonded
616 against dishonesty in the handling of BTU funds and other assets.

617 **Section 8. Contracts.**
618 Except as otherwise set forth by the executive board, and in consultation with the president, the
619 president and either the first vice president or treasurer shall sign all major written contracts and
620 statements of obligation of or to the BTU that have been approved by the board. Only major
621 contracts so approved and signed shall be valid. The board shall establish the definition of major
622 contracts. The president shall sign all other contracts.

623

624 **Section 9. Records.**

625 Records of all financial transactions and all savings and investments shall be open to the
626 membership during regular business hours, given reasonable prior notice.

627

628 **Section 10. Fiscal Year.**

629 The fiscal year shall be July 1 through June 30.

630

631

632

ARTICLE X

633

PARLIAMENTARY AUTHORITY

634

635 The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern
636 the Broward Teachers Union in all cases to which they are applicable and in which they are not
637 inconsistent with this constitution and bylaws and any special rules of order the Broward Teachers
638 Union may adopt.

639

640

641

ARTICLE XI

642

AMENDMENTS

643

644 The bylaws may be amended by a two-thirds (2/3) vote of the stewards voting at any steward
645 council meeting provided that notice of the contemplated change has been announced at a previous
646 steward council meeting and written notice of the amendment is provided to all members at least
647 thirty (30) days prior to the meeting designated for their adoption and has been posted on the BTU
648 website.

Note:

This revision reflects amendments to Article II, Section 4 and Article II, Section 8 which were approved at the May 10, 2017 Steward Council Meeting.