

1 **BROWARD TEACHERS UNION BYLAWS**

2  
3. **ARTICLE I**  
4. **DUES**

5  
6. **Section 1.** For members who work full time, except ESPs, dues shall be calculated using an  
7. automatic due increase formula consisting of national and stated affiliate dues and the average  
8. percent of the EP salary increase times the former year's dues. Automatic dues increases shall be  
9. capped at a maximum four percent (4%).

10  
11. **Section 2.** ESP member dues shall be calculated using the rates set by national and state affiliates  
12. and half of the local dues (using the automatic dues increase formula).

13  
14. **Section 3.** Members, who work less than full time, shall pay pro-rated dues as established by the  
15. executive board.

16  
17. **Section 4.** Any member whose dues are in arrears shall be dropped from the rolls and his/her  
18. name removed from the records of the AFT, NEA, and FEA. The member may be reinstated upon  
19. payment of dues.

20  
21. **Section 5.** BTU shall automatically increase dues to equal any increase in per capita payments  
22. that are required to be made to the American Federation of Teachers and any increase in dues  
23. payments to the Florida Education Association and/or the Central Labor Council (AFL-CIO) with  
24. which BTU is affiliated.

25  
26. **Section 6.** Dues increases shall be proposed by the Internal Budget Committee to the executive  
27. board. The Internal Budget Committee shall determine the dues increase amount based on per  
28. capita payments to affiliates and local dues (monies which are retained in the BTU and are  
29. financially needed for the continued operation of this union). The executive board shall  
30. recommend the increase, by a majority vote, to the steward council. Only the steward council  
31. shall be authorized to approve a change in local dues.

- 32  
33. A. Notice of contemplated change shall be announced at the prior steward council meeting  
34. and written notification shall be provided to the full membership with justification for the  
35. change.  
36. B. Any other changes to the membership dues shall require a two-thirds (2/3) vote of those  
37. present and voting at a regularly scheduled steward council meeting.

**ARTICLE II**  
**OFFICERS**

38.  
39.  
41  
42.  
43.  
44.  
45.  
46.  
47.  
48.  
49.  
50.  
51.  
52.  
53.  
54.  
55.  
56.  
57.  
58.  
59.  
60.  
61.  
62.  
63.  
64.  
65.  
66.  
67.  
68.  
69.  
70.  
71.  
72.  
73.  
74.  
75.

**Section 1. Officers.** The officers of BTU shall be the executive officers and executive board members specified in the BTU Constitution.

**Section 2. Eligibility.** Officer candidates shall have been a member in good standing of a BTU bargaining unit for five consecutive years at time of nomination and shall remain a member in good standing throughout their term of office.

**Section 3. Nominations**

- A. A candidate seeking election as an executive officer shall be nominated by a signed petition of fifty (50) members in good standing of a BTU bargaining unit and served on the executive board for a minimum of one full term.
- B. A candidate seeking election as an executive board member shall be nominated by a signed petition of twenty-five (25) members in good standing of a BTU bargaining unit and served as a school/site BTU Steward for at least three years (one full term).
- C. A candidate seeking election as a TSP/CSP/ESP vice president shall be nominated by signed petition from fifty (50) members in good standing of the respective unit and served for one full term on the executive board.
- D. A candidate seeking any of the above positions must have signed-in and attended a minimum of six (6) executive board meetings and six (6) member events/meetings in the calendar year leading up to the nomination.
- E. Nominations shall be open in the month of January for a period of fifteen (15) days.

**Section 4. Elections**

- A. The election of officers shall be held every four years. The election cycle shall begin in January of the year in which elections are held and shall end with the resolution of election appeals.
- B. Elections shall be conducted by mail ballot, or by an equally reliable and accepted method, as determined by the Executive Board, to all eligible voting members of the BTU bargaining unit.
- C. Only members in good standing, active or retired, shall be eligible to vote for Executive Officers (President, 1st Vice President, Secretary and/or Treasurer).
- D. Only active members in good standing shall be eligible to vote for At-Large Executive Board members.
- E. New members whose dues were received thirty (30) or more days prior to the nomination period shall be eligible to vote.

76. F. Only members of each respective bargaining unit shall be eligible to vote in the election of  
77. TSP/CSP/ESP vice presidents and designated EP/TSP/CSP/ESP executive board members.  
78. G. Only the following four (4) executive officers – president, first vice president, secretary,  
79. and treasurer – shall be permitted to slate on the ballot. For all other candidates, slating  
80. shall be prohibited; they shall be listed individually on the election ballot.  
81. H. Elections shall be conducted in conformity with US Labor Standards and the Labor  
82. Management Reporting and Disclosure Act, 1959 (LMRDA).  
83.

84. **Section 5. Vote Required for Election**

85. A. The executive officers and the TSP/CSP/ESP vice presidents shall be elected by a majority  
86. vote. If no candidate receives a majority vote, a run-off election between the top two  
87. candidates shall be held.  
88. B. The at-large board members and the designated EP/TSP/CSP/ESP board members shall be  
89. elected by plurality vote. In the event of a tie for the last remaining position, a run-off  
90. election shall be held.  
91.

92. **Section 6. Term of Office.** The term of office shall begin on the first day of July of the year of  
93. election and shall be for four years or until successors are elected.  
94.

95. **Section 7. Office-Holding Limitations.** No member shall hold more than one executive board  
96. office at a time.  
97.

98. **Section 8. Vacancy in Office.**

99. A. If the office of the president becomes vacant, it shall automatically be filled by the first  
100. vice president.  
101. B. If the office of first vice president, secretary, treasurer, a TSP/CSP/ESP vice president, or  
102. any executive board member becomes vacant, it shall be filled by appointment of the  
103. president with approval of the executive board by a majority vote.  
104. C. A vacancy occurring with less than four (4) months remaining in the term of office, with  
105. exception to the office of president, shall remain vacant.  
106. D. A vacancy on the executive board shall exist in the case of death or retirement. In the case  
107. of resignation or the inability to serve in a position, a vacancy shall be declared to exist by  
108. official action of the executive board.  
109.

110. **Section 9. Removal from Office**

111. An executive board member may be removed from office by procedures provided in these bylaws  
112. based on the grounds of neglect of duty, misconduct in office, or activities seriously detrimental to  
113. the Broward Teachers Union. An executive board member may also be removed from office for

114. excessive absenteeism, unless the absences occurred while conducting official union business or  
115. on a medical leave. Excessive absenteeism shall be defined as missing more than three (3)  
116. consecutive, or four (4) total, regularly scheduled board meetings between August and May of a  
117. calendar year.

118.

**119. Section 10. Recall of an Elected Officer**

120. A. Any elected office may be declared open by a recall petition signed by one-third (1/3) of  
121. the membership.

122. B. A special election shall commence within sixty (60) days of verification of the recall  
123. petition to fill the office for the remainder of the current term.

124. C. A recall petition and election shall not be allowed in the last year of the term of office.

125. D. The recall procedures shall not prohibit the office holder from seeking re-election.

126. E. The recall election shall be conducted according to rules established by the Elections  
127. Committee, approved by the executive board, and in conformity with US Labor Standards  
128. and the Labor Management Reporting and Disclosure Act, 1959 (LMRDA).

129.

**130.**

**ARTICLE III**

**131.**

**DUTIES OF OFFICERS**

132.

133. **Section 1. Duties of All Officers.** It shall be the duty of all BTU officers to:

134. A. Support the policies and programs adopted by the executive board.

135. B. Promote, support and defend BTU positions.

136. C. Represent BTU at national, state, and local affiliate meetings and conventions as elected or  
137. assigned.

138.

139. **Section 2. Duties of the President.** The president shall be the chief executive officer of BTU and  
140. all of its holding companies. The president shall administer all the affairs of BTU and execute  
141. policies of BTU as determined by the executive board. The president shall employ, supervise,  
142. direct, and discipline/terminate staff as well as retain counsel, accountants, and other professional  
143. personnel necessary to maintain the operation of the BTU.

144.

145. The president shall:

146. A. Actively advocate on behalf of members;

147. B. Serve as the official spokesperson for BTU;

148. C. Be an automatic delegate to the AFT Convention, NEA Convention (as a state delegate),  
149. FEA Convention, FEA Governance Board, Florida AFL-CIO Convention, as well as  
150. delegate to the Broward County AFL-CIO and to any and all organizations with which the

151. Broward Teachers Union shall be affiliated;
152. D. Represent BTU on committees for state and national affiliates;
153. E. Act as the chairperson of the executive board and preside at executive board meetings and
154. steward council meetings;
155. F. Report current BTU activities and important events at all regularly scheduled executive
156. board and steward council meetings;
157. G. Call special meetings of the executive board and steward council when required, or
158. requested, with at least a forty-eight (48) hour notice;
159. H. Appoint committee chairpersons (with the approval of the executive board) and appoint
160. committee members;
161. I. Serve as a non-voting, ex-officio member of all BTU committees, except the Elections
162. Committee and the Committee on Professional Ethics;
163. J. Appoint the lead negotiator and members of the negotiations team prior to the beginning of
164. the school year, and direct the negotiations team;
165. K. Suggest policies, plans, and activities for the BTU and be held responsible for the
166. progress and work of the BTU;
167. L. Prepare and promote BTU positions when appropriate:
168. 1. Meet with school board officials to advocate for members;
169. 2. Speak at school board meetings of the SBBC and city commission meetings for PPCS;
170. 3. Serve on, or appoint a BTU representative to participate on, SBBC executive
171. committees;
172. 4. Represent BTU as a board member/education advocate with local business partners;
173. M. Meet with community leaders and local, state, and federal politicians to advocate for
174. members and promote BTU positions;
175. N. Present BTU's program priorities for the coming year (including those related to the
176. BTU's annual budget) to the steward council no later than the August meeting;
177. O. Present a written "State of the Union" report (for the current school year) evaluating the
178. progress of the BTU in regards to established programs and policies by the May executive
179. board meeting;
180. P. Delegate and direct the fulfillment of duties by all officers and professional staff of the
181. BTU and maintain compliance with BTU/FEA/NEA/AFT governance documents;
182. Q. Report to the executive board any changes in staffing within forth-eight (48) hours of an
183. action being taken;
184. R. Maintain contact with membership through school visitations, or other appropriate means,
185. and communicate membership concerns to the executive board;
186. S. Evaluate professional staff annually and report results to the executive board;
187. T. Retain the service of a Professional Registered Parliamentarian, certified by the National
188. Association of Parliamentarians, as approved by a majority vote of the executive board.

- 189. U. Be a signer for financially binding documents;
- 190. V. In case of emergency, as defined in the BTU Constitution, the president shall be
- 191. empowered to act on matters not expressly forbidden by the constitution or the bylaws
- 192. subject to sustaining or overruling vote of executive board at its next meeting;
- 193. W. Fulfill other such responsibilities as directed by the executive board and/or the steward
- 194. council; and conduct other duties as necessary to fulfill the obligation of office.

195.

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

199.

200. The first Vice President shall:

- 201. A. Actively advocate on behalf of members;
- 202. B. Serve as a spokesperson for BTU as needed;
- 203. C. Be an automatic local delegate to the AFT Convention, NEA Convention, FEA
- 204. Convention, FEA Governance Board, Florida AFL-CIO Convention, as well as delegate to
- 205. the Broward County AFL-CIO;
- 206. D. Represent BTU on committees for state and national affiliates;
- 207. E. Develop and manage membership campaigns and additional organizing activities;
- 208. F. Maintain/contact membership through school visitations, or other appropriate means, and
- 209. communicate membership concerns to the executive board;
- 210. G. Prepare and present membership reports for executive board and steward council meetings;
- 211. H. Oversee grant writing and submissions as needed;
- 212. I. Manage/oversee the committee recruitment process;
- 213. J. Make recommendations to the president for committee member placement and assignments
- 214. for staff liaisons;
- 215. K. Serve as committee chair of the Constitution, Bylaws and Standing Rules Committee;
- 216. L. Oversee all professional development activities;
- 217. M. Facilitate the organization of member socials/events;
- 218. N. Prepare and promote BTU positions when appropriate
- 219. 1. Meet with school board officials to advocate formembers;
- 220. 2. Speak at meetings of the SBBC and city commission meetings for PPCS as needed;
- 221. 3. Meet with community leaders and local, state, and federal politicians to advocate for
- 222. members and promote BTU positions;

- 223. O. Be a cosigner of any financially binding documents in the absence of the president or
- 224. treasurer;
- 225. P. Participate in the annual evaluation of professional and administrative staff;
- 226. Q. Attend regularly scheduled executive board meetings, steward council meetings, steward
- 227. trainings, and at least one (1) area meeting each fiscal year;
- 228. R. Preside in the absence of the president;
- 229. S. Perform other such duties as may be assigned.

230.

231. **Section 4. Duties of the Secretary.** The secretary shall be the custodian of records, including the

232. seal and charter of BTU as well as minutes of the executive board and steward council meetings.

233.

234. The secretary shall:

- 235. A. Be responsible for the recording and distribution of minutes, notice of meetings, and
- 236. agendas for all meetings to members of the executive board and the steward council and to
- 237. the membership when appropriate;
- 238. B. Keep an accurate roster of the membership and attendance of executive board and steward
- 239. council meetings;
- 240. C. Collect/combine minutes from all standing committees and compile a report to be
- 241. presented at all regularly scheduled steward council meetings;
- 242. D. Serve as consultant and/or member of standing committees, special committees, and/or
- 243. task forces as appointed by the president;
- 244. E. Attend regularly scheduled executive board meetings, steward council meetings, steward
- 245. trainings, and at least one (1) area meeting each fiscal year;
- 246. F. Be an automatic local delegate to the FEA Delegate Assembly;
- 247. G. Perform other such duties as may be assigned.

248.

257. **Section 5. Duties of the Treasurer.** The treasurer shall provide general supervision of all

258. financial affairs.

259.

260. The treasurer shall:

- 261. A. Present the financial report at each regular meeting of the executive board and steward
- 262. council;
- 263. B. Be a signer for financially binding documents;
- 264. C. Serve as committee chair of the Internal Budget Committee;
- 265. D. Confer in the preparation of and present BTU's proposed annual budget to the executive
- 266. board;

- 267. E. Ensure that the required annual audit of the BTU financial records is conducted in
- 268. accordance with AFT constitution and coordinate the auditing firm presentation of the audit
- 269. for approval to the executive board;
- 270. F. Serve as consultant and/or member of standing committees, special committees, and/or task
- 271. forces as appointed by the president;
- 272. G. Attend regularly scheduled executive board, steward council meetings, steward trainings,
- 273. and at least one (1) area meeting each fiscal year;
- 274. H. Be an automatic local delegate to the FEA Delegate Assembly;
- 275. I. Perform other such duties as may be assigned.

276.

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

280.

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

296.

297. **Section 7. Duties of At-Large and Designated EP/TSP/CSP/ESP Executive Board Members.**

298. These board members shall actively support and promote the policies and programs of BTU.

299.

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.

313.

314.

## ARTICLE IV STEWARD COUNCIL

315.

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

319.

### 320. **Section 2. Meetings**

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

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

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

336.

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

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

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

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

356.

357.

## ARTICLE V

358.

### EXECUTIVE BOARD

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

361.

#### 362. **Section 2. Duties**

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

367.

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;

381. 4. Adopt the annual budget

382. a. Review and discuss a proposed budget at the April board meeting (received from the  
383. Internal Budget Committee by March 15<sup>th</sup>)

384. b. Approve finalized budget by the June executive board meeting (received from the  
385. Budget committee by May 15<sup>th</sup>)

386. 5. Approve the incurring of indebtedness outside of current business operations (i.e. long  
387. term loans, annual financial obligations);  
388. 6. Order an annual audit with an independent auditing firm, in accordance with AFT  
389. policy;  
390. 7. Recommend the membership dues index to the steward council;  
391. 8. Work with the executive officers to set goals and activities for all bargaining units;  
392. 9. Act as the final decision making body for grievance appeals prior to moving to  
393. arbitration as shall be specified in the Grievance Review Policy;  
394. 10 Act as the final decision making body for appeals from the Committee on Professional  
395. Ethics and in all cases proposing expulsion or suspension from membership;  
396. 11 Approve board members as appointed by the president within 45 days of a vacancy;  
397. 12 Approve a professional registered parliamentarian as appointed by the president;  
398. 13 Approve committee chairpersons as appointed by the president;  
399. 14 Approve the compensation packages of the elected officers recommended by the  
400. Internal Budget Committee;  
401. 15 Approve all contracts and/or expenditures which exceed \$2,500 per year beyond the  
402. budgeted line item and/or those that are non-budgetary;  
403. 16 Review and/or approve all staff union contracts;  
404. 17 Approve initial employment, promotion, and compensation packages of professional  
405. staff, independent contractors, and/or consultants, to the extent that such is not  
406. determined pursuant to a staff union collective bargaining agreement;  
407. 18 Order an annual survey of the membership to gauge opinions and identify strengths,  
408. Weaknesses, challenges and opportunities for BTU.

409.  
410. **Section 3. Meetings.**

411. **A. Regular.** The executive board shall meet regularly on a monthly basis. The time and place  
412. of meetings shall be set by the executive board. Notice, including a proposed agenda and  
413. the prior executive board meeting minutes, shall be sent to each executive board member at  
414. least two (2) days prior to the meeting.

415.  
416. **B. Special.** Special meetings may be called by the president or by petition of one third of the  
417. executive board. Special meetings are defined as meetings that are held at a time different  
418. from that of any regularly scheduled meeting and convened so that the executive board  
419. may consider one or more business items, which are specified in the call of the meeting.

420.  
421. **C. Quorum.** A quorum for executive board meetings shall consist of a majority of the  
422. members of the executive board.  
423.

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

427. **A. Proxies:**

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

432.  
433. **ARTICLE VI**  
434. **COMMITTEE**  
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. 2. Members of each committee shall be comprised of volunteers with the appointment  
444. of the president. Members shall serve for one (1) year from the date the  
445. committee commences. Committee members may be reappointed as determined by the  
446. president.
447. 3. All chairpersons of standing committees, and any and all special committees, shall be  
448. appointed for one (1) year by the president, subject to approval of the executive board.  
449. Committee chairpersons may be reappointed as determined by the president.
450. 4. The composition (amount of participants and names of members) of a committee shall  
451. be set after the first two meetings. If a committee member has two (2) unexcused  
452. absences, or a combination of excused and unexcused absences exceeding  
453. four (4) absences in a fiscal year, it shall result in his/her removal from that committee
454. 5. Each committee shall perform duties prescribed for them and assigned to them by the  
455. president and/or the executive board. Each committee shall be responsible to the  
456. president.
457. 6. The chairperson of each standing committee shall report its progress regularly to the  
458. executive board. Chairpersons shall also ensure that minutes/summary notes are taken  
459. at each meeting and that copies are submitted to the secretary.
460. 7. The actions and/or recommendations of any committee shall be subject to review by  
461. the president and the executive board, with the exception of the Elections Committee  
462. and the Committee on Professional Ethics unless approval is required by these bylaws.

463.  
464. **B. Civil & Human Rights Committee.** This committee shall be responsible for actively  
465. promoting human rights, civil rights, diversity, and social justice amongst members. The  
466. committee shall educate members and encourage activism and leadership in these areas by  
467. engaging members in events such as community service activities, charity walks, health fairs,  
holiday toy drives, food/clothing drives, reading programs, mentoring, etc.

468.  
469. **C. Committee on Professional Ethics.** This committee shall be responsible for resolving all  
issues related to professional discipline which results from complaints of ethics violations or  
misconduct by members.. All actions of the committee shall be in compliance with and/or  
conform to LMRDA standards.

470.  
471. The Committee on Professional Ethics shall:

471. 1. Develop policies and procedures which define the code of ethics and misconduct,  
472. define the processes by which complaints and charges are filed, detail the penalties for  
473. violations, and delineate the procedure for filing appeals. The policies and procedures  
474. shall be submitted to the executive board for approval.
475. 2. Investigate all complaints, conduct hearings, render decisions, and establish penalties if  
476. warranted.
477. 3. Refer to the executive board any investigated complaints or charges which, in the  
478. opinion of the committee, warrant removal from office or expulsion or suspension from  
479. membership.
480. 4. Perform such other duties that may be required in the execution of the foregoing duties  
481. and responsibilities.

482.  
483. **D. Constitution, Bylaws, & Standing Rules Committee.** This committee shall review  
484. governing documents and makes recommendations for amendments to the executive board  
485. and/or steward council whether ordered by the president, the executive board, submitted by  
486. others or originated in the committee.

487.  
488. **E. COPE-TIGER Committee.** This committee shall be responsible for increasing BTU  
489. visibility and communication with elected officials; shall lobby legislators; shall conduct  
490. candidate screenings, shall organize political receptions; and shall participate in member  
491. education of political issues.

492.  
493. **F. Elections Committee.** This committee shall conduct all membership voting processes,  
494. including but not limited to contract ratifications, internal elections, vote counts, and  
495. election appeals.

496.  
497. The Elections Committee shall have the following duties and responsibilities in  
498. conjunction with all elections:  
499.

500. 1. Develop Election Policy and Procedures and Candidate Rules for submission to the  
501. executive board for approval no later than ninety (90) days prior to the beginning of  
502. the election cycle; [**Proviso:** For the 2015-2016 school year, Election Policy and  
503. Procedures and Candidate Rules shall be submitted to the executive board for approval  
504. no later than 60 days prior to the commencement of the election cycle.]
505. 2. Screen all nominations of candidates for any position for conformity to eligibility  
506. requirements;
507. 3. Verify that the candidates and the nomination petitioners are members in good  
508. standing;
509. 4. Establish the membership voting master list and the cut-off date for inclusion on the  
510. list;
511. 5. Supervise the conduct of all steps in the election process: coordinating with the outside  
512. vendor selected to distribute and collect the ballots, the counting of the ballots, and the  
513. announcement of the results; and
514. 6. Investigate and rule on any and all properly filed and documented election appeals  
515. within thirty (30) days of announcement of election results.

516.  
517. **G. Internal Budget Committee.** This committee shall review and contribute to the  
518. development of the BTU annual budget and makes recommendations to the executive  
519. board.

520.  
521. **H. Scholarship Committee.** This committee shall review student applications and award  
522. college scholarships on behalf of the BTU and its members.

523.  
524. **I. Sick Leave Bank Committee.** This committee shall review member applications and  
525. award sick bank days according to policy.

526.  
527. **Section 2. Special Committees.** Special or ad-hoc committees may be created as necessary by the  
528. president or by the executive board and shall be comprised of volunteers from the general  
529. membership, and/or appointments by the president and/or the executive board.

530.  
531.  
532.  
533.

534.  
535.  
536.  
537.  
538.  
539.  
540.  
541.  
542.  
543.  
544.  
545.  
546.  
547.  
548.  
549.  
550.  
551.  
552.  
553.  
554.  
555.  
556.  
557.  
558.  
559.  
560.  
561.  
562.  
563.  
564.  
565.  
566.  
567.

**ARTICLE VI**  
**PROFESSIONAL DISCIPLINE**

- Professional discipline shall encompass complaints of ethics violations or misconduct.
- A. Except as otherwise provided in this constitution and bylaws, any officer or steward of BTU may be counseled, admonished, reprimanded in writing, removed from office, suspended, or expelled as the evidence and circumstances may warrant for violation of the established code of ethics or for misconduct unbecoming a member of BTU or seriously detrimental to the purposes, goals, and/or reputation of BTU.
  - B. Complaints shall be filed in writing by a member in good standing, must contain a statement of the facts, and set forth the specific act(s) which constitute an alleged violation.
  - C. All complaints shall be investigated by the Committee on Professional Ethics and action to be taken, if any, shall be decided by the committee. All decisions may be appealed to the executive board.
  - D. For all appeals (or recommendations of removal from office, expulsion, or suspension) a hearing shall be conducted by the executive board.
  - E. For a hearing to be conducted, there must be three-fourths (3/4) of the executive board members present. The accused member shall be furnished written notification of charges, date of hearing, and shall be provided an opportunity to address the board. A two-thirds (2/3) vote of the executive board members present and voting shall be necessary for expulsion. All decisions shall conform to the LRMDA.
  - F. A decision to expel or suspend a member can be appealed to the steward council at its next meeting. The accused party(ies) may be represented by counsel at their own expense. A two-thirds (2/3) vote of the stewards present shall be necessary to reverse the decision of the executive board. Final decisions shall conform to the LRMDA.

**ARTICLE VIII**  
**CONVENTIONS AND DELEGATES**

- With the exception of automatic delegates, a candidate seeking election as a state or national convention delegate shall be nominated by a signed petition of ten (10) members in good standing of a BTU bargaining unit.
- Delegates to affiliate state and national conventions shall be elected in all cases where officers are elected at the convention. BTU delegates shall be elected by plurality vote in the same election as BTU officers and shall serve a four-year term. Alternate delegates shall be the delegate candidate receiving the highest number of votes after the number of authorized delegate positions is filled. The president may appoint delegates or alternates to the affiliate conventions where the election of officers is not involved.

568.  
569. **ARTICLE IX**  
570. **FINANCES**  
571.

572. **Section 1. Accountant.** BTU shall engage a licensed CPA to assign and provide, at minimum,  
573. weekly oversight of ongoing financial matters.  
574.

575. **Section 2. Budget.** An annual budget shall be prepared and presented to the executive board for  
576. review by March 15<sup>th</sup> of each year and shall be approved by the executive board prior to the  
577. beginning of each fiscal year.  
578.

579. **Section 3. Annual Audit.** The financial records of BTU shall be audited annually by an  
580. independent outside CPA firm in accordance with the AFT Constitution.  
581.

582. **Section 4. Officer Compensation.** An elected executive officer, working full time, shall  
583. Be compensated with a salary approved by the executive board in accordance with available funds  
584. as established by the annual budget. Remaining executive board members shall receive  
585. compensation in accordance with available funds as established by the annual budget, the amount  
586. of which shall be approved by the executive board.  
587.

588. **Section 5. Authority to Incur Expenses.** Except as provided in these bylaws, the executive  
589. board shall develop and approve BTU policy regarding the authorization of expenditures and  
590. procedures for the reimbursement of expenses.  
591.

592. **Section 6. Payment of Authorized Expenses.** The treasurer and/or an authorized financial  
593. professional staff member may pay only authorized expenses that are within budget appropriations  
594. or as otherwise authorized by the executive board or as provided in these bylaws or BTU policies.  
595.

596. **Section 7. Funds.**

597. A. The executive board shall be the legal custodian, within the provisions of BTU's charter  
598. and bylaws, for all monies, bank accounts, records, and properties BTU.

599. B. The treasurer shall provide general supervision of the receiving and disbursing of all funds.

600. C. Except as otherwise set forth by the executive board, all checks shall bear two of the  
601. following three signatures: president, first vice president, treasurer, or such officers as may  
602. be determined by the executive board or these bylaws.

603. D. The executive board shall ensure that employees and executive board members are bonded  
604. against dishonesty in the handling of BTU funds and other assets.  
605.



606. **Section 8. Contracts.**

607. Except as otherwise set forth by the executive board, and in consultation with the president, the  
608. president and either the first vice president or treasurer shall sign all major written contracts and  
609. statements of obligation of or to the BTU that have been approved by the board. Only major  
610. contracts so approved and signed shall be valid. The board shall establish the definition of major  
611. contracts. The president shall sign all other contracts.

612.  
613. **Section 9. Records.**

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

616.  
617. **Section 10. Fiscal Year.**

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

619.  
620. **ARTICLE X**  
621. **PARLIAMENTARY AUTHORITY**

622.  
623. The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the  
624. Broward Teachers Union in all cases to which they are applicable and in which they are not  
625. inconsistent with this constitution and bylaws and any special rules of order the Broward Teachers  
626. Union may adopt.

627.  
628. **ARTICLE XI**  
629. **AMENDMENTS**

630.  
631. The bylaws may be amended by a two-thirds (2/3) vote of the stewards voting at any steward  
632. council meeting provided that notice of the contemplated change has been announced at a previous  
633. steward council meeting and written notice of the amendment is provided to all members at least  
634. thirty (30) days prior to the meeting designated for their adoption and has been posted on the BTU  
635. website.

**NOTE:** Formatting corrections made 10.07.2020