

Bylaws of United Faculty of Palm Beach State College

Article I Name

This organization shall be known as United Faculty of Palm Beach State College, hereinafter referred to as UF-PBSC.

Article II Objectives

The objectives of UF-PBSC shall be:

Section 1. To organize full-time faculty of Palm Beach State College (hereinafter referred to as the College) for mutual assistance and cooperation.

Section 2. To obtain for full-time faculty the rights to which they are entitled.

Section 3. To improve instruction at the College by collective bargaining for working conditions essential to the best professional service.

Article III Membership

Section 1. All full-time instructional faculty, guidance counselors, and librarians at the College whose primary responsibility is instruction or professional service related to instruction, not excluded by Section 2 shall be eligible for Active membership.

Section 2. Supervisory personnel with the rank of associate dean or above shall not obtain Active membership. An Active member who is assigned to a position with the rank of associate dean or above shall become an Associate member on the effective date of the assignment. Any person excluded by statute or regulation from Active membership shall be so excluded.

Section 3.

- a. Any employee of the College not included by Section 1 nor excluded by Section 2 shall be eligible for Associate membership.
- b. Any adult resident of Florida not included by Section 1 nor excluded by Section 2 shall be eligible for Associate membership

Section 4. No member or applicant for membership shall be discriminated against because of race, religion, gender, sexual orientation, marital status, disability, age, national origin, or political beliefs or activities.

Section 5. An Active member on leave of absence of at least six months shall be eligible for Reserve membership, and Active members who retire under the Florida Retirement System or the Florida Teachers' Retirement System may retain membership as Retired members.

Section 6. A member may be expelled for overt and demonstrable acts detrimental to UF-PBSC upon written charges signed by at least one-fourth (1/4) of the total membership, a copy of which charges shall be delivered to the affected member upon receipt by the Executive Board. Within ten (10) days the charges must be approved by at least three-fourths (3/4) of the Executive Board for the member to be expelled. An expelled member shall have the right to appeal the decision to the membership at a subsequent membership meeting with no undue delay and shall be reinstated with full rights if a majority of the members present vote to reinstate. At every step of the procedure, the accused member's right to due process shall be protected meticulously.

Article IV Officers and Elections

Section 1. The following officers shall be elected annually by members of UF-PBSC

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Financial Secretary
- f. UFF Senators

Section 2. Officers must be active members in good standing for at least six (6) months prior to assuming office.

Section 3. Nominations for office shall be made by email, nomination form or at a membership meeting during the first fifteen (15) days in February. Notice shall be provided to each member at least fifteen (15) days prior to the meeting at which nominations will be made. Nominations shall be made with due regard to representation of ethnic minorities and women.

Section 4. Officers shall be elected by secret ballot. Ballots shall be prepared and mailed to each member in good standing within fifteen (15) days of nominations. The ballots shall specify a date by which ballots must be returned. Only ballots returned to the Elections Committee on or before the specified date shall be counted. The candidate receiving a majority of the votes cast for each office shall be declared elected. If a majority is not obtained by any candidate for an office, a run-off election shall be conducted between the two candidates receiving the most votes, according to the procedures described in this section. Balloting is not required for uncontested elections, in which only one (1) nomination is put forward for each position. In such cases, the nominee will be considered elected by acclamation.

Section 5. The term of office shall be one (1) year and shall begin on April 1 after the election. The President-elect, if not a current member of the Executive Board, shall serve as an ex officio member on the Executive Board without voting privileges from the time of election until April 1.

Section 6. A vacancy in any office, except the presidency, shall be filled by the Executive Board until such time as the Election Committee arranges for an election. In the event that a vacancy occurs in the presidency, the vice president shall immediately assume the presidency for the unexpired term.

Section 7. A recall election for any office shall be held upon petition for same signed by twenty-five percent (25%) or more of the membership.

Article V Committees

Section 1. The following standing committees shall be appointed:
(1) Stewards Committee; (2) Collective Bargaining Committee; (3) Publications Committee; (4) Grievance Committee; (5) Legislative and Political Action Committee.

Section 2. The following special committees shall be appointed: (1) Elections Committee; (2) Social Committee; (3) Retired Members Committee.

Section 3. Additional special committees may be appointed as needed to perform specific tasks.

Section 4. The Chairs of all standing committees and of all special committees shall be appointed by the President with the consent of a majority of the Executive Board, to serve until removed by the President with the consent of a majority of the Executive Board or until resignation. Chairs shall report on committee activities at Executive Board meetings.

Section 5. Members of each committee shall be appointed by the Chair of each committee with the consent of the President.

Section 6. All appointments shall be made with due regard to proportional representation of ethnic minorities and women.

Article VI The Executive Board

Section 1. The Executive Board of UF-PBSC shall consist of all elected officers. Heads of all committees shall serve on the Executive Board without voting privileges.

Section 2. The Executive Board shall administer the policy of UF-PBSC as set by the vote of the membership at a meeting of the membership. The Executive Board shall be

empowered to act in and on behalf of the membership in emergency situations requiring action which cannot be delayed until a meeting of the membership can be called.

Section 3. The President of UF-PBSC shall chair the meetings of the Executive Board.

Section 4. A regular time and place for Executive Board meetings shall be established by each Executive Board within 30 days of its election and shall be communicated to the membership. However, the President may call special meetings of the Executive Board as necessary.

Section 5. Any action by the Executive Board must receive the affirmative vote of a majority of the Board membership to become effective.

Section 6. The Executive Board shall report its activities at each membership meeting.

Article VII Affiliations

Section 1. As a chapter of the United Faculty of Florida, UF-PBSC shall affiliate with and, whenever possible, send delegates to meetings of the following organizations:

- a. Florida Education Association (FEA)
- b. National Education Association (NEA)
- c. American Federation of Teachers (AFT)

All delegates elected to represent UF-PBSC at meetings of an affiliated organization shall be elected on a one-member, one-vote basis and in compliance with regulations of the affiliated organization.

Section 2. All delegates shall report to the Executive Board on meetings attended.

Section 3. Every reasonable effort shall be made by UF-PBSC to pay the legitimate expenses of delegates to meetings of affiliated organizations.

Section 4. Active membership in good standing is required to serve as a delegate.

Section 5. Officers of UF-PBSC may serve as delegates to meetings of affiliated organizations without separate election. If the number of delegates to such a meeting is limited by regulations of the affiliated organization, the following priority sequence shall determine who are delegates, beginning with:

- a. President; b. Vice President; c. Treasurer; d. Secretary; e. Financial Secretary;
- f. delegates elected according to procedures in Section 1 of this article.

Article VIII
Duties of Officers

- Section 1. The duties of the President shall be:
- a. To preside at all meetings of UF-PBSC and of the Executive Board.
 - b. To serve as a member of all committees ex officio.
 - c. To sign all necessary papers and documents.
 - d. To represent UF-PBSC when and where necessary.
 - e. To appoint heads of all committees.
 - f. To serve as a member of the United Faculty of Florida Council of Presidents and as a Senator in the United Faculty of Florida's Senate.
 - g. To make an annual report to the membership of UF-PBSC.
- Section 2. The duties of the Vice President shall be:
- a. To serve as a member of the Executive Board.
 - b. To perform all duties of the President in the absence of that officer.
 - c. To perform such other duties as are determined by the President or by the Executive Board.
- Section 3. The duties of the Secretary shall be:
- a. To serve as a member of the Executive Board.
 - b. To issue all notices.
 - c. To answer correspondence at the direction of the President.
 - d. To report outside correspondence to the President and Executive Board.
 - e. To record minutes of meetings of the Executive Board and of the membership.
 - f. To keep up-to-date records of the names, addresses, home phone numbers, and office phone numbers of all full-time faculty.
 - g. To perform such other duties as are determined by the President or by the Executive Board.
- Section 4. The duties of the Treasurer shall be:
- a. To serve as a member of the Executive Board.
 - b. To receive, record, and deposit in the name of UF-PBSC all monies from dues and all other sources.
 - c. To keep the membership roll.
 - d. To forward all per capita dues, and current membership lists to any affiliate organizations which so require.
 - e. To prepare and present a proposed budget for the fiscal year from January 1 through December 31 for adoption by the membership prior to November 15 each year.
 - f. To present a written budget report to the membership once a year.
 - g. To keep adequate records, available at all times to the Executive Board.
 - h. To pay by check, signed by the Treasurer and either the President or the Financial Secretary, all bills authorized by the adopted budget and to retain vouchers or invoices for same. Expenses not authorized by the budget must be presented to the Executive Board.

- i. To perform such other duties as are determined by the President or by the Executive Board.

Section 5. The duties of the Financial Secretary shall be:

- a. To serve as a member of the Executive Board.
- b. To perform all duties of the Treasurer in the absence of that officer.
- c. To assist the Treasurer in preparing the budget.
- d. To sign checks as necessary.
- e. To perform such other duties as are determined by the President or by the Executive Board.

Section 6. The duties of a Senator shall be:

- a. To serve as a member of the Executive Board.
- b. To represent UF-PBSC in the Senate of the United Faculty of Florida.
- c. To perform such other duties as are determined by the President or by the Executive Board.

Article IX Duties of Standing Committees

Section 1. The Stewards committee shall be responsible for recruiting members, distributing materials to full-time faculty, and orienting new full-time faculty.

Section 2. The Collective Bargaining Committee shall prepare and substantiate salary and other contract proposals. It shall present these proposals for approval of the membership and then shall negotiate these proposals with the employer. The Chair of the Collective Bargaining Committee shall serve as chief negotiator, or the Executive Board may hire an agent to act as chief negotiator.

Section 3. The Publications Committee shall prepare a newsletter, bulletins, reports, website, etc., at the direction of the Executive Board. Every effort shall be made by this committee to make use of other sources of publicity, e.g., newspapers, radio, and television.

Section 4. The Grievance Committee shall evaluate potential grievances and process those determined to have merit in accordance with our Collective Bargaining Agreement, and the policies of the United Faculty of Florida.

Section 5. The Legislative and Political Action Committee shall consider recommendations of any affiliated organizations and recommend to the Executive Board any legislation deemed worthy of endorsement. It shall apprise the Executive Board of proposed local, state, and national legislation affecting the UF-PBSC and its members.

Section 6. The Chairs of all standing committees will serve as liaisons to the Executive Board.

Article X
Duties of Special Committees

Section 1. The Elections Committee shall arrange for and supervise all nominations and elections, pursuant to provisions in Article IV.

Section 2. The Social committee shall arrange for activities to promote collegiality and camaraderie.

Section 3. The Retired Members Committee shall recruit retired membership and facilitate their involvement with UF-PBSC, United Faculty of Florida and their affiliates.

Section 4. At such time as the specific task of any special committee has been accomplished, its duties shall cease, and the committee shall be disbanded.

Article XI
Meetings

Section 1. Membership meetings shall be held as necessary, with no fewer than two (2) per year.

Section 2. The times and places of meetings shall be determined by the Executive Board.

Section 3. A quorum shall consist of those members present after general notice of the meeting has been sent to the membership.

Article XII
Dues

Section 1. The annual dues for Active members shall be a percentage of annual contracted salary determined by the Senate of the United Faculty of Florida.

Section 2. The annual dues for Associate members shall be an amount determined by the Senate of the United Faculty of Florida.

Section 3. The dues for Retired members shall be an amount determined by the Senate of the United Faculty of Florida.

Article XIII
Rules of Order

Robert's Rules of Order, Revised, shall govern in all cases not covered by these Bylaws.

Article XIV
Amendment

A proposed amendment shall be submitted to the Executive Board at least seven (7) days prior to the next announced membership meeting. The Executive Board shall submit it to the membership for consideration at the aforementioned meeting. The proposed amendment may be revised by vote of the members present at the meeting. If a majority of the members present approve, ballots will be prepared and circulated to all members in good standing within fifteen (15) days after the meeting. A three-fourths (3/4) approval vote of the ballots returned will amend the Bylaws, so long as those voting number more than half the total membership.

Article XV
Availability of Bylaws

Copies of these Bylaws and all future amendments shall be submitted to United Faculty of Florida and any affiliated organization that so requests.