

1 **BROWARD TEACHERS UNION BYLAWS**

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3 **ARTICLE I**
4 **DUES**

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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%).

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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).

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

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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.

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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.

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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.

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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

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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 five consecutive years at time of nomination and shall remain a member in good
47. standing throughout their term of office.

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49. **Section 3. Nominations**

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

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63. **Section 4. Elections**

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

75. 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. Delegate elections shall be conducted in conformity with US Labor Standards and the Labor
82. Management Reporting and Disclosure Act, 1959 (LMRDA).

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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.

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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.

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

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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.

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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.

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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).

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130. ARTICLE III
131. DUTIES OF OFFICERS

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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.

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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.

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145. The president shall:

146. A. Actively advocate on behalf of members;

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

148. C. Represent BTU on committees for state and national affiliates;

149. D. Act as the chairperson of the executive board and preside at executive board meetings and
150. steward council meetings;

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

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

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

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

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

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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. 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:
- 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. Perform other such duties as may be assigned.

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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.
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 - 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. Serve as consultants and/or members of standing committees, special committees, and/or
288. task forces as appointed by the president;
 - 289. E. Make recommendations to the president for committees in order to ensure adequate
290. representation of members from their respective units.
 - 291. F. Attend regularly scheduled executive board, steward council meetings, steward trainings,
292. and at least one (1) area meeting each fiscal year;
 - 293. G. Perform other such duties as may be assigned.

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

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

These executive board members shall:

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

**ARTICLE IV
STEWARD COUNCIL**

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

Section 2. Meetings

- A. **Regular.** The steward council shall meet a minimum of four (4) times during the school year. Notice of steward council meetings shall be communicated prior to each meeting.
- B. **Special.** Special meetings of the steward council or membership may be called by the president, by a majority of the executive board, or by a petition signed by ten percent (10%) of the steward council or membership. The president shall convene the meeting on the date specified in the petition, or as soon as possible. Notice of each special meeting shall be communicated to all stewards at least fifteen (15) days, but not more than thirty (30) days, prior to the meeting and posted on the BTU website.
- C. **Quorum.** A quorum for steward council meetings shall consist of those voting members present.

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

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

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

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

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ARTICLE V EXECUTIVE BOARD

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

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358. **Section 2. Duties**

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

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365. **B. Duties of the BTU Executive Board.** The duties and the responsibilities of the executive
366. board shall be to:

367. 1. Execute policies of the steward council and exercise the supervision of business affairs,

368. subject only to the limitations and restrictions provided by state and federal law, and by
369. the constitution and bylaws, and those of our affiliates;
370. 2. Propose amendments to the BTU Constitution and/or Bylaws to the steward council;
371. 3. Adopt and/or amend standing rules and policies;
372. 4. Adopt the annual budget
373. a. Review and discuss a proposed budget at the April board meeting (received from the
374. Internal Budget Committee by March 15th)
375. b. Approve finalized budget by the June executive board meeting (received from the
376. Budget committee by May 15th)
377. 5. Approve the incurring of indebtedness outside of current business operations (i.e. long
378. term loans, annual financial obligations);
379. 6. Order an annual audit with an independent auditing firm, in accordance with AFT
380. policy;
381. 7. Recommend the membership dues index to the steward council;
382. 8. Work with the executive officers to set goals and activities for all bargaining units;
383. 9. Act as the final decision making body for grievance appeals prior to moving to
384. arbitration as shall be specified in the Grievance Review Policy;
385. 10. Act as the final decision making body for appeals from the Committee on Professional
386. Ethics and in all cases proposing expulsion or suspension from membership;
387. 11. Approve board members as appointed by the president within 45 days of a vacancy;
388. 12. Approve a professional registered parliamentarian as appointed by the president;
389. 13. Approve committee chairpersons as appointed by the president;
390. 14. Approve the compensation packages of the elected officers recommended by the
391. Internal Budget Committee;
392. 15. Approve all contracts and/or expenditures which exceed \$2,500 per year beyond the
393. budgeted line item and/or those that are non-budgetary;
394. 16. Review and/or approve all staff union contracts;
395. 17. Approve initial employment, promotion, and compensation packages of professional
396. staff, independent contractors, and/or consultants, to the extent that such is not
397. determined pursuant to a staff union collective bargaining agreement;
398. 18. Order an annual survey of the membership to gauge opinions and identify strengths,
399. Weaknesses, challenges and opportunities for BTU.

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401. **Section 3. Meetings.**

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

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

C. Quorum. A quorum for executive board meetings shall consist of a majority of the members of the executive board.

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

A. Proxies:

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

**ARTICLE VI
COMMITTEES**

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

A. Composition, Chairpersons, Term

1. Members in good standing and members of the Retiree Chapter of BTU shall be eligible to serve on a committee and act as committee chairperson.
2. Members of each committee shall be comprised of volunteers with the appointment of the president. Members shall serve for one (1) year from the date the committee commences. Committee members may be reappointed as determined by the president.
3. All chairpersons of standing committees, and any and all special committees, shall be appointed for one (1) year by the president, subject to approval of the executive board. Committee chairpersons may be reappointed as determined by the president.
4. The composition (amount of participants and names of members) of a committee shall be set after the first two meetings. If a committee member has two (2) unexcused absences, or a combination of excused and unexcused absences exceeding four (4) absences in a fiscal year, it shall result in his/her removal from that committee

445. 5. Each committee shall perform duties prescribed for them and assigned to them by the
446. president and/or the executive board. Each committee shall be responsible to the
447. president.
448. 6. The chairperson of each standing committee shall report its progress regularly to the
449. executive board. Chairpersons shall also ensure that minutes/summary notes are taken
450. at each meeting and that copies are submitted to the secretary.
451. 7. The actions and/or recommendations of any committee shall be subject to review by
452. the president and the executive board, with the exception of the Elections Committee
453. and the Committee on Professional Ethics unless approval is required by these bylaws.

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

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

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466. The Committee on Professional Ethics shall:

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

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

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

487.
488. **F. Elections Committee.** This committee shall conduct all membership voting processes,
489. including but not limited to contract ratifications, internal elections, vote counts, and
490. election appeals.

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

510.
511. **G. Internal Budget Committee.** This committee shall review and contribute to the
512. development of the BTU annual budget and makes recommendations to the executive
513. board.

514.
515. **H. Scholarship Committee.** This committee shall review student applications and award
516. college scholarships on behalf of the BTU and its members.

517.
518. **I. Sick Leave Bank Committee.** This committee shall review member applications and
519. award sick bank days according to policy.

520.
521. **Section 2. Special Committees.** Special or ad-hoc committees may be created as necessary by the
522. president or by the executive board and shall be comprised of volunteers from the general
523. membership, and/or appointments by the president and/or the executive board.
524.

525. **ARTICLE VII**
526. **PROFESSIONAL DISCIPLINE**

527.
528. Professional discipline shall encompass complaints of ethics violations or misconduct.

529. A. Except as otherwise provided in this constitution and bylaws, any officer or steward of
530. BTU may be counseled, admonished, reprimanded in writing, removed from office,
531. suspended, or expelled as the evidence and circumstances may warrant for violation of the
532. established code of ethics or for misconduct unbecoming a member of BTU or seriously
533. detrimental to the purposes, goals, and/or reputation of BTU.

534. B. Complaints shall be filed in writing by a member in good standing, must contain a
535. statement of the facts, and set forth the specific act(s) which constitute an alleged violation.

536. C. All complaints shall be investigated by the Committee on Professional Ethics and action to
537. be taken, if any, shall be decided by the committee. All decisions may be appealed to the
538. executive board.

539. D. For all appeals (or recommendations of removal from office, expulsion, or suspension) a
540. hearing shall be conducted by the executive board.

541. E. For a hearing to be conducted, there must be three-fourths (3/4) of the executive board
542. members present. The accused member shall be furnished written notification of charges,
543. date of hearing, and shall be provided an opportunity to address the board. A two-thirds
544. (2/3) vote of the executive board members present and voting shall be necessary for
545. expulsion. All decisions shall conform to the LRMDA.

546. F. A decision to expel or suspend a member can be appealed to the steward council at its next
547. meeting. The accused party(ies) may be represented by counsel at their own expense. A
548. two-thirds (2/3) vote of the stewards present shall be necessary to reverse the decision of
549. the executive board. Final decisions shall conform to the LRMDA.

550.
551. **ARTICLE VIII**
552. **CONVENTIONS AND DELEGATES**

553.
554. A candidate seeking election as a state or national convention delegate shall be nominated by a
555. signed petition of ten (10) members in good standing of a BTU Bargaining unit.

556. Delegates to affiliate state and national conventions shall be elected in compliance with the applicable
557. constitution of that organization. BTU delegates shall be elected by plurality vote and shall serve a

558. one-year term, except that delegates to the AFT convention shall serve for two years. Alternate
559. delegates shall be the delegate candidate receiving the highest number of votes after the number of
560. authorized delegate positions is filled. The president may appoint delegates or alternates to the
561. affiliate conventions where the election of officers is not involved.

562.
563.
564.
565.

ARTICLE IX FINANCES

566.
567.
568.

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

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

574.

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

577.

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

583.

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

587.

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

591.

592. **Section 7. Funds.**

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

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

596. C. Except as otherwise set forth by the executive board, all checks shall bear two of the

597. following three signatures: president, first vice president, treasurer, or such officers as may
598. be determined by the executive board or these bylaws.

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

605. **Section 8. Contracts.**

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

611.

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.