

# **CONSTITUTION      LAKELAND STAFF ASSOCIATION**

Whereas, the welfare and satisfaction of staff personnel are important to the successful operation of an institution of higher learning, the Lakeland Staff Association (LSA) is hereby created to benefit Lakeland Community College (LCC) by promoting the professional and social interests of its staff and community outreach.

## **BYLAWS**

### **ARTICLE I - NAME**

*Section 1. The name of this organization shall be the Lakeland Staff Association (LSA).*

### **ARTICLE II - MEMBERSHIP AND DUES**

*Section 1. Qualifications*

- A. Membership in this Association shall, at all times, be voluntary and open to any full-time and part-time Lakeland Community College employee whose employment is governed by the staff salary schedule and who has paid their dues as stated in Section 1 B.
- B. The dues of this Association shall be \$5.00 for a 12-month period July 1 to June 30.
- C. Members shall not be discriminated against nor shall any employee be barred from membership because of race, color, religion, national origin, ancestry, gender, age, disabled or veteran status, and marital or parental status.
- D. Members may vote, participate in parliamentary procedures, and attend all Lakeland Staff Association social functions.

## ARTICLE III - ORGANIZATION

### *Section 1. Officers*

A. The Officers of this Association shall be elected by the LSA membership during the regular election process in accordance with Article IV (Voting). The officers include the following: President, Vice President, Secretary, Treasurer, Four (4) Full-Time Staff Advocates, and Two (2) Part-time Staff Advocates. The Officers comprise the Lakeland Staff Association Executive Council (LSAEC).

a. President

i. Duties

1. Call and preside over all meetings of the Association as a whole.
2. Call and preside over all meetings of the LSA Executive Council.
3. Represent the Association on the All College Committee.
4. Serve as spokesperson for the Association in dealing with other organizations or appoints someone to serve.
5. Enforce the bylaws of this constitution.
6. Appoint members to college-wide committees as needed.
7. Create LSA standing and/or ad hoc committees as may be necessary with LSAEC approval.
8. Limited to authorization of funds to maximum of \$50 per expense unless approved by the LSAEC.
9. Serve as ex-officio LSA President for the following year.
10. Attend Lakeland Community College Board of Trustee meetings as the LSA representative or appoint a member to do so.
11. Appoint/disband LSA committees as deemed necessary.
12. Submit a roster of candidates to the LSA prior to election.

b. Vice President

i. Duties

1. Assume duties of the President in the event of absence.
2. Attend Lakeland Community College Board of Trustees meetings as the LSA representative as deemed necessary.
3. Serve as membership "chairperson". Responsibilities include coordinating a membership drive throughout the year and the tracking of all members.
4. Work in conjunction with the LSA President to make recommendations to appoint or disband LSA committees and keep accurate records of active LSA committees and their membership.
5. Submit a roster of candidates to the LSA prior to election.

c. Secretary

i. Duties

1. Send out notifications and/or agenda of meetings as appropriate.
2. Take minutes at both the general meetings and at Executive Council meetings.
3. Post all minutes of the LSA general meetings on the LSA community board. Provide LSAEC minutes to all LSAEC members.
4. Shall be responsible for all written correspondence of the Association.
5. Shall keep permanent records of all official meetings.
6. Attend Lakeland Community College Board of Trustee meetings as the LSA representative as deemed necessary.
7. Submit a roster of candidates to the LSA prior to election.

d. Treasurer

i. Duties

1. Responsible for supervising all financial activities of the Association and maintain a current, accurate, and permanent statement of such activities.
2. Collect membership dues.
3. Pay all authorized invoices of LSA.
4. Submit all records for audit by May 15 to a LSA member in good standing or a recommended accounting student.
5. Attend Lakeland Community College Board of Trustee meetings as the LSA representative as deemed necessary.
6. Submit a roster of candidates to the LSA prior to election.

e. Staff Advocates

ii. Duties:

1. Represent Association at Executive Council meetings.
2. Present to Executive Council any business brought forth by constituents.
3. Communicate to constituents, action of the Executive Council.
4. Attend Lakeland Community College Board of Trustee meetings as the LSA representative as deemed necessary.
5. Submit a roster of candidates to the LSA prior to election.
6. Each Staff Advocate will serve as a liaison to one Standing Committee as determined by the LSA President during the first general membership meeting of the new year.

## B. Committees

### a. Standing Committees

- i. The following Standing Committees will exist:
  1. Fundraising
  2. Grievance
  3. Membership
  4. Scholarship
  5. Sunshine
- ii. LSA Committee members will be nominated and appointed to serve at the April General membership meeting, or as vacancies occur.
- iii. Committee members will serve on the committee to which they have been appointed for a period not to exceed three (3) consecutive years.
- iv. All appointments begin July 1 and end June 30.
- v. Minutes from Committee meetings shall be submitted to the LSA Executive Council by the Committee Chair, or the corresponding Staff Advocate.
- vi. Each Committee will meet and elect a chairperson. Committee chairpersons will be replaced as needed by the remaining committee membership.

### b. Committee Guidelines

#### i. Fundraising Committee

1. The Fund Raising Committee's function is to organize events with the purpose of raising funds. Led by a chairperson or persons, the committee should consist of as many members as possible, and should hold meetings as needed to plan/organize events.
2. Two members of the Fund Raising committee should also be members of the Scholarship Fund Committee.
3. The funds raised from these and any other events may be used for various purposes, but primarily for LSA Scholarship(s), as long as the purpose is clearly stated prior to and during the event.
4. The Fund Raising Committee is allowed to request funds as needed from the LSA General Fund for costs associated with an event, with same amount borrowed being replaced to the General Fund from the proceeds of the event.

ii. Grievance Committee

- 1.The Grievance Committee will be comprised of the LSA President or Vice President as available, and one other LSA member.
- 2.The purpose of the Grievance Committee is to meet to review and determine the feasibility of filing a LSA member's alleged grievance.

iii. Membership Committee

- 1.The LSA Vice President will serve as Chairperson of this committee.
2. The Membership Committee will submit a membership campaign plan to the LSA Executive Council.

iv. Scholarship Committee

- 1.The Lakeland Staff Association will award the following scholarships annually:
- 2.One student will receive a yearly scholarship of \$2,000 (\$1,000 per semester) and one student will receive a \$500 scholarship for Fall or Spring semester to be used for tuition and books only. The yearly scholarship will be awarded to a new or continuing full-time student with a 3.0 accumulative GPA from their most recent transcript. The \$500 scholarship will be awarded to a new or continuing part-time student with a 3.0 accumulative GPA from their most recent transcript.
- 3.The Scholarship Committee will select the candidates to receive the scholarships. The selected LSA scholarship recipient will receive a congratulatory letter, including students' responsibilities as a scholarship recipient, from the LSA Scholarship Committee chairperson.
- 4.If the selected student does not comply with the scholarship guidelines, they will be invoiced for the full scholarship amount granted to them.
- 5.Comprised of 5-7 staff members who are volunteers or appointees of the LSA President. The scholarship administrator from the Financial Aid office will attend committee meetings as a non-voting member. They will be at the meetings to answer any questions the committee may have about the scholarship applicants and their financial aid status.
- 6.Scholarship Committee members will serve on the committee for a period not to exceed three consecutive years. All appointments begin July 1 and end June 30.
- 7.Each member on the Scholarship Committee must volunteer for one fund raising activity per year.

v. Sunshine Committee

1. This Committee shall be responsible for responding to the needs of membership as related to serious illness, death, and congratulatory events.
2. When LSA members are out on extended illness or hospitalized, the Sunshine Committee will send an appropriate card from the Association.
3. When LSA members have a death in the immediate family (parent, spouse or child), the Sunshine Committee shall send an appropriate card and floral arrangement not to exceed \$35.00 including delivery.
4. When LSA members experience a congratulatory event, the Sunshine Committee shall send out an appropriate card.
5. In the event that the Sunshine Committee Chair is unavailable for an extended period of time, the LSA Staff Advocate assigned to this Committee will temporarily perform the duties.

*Section 2. Terms of Office*

- A. All offices shall be held for a period of two academic years (July –June).
- B. A staff member may serve no more than two (2) consecutive terms in the same office.
- C. Vacancies
  - a. In the event of a vacancy on the Executive Council, the president, will present the replacement candidate to the Executive Council for approval.

*Section 3. Executive Council*

- A. The governing body of this Association shall be known as the Executive Council (LSAEC).
- B. The Executive Council shall be comprised of the following: president, vice president, secretary, treasurer, staff advocates, and ex officio president.
- C. Duties:
  - a. Represent and speak for the Association in college and community affairs and projects.
  - b. Counsel with the college administration to develop or amend college policy and procedures.
  - c. Hold regular meetings of the Executive Council.
  - d. Recommend amendments to bylaws and also regulations as deemed necessary to carry out the aforementioned duties vested by this constitution in accordance with Article IV (Voting).
  - e. Recommend to the LSA president persons to fill vacant positions on the Council.
  - f. Counsel with the college administration and the Board of Trustees on salary and benefit changes.
  - g. Enforce the LSA constitution.

## **ARTICLE IV - VOTING**

*Section 1. A majority vote shall be a plurality of paid members in attendance.*

*Section 2. Only paid LSA members may vote at General Membership meetings.*

*Section 3. In order to vote for election of offices, dues must be paid prior to election.*

## **ARTICLE V - ELECTIONS**

*Section 1. Elections shall be held during the month of June. Only paid members for the upcoming year may vote.*

- A. The LSAEC shall have prepared a slate of representatives to present to the membership.
- B. Nominations shall also be accepted from the floor provided the nominee is a member and is in attendance.
- C. All LSA offices shall be filled by a plurality of the voting membership.
- D. The LSA Treasurer shall oversee balloting. The voter shall place his/her ballot directly into the sealed ballot box.
- E. Absentee ballots shall be picked up from the Treasurer and mailed to the Treasurer who shall only accept unopened ballots.

## **ARTICLE VI - MEETINGS**

*Section 1. General Staff*

- A. There shall be a minimum of two meetings of the general membership per semester as needed.
- B. The April meeting shall be designated as the nominating meeting.

*Section 2. Executive Council*

- A. Held whenever deemed necessary by the president of the LSA.
- B. To expedite the transition of leadership, a combined meeting of current and newly-elected officers will be held in July.

*Section 3. Staff/Management*

- A. The LSA Executive Council shall attend Staff/Management meetings scheduled by the College President and his/her delegates.

## **ARTICLE VII - CONSTITUTIONAL AMENDMENTS**

*Section 1. Must comply with those policies established by the Board of Trustees of Lakeland Community College.*

*Section 2. Proposed in either of the following manners:*

- A. Majority affirmative vote of the Executive Council.
- B. Petition containing forty percent (40%) of the eligible members of the Association.

*Section 3. Approved by eligible membership in accordance with Article IV (Voting).*

## **ARTICLE VIII - DISSOLUTION**

*Section 1. In the event of dissolution of this Association, all funds remaining in the treasury shall be dispersed at the direction of the membership in accordance with Article IV (Voting).*

## **ARTICLE IX - IMPEACHMENT OF OFFICERS**

*Section 1. An LSA officer may be impeached from office under the following conditions:*

- A. Evidence of abuse of office or failure to represent the interests of the LSA.
- B. Petition containing thirty percent (30%) of the membership of the LSA.
- C. Vote of no confidence in a special election by a plurality of LSA members or by secret ballot.

## **ARTICLE X - MEETING NOTIFICATION**

*Section 1. All general LSA meetings and elections shall have an advance notice of at least one week.*

## **ARTICLE XI - AUDIT**

*Section 1. There shall be an internal audit conducted annually of all LSA finances, funds and accounts.*

*Section 2. The LSA Treasurer (according to the provisions in ARTICLE III, Section 1, Item Ad4) shall be responsible for coordinating this audit with an LSA member in good standing or a recommended accounting student.*

*Section 3. When the audit is complete, the LSA member in good standing or a recommended accounting student will sign a statement indicating that they performed the annual audit which will be presented to the LSA Executive Council at the July meeting.*