PROFESSIONAL COUNCIL
DAYTONA STATE COLLEGE
BYLAWS

ARTICLE I: NAME

The name of this organization shall be known as the Daytona State College Professional Council.

ARTICLE II: PURPOSE / MISSION

The Daytona State College Professional Council is a constituent group of the college representing the Professional Staff. First and foremost this council supports the college’s mission and provides a forum for sharing innovative ideas and information to ensure the success of students, staff, and fellow members. It advocates for professional members’ welfare, disseminates accurate news/general information about the college, and acts as a forum to discuss and recommend institutional objectives, policies and procedures. The Council encourages dialog between the community and related internal and external stakeholders and supports the success of the Student Government Association as well as other student organizations serving the college and the community.

ARTICLE III: MEMBERSHIP

Section 1 – Membership. All Daytona State College employees classified as professional staff by Human Resources are Professional Council members.

Section 2 – Conflict of Interest. Any member of the Council who has a financial, personal, or official interest in, or conflict (or appearance of conflict) with any matter pending before the Council, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Council to voluntarily excuse himself/herself and will vacate his/her seat and refrain from discussion and voting on said item.

ARTICLE IV: OFFICERS

Section 1 – Officers. The Officers of the Professional Council shall be a President, a Vice President, a Secretary, a Treasurer and a Technology Specialist. The officers shall perform the duties as prescribed in Article V of these Bylaws.

Section 2 – Term. For the purpose of continuity, the Officers shall be elected by the council as prescribed in Article VIII and will serve for twelve months beginning July 1st with no consecutive term limits.
Section 3 – Vacancy. Should an Officer resign his or her position and/or is no longer a professional employee, the remaining Officers of the Professional Council will appoint a replacement to fulfill the term.

Section 4 – Duties of Officers and Representatives.

1) President. The duties of the President shall include, but not be limited to the following:

   a) Preside at Professional Council meetings.

   b) Appoint all Ad Hoc Committee Chairpersons.

   c) Appointed by DSC President to the President’s cabinet and attend all Cabinet meetings.

   d) Coordinate the schedule, agenda and logistics of the monthly and emergency meetings with the officers.

   e) Serve as Parliamentarian at constituency meetings, as prescribed in Article IX.

   f) Attend the District Board of Trustees meetings.

   g) Serve as ex-officio member of all committees.

   h) Serve as a representative to the Planning Council, attend Planning Council meetings, and report to the Professional Council.

2) Vice-President. The duties of the Vice-President shall include, but not be limited to the following:

   a) Act in the Council President’s absence.

   b) Assist the President in all his/her duties.

   c) Preside over the By-laws Committee.

3) Secretary. The duties of the Secretary shall include, but not be limited to the following:

   a) Keep and distribute minutes of the Council.

   b) Handle correspondence for the Council.
c) Maintain records of the Council and serve as Historian and Chair of the Historical Committee as needed.

d) Notify members of times and dates of scheduled and emergency meetings and provide/distribute agenda.

4) **Treasurer.** The duties of the Treasurer shall include, but not be limited to the following:

   a) Handle Council funds in accordance with approved College policies.

   b) Provide financial reports monthly to the Council.

   c) In absence of the Secretary, keep minutes of the Council.

5) **Technology Specialist.** The duties of the Technology Specialist shall include, but not be limited to the following:

   a) Coordinate, set-up, and maintain software and hardware technology necessary to stream meetings online. Work with the College’s distance learning and IT platforms to provide remote participation of council meetings where possible.

   b) Physically attend council meetings when possible or designate an alternate to act as the liaison between physical and online audiences.

   c) Address technology related issues during the meeting as they arise.

   d) Facilitate and archive message board discussions taking place during each meeting.

   e) Provide online attendance and written record of message board discussions with the secretary for inclusion in minutes.

   f) Communicate with technology staff regarding college-wide program updates and media (flash, etc.) that can impact or improve the manner in which council meetings are broadcast and/or archived.

   g) Assist the Professional Council elected staff in developing and delivering technology-based reports, presentations, etc. to the College President and/or Board of Trustees as needed.

   h) Train a Technology Apprentice to perform aforementioned
duties in absence of the Specialist.

Section 5 – Expenditures. The officers have the discretion to approve the expenditure of funds up to and including $100. Any expenditure(s) over $100 requires prior approval by a majority vote at a Council meeting.

Section 6 – Election Process

1) Qualifications. The officers of the organization may be filled by any professional employee who is elected by the Professional Council.

2) Schedule. The Nominating Committee will adhere to the following schedule:

   a) Notice. In April notices shall be sent to all professional staff to inform them of the upcoming election and to request nominations.

   b) Ballot. After nominations have been received and nominees contacted as to their willingness to serve, a slate of candidates shall be drawn up and sent to each member. The ballot shall be presented at the May meeting or no later than May 25th.

   c) Results. Election ballots shall be anonymous and returned by the date indicated on the ballot (no later than two weeks after the ballots are issued). The ballots shall be counted by the Nominating Committee (other than the candidates) and the results communicated to the Professional Council during the June meeting.

   d) Notification. The Nominating Committee will notify all nominees of the results.

   e) Tally Sheet. The official tally sheet shall be kept for the Historian and all ballots shredded.

3) Majority. The election shall be determined by a majority vote of the ballots cast.

4) Breaking a Tie. Breaking a tie vote for the election of officers can be done by one of two methods.

   a) Flipping a Coin. If the candidates agree, the winner of the seat can be determined by flipping a coin for two-way ties. In a three-way tie, the candidates (if they agree) can either draw straws or
draw a name to determine the winner.

b) Runoff Election. If the candidates do not agree to flip a coin to break a tie, a run-off election will be held. Only those candidates who tied for the seat are in the runoff. Nominations are not reopened for the open seat.

c) Second tie not an option flip a coin. Until the tie is resolved, the other newly elected officers should immediately begin serving their terms.

ARTICLE V: PLANNING COUNCIL REPRESENTATION

Section 1 - Representatives. A representative of the Professional Council will serve on all Planning Council committees. The President of the Professional Council will submit a list of recommendations to the chair of the Planning Council for confirmation by the College President. Representatives will serve a one year term ending in June and may be re-appointed. Committee representatives may be asked to report on the committee progress at the Professional Council meetings.

ARTICLE VI: PROFESSIONAL COUNCIL COMMITTEES

Section 1 – Ad Hoc Committees. Ad Hoc committees shall include, but are not limited to: Nominating Committee, Fundraising Committee, and Bylaws Committee. Committees will be convened as needed and will exist until the next election, at which time the Professional Council President will re-assess membership or need for the Committees.

1) Membership. All Ad Hoc Committees shall consist of the Committee Chairperson, appointed by the President of the Council, and at least two other members selected by the Committee Chairperson from the Council membership.

2) Duties. The duties of the Ad Hoc Committees shall include, but not be limited to the following:

   a) Nominating Committee. The chair shall be appointed by April and shall serve until the following April. The duties of the Nominating Committee in accordance with Article IV Section 6, Elections, are the following: solicit nominations from the membership; set the ballot slate for the officers; count the ballots; and report the results of the elections to the President. If a nominating committee member is nominated to run for an
office he/she must resign from the nominating committee. The duties also include overseeing the impeachment process.

b) **Fund-raising Committee.** The duties of the Fund-raising Committee shall be to organize events and solicit assistance of Council members to raise money. The chairperson will give a report monthly.

c) **Bylaws Committee.** The duties of the Bylaws Committee shall be to amend, review and update the Professional Council Bylaws as needed, and shall be approved as described in Article XI Section 2.

**ARTICLE VII: MEETINGS**

**Section 1 – Regular Schedule.** The Professional Council shall meet a minimum of eight (8) times during the fiscal year.

**Section 2 – Called Meetings.** An emergency meeting may be called by the Council President or designee as needed.

**Section 3 – Notification.** Membership will be notified according to Article IV Section 4.3.d.

**ARTICLE VIII: QUORUM AND VOTING**

**Section 1 – Quorum.** A quorum shall consist of a minimum of 15 members present at the meeting.

**Section 2 – Vote.** A majority vote (2/3) of the quorum shall constitute a majority. Each present member of the Council shall have one vote, including those members connected by electronic meeting as long as they are properly logged in with their real first and last name.

**ARTICLE IX: PARLIAMENTARY AUTHORITY**

**Section 1 – Procedure.** Robert’s Rules of Order (current edition) shall govern the Professional Council in all cases to which they are applicable and to which they are not inconsistent with these bylaws. Special rules of order may be adopted by the Council.

**Section 2 – Parliamentarian.** The President shall serve as Parliamentarian for the Professional Council.
ARTICLE X: IMPEACHMENT

Section 1 – Procedure. Any member may initiate an officer's or representative's removal by the following procedure.

1) Petition Nominating Committee with signatures (e-mail replies are acceptable) of one third (1/3) of all voting members.

2) Petition shall state reason for removal.

3) Nominating Committee shall then notify officers and call for removal vote within fourteen days of the filing of the petition.

4) Membership shall be notified at least one week prior to removal vote.

5) The petition's stated grievances shall be made public and the officer or representative charged shall be allowed to respond to the charges of the petition.

6) Removal from office shall require a majority vote of all voting members.

ARTICLE XI: BYLAWS

Section 1 – Review. These bylaws shall be reviewed annually by the Professional Council Bylaws Committee.

Section 2 – Approval and Effective Date. This set of bylaws will become effective upon the majority vote (2/3) of those in attendance at any meeting of the Council. All revised bylaws issued shall indicate the revision number and date issued as approved by the Council.

Section 3 – Amendments.

1) Proposed amendment(s) to these bylaws can be presented by any Professional Council member in writing to the Bylaws Committee chair.

2) The Bylaws Committee shall review proposed amendment(s).

3) The Committee shall submit the proposed amendment(s) to all Council members ten working days prior to the next meeting.

4) Approval of the proposed amendment(s) requires majority (2/3) vote of the quorum.

5) After approval, the Bylaws Committee shall incorporate the amendment(s) herein.
6) All amended bylaws issued shall indicate the revision number and date issued as approved by the Council.