

BYLAWS of the  
SEMINOLE COUNTY  
SCHOOL BUS DRIVERS' ASSOCIATION

ARTICLE I - TITLE

The name of the Corporation shall be Seminole County School Bus Drivers' Association (SCSBDA), Incorporated and the Corporation shall be affiliated with the Florida Education Association (FEA), the National Education Association (NEA), and the American Federation of Teachers (AFT). The Corporation shall be a non-profit corporation under the laws of the State of Florida.

ARTICLE II - PURPOSE

The Corporation is formed for the purpose of representing the Bus Drivers and Bus Monitors of Seminole County School District. Its goals shall include the maintenance and improvement of bus transportation standards as well as improving the standards and conditions of employment for Corporation members.

ARTICLE III - OFFICES

The principal office of the Seminole County School Bus Drivers Association, Inc., shall be located in Seminole County. The Corporation shall have other offices as determined by the Board of Directors.

ARTICLE IV - CATEGORIES OF MEMBERSHIP

A. Categories of Membership

Active - Active membership shall be open to those employees who are bus drivers or monitors in Seminole County School District. Dues for active members shall be established by the general membership at their May meeting. Active members shall have the right to hold office and vote on all issues submitted before the membership.

B. General Provisions

1. The membership year shall be from September 1st to August 31st.
2. Membership in the Association shall not be denied on the basis of race, creed, color, sex, religion, or national origin.
3. Any member may withdraw from the Association by written request. Membership will terminate thirty (30) days from submission of such request.

C. Dues

1. Members shall pay their dues by payroll deductions unless they are on a leave of absence without pay, then the member will be responsible for their own payment of dues.

2. Payroll deduction shall be governed by the collective bargaining agreement in force during the membership year.

D. General Membership Meetings

1. The Board of Directors shall arrange for a minimum of two (2) meetings each year to carry on the business of the Association.
2. Special meetings of the membership may be called by the President, the Board of Directors, or by petition signed by twenty-five percent (25%) of the membership.
3. The membership shall be given five (5) days written notice of the place, day and time of said meetings. A majority of those members present and voting shall constitute a quorum for a membership meeting.

ARTICLE V - BOARD OF DIRECTORS

A. Composition - the Board of Directors shall consist of the following:

1. The Officers,
2. One bus driver for every 30 bus drivers or major fraction thereof, elected by the membership;
3. One bus monitor for every 30 bus monitors or major fraction thereof, elected by the membership.
4. The percentage of ethnic minority membership on the Board shall be at least equal to the percentage of ethnic minority membership of the Association. The Board of Directors shall elect additional Directors whenever necessary to insure this guarantee.

B. Election of Directors

1. Nominations for the Director positions shall be opened at the third General Business meeting in the year Directors are to be elected at each compound. Nominations may be made at the meeting or may be submitted in writing to the Elections Chairperson through March 15.
2. To be eligible for a director position you must be a member in good standing and have been a member for one year prior.
3. The election will be held the 1st week in April, at times to be determined by the Board of Directors. Upon verification of membership and after signing the voter registration list, each member shall receive a ballot on Election Day at the designated transportation, department compound/complex.
4. Any member who is unable to vote at the Transportation Department headquarters on the 1st week in April shall be entitled to cast an absentee Ballot. An absentee ballot may be obtained by a written request mailed to the Association office and postmarked no later than 14 days prior to the date of the election. An absentee ballot and directions for voting shall be mailed to the member.

5. Ballots shall be deposited in a locked ballot box. When not attended, the ballot box will be secured in a locked container in a secured area. Blank ballots will be sealed with the ballot box. Ballots shall be tabulated by the Elections Committee the closing of the election. All absentee ballots cast shall be counted at the same time as ballots deposited in the ballot box.
  6. Results shall be posted at the conclusion of the count.
- C. Term of Office - Term of office for Directors shall be for two years and shall commence on June 1st and end on May 31st. A Board member appointed to fill a vacancy will serve the remainder of the term for which he/she was appointed.
- D. Vacancies - All members will be notified when a Director vacancy exists. Members interested in filling such vacancy shall put their application in the SCSBDA mailbox located in the transportation union box within five (5) working days of notification. The Board of Directors will make their recommendations to the President for appointment within five (5) working days after the close of accepting applications.
- E. Meetings - The Board of Directors shall meet no fewer than four (4) times a year. Such meetings may be called by either the President or by call of a majority of the members of the Board. The president shall be responsible for notifying the Board of the time, place, date and purpose of meetings.
- F. Quorum - A majority of the Board shall constitute a quorum.
- G. Duties of the Board - The Board shall be responsible for:
1. Managing the day-to-day affairs of the Corporation;
  2. Acting on any emergency and shall submit a full report of such actions to the membership;
  3. Making recommendations to the membership on the Association budget;
  4. Representing members as necessary in meetings with management.
  5. Serve on a Board Committee
- H. Removal from Office –
1. Any Board member who cannot attend a Board meeting shall contact the SCSBDA President or call the UniServ office and state a reason for not attending. A Director who misses two Board meetings without just cause shall receive a letter from the Board of Directors stating that he/she is automatically removed from the Board of Directors.
  2. Officers/Directors of the corporation may be removed for malfeasance or malpractice in office under the following procedure:
    - a. A petition of twenty-five percent (25%) of the active members may call for a special recall election by the general membership.
    - b. A majority vote of the board of directors may call for a recall election of an office of the corporation.
  3. Said election shall be by secret ballot held within twenty (20) working days of the time the petition is submitted by the membership or the motion passed by the board of directors. The ballot shall be mailed to the address on record for all association

members and shall include instructions and an addressed, stamped envelope for the return of the ballot.

4. An officer shall be removed if two-thirds (2/3) of the association membership returned votes support the recall.

## ARTICLE VI - OFFICERS

### A. Election of Officers

1. Nominations for the Officer positions shall be opened at the third General Business meeting in the year Officers are to be elected at each compound. Nominations may be made at the meeting or may be submitted in writing to the Elections Chairperson through March 15.
2. The election will be held the 1st week in April, at a time to be determined by the Board of Directors. Upon verification of membership and after signing the voter registration list, each member shall receive a ballot on Election Day at the designated transportation department compound/complex.
3. Any member who is unable to vote at the Transportation Headquarters the 1st week in April shall be entitled to cast an absentee ballot. An absentee ballot may be obtained by a written request mailed to the Association office and postmarked no later than 14 days prior to the date of the election. An absentee ballot and directions for voting shall be mailed to the member.
4. Ballots shall be deposited in a locked ballot box. When not attended, the ballot box will be sealed and left in the open. Blank ballots will be secured in a locked container in a secured area. Ballots shall be tabulated by the Elections Committee the closing of the election. All absentee ballots cast shall be counted at the same time as ballots deposited in the ballot box.
5. In the event that only one person has been nominated for a position, that position shall be declared filled by acclamation and no ballots shall be cast.
6. Results shall be posted at the conclusion of the count.

### B. Term of Office - Term of office will run two years beginning June 1st and ending May 31st.

1. Elected Officers may serve unspecified consecutive terms in the same position upon winning election.

### C. Qualifications

1. The President, Vice-President, and Secretary-Treasurer must have been members prior to their nomination.
2. Officers shall be members in good standing and have had three previous years of continuous membership.

### D. President - The President shall be empowered to:

1. Serve as the principal Executive Officer of the Corporation;
2. Supervise the business affairs of the Corporation, in cooperation with the Board;
3. Preside at all general membership meetings and board of director meetings; Sign documents with the Secretary-Treasurer or other proper Officer of the Corporation or business agent;

4. Perform all duties as directed by the members and/or the Board of Directors;
5. Represent the union on the UniServ Council and appoint other members to the UniServ Council as per the entitlement according to UniServ guidelines with the provision that if there is only one other member on the Council, this person shall hold the position of either monitor or driver, but shall hold the position opposite that of the President.

E. Vice-President - The Vice-President shall:

1. Serve in the absence of the President;
2. Perform such other duties as are, from time to time, assigned by the President or Board of Directors;
3. Chair the Bylaws committee.
4. Serve as a member of all standing committees with the exception of the Elections Committee.

F. Secretary-Treasurer - The Secretary-Treasurer shall:

1. Keep the minutes of the General Membership and Board meetings of the Association;
2. Provide official copies of said minutes to the President and business agent for the Association within five (5) working days following meetings;
3. Serve as custodian for all corporate records;
4. Keep a record of the mailing addresses of each member of the Association;
5. Qualify for bonding if necessary;
6. Oversee the funds and securities of the Corporation;
7. Shall perform all duties as shall be assigned, from time to time, by the President or Board of Directors.
8. Shall Chair the Holiday Party.
9. Shall coordinate with the UniServ Office regularly to ensure the Associations financial matters are resolved in a timely manner.

G. Vacancies

1. A vacancy in the office of the presidency shall be filled by the Vice-President.
2. All members will be notified when a Vice-President or Secretary/Treasurer vacancy exists. Members interested in filling such vacancy shall put their application in the SCBDA mailbox within five (5) working days of notification. The Board of Directors will make their recommendations to the President for appointment within five (5) working days after the close of accepting applications.
3. In the event the secretary/treasurer resigns from their elected position within the last quarter of their term, the president will appoint someone from the union directors to assume the responsibilities of the secretary/treasurer.

H. Removal from Office

- a. Officers of the Corporation may be removed for malfeasance or malpractice in office under both of the following procedures: A petition of twenty-five percent (25%) of active members may call for a special recall election by the General Membership.
- b. A majority vote of the Board of Directors may call for a recall election of an

Officer of the Corporation.

2. Said election shall be by secret ballot held within twenty (20) working days of the time the petition is submitted by the membership or the motion passed by the Board of Directors. The ballot shall be mailed to the address on record for all Association members and shall include instructions and an addressed, stamped envelope for the return of the ballot.
3. An Officer shall be removed if two-thirds (2/3) of the Association membership returned votes supports the recall.

#### ARTICLE VII - CONTRACTS, CHECKS, DEPOSITS AND FUNDS

- A. Contracts - The Board of Directors shall authorize Officers or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name of and/or on behalf of the Corporation.
- B. Checks, Drafts, etc. - All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness as issued in the name of the Corporation shall be signed by two (2) of the following five (5) individuals: President, Vice-President, Secretary-Treasurer, Business Agent, UniServ Director. At least one of the signatures shall be that of any Officer.
- C. Deposits - All funds of the Corporation shall be deposited within forty-eight (48) hours of receipt into the appropriate bank, trust company, or other depositories as selected by the Board of Directors.
- D. Budget Amendments - Amendments to the budget of this Corporation may be made by majority vote of members present at a meeting of the Association provided that the following procedures have been followed:
  1. Amendments shall be voted on at the meeting immediately following the meeting at which they are presented.
  2. Members shall receive a written notice of proposed amendments five (5) days prior to the final vote.
  3. Any action on proposed amendments must be within the scope of the previous notice.
- E. Bus Conference and Convention Policy- See Attachment

#### ARTICLE VIII - FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of September and end on the last day of August.

## ARTICLE IX - COMMITTEES

- A. The Association shall have the following committees:
  - 1. Elections, Bylaws, and Negotiations.
  - 2. Other committees or task forces may be appointed by the President upon consent of the Board of Directors.
- B. Committee chairs may be appointed by the President upon consent of the Board of Directors and shall serve for a one (1) year term, except for the chair of the Bylaws committee. For the Election and Bylaws Committees, committee members shall be appointed by committee chairs upon consultation with the President.
- C. 1. The Negotiations Team shall consist of the President, the Vice-President, four (4) members, and two (2) alternates. Negotiations Team members shall be selected by the Board from the membership volunteers. Appointment to the Negotiations Team shall be for a one (1) year term. A member of the UniServ staff shall serve as Chief Negotiator for the Team. The Negotiations Team shall negotiate with the management of the Seminole County School District in an attempt to reach tentative agreements on wages, hours, and terms of employment.
- D. Elections Committee - The Elections Committee shall consist of four (4) members and the committee chair. No board member shall be on the Elections Committee. However, a board member/UniServ contact will be available if needed. It shall be the responsibility of this Committee to accomplish the following:
  - 1. Follow election procedures prescribed herein and establish additional election procedures as needed.
  - 2. Conduct all elections under the open nominations and secret balloting rules of the National Education Association.
  - 3. Tabulate, certify and announce elections results.
  - 4. In cases where committee members are running for an office, they will step aside and an alternate will be chosen by the board of directors to replace them for the effected election.
- E. Bylaws Committee - This Committee shall consist of four (4) members and shall be chaired by the Vice-President of the Association. The Bylaws Committee shall be responsible for reviewing and updating Bylaws and bringing necessary recommendations to the Board of Directors and membership.

## ARTICLE X - AMENDMENTS

The Bylaws of this Corporation may be amended by majority vote of members. Proposed Bylaw amendments will be introduced at one meeting and within 15 business days after the proposed amendment(s) was introduced, the membership will have a designated date

and times for voting on proposed amendment(s). Members shall receive a written notice of proposed amendments five (5) days prior to the final vote.

#### ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for the Association on all questions not covered by the Bylaws and Standing Rules.

Adopted 9/18/84; Amended 3/17/87, 3/21/89, 1/15/91, 5/19/92, 4/16/96, 5/18/99, 5/17/02  
5/9/05; 8/7/12; 2/28/17; **4/23/18**