

# **DELGADO UNCLASSIFIED PROFESSIONAL ASSOCIATION BYLAWS**

## **ARTICLE I. NAME**

The name of the proposed organization: Delgado Community College Unclassified Professional Association.

## **ARTICLE II. MISSION**

The mission of The Delgado Community College Unclassified Professional Association is to address the needs of unclassified staff.

## **ARTICLE III. OBJECTIVES**

1. Serve as a communication network for unclassified staff
2. Provide a voice in policy development and decision-making as they pertain to the employment of unclassified staff
3. Promote the fair implementation of policy and procedures related to the employment of unclassified staff
4. Promote professional development and improve the working environment of unclassified staff
5. Serve as an advisory group to the Chancellor and the senior management team of the College

## **ARTICLE IV. MEMBERSHIP**

Those eligible for membership in the Delgado Community College Unclassified Professional Association includes all 12-Month unclassified administrators and staff, as well as grant employees in comparable positions, who do not serve on the senior management team of the College. The senior management team includes those administrators who serve on the Executive Council, College Council, and Deans' Council.

## **ARTICLE V. OFFICERS**

Section I.

All those eligible for membership in the Delgado Community College Unclassified Professional Association are eligible to be an officer of the Association.

Section II.

The Executive Board of the Association consists of the following Officers: President, Vice-President, Secretary, and Treasurer, Immediate Past President, Human Resources Liaison, and Campus/Site Senators\*.

(\*Campus/Site Senators consist of a member from each campus/site: City Park Campus, West Bank Campus, Sidney Collier Site, and River City Site.)

### Section III.

In addition to the Executive Board positions, there will be established committees with committee chairs. The committees will consist of the Professional Development Committee, Staff Convocation Committee, Scholarship Committee, Election Committee, and Staff Recognition Committee.

The duties of all Officers on the Executive Boards are as follows:

#### **POSITION DESCRIPTION - PRESIDENT**

- I. Duties
  - a. Preside over and conduct Board and General Meetings of the Association
  - b. Call special meetings of the Association's Executive Board and/or General Meetings
  - c. Appoint committees as needed
  - d. Represent the Association and speak on occasion on behalf of the Association
  - e. Coordinate the Association's efforts and oversee all progress and events
  - f. Review and/or approve requests from Senators wishing to conduct Association business
- II. Become familiar with procedures for conducting meetings
  - a. Set schedule for all Executive Board and General Meetings
  - b. Compose agendas for all Executive Board and General Meetings
  - c. Schedule special meetings (Executive Board and/or General) of the Association as deemed necessary to handle urgent matters – The agenda does not have to be followed for special meetings
- III. Become familiar with the Association's Charter and Bylaws
  - a. The use of the Association's funds
  - b. Organizational Chart
  - c. Each Officers' specific responsibilities
  - d. Executive Board and General meeting schedule including time, date, and location
- IV. Become familiar with and follow the Association's program of activities
  - a. Know all financial reports from all events
  - b. Know all goals, progress, and accomplishments from all committees

#### **POSITION DESCRIPTION-VICE PRESIDENT**

- I. Duties
  - a. Preside over and conduct Executive Board and General Meetings in the absence of the President
  - b. Call special meetings (Executive Board and/or General) of the Association in the absence of the President
  - c. Appoint committees as needed in the absence of the President

- d. Represent the Association and speak on occasion on behalf of the Association in the absence of the President
  - e. Coordinate the Association's efforts and oversee progress in conjunction with the President
  - f. Keep order by keeping all meetings on schedule
  - g. Oversee all committees' work and report to the President all progress of the committee
  - h. Make sure committee chairs are prepared for their committee meetings
  - i. Review and/or approve requests from Senators wishing to conduct Association business
- II. Become familiar with procedures for conducting meetings
    - a. Set schedule for all Executive Board and General Meetings
    - b. in the absence of the President
    - c. Compose agendas for all Executive Board and General Meetings in the absence of the President
    - d. Schedule special meetings (Executive Board and/or General) of the Association as deemed necessary to handle urgent matters – The agenda does not have to be followed for special meetings in the absence of the President
- III. Become familiar with the Association's Charter and Bylaws
    - a. The use of the Association's funds
    - b. Organizational Chart
    - c. Each Officer's specific responsibilities
    - d. Executive Board and General meeting schedule including time, date, and location
- IV. Become familiar with and follow the Association's program of activities
    - a. Know all committees' planned events
    - b. Know the goals, progress, and accomplishments of all committees

#### **POSITION DESCRIPTION - TREASURER**

- I. Duties
  - a. Collect all funds from scheduled events with assistance from the organization's Secretary
  - b. Keep accurate and updated records
  - c. Prepare a financial statement for the Association every month and submit a copy to the Secretary for review of accuracy of the records
  - d. Collect donations and records of same with assistance from the organization's Secretary
- II. Become familiar with the Association's Charter and Bylaws
  - a. The use of the Association's funds
  - b. Organizational Chart
  - c. Each Officer's specific responsibilities
  - d. Executive Board and General meeting schedule including time, date, and location
- III. Become familiar with and follow the Association's program of activities

- a. Know all committees' planned events
- b. Know goals, progress, and accomplishments from all committee reports

### **POSITION DESCRIPTION - SECRETARY**

- I. Duties
  - a. Responsible for establishing whether a quorum (7 people minimum) has been met
  - b. If a quorum has not been met, then voting reverts back to Executive Board
  - c. Responsible for recognizing all persons to be heard during General Meeting
  - d. Record all minutes of Executive Board and General Meetings
  - e. Submit minutes to President for review of accuracy before disseminating them to the Executive Board and the Association's members
  - f. Maintain accurate records of all attendance at the Executive Board and General Meetings
  - g. Responsible for securing all rooms for Executive Board and General Meetings
  - h. Assist Treasurer with collections of funds during all planned events
  - i. Assist Treasurer with donations during upcoming events
  - j. Responsible for telephone and electronic communications for Executive Board and General Meetings
- II. Become familiar with the Association's Charter and Bylaws
  - a. The use of the Association's funds
  - b. Organizational Chart
  - c. Each Officer's specific responsibilities
  - d. Executive Board and General Meeting schedule including time, date, and location
- III. Become familiar with and follow the Association's program of activities
  - a. Know all committees' planned events
  - b. Know goals, progress, and accomplishments from all committee reports

### **POSITION DESCRIPTION – IMMEDIATE PAST PRESIDENT**

- I. Duties
  - a. Provide guidance to the current President and Executive Board
  - b. Attend at least half of the scheduled Executive Board Meetings
  - c. Serve as Chairperson of the Election Committee
  - d. Perform such other duties as delegated by the President or the Executive Board
- II. Become familiar with the Association's Charter and Bylaws
  - a. The use of the Association's funds
  - b. Organizational Chart
  - c. Each Officer's specific responsibilities

- d. Executive Board and General meeting schedule including time, date, and location
- III. Become familiar with and follow the Association's program of activities
  - a. Know all committees' planned events
  - b. Know goals and accomplishments from all committee reports

### **POSITION DESCRIPTION – CAMPUS/SITE SENATORS**

- I. Duties
  - a. Attend at least half of the scheduled Executive Board Meetings
  - b. Conduct meetings with Association members from their prospective campus/site
  - c. Conduct voting as needed with Association members from their prospective campus/site
  - d. Senators will have the privilege of voting as Executive Board Members
  - e. Lead a committee as determined by the Association
  - f. Supervise all fundraiser activities
  - g. Collect donations as needed
  - h. Submit financial reports to the President and Treasurer
  - i. Two-day notice is required for any Senator wishing to conduct Association business. Notices will be reviewed by the President and Vice President and are required to be in writing and/or sent via email to the President
- II. Become familiar with the Association's Charter and Bylaws
  - a. Organizational Chart
  - b. Executive Board and General Meeting schedule including time, date, and location
- III. Become familiar with and follow the Association's program of activities
  - a. Know all committees' planned events

### **POSITION DESCRIPTION - HUMAN RESOURCES LIAISON OFFICER**

- I. Duties
  - a. Serve as liaison between the Delgado Office of Human Resources and the Association
  - b. Report to the President and the Executive Board all new information from Human Resources
  - c. Report to the Association's members all new information from Human Resources
  - d. Work closely with the Delgado Chief Human Resources Officer and know rules and regulations pertaining to all unclassified staff
- II. Become familiar with the Association's Charter and Bylaws
  - a. The use of the Association's funds
  - b. Organizational Chart
  - c. Each Officers' specific responsibilities
  - d. Executive Board and General meeting schedule (time, date, place)

- III. Become familiar with and follow the Association's program of activities
  - a. Know all committees' planned events
  - b. Know the Association's goals and accomplishments from all committee reports

## **ARTICLE VI. NOMINATIONS OF OFFICERS**

### Section I.

Nominations will be accepted every two (2) years in the April General Meeting.

The Immediate Past President shall ask the Association members for the nomination of any current member to serve as President, Vice-President, Secretary, Treasurer, Human Resources Liaison Officer, and Senator positions.

All nominated members must be present at the April General Meeting to accept their nominations. All nominated members must submit a written statement stating their willingness to serve if elected. They must submit the written statement to the Immediate Past President, and the Immediate Past President will provide these signed written statements to the Secretary for permanent record.

All nominees shall submit, to the Immediate Past President, a brief bio (a description of their current job, years of service, and activities in college and/or community), a professional photo, and a 30-60 second video stating why they should be elected for the position.

The Immediate Past President will prepare all bios with photos and videos to post to the designated web platform site for the general election.

## **ARTICLE VII. ELECTIONS OF OFFICERS**

### Procedures for Elections of Officers

Elections will be coordinated by the Election Committee, led by the Immediate Past President. Elections will be held every two (2) years during the month of May.

The Association's members shall cast their votes for the following Executive Board Officers: President, Vice-President, Secretary, Treasurer, Human Resources Liaison Officer, and Senators by completing the virtual ballot. Only one vote is allowed for each officer.

A vote shall be invalid if more names are marked in any category than the number of Officers to be filled (i.e., one vote each for President, Vice-President, etc.).

A candidate for any of the Executive Board Officers may be elected based on:

1. If unopposed, and/or
2. If they obtain a majority of the votes cast

All ballots are counted by the Immediate Past President and Election Committee. The Secretary will announce the results via e-mail to all members of the Association.

The Immediate Past President will send the results to the College's Communications, Marketing, and Public Relations Office, which will announce the results to the College Community.

## **ARTICLE VIII. INSTALLATIONS OF OFFICERS**

Procedures for Installations of Officers

Section I.

Installation of the new Officers will be every two (2) years at the June General Meeting.

The newly elected Officers will serve a two (2) year term starting July 1 of the election year and ending on June 30, two (2) years later.

The installation of Officers will consist of the current President swearing in the incoming Officers.

The outgoing Officers will present all information, records, etc. to the incoming Officers.

The outgoing Officers will also present their job descriptions to the incoming Officers, and their support to be of assistance as the incoming Officers learn their new duties.

The current President will also provide all newly elected Officers with these important documents:

1. Charter: Delgado Unclassified Professional Association - Policy No. HR-1660.1
2. Delgado Community College Unclassified Professional Association Bylaws - Updated: May 18, 2023
3. Unclassified Professionals Awards & Recognition Program

## **ARTICLE IX. MEETINGS**

General Meetings will take place on the third Thursday of each month (except for January and August when no meetings will be held). The location of meetings will rotate by campus/site and will be available through a virtual communication platform so members can participate virtually. Time of meeting will be 2 p.m.