

Bylaws
Pride Faculty & Staff Association at UCF, Inc.
A Professional Organization at the University of Central Florida

ARTICLE I: Name & Mission

Section 1. Name

The name of this organization shall be Pride Faculty & Staff Association at UCF, Inc., which shall be referred to hereinafter as PFSA.

Section 2. Mission

PFSA is one of several Employee Resource Groups (ERGs) signifying the University of Central Florida's (UCF's) goal to intentionally be more inclusive and diverse. PFSA's mission is to promote an environment that fosters cultural sensitivity, belonging, and enrichment by providing quality programming, networking opportunities, and guidance to UCF faculty, staff, and students, located on every campus, who identify as part of the LGBTQIA+, or queer, community.

PFSA works closely with UCF's LGBTQ+ Student Support Services to offer the Alliance Mentoring Program (AMP) every academic year, which connects our employee membership base with students of all ages who are looking for guidance and trusted advice in areas such as professional development and personal growth.

PFSA also serves as a resource for UCF administration, specifically in three (3) key areas of interest: education, advocacy, and outreach to local partners like the Zebra Coalition and the OnePULSE Foundation.

ARTICLE II: Annual Objectives

PFSA shall adopt specific academic year objectives to guide the organization and its activities. The Executive Committee shall solicit input from membership in identifying these objectives, and the activities to achieve them, by the end of the prior Summer semester. These proposed objectives and activities shall be presented to the membership for simple majority approval no later than the first Fall meeting.

ARTICLE III: Membership & Dues

Section 1. Membership

PFSA membership is open to all current, former, and retired UCF faculty and staff who support the mission and goals of PFSA as outlined in the bylaws. PFSA recognizes and respects the intersectionality of each of its members, including unique characteristics such as sex, gender identity, gender expression, sexual orientation, age, generation, genes, ability, skin color, race, national origin, ancestry, citizenship status, ethnicity, religion, creed, class or socioeconomic position, veteran status, marital status, and parental status. A person may be considered a member of the General Body after attending two (2) regular meetings in an academic year or by paying dues to the association. In addition to active engagement with the association, members are encouraged to join committees as a primary means of volunteering their time and talents.

Section 2. Voting Members

Voting on bylaw changes, elections, and the termination of a membership shall be restricted to dues paying members. Non-dues paying members may vote on all other items brought before the association.

Section 3. Termination of Membership

Termination of membership from this organization may be voluntary or for actions inconsistent with the established goals of the organization. Any actions of a member considered to be inconsistent with the established goals of the organization should be documented and brought to the Executive Committee. A Special Committee appointed by the President shall evaluate each case including but not limited to speaking with the member involved. The Special Committee shall present its recommendations to the Executive Committee. If the recommendation is for termination of membership, the Executive Committee will bring the matter before the general membership for a vote. The eligible voting members of the general membership must approve the recommendation by a two-thirds (2/3) majority. Prorated dues will be refunded to a terminated member.

Section 4. Dues

The membership year shall be from July 1st through June 30th. Dues shall be \$25.00 annually. Each Spring, the Executive Committee shall review the dues structure of the organization and make any appropriate recommendations for changes to the general membership for approval. Proposed changes to the dues structure must be approved by a simple majority of the voting members. The approved changes will take effective in the new fiscal year. Dues paying members have the benefit of attending some PFSA activities free of charge to the member or at a reduced rate versus non-dues paying members.

ARTICLE IV: Officers

Section 1. Officers

The officers of the organization will serve as its Executive Committee. Executive Committee officers must be dues paying members prior to taking office. The Executive Committee shall consist of, but is not limited to, the following officers.

- President
- Vice President
- Treasurer
- Historian
- Secretary
- Ex-Officio Officer(s)
- Chair(s)/Co-Chair(s) of each standing committee of the organization
- Web Designer/Digital Media Developer

Ex-Officio Officer(s) shall be administrators selected by vote of the membership.

Chair(s)/Co-Chair(s) shall be selected by the Executive Committee to lead each of the Standing or Special Committees, and its members, within the organization.

Section 2. Officer's Duties

President: The President shall be the chief executive officer of PFSA and shall chair all meetings of the Executive Committee and membership meetings. During elections, the President shall only vote in the event of a tie. The President shall also be the chief spokesperson of the association and shall represent PFSA in relations with other organizations, unless this responsibility has been delegated to a member of the Executive Committee.

Vice President: The Vice President shall ensure the proper performance of all Executive Committee duties and the proper operation of all committees. In the President's absence, the Vice President shall chair Executive Committee and membership meetings. If the position of President becomes vacant during the year, the Vice President shall assume the position of President.

Secretary: The Secretary shall be responsible for taking, maintaining, and distributing the minutes of the Executive Committee and the membership meetings as well as any special business/election meetings as dictated by the PFSA. The Secretary shall also be responsible for all correspondence for the Executive Committee and notification of membership meetings.

Treasurer: The Treasurer shall be the chief financial officer of PFSA. The Treasurer shall be responsible for proposing an annual budget along with oversight of proper deposits and disbursement of all funds of the organization and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of PFSA.

Historian: The Historian shall be responsible for documenting the history of the PFSA and for maintaining the organization's archives.

Ex-Officio Officer(s): The Ex-Officio Officer(s) shall have no duties except that as a member of the Executive Committee and those duties assigned by the President.

Chair(s)/Co-Chair(s) of Standing & Special Committees: Chair(s) and Co-Chair(s) of Standing and Special Committees shall ensure the proper operation of their committee and perform those duties assigned by the President.

Section 3. Tenure of Officers

Officers shall be elected for one (1) year. Officers may be re-elected for a succeeding term.

Section 4. Succession of Terms

There are no term limits on the election of officers.

Section 5. Election of Officers

The election procedures for all officers shall be as follows:

- A. Election of all officers shall be held by a majority of the voting membership.
- B. The election of all officers shall be held during the Spring semester of the academic calendar year.

Section 6. Transition of Officers

The transition of officers shall be made at the last regular meeting of the Spring semester.

Section 7. Removal of Officers

Elected officers can be removed for cause by a two-thirds (2/3) majority vote of the eligible voting membership.

Section 8. Filling of Vacancies

Vacant positions shall be filled by appointment of the President with a majority vote of the Executive Committee.

Section 9. Meeting of Officers

The Executive Committee shall meet no less than three (3) times each during the Fall and Spring semesters and no less than one (1) time during the Summer semester.

ARTICLE V: Meetings & Voting

Section 1. Meeting Dates

Regular meetings shall be held at least three (3) times during each Fall and Spring semester and the membership will be notified at least two (2) weeks prior to each meeting. Meetings will be held at locations as convenient as possible for members while respecting the breadth of the UCF community.

Section 2. Special Meetings

Special meetings may be scheduled by the Executive Committee of the organization. Membership will be notified at least two (2) weeks prior to a called meeting.

Section 3. Quorum

A quorum shall consist of members present. There is no quorum required to conduct regular business of the membership.

Section 4. Proxy Votes

A proxy vote must be in written format and be given to any member of the organization or to a member of the Executive Committee. The proxy must be submitted prior to a scheduled meeting. Proxy votes will be included in the list of members attending and voting.

Section 5. Revisions of Bylaws

The Bylaws shall be reviewed annually by the Executive Committee. The Executive Committee shall make suggestions for changes to the bylaws. Any PFSA member may also make suggested changes to the bylaws. Revisions to the bylaws must be approved during a regular membership meeting by a majority vote of members present.

Section 6. Amendments

The voting membership will vote on changes in the bylaws during the first regular meeting of the Fall semester. Changes in the bylaws may be approved by a simple majority vote of members present.

ARTICLE VI: Committees

Section 1. Standing Committees

Standing committees may be established and discontinued by the membership. Each committee chair shall submit periodic reports to the Executive Committee and the membership.

Standing Committees may consist of, but are not limited to, the following areas of interest or service:

- Correspondence & Social Media
- Orlando Community Outreach
- Student Advocacy
- Transgender Advocacy
- UCF Outreach & Recruitment
- UCF Special Events

Section 2. Special Committees

Special committees may be established and discontinued by the membership or by the Executive Committee for the purpose of accommodating a specific task or tasks within a limited period of time.

ARTICLE VII: Amendments

Bylaws Adopted at Membership Meeting on November 15, 2022

Anjella Warnshuis, PFSA President