

Bylaws of the Florida Association of School Personnel Administrators

Article I - Membership

Section 1. Admission to Membership

- a) Application for membership shall be made to the Treasurer accompanied by the fee specified in Article II of these Bylaws.
- b) The Treasurer is authorized to keep a record of members qualified in accordance with Article IV of the Constitution.

Section 2. Termination of Membership

- a) Failure to meet the membership requirements specified in Article IV or the constitution or
- b) Failure to meet the conditions as provided in Article VI of the Constitution, or
- c) Resignation

Section 3. Removal from Membership

Any member may be removed from membership for cause upon recommendation of the Executive Committee and a majority vote of the voting members present at a regular conference approving such recommendation.

Article II - Dues

Annual membership dues of forty dollars shall be due and payable to the Treasurer at the beginning of each school year. The amount of the dues may be changed by a majority vote of the Executive Committee. Members will be notified of any change in the dues. Dues may, at the discretion of the Executive Committee be incorporated within the annual conference fee.

Article III - Officers

Section 1. Duties of the President

- a) The president shall preside at the conferences. He/She shall appoint and supervise all committees and perform such other duties as pertain to his/her office.
- b) In the event a Secretary or Treasurer vacancy occurs, the President is empowered to appoint an interim Secretary or Treasurer.

Section 2. Duties of the President Elect

- a) The President Elect shall preside in the absence of the President.

- b) The President Elect shall assume duties and responsibilities of the President should the office become vacant.
- c) The President Elect shall assume the responsibility of communicating to the membership regarding organization activities and matters of professional concern.
- d) The President Elect shall assume other duties as requested by the President.

Section 3. Duties of the Secretary

- a) The Secretary shall keep the minutes of each conference and distribute copies to the membership subsequently.
- b) The Secretary shall be responsible for all correspondence related to the organization.
- c) The Secretary shall assume other responsibilities as requested by the President.

Section 4. Duties of the Treasurer

- a) The Treasurer shall keep the accounts, receive, and deposit all funds of the Association, and pay all expenses authorized by the Executive Committee.
- b) The Treasurer shall maintain the membership list.
- c) The Treasurer shall assume other responsibilities as requested by the President.

Section 5. Duties of the Program Coordinator

- a) The Program Coordinator shall prepare programs for the annual conference meetings in consultation with the President and Executive Committee.
- b) The Program Coordinator shall assume other duties as requested by the President.

Section 6. Duties of the Noninstructional Representative

- a) The Noninstructional Representative shall assist the Program Coordinator in planning sessions for noninstructional members.
- b) The Noninstructional Representative shall assume other duties as requested by the President.

Section 7. Duties of the Directors and Immediate Past President

- a) The Directors and the Immediate Past President shall serve as consultants to the Executive Committee.
- b) The Directors and the Immediate Past President shall assume other duties as requested by the President.

Section 8. Executive Committee

- a) The ten officers provided for by the Constitution shall be the Executive Committee and shall be responsible for preparing an agenda for meetings.
- b) The Executive Committee shall have authority to act on matters of emergency.

Article IV - Regular Conferences and Special Meetings

Pursuant to the provisions in Article III of the Constitution, the program agenda, time, and place for holding meetings shall be determined by the Executive Committee. Notice of the regular conference shall be sent to members at least six weeks prior to the meeting. If the Executive Committee chooses to conduct the conference or special meeting by virtual means, a membership vote may be conducted by email balloting.

Article V - Nominations and Elections

Section 1. Nominations

Nominations for Association officers shall be made by a nominating committee of three members appointed by the membership or may be made from the floor by any member present at the regular conference following the report of the Nomination Committee.

Section 2. Elections

Election of Association officers shall be held at the annual conference of each school year. Elections shall be by secret ballot whenever more than one nomination has been made for an Association office. A majority vote of the members present is required for the election of each Association officer.

Article VI - Amendments

These Bylaws may be amended only at a regular conference by an affirmative majority vote of the members present and voting at the time such amendments are submitted to the conference provided:

- a) That proposals to amend these Bylaws may be made by any members.
- b) That proposals to amend the Bylaws shall be delivered by the proposer to the Secretary not later than one month preceding the annual conference.
- c) That each member shall have been sent a copy of the proposed amendment or amendments by the Secretary prior to the regular conference.

Revised: April 17, 1974; May 11, 1984; September 19, 1984; November 4, 1988; March 4, 1994; December 2020; October 2023