



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 conditions as provided in Article VI of the Constitution, or
- b) 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 shall be included in the conference registration fee when registering as a member for the full conference. Annual dues for those not attending the full conference shall be \$40; due and payable to the Treasurer at the beginning of each school year.

Article III – Officers

The President, President Elect, Treasurer and Program Coordinator shall be elected at the annual conference. The term of these executive positions shall be for two years and shall begin at the close of the conference where elected and shall continue until a successor has been elected and takes office.

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 an Executive Officer vacancy occurs, the President is empowered to appoint an interim Executive Officer.



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 and the immediate Past President is unable to assume the responsibilities of the President.
- 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 including the newsletter.
- 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 a program for the annual conference in consultation with the President and Executive Board.
- b) The Program Coordinator shall assume other duties as requested by the President.

Section 6. Duties of the Non-instructional Representative

- a) The Non-instructional Representative shall assist the Program Coordinator in planning sessions for non-instructional members.
- b) The Non-instructional Representative shall assume the duties of presidency if it becomes vacant prior to the expiration of the term and the Directors shall assume duties as requested by the President.

Section 7. Duties of the Directors and Immediate Past President

- a) The Immediate Past President shall serve as consultant to the Executive Board.
- b) The Immediate Past President shall assume the duties of the presidency if it becomes vacant prior to the expiration of the term and the Directors shall assume duties as requested by the President.

Section 8. Legislative Director

- a) The Legislative Director shall serve as the liaison between the Florida Legislature and



- the Association regarding legislative personnel issues.
- b) The Legislative Director shall assume other duties as requested by the President.

Section 9. Executive Committee

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

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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.

Article V - Nominations and Elections

Section 1. Nominations

Nominations for Association officers shall be made by a nominating committee of three members selected by the Executive Board and ratified as such by the membership prior to the election of officers at the business meeting of the annual conference.

Section 2. Elections

Election of Association officers shall be held at a regular conference each school year. Elections shall be by written, 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 member.
- b) That proposals to amend the Bylaws shall be delivered by the proposer to the Secretary not later than one month preceding a regular 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: 04/17/84; 05/11/84; 09/19/84; 11/04/88; 03/04/94; 10/19/15

