

FAPEL GOVERNING DOCUMENTS  
CONSTITUTION AND BYLAWS  
Amended September 26, 2020



Florida Association of  
Professors of Educational Leadership

**FLORIDA ASSOCIATION OF PROFESSORS OF  
EDUCATIONAL LEADERSHIP  
(FAPEL)**

**GOVERNING DOCUMENTS  
CONSTITUTION & BYLAWS**

## **CONSTITUTION**

### **ARTICLE I - NAME and PURPOSE**

Section 1. The name of this organization shall be the Florida Association of Professors of Educational Leadership. The purpose of this association shall be the improvement of the education and training of education leaders through teaching, research, and service.

### **ARTICLE II - AFFILIATION**

Section 1. This association shall be affiliated with the Florida Association of School Administrators (FASA) and the International Council of Professors of Educational Leadership (ICPEL)

### **ARTICLE III - MEMBERSHIP and VOTING**

Section 1. Membership is open to any faculty member in any Florida college or university with assigned responsibilities in teaching, research, and service for educational leadership, upon payment of annual dues as provided by the By-Laws. Full members shall be entitled to vote, hold office, participate in discussions, and otherwise accrue all benefits of the association.

Section 2. Membership and Non-Voting privileges is open to retired educational leadership faculty and to any educational leadership graduate student upon payment of annual dues as provided by the By-Laws.

### **ARTICLE IV - ADMINISTRATION**

Section 1. The officers of the organization are as follows: President, President-Elect, Secretary, Treasurer, and Past-President. Officers must be members of the organization in good standing.

Section 2. The President-Elect shall become President upon completion of the term of office for the preceding President. A person elected to hold any office may not succeed him/herself in that office. A vacancy, except in the position of President, shall be filled by a special election. In the case of the vacancy of the presidential office, the President-Elect shall become president for the remainder of that term.

**BYLAWS**

**ARTICLE 1 -DUES**

Section 1. Annual dues for regular members shall be \$50 for the membership year July 1- June 30 each year.

Section 2. Annual dues for retirees and graduate student membership shall be one-half of the regular member rate for the same time.

Section 3. Institutional membership shall be four times the rate established for individual member dues (i.e., \$200 given the current individual rate of \$50)

Section 4 Voting is open to members as defined in Section 1

**ARTICLE II - QUORUM**

Section 1. Three of the members of the Board of Directors shall constitute a quorum of that body; members attending a scheduled meeting of the association shall constitute a quorum of that body.

**ARTICLE III - UNIVERSITY-COLLEGE REPRESENTATION**

Section 1. Each college or university represented with members in the association shall designate one member to serve as the local contact person for the Board of Directors.

**ARTICLE IV - DUTIES OF OFFICERS**

**A. Administration**

The Board of Directors, which is comprised of five elected positions, President, President-Elect, Secretary, Treasurer and Immediate Past President (ad hoc members as needed), meets regularly to review the current direction of the organization; design, plan, implement, and evaluate FAPEL activities, and conduct other business related to the functioning of FAPEL

Section 1 Terms of Office. President, President-Elect, Secretary, Treasurer serve a two-year term. A person elected to hold any office may not succeed him/herself in that office.

**Section 2 President**

The role of the President is to oversee all activity of the Board of Directors, as well as the organization. It shall be the duty of the President to call meetings and to chair the Board of Directors. The President shall preside at all meetings of the association.

FAPEL GOVERNING DOCUMENTS  
CONSTITUTION AND BYLAWS  
Amended September 26, 2020

President is responsible for:

1. Assuming overall responsibility for the organization's effectiveness in achieving its purpose
2. Inviting and directly communicate with all special guests to meetings
3. Collaborate with the President-Elect and Secretary in the development and execution of the annual meetings.
4. Approving all communications, minutes, agendas, handouts, etc. that are distributed
5. Monitoring the organization's finances and Treasurer's reports
6. Assisting with the facilitation of any other needs, such as the web content
7. Considering options and enhancements that are reasonable for volunteers to accomplish and that increase and maintain the organization's relevance
8. Leveraging opportunities to enhance the organization's presence and financial stability
9. Representing FAPEL on the FASA Executive Board
10. Representing FAPEL at ICPEL

#### Section 2 President-Elect

The role of the President-Elect is to act as the second in command in the absence of the President. It shall be the duty of the President-Elect to serve as a member of the Board of Directors, and to assist the President in carrying out responsibilities. The President-Elect shall serve as President in the absence of the President.

The President-Elect is responsible for:

1. Collaborate with the President and Secretary in the development and execution of the annual meetings.
2. Managing the FAPEL membership database
3. Assisting the President in the completion of any of his or her responsibilities

#### Section 3 Past-President

The role of the Past-President is to represent FAPEL at professional meetings, to lead mentoring of graduate student members, and to assist the President and Board of Directors in carrying out responsibilities. In summary, the Past-President is responsible for:

1. Acting as the mentor to all graduate student members in FAPEL
2. Representing the Board of Directors and FAPEL at all professional development meetings he or she attends.

#### Section 4 Secretary

The role of the Secretary is to support the President in ensuring the Board of Directors meetings run smoothly. It shall be the duty of the Secretary to take, prepare, and distribute to all members minutes of all meetings and perform other such duties as pertain to that office.

The Secretary is responsible for:

1. Maintaining effective records and administration

## FAPEL GOVERNING DOCUMENTS

### CONSTITUTION AND BYLAWS

Amended September 26, 2020

2. Ensuring FAPEL meetings are effectively organized and all information and topics discussed are recorded accurately
3. Circulating agendas, minutes, and reports
4. Acting as the liaison between the Board of Directors and meeting presenters
5. Liaising with the President to plan remote
6. Collaborate with the President-Elect and Secretary in the development and execution of the annual meetings.

#### Section 5 Treasurer

The role of the Treasurer is to act as the financial adviser of the Board of Directors and shall oversee the financial affairs of the association.

The Treasurer is responsible for:

1. Receipting membership and registration monies
2. Managing the FAPEL Pay Pal account and its processes
3. Collect dues and bank all organization funds
4. Ensuring accuracy of bookkeeping reports and balancing FAPEL Bank account
5. Approval of purchases and reimbursements
6. Liaising with the FAPEL Secretary on registration and membership for both fall and spring meetings
7. Providing a monthly budget update to FAPEL Board of Directors
8. Pay out funds on checks signed by the Treasurer and the President,

## **Article V COMMITTEES**

Section 1. Standing and special committees of this association shall be appointed by the President with the approval of the Board of Directors.

Section 2. Standing Committee. Nominating Committee

#### Representation

1. This committee appointed by the board, consists of three persons.
2. The elected chair and the committee members serve a two-year term.
2. Committee Responsibilities and Duties
  1. It is the responsibility of the committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates to the board for approval and to the membership for a vote.
  2. The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.
  3. The committee will conduct its business via conference calls, /email, as deemed necessary by the committee chair.
3. Committee Chair Responsibilities and Duties

## FAPEL GOVERNING DOCUMENTS

### CONSTITUTION AND BYLAWS

Amended September 26, 2020

1. Review the procedures of the nominating committee with the committee members and ensure that all activities of the committee are in compliance.
2. Collaboratively develop a calendar to include:
  1. Date of conference call or meeting to select slate of nominees.
  2. Date to present slate of candidates to board for approval.
  3. Date to present slate of candidates to the membership
  4. Deadline for notification of candidates of final ballot.
  5. Date of final ballot.
  6. Notify all candidates of the election results.
3. Preside at all nominating committee meetings, insuring that a ballot is prepared in accordance with the nominating committee procedures.
4. Present the election results to FAPEL membership.
4. Committee Member Responsibilities
  1. Committee members will recruit potential candidates to encourage interest in FAPEL leadership.
  2. Committee members will participate in the nominating committee conference call to select the slate of candidates for presentation to the board.
5. Candidate Recruitment and Selection
  1. The nominating committee will actively recruit potential nominees.
  2. Meetings and procedures will be carried out according to the time frames established by the committee chair.
  3. The committee will review and discuss potential nominees for each office.
  4. After thorough review and discussion, the ballot shall be prepared for board approval via e-mail.
6. Ballot and Elections
  1. A ballot containing the slate of candidates will be emailed to all eligible members for voting.
  2. Ballots shall be returned to FAPEL by email.
  3. Candidates shall be elected by plurality of votes cast.
  4. The committee chair will notify the committee members of the election results.
7. Nominating Criteria
  1. All potential nominees must be active members in good standing.
  2. Members of the nominating committee may not be considered as potential nominees for an office during their tenure.
  3. The prepared ballot shall represent the majority vote of the committee.

#### **Article VI-CALENDAR**

Section 1. All officers shall resume office on July 1 of each year. The nominating committee shall be appointed by January 1 and report to the membership by March 1 for elections to be conducted by April 1

#### **Article VII MEETINGS**

Section 1. The association shall hold two meetings annually in the Fall and Spring, location designated by the Board of Directors

FAPEL GOVERNING DOCUMENTS  
CONSTITUTION AND BYLAWS  
Amended September 26, 2020

**Article VIII BY-LAWS**

Section 1. By-laws or changes in the By-laws may be proposed by any member of the organization in a regular meeting and may be adopted by a majority of those present.

Section 2. The vote to approve changes in the Bylaws may not take place on the same day as the change is proposed

Section 3. The vote must take place at the next meeting or electronically.

**Article IX RULES OF ORDER**

Section 1. On all questions of Parliamentary Law not specifically covered in the Constitution and Bylaws, *Robert's Rules of Order, Revised* shall be governing authority.