The Constitution of The Florida Association of Activities Advisors

Article I – Name

The name of this organization shall be the Florida Association Activities Advisors *(hereafter referred to as the FAAA )*

Article II –  *Mission Statement*

*Our mission is to provide a professional organization that will*

* *foster unity among members with open communication*
* *provide valuable resources, and*
* *support the purposes of student activities.*

Article III – Membership

Membership in this organization shall be open to all current and former advisors, *directors, moderators,* and educators working with or expressing an interest *in student activities and student leadership development.*

Article IV – Dues.

Section 1. The amount of annual dues for each *member* shall be *established* at the *annual*

*meeting of the FAAA held* at the convention of the Florida Association of Student Councils.

*Section 2.* Dues are to be paid to the Treasurer. *To be eligible to vote at the annual meeting*

*dues must be paid prior to the beginning of the annual meeting and would apply to the current year, not the upcoming one.*

Section 3. Any change in the established dues structure or amount must be proposed by the *FAAA* Board of Directors and approved by a majority vote of the members at the

previously mentioned meeting.

Section 4. To vote at any meeting of the association *a member* must have paid

 annual dues for the year.

Article V– Meetings

Section 1. The date and site of the annual *members’* meeting shall coincide with the date and

 site of the Florida Association of Student Councils Convention.

*Section 2. The FAAA Board of Directors shall meet, at least, quarterly. Dates and times of*

 *FASAA BOD meetings will be established by the Board*.

Article VI – Officers

Section 1. The *Board of Directors* shall be President, Vice-president, Secretary, *Treasurer and six*

 *additional members selected to represent members in the six districts of the FASC.*

Section 2. All officers *and board members must* be dues paying members for the year prior to

 the annual meeting at which they are seeking election.

Section 3. The officers shall be elected by members at the annual *members’* meeting. *One*

 *additional board member will be selected from each FASC district (6) in a manner*

 *determined by each district.*

Section 4. The nomination and election of officers shall be held at the annual meeting.

Section 5. The elected officers *and board members* term of office shall begin at the

 adjournment of the annual meeting and end *at the adjournment* of the following

 annual meeting.

Article VI continued on next page

Article VI (Continued)

Section 6. If, an officer vacancy occurs:

a. vacancies will be filled in the manner dictated by Robert’s Rules of Order.

*b. If the vacancy is for the position of secretary or treasurer, the president , with the*

 *advice and consent of the Board of Directors will appoint a person to fill the vacancy*

*c. If the vacancy is among the six district representatives, the district affected will be*

 *given the opportunity to fill the vacancy.*

*d. If the district in unable to fill the vacancy, the president ,with the advice*

 *and consent of the Board of Directors, will appoint a person from the affected district to*

 *fill the vacancy.*

Article VII – Duties of Officers

Section 1 The President shall

1. Preside at all meetings.
2. Provide information on all activities as related to the state organization.
3. Correspond regularly with members and *the Board of Directors.*
4. Prepare an annual report to the association addressing *the state of the* *FAAA.*
5. Submit a report of all *FAAA* activities to the incoming officers.
6. Appoint all committee chairpersons and committees *with the advice and consent of the Board of Directors.*
7. Co-sign all contracts with *the Treasurer*.

Section 2. The Vice-President shall:

1. Preside in the absence of the president.
2. Produce at least three editions of the *FAAA* newsletter and *have it sent* to all members.
3. Report on all established committees.
4. Carry out all other appointed duties.

Section 3. The Secretary shall:

1. Keep a permanent record of the minutes of each *FAAA* meeting.
2. *Be responsible for all FAAA communications.*
3. *Maintain a contact list of all FAAA members.*

Section 4 – The Treasurer shall:

1. Keep accurate financial records.
2. Present an itemized record of finances at the annual meeting.
3. Not exceed a budget item(s) by more than ten percent nor pay for a non-budgeted item without the approval of the *FAAA* president.
4. Give the secretary the list of all dues-paying members including contact information.
5. Be responsible for co-signing contracts with the President.
6. Carry out all other appointed duties

Article VIII – Rules of Order

The organization shall conduct all meetings and business at hand by the newest edition of Robert’s Rules of Order.

Article IX -Ratification

Section 1. This constitution was *ratified on* May 7, 1981

*Section 2. This constitution was amended on May 3 and 4, 1992 and on September 3, 2005*

*Section 3. This constitution was amended on \_\_\_\_\_\_\_\_\_\_\_\_, 2023*

Article XI -Amendments

*Section 1.* This constitution may be amended at any meeting of the association by two-thirds of

 the official voting delegation.

Section 2. To be considered proposed amendments must be submitted to the Secretary

*forty-five(45) calendar* days *prior to* the annual meeting.

*Section 3. All proposed amendments must be submitted to the membership thirty (30) calendar*

 *days prior to the annual meeting by the secretary.*

By Laws

1. *At least one* clinic shall be hosted each year by the *FAAA* to provide information to the members.
2. *In order to participate or be in attendance at any FAAA event that includes or involves students a member must have proof of having passed a background check as required by at least one Florida school district.*
3. *The annual membership dues as established following the Treasurers Report at the 2023 FAAA annual meeting will be $. .*