

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.

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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 is 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

- a. Preside at all meetings.
- b. Provide information on all activities as related to the state organization.
- c. Correspond regularly with members and *the Board of Directors*.
- d. Prepare an annual report to the association addressing *the state of the FAAA*.
- e. Submit a report of all FAAA activities to the incoming officers.
- f. Appoint all committee chairpersons and committees *with the advice and consent of the Board of Directors*.
- g. Co-sign all contracts with *the Treasurer*.

Section 2. The Vice-President shall:

- a. Preside in the absence of the president.
- b. Produce at least three editions of the FAAA newsletter and *have it sent* to all members.
- c. Report on all established committees.
- d. Carry out all other appointed duties.

Section 3. The Secretary shall:

- a. Keep a permanent record of the minutes of each FAAA meeting.
- b. *Be responsible for all FAAA communications.*
- c. *Maintain a contact list of all FAAA members.*

Section 4 – The Treasurer shall:

- a. Keep accurate financial records.
- b. Present an itemized record of finances at the annual meeting.
- c. 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.
- d. Give the secretary the list of all dues-paying members including contact information.
- e. Be responsible for co-signing contracts with the President.
- f. 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 \$.* .