

## PREFACE

The Policies and Procedures printed herein are the official Policies and Procedures acted upon by past and present Board members.

A special Policies and Procedures Committee composed of

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urged the adoption of this document.

These Policies and Procedures are now the base for operation of the Florida Association of School Administrators.

This document may be reviewed at any time by a Policy Review Committee appointed by the President. The Executive Director shall edit any additions or deletions to the document and maintain the official copy in the FASA office.

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1000 NAME, OBJECTIVE AND PURPOSE

1000 Name, Objective and Purpose

- 1100 The name of this organization shall be the Florida Association of School Administrators (FASA).
- 1101 This organization recognizes that there is a common responsibility of leadership in all administrative levels of education in the State of Florida, that there is a need for concentrating the knowledge, judgment and influence of all school administrators in matters affecting the quality of education in this state.
- 1200 The purpose of the Florida Association of School Administrators (FASA) is to help its members meet their responsibilities through a professional organization dedicated to the development of effective educational leadership.
- 1300 The following objectives are designed to achieve the purpose outlined in Section 1200.
- A. To promote a spirit of professionalism among all school administrators.
  - B. To advance public education by providing organized and unified efforts for the resolving of matters concerning school administrators.
  - C. To improve standards of cooperation with other professional organizations in matters of an educational nature, upon which there is mutual agreement.
  - D. To provide opportunities for cooperative study of various problems common to education in the state.
  - E. To lend assistance concerning general and specific problems through publications, direct assistance to local professional organizations, conference and varied inservice activities.
  - F. To foster the management team concept among, and to promote the personal welfare of, school administrators in the state.
  - G. To promote minority participation in educational administration, the education profession and the affairs of the Association.
- 1400 The Florida Association of School Administrators seeks to develop procedures to work together and implement the intent of providing a common platform for all educational administrators without destroying the visibility of the individual member organizations.

## 2000 POLICIES AND BYLAWS

### 2000 Policies and Bylaws

#### 2100 Bylaws

The Board of Directors shall provide such bylaws and policies for the conduct of its business and the carrying out of its purposes as it may deem necessary.

2100.1 Policies are established procedures for the Board of Directors, Officers, Executive Director and staff. They are intended to give clear guidance in decision making and permit the Board of Directors, officers, Executive Committee, Executive Director and the staff to attain the objectives of the Association.

2101 The bylaws may be amended, rescinded, or temporarily waived by a majority vote of members of the Board of Directors at any regular or special meeting called for this purpose. Five (5) days notice in writing of such proposal shall be given.

2101.1 For purposes of the Bylaws, a meeting can be electronic, virtual or face-to-face.

2102 Policies may be enacted, amended, rescinded, or waived by a majority vote of the members of the Board of Directors at any regular or special meeting or via electronic communication.

2103 Ultimate authority of the organization rests with the membership. The membership, by majority vote of those present at the designated business meeting of the annual meeting, may direct the Board of Directors to enact, amend or rescind any bylaw or policy.

#### 2103.1 Policy Review

A general review of the Policy Handbook shall be made annually by the Executive Director and any interested Board member(s) to assure consistency with operation and to eliminate obsolete sections. The Executive Director's recommendations shall be reported to the Board of Directors no later than January 30th each year.

2104 The Florida Association of School Administrators shall foster an award program designed to acknowledge individuals and agencies which have made outstanding contributions to the profession or the Association.

#### 2105 Income Sources

A source of Association income is membership dues.

2105.1 The Executive Director is authorized to accept other income,

establish fees, sales price of materials, rentals, a business alliance program and other actions as he deems in the best interest of the Association, and shall report to the Board at scheduled Board meetings.

2106 Board of Directors

The duties and responsibilities of the Board of Directors are established in Article VII of the FASA constitution.

2107 Executive Committee

The Executive Committee shall meet at the call of the President and shall assume responsibility for providing advice to the Executive Director in the execution of policy established by the membership and the Board of Directors, establishing policy in the interim between meetings of the Board of Directors, and making recommendations to the Board of Directors (Article VIII, Section 1, FASA Constitution).

2108 Dues

All dues are payable to FASA.

2109 Quorum

A quorum for annual, Board of Directors and special meetings shall be those persons in attendance provided proper announcement circulation has been complied with, as indicated in Article X of the FASA Constitution.

2113.1 Exception to Quorum Rule: The selection and/or termination of the Executive Director shall require a majority affirmation vote of the total eligible membership of the Board.

2110 Vacancies on the Board

Vacancies on the Board shall be filled by the affected department within 60 days after the notification of vacancy.

2111 Committee Appointments

Committees may be appointed by the President, as needed, but must be representative of the six departments and shall include minority representation.

2112 Minutes of Board Meetings

Minutes of each meeting shall be sent to Board members within 30 days of that meeting and to each department.



2200 Policies

The Florida Association of School Administrators establishes the following policies that provide direction in fulfilling the Association's purposes, processes, programs, positions and resolutions.

2201 At the FASA annual meeting, the Board may determine those national associations with which it will affiliate.

2201.1 Funds may be provided to implement FASA's affiliation with national organizations.

2201.2 Funds may be provided to pay the expenses for representatives to national meetings and conferences subject to prior Board approval.

2202 Affiliation with State Organizations

State administrative organizations which share mutual interests, may affiliate with the Florida Association of School Administrators by petition through a department's board of directors and then to FASA's Board of Directors for an affirmative decision.

2202.1 Once a state organization is approved by FASA's Board of Directors, it acquires a department or division status and is eligible to have a representative appointed to serve on the appropriate department's board of directors.

2203 The Executive Director of FASA shall maintain an official list of state organizations with which FASA maintains formal relationships.

2204 FASA, with the lead of the Executive Director, shall encourage and promote working relationships with other agencies and associations involved in the governance of education in the State of Florida.

2204 Legislation

The legislative program will be the primary responsibility of the Legislative Committee, subject to approval by the Board of Directors.

2205 Communications

Varying viewpoints of issues may be included in FASA communications.

The following disclaimer should be included unless an announced policy of resolution has been established by the membership or a position statement adopted by the Board of Directors: "Articles herein are the expressions of the author(s) and are not necessarily statements of policy of the Florida Association of School Administrators".

2206 Strategic Plan

The Board of Directors shall adopt a strategic plan for FASA. The plan shall contain goals with objective (s) for each goal; trends, issues, demographics and assumptions about future conditions which led to the development of those goals and objectives; and time lines for the accomplishment of each objective. The plan is recommended to the Board by the Executive Director in conjunction with the submission of the annual budget. Each year the Board shall examine the plan and provide direction to the Executive Director prior to the preparation of the subsequent plan. The Executive Director shall involve the staff and the Board of Directors in the preparation and review of the plan and, from time to time, solicit formal input from the general membership, departments and divisions. A progress report on the plan's accomplishments and highlights of each new plan shall be presented to the membership at its annual meeting and communicated to all members. A strategic planning process shall be adopted by the Board, which describes the planning process, lists specific activities and denotes timelines.

## 3000 GOVERNANCE AND ORGANIZATION

### 3000 Governance and Organization

- 3100 The governing body of FASA will be the Board of Directors.
- 3101 The members of the Board of Directors shall be a President, Past President, President-Elect and three representatives selected by each department. It shall be the responsibility of each department, in accordance with its constitution, to elect representatives to the Board of Directors by June 1 of each year to be installed at the annual meeting and to assume responsibility following the annual meeting.
- 3102 The Executive Committee shall be composed of the elected officers and the President, or their designee, elected by each department from the department's representatives on the Board of Directors.
- 3103 The president of FASA shall have the authority to call a meeting of either the Board of Directors or the Executive Committee.
- 3104 Officers
- The officers of the Association shall be a President, Past President and President-Elect:
- 3104.1 Each elected officer will serve for one year, installed at the annual meeting, commencing his/her duties following the annual meeting.
- 3104.2 The President shall preside at all Board of Directors and Executive Committee meetings and shall be an ex-officio member of all committees.
- 3104.3 The Past President shall assume all duties of the President in his/her absence and will assist the President by assuming responsibilities and performing tasks delegated by the President. The Past President shall serve as the treasurer of the Association. The treasurer shall review the association financial and budget reports on a monthly basis and the statements for credit card activity as directed by the policies and procedures of the association. The treasurer shall receive reports from the finance committee at least quarterly, recommended monthly, on the financial activity of the association.
- 3105 The Executive Director shall be responsible for the records of FASA, minutes of all meetings of the general membership and Board of Directors, all correspondence and such matters as may be deemed appropriate by the Board of Directors.

3106 The Board of Directors of FASA shall hold regular meetings as designated by the Board and one of these meetings shall be designated as the annual board meeting. The Association shall hold at least one meeting each year and this meeting shall be known as the annual meeting.

Notice of regular meetings shall be publicized and circulated at least 14 days in advance to all members. Special meetings of the Board of Directors and of the Executive Committee may be called at the request of the President or by a majority of the Executive Committee.

3107 The Executive Director shall establish a master calendar for conferences, workshops, and programs.

### 3200 Election of Officers

3201 Elections Committee: The FASA Board of Directors shall serve as the Elections Committee.

This committee is responsible for nominations of officers and for determining procedures for the election of officers for FASA.

3202 Time Schedule: Election and nomination procedures shall be detailed in December each year. Nominations must be received in the FASA office by February 1. The Elections Committee will meet after February 1. Election ballots must be sent to members by April 1. Official ballots must be individually returned electronically or by U.S. mail no later than April 20.

3203 Members nominated must submit three signatures of support.

3204 Write-In Candidates: Write-in candidates may be placed on the election ballot by a member of FASA. The write-in candidate must meet the qualifications listed in paragraph 3206. In addition, biographical sketch and position statement must be submitted to the Elections Committee upon request by the Committee chairman.

3205 No Qualified Candidate Received: In the event that there are no qualified candidates received, the Elections Committee shall be authorized to obtain qualified candidates to be placed on the election ballot.

3206 Qualifications: Candidates must be members of FASA and must have held membership for at least three years.

Must have three years' administrative experience in Florida.

Must be committed to FASA's purposes and objectives as outlined in the constitution and bylaws.

Must have prior written statement from his/her school district superintendent acknowledging that the individual intends to serve as President-Elect, President and Past President (three years) and has the support of the district for this commitment. Must have demonstrated leadership capability through educational and/or organizational involvement.

3207 Board of Tellers: The Elections Committee or its designees shall serve as the Board of Tellers for the purpose of counting the ballots and certifying the election.

3300 Removal of Officers and Board of Directors

A vacancy among any of the elected officers shall be filled by the Board of Directors until the next regular election. At this time the position shall be filled by the membership.

3301 Removal of the officers (President, Past President and President-Elect) of the Board of Directors shall be the responsibility of the Board of Directors.

3302 Causes of removal shall be limited to non-payment of dues, non-performance of office responsibilities, negligence or misuse of FASA funds and non-adherence to FASA policies and procedures.

3303 Written notification of intent to remove an officer of the FASA Board of Directors from office must be provided to all Board members prior to taking this action.

3304 Prior to a vote to remove an officer or Director of the FASA Board, the officer or Director shall be provided an opportunity to appear for a hearing before a regular or special meeting of the Board.

3304.1 Final authority shall be a two-thirds vote of the Board.

3400 Organization Composition

The membership of FASA shall consist of the members of the Florida Association of Elementary and Middle School Principals (FAEMSP), the Florida Association of Secondary School Principals (FASSP), the Florida Association of Instructional Supervisors and Administrators (FAISA), the Florida Association of District School Superintendents (FADSS), Florida Assistant Principals Association (FAPA), Florida Support Administrators Association (FSAA), Florida Association of Professional Education Leadership (FAPEL) and members from all other member categories as stated in the Constitution.

3500

### Region Structure and Guidelines

FASA shall consist of four geographic regions comprised of certain districts as follows:

Northeast Region – Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Nassau, Putnam, St. Johns, Suwannee, Union

Northwest Region- Bay, Calhoun, Gadsden, Escambia, Franklin, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, Washington

Central Region – Brevard, Charlotte, Citrus, Hernando, Hillsborough, Lake, Lee, Manatee, Marion, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, Sumter, Volusia

South Region – Broward, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Indian River, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach, St. Lucie

3501 The purpose of each Region is to promote the general welfare of its members, encourage unity, establish effective communications, share resources and information, develop grassroots advocacy and membership recruiting efforts in cooperation with local associations and universities and advance the needs of public school administrators and public schools in their respective districts.

3502 Region Team Members shall be a Regional Director, two Directors from each FASA Department (FAEMSP, FASSP, FAPA, FAISA, FSAA) and one member of FAPEL.

3503 The first year, 2013-2014, existing Directors or Affiliate representatives from the Departments will fill the positions and elections will be held where there is not an existing Director for that Region. These Directors will serve for a two year term, 2013-2015. The FAPEL Board will appoint a Director to the Region Team for a two year term.

3504 The normal election cycle will begin for the 2015-2016 year when one Region Director will be replaced through the election process. Every subsequent year one Region Director from each FASA Department will be elected according to the timeline in the FASA and Department Bylaws. After the transition time, a normal term of service for a Region Director will be two years. Vacancies will be filled as defined in each Department's By Laws.

3505 The Region Teams will schedule meetings virtually or face-to-face as needed.

3506 All members of the Region Teams shall be members of FASA.

- 3507 The Region Teams shall develop and document a two year action plan to share with the FASA Board of Directors.
- 3508 Regional Directors shall serve a two year term. The first year, 2013-2014, existing Regional Directors will fill the positions in each Region. These Directors will serve for a two-year term, 2013-2015. For the 2015-2016 year, the Northeast and Northwest Regions will elect a new Regional Director. In 2016-2017, the Central and South Regions will elect a new Regional Director. After the 2016-2017 election, the Northeast and Northwest and the Central and South regions will elect Regional Directors on alternating years.
- 3509 Directors can succeed themselves no more than one additional term.
- 3510 A vacancy in the position of Regional Director will be filled, until the next election cycle, by appointment by the FASA Board of Directors, based on recommendations from the Region team and the FASA President.

## 4000 COMMITTEES

### 4000 Committees

4100 Membership of all committees shall reflect the departmental structure of FASA whenever possible and shall include diverse representation.

4200 Types of committees are standing, task forces and focus groups.

#### 4201 Standing Committees

Appointed by the President of FASA with approval by the Executive Committee.

FASA Standing Committees shall include, but not be limited to the following:

##### 4201.1 Legislative

Each department shall be represented by two members. The initial appointment shall be for three years. As new members are appointed, their terms shall be for three years.

This committee shall be responsible for developing the Association's legislative program.

##### 4201.2 Awards

The Awards Committee shall be chaired by the FASA Past President and shall be composed of the Past President from each department and one representative from the Diversity Committee. The committee is to decide the recipients of the awards through an application process. FASA awards shall be presented in an appropriate session during the annual meeting.

The awards program shall include but not be limited to the following:

- A. FASA Service Award - Presented for outstanding service to FASA in its continuing goal of improving the quality of education in Florida.
- B. FASA Emblem Award - presented to an outstanding civic leader and citizen for contributions to the field of public education.
- C. Gavel of Authority Award - for outstanding contributions to education by one or more State Legislator and/or U.S. Congressman.
- D. FASA Quill Pen Award - for outstanding contributions to



education by person(s) from news media.

E. FASA Lamp of Knowledge Award- for outstanding contributions to the field of public education.

F. Others (as decided by the Awards Committee with approval of the Board).

#### 4201.3 Conference Planning (FASA Conference)

Each department shall be represented by one member. The President-Elect of each department or other designee shall serve as the department representative as well as one representative from the Diversity Committee. The local arrangements committee chairperson and a representative from any other organization involved in the conference shall also serve on this committee.

The President and President-Elect of FASA shall also serve as members of this Committee.

The President of FASA will chair this Committee.

#### 4201.4 Elections

The FASA Board of Directors shall serve as the Elections Committee.

This committee is responsible for nominations of officers and for determining procedures for the election of officers for FASA as outlined in these Bylaws, Section 3200.

#### 4201.5 Diversity Committee

The Diversity Committee members shall be appointed by the FASA President after consultation with the Department Presidents. The appointment will be for a three year term.

The purpose of this committee is to recommend ways to ensure FASA is representative of its membership in all activities. Strategies include:

- a. Input into the strategic plan
- b. Recommend programs for conferences and other professional development.
- c. Recruit and encourage diversity in candidacy for FASA offices.

4201.6 Finance Committee

The finance committee members shall be appointed by the FASA President with approval by the Executive Committee. The committee should consist of non-Board education leaders, such as a superintendent or finance officer, should have a background in finance and must have been a FASA member for at least three years.

Members serving on the finance committee will serve for a rotating two-year period.

The purpose of the committee is to oversee the financial operations of FASA, and to propose budget recommendations that will enhance the finances of the association for Board approval.

4202 Task forces and focus groups may be formed by the President as needed. The committee will dissolve at the completion of their project or purpose. Membership of these committees should represent the demographics of the membership.

4300 A current list of committees, the responsibilities and members shall be maintained by the Executive Director. This information shall be provided to the Board of Directors at the first Board meeting following the annual conference.

4400 All committees shall report directly to the Executive Committee of FASA on a timely basis.

4500 Expenses of committees shall be borne by FASA and budgeted in the annual budget.

4600 Duties of Committees

4601 The President of FASA with the advice of the Executive Committee shall charge committees with their duties and functions, including timeliness upon their initial appointments.

4602 Standing procedures shall be developed for committees whose functions remain relatively the same from year to year.

## 5000 SERVICES

### 5000 Services

- 5100 It is the responsibility of FASA to determine the specific and general services needed and wanted by the membership. The benefits and services will be communicated through the FASA website and reviewed annually.
  
- 5300 FASA shall maintain and promote close relationships with other organizations through which its membership will achieve effective educational leadership and unified efforts for resolving matters concerning school administrators.

## 6000 EXECUTIVE DIRECTOR AND STAFF

### 6000 Executive Director and Staff

#### 6100 Appointment of Executive Director

6101 The Executive Director shall be employed by the Board of Directors with a negotiated contract.

#### 6200 Appointments of other staff members

6201 The Executive Director shall formulate office and staff procedures as needed.

6202 The Florida Association of School Administrators shall be an equal opportunity employer.

#### 6300 Executive Director as Chief Executive Officer

6301 Assist the Board in developing policies to govern the activities of the Association and administer activities to ensure that policies are implemented.

6302 Supervise personnel and functions of the office.

6303 Develop, recommend and implement a budget to properly manage the fiscal affairs of the Association and work with staff to ensure budget compliance.

6304 Represent the Association before appropriate organizations, groups, and activities to promote the image and mission of the Association.

6305 Cooperate with national associations to promote the mission of the Association.

6306 Recommend to the Board of Directors for approval the format and program for the annual conference.

6307 Coordinate the development of the legislative program of the Association and direct the activities necessary to achieve the legislative program.

6308 Provide consultative services to members.

6309 Administer the legal defense fund in accordance with adopted policies and directions of the trustees with regular status reports to the Board of Directors.

6310 Provide the Board of Directors with recommended changes or updates for the constitution and/or bylaws that will benefit the Association.

6311 Other duties and responsibilities as assigned by the Board of Directors.

## 7000 ASSOCIATION BUSINESS OFFICE POLICIES

### 7000 Association Business Office Policies

#### 7100 Responsibility of Executive Director

It will be the responsibility of the Executive Director, subject to the approval of the Board, to employ a competent office staff who will maintain the image of the organization at all times. The supervisory responsibility for the clerical segment of the office staff may be assigned to responsible persons within the business office.

7101 The Executive Director has the authority to dismiss staff members using the due process and fair play procedure.

7101.1 All employees shall be employed on a monthly basis unless other terms of employment are specifically approved by the Board. Under normal conditions employees will be entitled to two weeks' notice.

#### 7200 Staff Meetings

The Executive Director shall hold staff meetings as needed with administrators and office staff.

#### 7300 Benefits and Leave

The Executive Director is responsible for the administration of all benefits and leaves including but not limited to holidays, vacations, sick leave and unpaid leave as established by the Board of Directors for the Association.

##### 7301 Fringe Benefits

Only full-time employees shall be entitled to fringe benefits. A "full-time" employee is defined as one who works a minimum of 40 hours per week. All benefit programs shall comply with state and federal law.

##### 7302 Vacation

Full-time employees shall earn vacation time at the rate of one (1) day per month up to a maximum of 12 days per year for the first three years of employment. Fifteen (15) days per year for employees employed three to six years and eighteen (18) days per year for employees employed over six years. (Effective 7/1/89)

Vacation days may be accumulated not to exceed 30 days.

7303 Vacation leave shall be taken with the approval of the Executive Director or designated staff administrator.

##### 7304 Holidays

The Executive Director shall schedule the holidays and shut-down days annually and communicate them to the Board of Directors.

7305 Sick Leave

Full-time employees shall be paid for absence due to personal illness of the employee and in case of serious illness of a member of the immediate family of the employee, in accordance with the following:

One day per month will be allowed.

Sick leave may be accrued.

The Executive Director, with approval of the Board, may extend sick leave on the merit of each individual case.

(revised 7/90)

7305.1 Payment for Sick Leave

FASA employees will be paid for accrued sick leave per the following schedule upon termination: 4-7 years, 25%; 8-11 years, 50%; 12-15 years, 75%; 16 + years, 100%. If termination is due to death, the beneficiary will be paid according to the same schedule.

7306 Health Insurance

Each full-time employee shall be entitled to an allowance for insurance or paid benefit that shall be reflected in the budget and approved by the Board annually.

7307 Deferred Compensation Plan

FASA shall provide a deferred compensation plan for staff members.

7308 Personal Leave Without Pay

Personnel may request personal leave without pay which may be granted by the Executive Director.

7309 Maternity Leave

Maternity leave for the purpose of childbearing and/or child rearing shall be granted by the Executive Director for up to twelve (12) weeks with unpaid, job protected leave (with health benefits) to eligible employees. Employees are eligible if they have worked for the employer for at least one (1) year. At the employee or employer's option, certain kinds of paid leave may be substituted for unpaid leave. This policy is in compliance with the Family and Medical Leave Act of 1993.

(revised 12/02)

7310 Tax Sheltered Annuities

The FASA staff shall be allowed to participate in voluntary 401K plans or comparable plans under new Federal tax laws.

7400 Parking Responsibilities

Parking in downtown facilities selected by the Executive Director, shall be paid for full time employees by the Association.

7600 Evaluation of FASA and Staff

The Executive Director shall provide a written evaluation to each FASA full time staff member by June of each year and may provide additional evaluation(s) if job performance is deemed to require it. The evaluation shall reflect performance as related to the job description as adopted by the Board of Directors and other such standard criteria deemed appropriate by the Executive Director.

## 8000 FINANCIAL POLICIES AND PROCEDURES

### 8000 Financial Policies and Procedures

#### 8100 Financial Policies

##### 8101 Establish Accounting System

The Executive Director, with the approval of the Board, shall establish an adequate accounting system which will enable easy access to accurate financial data.

8101.1 All expenditures of FASA shall be negotiated by use of a bank draft or association credit card transaction.

8101.2 Bank drafts shall contain the signature of the Executive Director or an administrative staff member designated by the Board and the financial administrator.

##### 8102 Assets and Liabilities

The accounting system shall clearly reflect assets and liabilities.

##### 8103 Fixed Assets Inventory

A perpetual inventory and depreciation schedule of fixed assets shall be maintained by a CPA or FASA staff accountant.

##### 8104 Office Furniture and Fixtures Inventory

A perpetual inventory of office furniture and fixtures shall be maintained.

##### 8106 Travel Expenditures

8106.1 Lodging, supported by a paid hotel bill shall be reimbursed at the actual cost, unless FASA communicates a maximum amount to Board members prior to the event.

8106.2 Meals shall be reimbursed at the rate of \$8.00 for breakfast, \$12.00 for lunch and \$20.00 for dinner; or actual expenses, if less, supported by paid receipt for staff and Board members.

8106.3 Spouses of Board members and staff may be included in meal functions at no charge, if meal function is Board sponsored.

8106.4 Mileage shall be reimbursed at the IRS allowable rate per mile using the actual odometer mileage or an internet calculated mileage.



8107 Investment of Surplus Funds

All funds in excess of current needs shall be invested at the highest rate of interest obtainable in secured investments or ready assets.

8107.1 Secured investments shall be considered those which are guaranteed by governmental securities, or insured against loss and/or failure of the investment instrument or the institution holding the investment. Investments may include, but not be limited to, savings accounts, certificates of deposit, treasury bills, repurchase agreements and money certificates.

8107.2 Current needs shall be considered as the funding requirement for six months' normal operation of the Association.

8108 Budget Preparation

8108.1 The Executive Director shall prepare, or cause to be prepared, a budget for the Association to be presented to the Association's Finance Committee at least 45 days prior to June 30. The Finance Committee will present the budget to the Board of Directors prior to June 30 for approval and adoption.

8109 Budget Amendments

There will be no amendment to the approved budget without prior approval of the Board of Directors.

8110 Preparation of City, County, State and Federal Reports

The Executive Director shall prepare, or cause to be prepared, all city, county, state and federal reports.

8111 Miscellaneous Reports

The Executive Director shall prepare, or cause to be prepared, all other reports as required.

8200 Financial Procedures

8201 Financial Reports

The Executive Director shall prepare, or cause to be prepared, financial reports on a monthly basis reflecting year-to-year totals. These reports will be communicated to the Finance Committee, CPA firm and the FASA Treasurer.

8202 Audit Procedures

The financial records and procedures of the Association shall be audited annually as of June 30 by a qualified certified public accountant.

8203 Audit Presentation Procedures

The completed audit and related findings shall be presented to the Board of Directors of the Association no later than December of the same year.

8204 Membership Records and Receipts of Dues

9204.1 The membership records and receipts of dues shall be maintained in a manner that will properly reflect the liability to other organizations. This information shall be available upon request.

8205 Mailings

The Executive Director shall be responsible for all mailings and electronic communication of the organization including, but not limited to, membership, voting ballots, newsletters, magazines and other correspondence. Cost to be allocated to the department budgets when appropriate.

8206 Department Expenditures

8206.1 Each department shall develop and submit a budget to the Executive Director in accordance with Section 9108.1. FASA will reimburse the departments in accordance with the budget approved by the Board of Directors.

8206.2 Expenses for FASA staff members to attend in-state departmental conferences shall be paid by FASA.

8206.3 Staff travel or absences from the office shall have approval of the Executive Director or designated staff in advance.

## 9000 LEGAL DEFENSE AND LEGAL RELATIONS

### 9000 Legal Defense and Legal Relations

#### 9100 Legal Trust Fund

##### 9101 Preamble

A primary aim of FASA is to support the office of the school administrator and to assure due process by providing legal defense to its members in matters of job-related legal action or proceedings in which a member is a party of interest.

##### 9102 General Policies

9102.1 This defense fund shall be a membership benefit and no judgments of the merits of a case shall act as a bar to the basic benefit being made available to any member.

9102.2 The basic benefit shall be in the amount of \$2,000.00. After this payment is made, the Legal Defense Fund, will match three to one (3 to 1) the next \$1,500.00 and then provide an additional \$2,000.00, if needed.

9102.3 As deposited funds accumulate, the Trustees, acting as a committee, shall recommend a change in the basic benefit to the Board of Directors.

9102.4 To insure maximum support from the Association, the member should report the circumstances of the problem to the Executive Director before engaging an attorney.

9102.5 Policies and guidelines for the Legal Defense Fund shall be established by the Trustees with approval by the Board of Directors. The policies and guidelines may be changed at any time through the same process but no change can adversely affect the rights of the member prior to the time the change is adopted.

9102.6 FASA reserves the right to utilize the Legal Defense Funds in legal issues of significant state interest and precedent through such means as initiating class action suits, entering as an amicus curiae, or any appropriate action recommended by the Trustees and approved by the Board of Directors.

##### 9103 Criteria for Award

Within the above policy statement, eligibility for support will be determined by the following criteria:

- 9103.1 Any individual who was a member of FASA at the time of occurrence of action for which legal remedy is sought may apply for the basic benefit if he or she has been formally charged before a county or circuit court, a school board, the Florida Professional Practices Service, or any federal or state administrative agency of first level jurisdiction as follows:
- A. Incurred in the defense of any action or proceeding brought against the member involving dismissal of a permanent employee at any time, dismissal of a probationary employee during the term of contract, tenure, salary, leaves of absence, assignment, resignation, professional rights, duties, and re-suspension, cancellation, revocation of any credential, life diploma or certification document issued by the State Board of Education.
  - B. Any member desiring to initiate action or proceedings related to his/her employment as described in (A) above may petition the Trustees for possible legal Assistance. If assistance is not granted and member proceeds and final judgment is entered in the member's favor, the Association will provide the basic benefit as if the action were brought against the member.

#### 9104 Procedures for Applying

- 9104.1 Members should alert the Executive Director by telephone and follow up with a written application provided by the Association.
- 9104.2 Upon receipt of the application, the Executive Director shall review all information in relation to the Legal Defense policies, procedures, and criteria and shall determine the eligibility of the member for assistance.
- 9104.3 Upon determining that the member is eligible for assistance, a Legal Defense Fund Information and Financial Affidavit Form shall be sent to the member.
- 9104.4 If the member is ineligible for assistance, the Executive Director shall so notify the member, including a statement as to the reason(s) why the request was disapproved.
- 9104.5 Upon receipt of a properly completed Legal Defense Information Form and Financial Affidavit, signed by the member and the member's attorney, a check shall be issued for the amount of the basic benefit; provided, however, that it shall not exceed the amount of the attorney's fee and expenses.

- 9104.6 Falsification of the affidavit or submission of fraudulent statements shall render the application null and void. If such falsification or fraudulence is discovered after payment is made, FASA reserves the right to take whatever action is necessary to secure reimbursement.
- 9104.7 Members may apply for additional support when they feel that their case is especially deserving. If the case is considered meritorious by the Trustees, an additional award may be made on a matching basis not to exceed \$1,000.00.
- 9104.8 In special cases where the members as a class are threatened, the Trustees may recommend such additional financial support as they may deem to be in the best interest of the Association. The additional support must be approved by the Board of Directors.
- 9104.9 The member may appeal any decision of the Executive Director to the Trustees and any decision of the Trustees to the Board of Directors.
- 9104.10 The member qualifying for the award shall have complete freedom to select an attorney. The Executive Director shall furnish names of reputable attorneys upon request from the member.

#### 9105 Source of Funds

- 9105.1 The Legal Defense Trust Fund shall be established and maintained by the FASA Board designating a portion of each regular member's dues to be deposited into the fund. This amount may vary from year-to-year based on need.
- 9105.2 The Trustees shall be empowered to accept and deposit in this fund all gifts, donations, and other monies presented to the fund from any legal source.
- 9105.3 This fund shall remain inviolate except upon action by the Board after considering recommendations of the Trustees; whereupon the fund shall be transferred to the general fund and disposed of according to the charter and bylaws in the same manner as other funds.
- 9105.4 Investment of the fund shall be managed by the Executive Director under guidelines approved by the Board of Directors to insure the maximum return consistent with fund security. Interest earned accrues to the fund.

- 9106 Trustees of the Legal Defense Trust Fund
- 9106.1 Each department shall select a member of its department to represent it as a Trustee, subject to approval of the FASA Board.
  - 9106.2 Each Trustee shall serve a term of five years after the rotation procedure has been established by drawing lots to determine which departments shall initially appoint for one to five years.
  - 9106.3 Trustees shall make expenditures subject to the conditions set forth in these policies.
  - 9106.4 Trustees will begin their duties during the 1979-80 school year, upon approval by the FASA Board.
  - 9106.5 It shall be the responsibility of any Legal Defense Trustee to submit a written statement to the chairman disqualifying himself/herself should a request for assistance from any member place the Trustee in a "conflict of interest" position.

9200 Legal Relations

- 9201 Legal counsel may be obtained, when deemed necessary, by the President and approved by the Board.
- 9202 Selection of legal counsel shall be by committee action through negotiations with interested attorneys. The committee shall make its recommendation to the Board.

## 10000 FASA-PAC CONSTITUTION AND BYLAWS

### 10000 FASA-PAC Constitution and Bylaws

#### 10100 Preamble

It is the goal of FASA-PAC to participate in political action activities that create a strong and effective voice for FASA in state education policy decisions. The primary purpose of FASA-PAC is screening, endorsing, and financially supporting candidates for legislative and statewide offices.

#### 10101 Name

This organization shall be known as the Florida Association of School Administrators Political Action Committee, hereafter referred to as FASA-PAC.

#### 10102 Organization

10102.1 The committee shall be a committee of continuous existence as certified by the Florida Department of State.

10102.2 The FASA-PAC shall be an affiliate of the Florida Association of School Administrators.

#### 10103 Purposes

10103.1 The primary purpose of FASA-PAC shall be to further the basic objectives of the Florida Association of School Administrators through political action.

10103.2 FASA-PAC shall screen and endorse candidates in accordance with Florida statutes.

10103.3 FASA-PAC shall encourage educators to register to vote, vote, and participate in political activities.

10103.4 FASA-PAC shall contribute to and encourage members to support endorsed candidates.

#### 10104 Membership

10104.1 Any public school or school district administrator may be a member of the FASA-PAC.

- 10105 Governance
- 10105.1 The FASA-PAC shall be governed by a board of directors. This board shall determine the budget for endorsements and designate candidates to receive assistance.
- 10106 FASA-PAC Board of Directors
- 10106.1 The FASA-PAC Board of Directors shall consist of the FASA Executive Committee (the FASA President, the FASA President Elect and the FASA Past President) or his/her designee.
- 10106.2 The President from each of FASA's five department associations or his/her designee.
- 10106.3 The FASA Legislative Committee Chairperson.
- 10106.4 One designee from each local affiliate of the FASA-PAC.
- 10106.5 The Executive Director and Associate Executive Director of FASA shall serve as ex-officio members.
- 10106.6 The FASA-PAC Board of Directors shall elect a chairperson from its membership for a one-year term.
- 10106.7 Each FASA-PAC board member shall serve for a one-year term and no more than two consecutive terms.
- 10107 Terms of Office
- 10107.1 Each member of the FASA-PAC Board of Directors shall have one vote and must be present to vote.
- 10107.2 A majority vote of the FASA-PAC Board of Directors is necessary to recommend endorsing a candidate.
- 10107.3 A majority vote of the FASA-PAC Board of Directors is necessary to recommend distribution of dollars to endorsed candidates.
- 10107.4 A majority vote of the FASA-PAC Board of Directors is necessary on all other issues.



- 10108      Funding
  - 10108.1      The FASA-PAC shall be supported by fees and contributions. The Board of Directors of the Florida Association of School Administrators shall annually determine the PAC fee assessment. The aggregate fees shall constitute at least twenty-five percent of the FASA-PAC funds.
  - 10108.2      The FASA-PAC Board of Directors may accept contributions to the FASA-PAC fund.
- 10109      Endorsements
  - 10109.1      FASA-PAC Board of Directors shall have the sole authority to endorse candidates for only statewide and legislative offices. The board shall provide the opportunity for endorsements from departments and local affiliates.
- 10110      Amendments
  - 10110.1      The FASA-PAC constitution and bylaws may be amended by a majority vote of the FASA-PAC Board of Directors.
  - 10110.2      Amendments to this constitution and bylaws may be made by filing a copy of the proposed amendment with the President and Executive Director of FASA at least sixty (60) days prior to the meeting at which the proposal will be considered.

11000 DOCUMENTS AND RESOLUTIONS

11000 Documents and Resolutions

11100 Documents

11101 Constitution

*See attached constitution*

11102 Emblem

The external circular band signifies strength through belief in and continuous adherence to the laws of this state and the rules and regulations of its various agencies. The circle form of the emblem is designed to reflect a perpetual existence.

This band also denotes strength through the combined membership of all administrative and supervisory or management personnel uniting their effort to improve education for this state. The name of the organization, the Florida Association of School Administrators, and the year the association achieved "incorporation status" appear between the bands, and the emblem overlays an outline of the State of Florida to denote statewide unity.

The internal circular band signifies the membership's faith in its constitution and bylaws and a continuing dedication to the programs developed and implemented in pursuit of the association's policies and goals. This band also serves as a field to display the symbolic elements which signify and inspire the association's efforts: The Lamp of Knowledge appears on the lower half of the band; the Quill Pen of Wisdom and the Gavel of Authority share equal sections of the upper portion of the band.

Bylaws revisions approved by the Board of Directors on 1/13/2013