

**CONSTITUTION AND BY-LAWS
FLORIDA PROFESSIONAL ASSOCIATION OF
STAFFING SPECIALISTS
Revised July 2025**

CONSTITUTION

ARTICLE I

NAME

The name of this association shall be the Florida Professional Association of Staffing Specialists and may be referred to as FL-PASS throughout this document.

ARTICLE II PURPOSE AND GOALS

The purpose of this association shall be to promote the appropriate placement and education of exceptional children and youth and the understanding of the state and federal laws related to such.

ARTICLE III MEMBERSHIP

Membership shall consist of professional personnel, active and retired, whose responsibilities include or included exceptional student placement, individual education planning, as well as persons whose responsibilities include supervision of aforementioned personnel.

ARTICLE IV DUES

The annual dues of this association shall be determined by the membership. FL-PASS Membership/Fiscal Year will be July 1 – June 30th. Dues Shall be due December 31st for a member to be considered in good standing for the current fiscal year. (New hires will be considered on a case by case basis) Members in Good Standing will be eligible for conference discounts, newsletters and DOE updates. Membership is not transferable. The association shall maintain a

minimum of twenty-five (25) paid members who meet the membership qualifications established by FL-PASS.

Special assessments may be levied by a majority vote of the members present at the meeting when this matter is considered, provided this is a quorum of Members in Good Standing.

Members will be assessed a fee for returned checks. The amount of the fee will be determined by the charge assessed at the current banking institution. A money order in the amount of the returned check plus the fee will be required within thirty (30) days of notice in order for the member to continue as a Member in Good Standing.

ARTICLE V OFFICERS

The officers of this association shall be duly elected by the membership and consist of a President, President-Elect, Vice President of Membership Recruitment, Secretary, Treasurer, Parliamentarian, Historian, and Past President. A Member -At - Large may be Board appointed members (up to 3) in good standing that have previously served on the Board. A majority of these officers constitute a quorum.

All officers must be Members in Good Standing of FL-PASS at the time of their nomination and election and remain so throughout their term in office.

The President-Elect shall automatically succeed to the presidency at the expiration of the President's term of office.

If a vacancy occurs in the office of President, the President-Elect shall serve as acting President for the remainder of the term of office and shall become President at the beginning of the new term.

The officers will appoint a member to fill a vacancy, excluding President, to complete the term of office for that year only.

ARTICLE VI MEETINGS

There shall be at least one FL-PASS meeting (conference) each school year to be

held at such time and place as shall be determined by the officers. Special meetings may be called by the President with the consent of the officers. One third of the paid membership present at an annual meeting shall constitute a quorum. At least two weeks notice must be given to all members prior to the annual meeting.

Members may give permission for another member from their county to represent and vote for them. Said representative must have written permission (proxy) in hand in order to be allowed to vote for the member who is not present.

ARTICLE VII AMENDMENTS

This constitution may be amended at the annual meeting by a two-thirds vote of the membership present, provided there is a quorum. Such amendment or amendments shall have been submitted to the officers and within 30 days of the date received, submitted by the officers to the membership in writing. The membership shall receive the proposed amendment at least 14 days prior to the annual meeting. In the event of unforeseen circumstances, the officers may suspend or amend any provision of this document by a majority vote for a period of one (1) year or until the next annual conference.

- 1) Amendment(s) shall be submitted to the President (no later than January 1 by members in good standing and reviewed by the officers during their next scheduled meeting.
- 2) Proposed changes to the amendment will be submitted to the membership in writing. The membership will be given 30 days for review and feedback.
- 3) The final draft of the proposed change shall be submitted to the membership at least 14 days prior to the annual conference.
- 4) Proposed amendment(s) changes will be voted on during the scheduled annual conference as outlined in the Constitution and bylaws.

ARTICLE VIII DISSOLUTION

In the event of dissolution of this association, the officers shall, after payment of

all liabilities of the association, dispose of all the assets of the association by contributing them to a local, nonprofit organization or activity, the purpose of which is to serve the needs of exceptional children.

Determination of said organization(s) or activities shall be by simple majority vote of the officers.

The dissolution of FL-PASS may be determined by a majority vote of the officers. To make this decision the officers should consider the history of such factors as the number of Members in Good Standing, the number of Members in Good Standing attending the annual conference and the amount of money in the treasury.

BY-LAWS

DUTIES OF THE OFFICERS

The powers and duties of the OFFICERS as an executive board shall be:

1. To serve as the final decision making authority for FL-PASS
2. To serve as a planning and oversight committee for the annual conference.
3. To identify and choose a suitable meeting site for the annual conference.
4. To call special meetings of FL-PASS if necessary.

The powers and duties of the **PRESIDENT** shall be

1. To serve as chief executive of FL-PASS with the powers and duties usually belonging to such a position.
2. To serve as presiding officer at the general meeting of FL-PASS and at the meetings of the officers.
3. To serve as an ex-officio member of all committees except the nominating committee.
4. To prepare the annual report.
5. To provide the officers with suggestions of suitable meeting sites for the annual conference.
6. To arrange the annual conference with the assistance of the president-elect.

The powers and duties of the **PRESIDENT-ELECT** shall be

1. To assist the president to plan programs in advance of the general meeting taking into account the stated goals and needs of the members of FL-PASS.
2. To assist the president to involve as many members as possible in varied program experience.
3. To coordinate with the president on meeting themes and time needed to conduct the necessary business.
4. To assist the president with the arrangements for the annual conference.

The powers and duties of the **PAST PRESIDENT** shall be

1. To serve in place of and with the authority of the president in his/her absences or disability.
2. To serve as chairperson of the nominating committee and to oversee the election of officers at the annual conference.

The powers and duties of the **VICE PRESIDENT OF MEMBERSHIP RECRUITMENT** shall be

1. To serve as a liaison between the association and the District Contacts.
2. To maintain an active program for the recruitment of new members
3. To serve as an ex-officio member of the newsletter.
4. To record annual conference registrations and confirm receipt of payment with treasurer
5. To create name tags/badges for conference attendees
6. To provide all new members and returning members with their certificate of membership annually

The powers and duties of the **SECRETARY** shall be

1. To keep a careful record of the proceedings of each meeting.
2. To mail or e-mail the minutes of the previous meeting to each officer prior to the upcoming meeting.

3. To carry on the correspondence of the association as directed by the president.
4. To compile and mail out the FL-PASS newsletter, a minimum of two during the school year prior to the conference and published after the conference prior to the end of the school year.

The powers and duties of the **TREASURER** shall be

1. To receive all funds belonging to the organization and pay out the same on orders approved by the officers.
2. To keep itemized account of receipts and expenditures to be read at the general (annual) meeting of FL-PASS.
3. At end of term of office, to submit books for an audit by a special committee appointed by the president.
4. To serve as an ex-officio member of membership
5. To maintain an active record of members and to provide at least quarterly.

The powers and duties of the **PARLIAMENTARIAN** shall be

1. Provide parliamentary instruction for the annual meeting.
2. To determine a quorum at meeting
3. To create election ballots for each annual conference membership meeting
4. TTo provide parliamentary advice to the president and officers when necessary.
5. To procreate proposed changes to the FL-PASS constitution and bylaws (as received or recommended) for presentation at the annual conference membership meeting

The powers and duties of the **HISTORIAN** shall be

1. To keep an active file of all publications of the association.
2. To keep a record (physical/digital) of activities and business related to the organization.
3. To keep a record (physical/digital) and to keep in this record an accounting of all state officers with their name, office, term of office, and county.

The powers and duties of the **Member at Large** shall be:

1. To provide guidance and support in the maintenance/continuity of the Florida PASS organization
2. to assist in the production of the Annual Conference

ELECTION/TERM OF OFFICE

At the annual meeting of FL-PASS, the officers of the association shall be elected by the membership from those Members in Good Standing who are nominated by the nominating committee. Nominations may also be made from the floor.

Term of Office: Each term of office shall be for two years, starting July 1 to June 30 until the end of the second year for all officers except President, President Elect and Past President. The office of the secretary, treasurer and parliamentarian are open for nomination in odd school years (i.e. 2013-2014 is odd). The office of vice-president/member recruitment and historian are open for nomination in even school years (i.e. 2014-2015 is even). From the end of the conference to July 1, all outgoing officers continue in office and provide training to incoming officers. Member-at-Large shall be eligible for reappointment every 2 years after the annual conference appointment date as deemed necessary.

Board Membership: Officers will have their membership to FL-PASS paid by the FL-PASS Association for their term of office.

Mileage: Officers will be compensated for mileage to the two-to-three (2 to 3) FL-PASS board meetings annually if their school district or employing agency does not reimburse them. Reimbursement will not exceed the Federal mileage reimbursement rate.

Conference Registration: FL-PASS shall waive the conference registration fee for Board Members

Conference Hotel Accommodations: The board shall pay for one standard room based on single occupancy for the board members during the Conference as well as face to face site visits/board meetings that are 3 hours away and warrant an overnight stay.

Per Diem: FL-PASS will provide board members with a per diem to cover food expenses during face to face meetings and meals not included in conference registration to align with IRS reimbursement guidelines.

DOE Conference/Workshop: FL-PASS shall cover travel (to and from), lodging

(single occupancy), and per diem for a FL-PASS Board Member to attend the DOE Strategic Planning Meeting

REMOVAL FROM OFFICE

A petition for the removal of an officer shall be signed by 10 percent of the association and submitted in writing to the president. If the president is the subject of the petition, it shall be presented to the president-elect.

The president (or one of the board members) shall solicit relevant evidence from all the parties concerned and call a meeting of the officers to consider the matter within fifteen (15) days following receipt of the petition.

The officers shall forward the petition, with or without recommendations, to a meeting of the general membership that is to be held within thirty days following the officers' consideration of the petition.

At the meeting of the general membership, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present, provided there is a quorum, is necessary for the removal of the officer.

If an officer is absent for 3 consecutive meetings, the remaining officers shall have the option to ask for that officer's resignation.

If a Board Member commits fraud, larceny, grand theft or neglect of fiduciary responsibility they shall be removed immediately from office, membership immediately withdrawn and expelled for perpetuity.

PARLIAMENTARY PROCEDURES

Robert's Rule of Order, Revised, shall be used as a guide by the association in carrying out its parliamentary procedures. (<http://www.robertsrules.org/>)

FISCAL POLICIES/INTERNAL CONTROLS

The President-Elect, Outgoing President and Treasurer shall transition no later than July 15th.

Transition of Fiscal Officers shall include an immediate audit of the financial records.

Transition of Fiscal Officers shall include a change in bank signers, account access and passwords.

Fiscal officers shall sign the statement of fiduciary responsibilities.

The FL-PASS Board reserves the right to take legal action which may include but not be limited to: litigation, repayment, compensation for legal fees, board time, travel and criminal charges.

AMENDMENTS

Amendments to these by-laws may be made at any regular or special meeting of the association by a majority vote, providing a quorum is present. In the event of unforeseen circumstances, the officers may suspend or amend any provision of this document by a majority vote for a period of one (1) year or until the next annual conference.

- 1) Amendment(s) shall be submitted to the President (no later than January 1), by members in good standing and reviewed by the officers during their next scheduled meeting.
- 2) Proposed changes to the amendment(s) will be submitted to the membership in writing. The membership will be given 30 days for review and feedback.
- 3) The final draft of the proposed change shall be submitted to the membership at least 14 days prior to the annual conference.
- 4) Proposed amendment(s) changes will be voted on during the scheduled annual conference as outlined in the Constitution and Bylaws.