

BYLAWS
Florida Association of Test Administrators

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Florida Association of Test Administrators BYLAWS

ARTICLE I

Organization Name

Section 1. The name of this organization shall be the Florida Association of Test Administrators.

ARTICLE II

Purpose

Section 1. The purpose of this organization shall be:

- a) Promote quality assessment practices for state-wide assessments
- b) Serve as a global voice on issues of importance related to state, national and international assessments;
- c) Provide support guidance and assistance to new district assessment administrators, and
- d) Engage in any other lawful activities that further the sole purpose of the organization.

Section 2. No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its directors, officers, members, or other private persons, except that the Treasurer, with the Board's approval shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes.

The association shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any activities prohibited (a) by an organization exempt from federal income tax under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code, or (b) by an organization to which contributions are deductible under Section 170(a) of the Code as being to an organization referred to in Section 170(c)(2) of the Code.

ARTICLE III

Membership

Section 1. Classes

There shall be two classes of members as defined in the Constitution of the Florida Association of Test Administrators: regular and retired/nonpublic school employed.

Section 2. Privileges of membership

- a. All members whose participation meets the requirements set forth in these bylaws, may speak, make motions and vote.

- b. Only members in good standing may be elected to or retain office. Any member in good standing may serve as a delegate to federation convention, region conference, or district meeting upon approval by the Board.

Section 3. Admission to Membership

Regular: Persons employed to serve in some capacity for state-wide test administration shall be eligible to be a member of this organization. All such persons are considered active members upon annual dues payment. Payment can be made by an individual or appropriate district department. The annual membership rate shall be established during the annual meeting.

Retired/nonpublic school employed: Annual payment of the established membership rate shall qualify retired/nonpublic school employees for active membership.

Section 4. Termination of Organization Membership

Active members shall remain active as long as they continue to serve in a district level position that makes them eligible for membership and are in good financial standing.

ARTICLE IV

Officers

Section 1. Names of Elected Officers

The Board of Directors officers shall be a president, vice president, secretary, treasurer, and three district directors one from each district size: small, medium, and large.

Section 2. Appointed Officers

The president shall appoint five (5) regional coordinators.

Section 3. Eligibility

Any active member of the organization in good standing is eligible for office as stated below:

- a) President and Vice President- Shall have served at least one year in a position that assists in the service of district level test administration and at least one year as a member of FATA prior to nomination.
- b) Secretary, Treasurer, District Directors and Regional Coordinators shall have served at least one year in a position that assists in the service of district level test administration

Section 4. Duties and Responsibilities of Officers

- a) It shall be the duty of the president to preside over all annual and Board of Director meetings and enforce due observance of the organization bylaws, to call and preside over special meetings, and appoint committee/chairman, as needed; be authorized to sign checks, and to make imperative decisions for the organization when it is not in annual meeting session.
- b) It shall be the duty of the vice president to assist the president in the performance of his/her duties and preside at meetings in the absence of the

president. When the vice-presidents' term of office expires concurrently with that of the president, he or she shall become president.

c) It shall be the duty of the secretary to record accurately and neatly the minutes of annual and Board of Director meetings.

d) It shall be the duty of the treasurer to follow proper financial procedures, collect and receipt monies collected during and outside of the annual meetings. Funds shall be deposited within five (5) to seven (7) business days from receipt; reconcile monthly bank statements, prepare and present financial reports for meetings, and be eligible to sign checks.

e) It shall be the duty of the regional coordinators to organize and coordinate regions of the state for the purpose of holding a regional meeting with an agenda that supports the objectives of the organization. Minutes and a regional report shall be shared with organization members. Coordinators shall serve on the Board of Directors.

f) It shall be the duty of regional representatives to serve as communication liaison with districts within their demographic size and assist regional coordinators with regional meetings, as needed.

Section 5. Term of Office

President: The president shall serve a 2 year term, with eligibility to serve an additional year terms. All other elected offices shall serve 2 year(s). The terms of the president, vice president, and the district director from the small districts will be elected for terms ending in even years. The secretary, treasurer, and district directors from medium and large districts will be elected for terms ending in odd years. They are eligible to seek office for one successive terms. If no successor is elected, he or she shall serve until a successor has been elected or appointed by the president, if needed.

Section 6. Resignations and Vacancies

Any officer who determines that he/she cannot serve their full term must submit a written resignation to the President thirty (30) days prior to the date leaving office. An interim officer shall be appointed by the President with the approval of the Board of Directors until the next election is held. In the case of the President resigning, he/she shall write a letter of resignation to the organization and submit it to the Vice President, who assumes the duties of the President until the next election is held. If a vacancy should occur for any reason, the board will appoint a replacement to fill that position until the next regular meeting of the membership. At that time a new board member and regional leaders will be elected by the members.

ARTICLE V

Nominations and Elections

Section 1. Nominating Committee

The Nominating Committee shall be elected by the body at the annual meeting proceeding the last year of an elected officer's term completion. The committee shall consist of three (3) members. At least one (1) member, if possible, shall be retained

from the previous Nominating Committee. The President shall appoint the chairman from those members elected.

Section 2. Election

Elections will be held at every other year at the annual meeting of the general membership. The nominee for each office will be read after which nominations will be opened to the floor.

Upon the completion of nominations, a vote will be taken, tallied and shared with the membership. The newly elected officers will take their positions at the end of that meeting.

ARTICLE VI

Meetings

Section 1. Regular meetings

Unless otherwise ordered by the organization, regular meetings will be held during the State's Annual Assessment Meeting. This shall be considered the annual business meeting. A quorum for regular meetings and special meetings shall be one-third of the active regular members including three (3) officers.

Section 2. Board Meetings

Board meetings shall be called on an as needed basis to address specific concerns or needs of the organization or its members.

Section 3. Special meetings

Special meetings may be called by the president, any board member or any regional coordinator. At least 72 hours' notice (written e-mail, or telephoned) shall be given to members. The business to be transacted at any special meeting shall be limited to that noticed in the call

ARTICLE VII

Board of Directors

Section 1. Composition

The Board of Directors of the organization shall consist of the President, Vice President, Secretary/Treasurer, three district directors; one representative from each demographic size district: small, medium and large, and five regional leaders representing the 5 regions of the state.

Section 2. Duties

The purpose of the board shall be to identify concerns of the districts that may affect the membership. They will propose meeting, agenda items and recommend courses of action the organization may choose to take relative to those issues.

Section 3. Meetings

Meetings of the board can be called by any two board members and may be done as a face to face or any other electronic format.

ARTICLE VIII

Committees

Section 1. Committees may be formed to address a particular issue or need of the board.

Section 2. Responsibilities: The committee shall be formed as an ad hoc group and will operate only to address the issue presented to them. Upon completion of the work of the committee, it shall be dissolved.

ARTICLE IX

Dues, Fees and Assessments

Section 1. Fiscal Year:

The fiscal year shall be from September 1 through August 31st of a calendar year.

Section 2. Annual Dues and Fees

Annual dues for the organization shall be established by the Board of Directors and approved at the annual meeting. Payment of dues by any member of a district shall serve as dues for all members of that district.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not specifically covered in these bylaws.

ARTICLE XI

Amending the Bylaws

The Bylaws of the Florida Association of Test Administrators may be amended at a regular organization meeting by a 2/3 vote of the members present. The proposed amendment changes shall be circulated at least two (2) weeks prior to the meeting in which voting will take place. Without previous notice, the vote required for amending the Bylaws is a majority of the entire regular members. Electronic voting methods may be established by the Executive Board.

ARTICLE XII

Dissolution

Upon the dissolution of the Association, its governing body shall after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all the

assets of the Association exclusively for the exempt purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, scientific, literary, or educational purposes which at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Code, as the Club's governing body shall determine. Any assets not so distributed shall be distributed by a court of competent jurisdiction of the county in which the Association's principal office is then located exclusively for the Association's exempt purposes. The use of any surplus funds for private inurement to any person in the event of a sale of the assets or dissolution of the corporation is expressly prohibited.

Presented FATA Annual Meeting August 28, 2013

2016 Proposed Revision Presented at FATA Annual Meeting August 31, 2016

Ratification Date: 08/31/2016