



Constitution of the Florida Society of Certified Public Managers (FSCPM)

Article I – Preamble

The Florida Society of Certified Public Managers (FSCPM) establishes this Constitution in order to serve Florida's CPM graduates in their continued management and leadership development and support the Florida CPM program as an independent, state-level alumni association.

Each year, hundreds of public employees enroll in the nationally-recognized Certified Public Management program; dedicating themselves to the work required to obtain comprehensive professional management and leadership skills that they then use to improve the efficiency and effectiveness of Florida's public agencies and workplaces. The FSCPM is an alumni organization dedicated to supporting the continued professional development of Florida's CPM graduates. In addition, we support and partner with the Florida Center for Public Management at Florida State University, which administers the Florida CPM Program, as it continues to train both current and future professional public managers.

Article II – Purpose

The purpose of the FSCPM is to foster and maintain high professional and ethical standards in the practice of public management, further the professional growth of the Society's members, and support the Florida CPM program as it recruits and trains current and future professional public managers.

Article III – Membership

The majority of membership of the FSCPM will be Fellows (CPM graduates). Other members, as allowed by and outlined in the bylaws (Article III), may be Associate Members - students that have completed at least one CPM course level, Honorary Fellows as determined by the Board of Directors, and/or Retired Fellows – retired employees who are Certified Public Managers.

Article IV – Officers

The officers of the organization shall consist of President, President-elect, Secretary, Treasurer, the Nominations/Elections Committee Chair, and any members-at-large as deemed necessary and appropriate by the board and elected to the position.

1. President – The President shall be the principal officer of the FSCPM and shall:
 - a) Preside at the meetings of the Board of Directors and the meetings of the FSCPM.

- b) Appoint a parliamentarian (generally the Past President) subject to the approval of the majority of the Board of Directors present at a scheduled meeting.
 - c) Fill vacancies in elected or appointed offices, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.
 - d) Be a member ex -officio, without a vote, on all committees.
 - e) Cause to be sent to each Board of Directors member an advanced notification of the quarterly state wide FSCPM meetings. A written agenda for the meeting shall be included with the call to the meeting. All meeting announcements, agendas, and meeting minutes shall be posted on the FSCPM website (or other electronic media).
 - f) Approve all disbursements from FSCPM funds before the Treasurer makes such disbursements. The President shall be authorized to countersign checks.
 - g) Subject to the direction of the President-Elect, be responsible for the completion of unfinished business through January 31, following their term of office, or one month following the installation of a new President.
 - h) Keep the President-Elect and FSCPM Board informed on all FSCPM activities.
 - i) Determine the location of the Board Meetings, with the approval of the majority of the Board Members. (See Article VII, Section 4, for additional information.)
 - j) Communicate with each regional chapter to determine how the FSCPM may assist respective chapters.
 - k) Work to establish new regional chapters in cooperation with the Membership Committee Chair.
 - l) Prepare and present to the membership an annual budget by November 1st of the preceding year.
 - m) Deliver to the incoming President-Elect, all files, papers, and other property belonging to the FSCPM immediately upon retiring from office.
 - n) Subject to cost, represent the FSCPM at state and national conferences as deemed appropriate by the board. The President is entitled to payment by the FSCPM for conference travel expenses (subject to approval by the FSCPM Board).
 - o) Determine a recipient for the Annual President's Award for service to the FSCPM. The Award will be presented at an appropriate event near the end of the President's term.
 - p) Request the Board of Directors of the FCPM, or their designee, to appoint a liaison to the FSCPM.
- (Bylaws – Article 5, Section 2)

2. President-elect – The President-elect shall

- a) Perform the duties of the President in the President's absence or inability to serve.
- b) Serve as liaison to the Standing and Special Committees; serve as ex-officio without vote on all committees; and submit a quarterly report summarizing the activities of each committee to the Board of Directors.
- c) Become President for the unexpired term in the event of death, resignation or removal of the President.
- d) Assist in such other capacities, as the President or Board of Directors shall direct.
- e) Deliver all files, papers, and other property belonging to the FSCPM, immediately upon retiring from office.

(Bylaws – Article 5 – Section 3)

3. Secretary - The Secretary shall

- a) Keep the minutes of all meetings of the Officers, the Board of Directors, and the FSCPM.
- b) Furnish the Officers and the Board of Directors with copies of the minutes of all their meetings within thirty (30) days of the meeting.

- c) Maintain official copy of all correspondence generated by or received by any member of the Executive committee.
- d) Post on the FSCPM website (or other approved electronic media) all meeting announcements, meeting agendas, approved meeting minutes and organization announcements,
- e) Deliver to their successor all files, papers, and other property belonging to the FSCPM immediately upon retiring from office.

(Bylaws – Article 5 – Section 4)

4. Treasurer - The Treasurer shall

- a) Be responsible and account for all monies of the FSCPM. All monies shall be deposited in depositories selected by the Officers with the agreement of the Board of Directors.
- b) Be capable of being bonded. Any bonding fee shall be paid by the FSCPM.
- c) Keep complete and accurate account of all receipts and disbursements, which shall be subject at all times to examination by the officers and the chapters.
- d) Distribute written Treasurer’s reports at all meetings of the FSCPM, the Board of Directors, and the Officers.
- e) Prepare a quarterly budget report to be provided at the quarterly FSCPM meetings and posted on the FSCPM website (or other approved electronic media).
- f) Disburse funds only upon receipt of original bills and properly executed vouchers that have been approved by the President.
- g) Shall be authorized to countersign checks.
- h) Have the books reviewed annually, no later than January 31st by a person or an auditing committee approved by the President. The audit expense is to be paid by the FSCPM. The audit report shall be presented to the FSCPM at the next meeting following completion of the audit for adoption and disseminated to each Chapter.
- i) Deliver to their successor all funds, securities, and records of the FSCPM immediately after the close of the fiscal year.

(Bylaws – Article 5 – Section 5)

5. The Nominations/Elections Committee Chair shall preside over the nominations and election process as outlined in Bylaws, Article IV, Section 2 and Appendix 2.

6. Members-At-Large will be identified and elected to office as deemed necessary by the board of directors. Depending on the need for and nature of the position, the board may determine the member-at-large tenure to be a minimum of one calendar year but no more than two years. Members-at-large may be re-elected during subsequent years. Members-at-large are board members and eligible to vote on all board matters. (Bylaws – Article 5 – Section 7)

Article V – Operations

1. Voting and Officer Eligibility – Fellows and Retired Fellows are eligible to vote in all FSCPM matters and hold any elected or appointed position. (Bylaws - Article III, Section 1.a, d.) Associate members may vote for all regional chapter offices and state FSCPM offices and may be appointed to chair standing and/or ad hoc chapter and/or state-level committees, but cannot hold elected state-level offices without prior approval from the FSCPM Board. (Bylaws – Article III, Section 1.b.) Honorary Fellows are eligible to vote in all chapter and state elections and may serve in an appointed or elected chapter office at the discretion of the

chapter board of directors. Honorary Fellows must be a CPM to serve in an elected or appointed state-level position. (Bylaws – Article III - Section 1.c.)

2. Fiscal Year - The fiscal year for the FSCPM shall begin the first day of January and end on the thirty-first day of December each year. (Bylaws – Article XIII)
3. Parliamentary Procedure - The rules of parliamentary procedure comprised in the current edition of Robert's Rules of Order Newly Revised shall govern all procedures of the FSCPM, the Board of Directors, the Executive Committee and the regional chapters, subject to such special rules as have been or may be adopted.
4. Election Process –
 - a) FSCPM members may make nominations for FSCPM officers no sooner than September 1, and no later than October 15, for officers to be installed the following January.
 - b) The Nominations Committee shall promote the election season and member participation, receive nominations of candidates for available offices, determine the nominees' qualifications for candidacy, design a ballot form, and distribute the ballot to the FSCPM members by electronic mail no later than October 30, for officers to be installed in the following January.
 - c) Members shall submit their vote by electronic mail in a format as directed by the Nominations Committee to the FSCPM Nominations Committee Chairperson no later than November 15 for officers to be installed in the following January.
 - d) The FSCPM Nominations Committee Chairperson will count the ballots, report the results of the election to the President no later than November 30, and retain a record of the election until the following March 30.
 - e) The President shall inform the newly elected officers of their impending installation.
 - f) A FSCPM meeting shall be held in the following January, whereupon the new officers are installed.
 - g) The election schedule may be revised in a particular year by a majority vote of the Board of Directors. (Bylaws - Article IV – Section 2)
5. Terms of Office - The term of office for the President shall be two (2) years following their two (2) year term as President-Elect. After two (2) years, the President-Elect will become President and a new President-Elect will be elected. With the exception of the President holding office on election of the first President-Elect, the maximum concurrent term of an officer shall be two (2) years as President-Elect and two (2) years as President. The terms of Secretary and Treasurer shall be two (2) years following their election or until their successors are installed. The terms of the Secretary and Treasurer shall overlap. The Secretary shall be elected each year ending with an even number. The Treasurer shall be elected in each year ending with an odd number. (Bylaws - Article IV – Section 5)
6. Removal - An officer can be removed for the following reasons:
 - a) Non-performance of duties
 - b) Actions contrary to the purposes of the FSCPM or are injurious to the Regional Chapters, the FSCPM, or the members of the FSCPM.
 - c) Conviction of or adjudication withheld for a felony or misdemeanor involving dishonesty or moral turpitude. To remove any officer(s) from office, a two-thirds (2/3) vote of the remaining Board Members shall be required. (Bylaws - Article IV – Section 6)

7. Vacancies - All vacancies in elective offices, except the office of President, shall be filled by appointment of the President, with the approval of the remaining officers, for the unexpired part of the term. In the event of a vacancy in the office of the President, the President Elect shall become President for the unexpired term. (Bylaws – Article IV – Section 4)

Article VI – Meetings

- a) The Board of Directors shall meet at least quarterly. Meetings can take place via teleconference; however the Board is encouraged to have at least one meeting per year in person. (Bylaws – Article VIII – Section 4)
- b) Special Meetings may be called by using one of the following methods:
 - (a) By the FSCPM President
 - (b) At the written request of at least four members of the Board of Directors
 - (c) At the written request of at least two-thirds (2/3) of the Regional Chapter Presidents. If the Special Meeting is called as specified in (b) or (c), the written request is to be sent to the President of the FSCPM with a copy to all members of the Board of Directors. The President of the FSCPM will send the official call to the special meeting to all members. Only the matters specified in the call shall be considered at a special meeting. The President shall include an agenda for the meeting in the Call to the Special Meeting. (Bylaws - Article XI)

Article VII - Finances

1. Membership Dues - The FSCPM will finance its services and activities primarily through member dues. Dues shall ordinarily be collected during an annual membership drive in the name of one of the regional chapters. By agreement, dues may be received by the FSCPM Treasurer or by an elected official of a regional chapter. Annual membership dues are as follows:

FSCPM:	\$20.00
Regional Chapter:	\$20.00

Florida CPM graduating students who join FSCPM during the year they graduate will receive the remaining portion of the current year for free as an Honorary Member in addition to their paid membership, regardless of when during the year their graduation takes place.

New, first-time, paid members who join FSCPM after July 1st will receive the remaining portion of the current year for free as an Honorary Member in addition to their paid membership.

FSCPM and regional chapters may elect to forego all or a portion of the membership fees in cases such as for Honorary Members or other special cases. Members who become members or renew their membership during the annual membership drive may join for two years with a reduced fee of \$70.00 with the regional chapter and FSCPM being awarded \$35.00 each.

Other promotional opportunities as deemed appropriate by the board may be offered. (Bylaws – Appendix 1)

2. Fundraising - The FSCPM may sponsor and/or participate in fundraising events as the board deems appropriate and approves.
3. Budget and Disbursement of Funds - The FSCPM President will submit an annual budget to the board of directors by November 1st of the preceding year and is required to approve all disbursement of funds before the Treasurer makes such disbursements. The President shall be authorized to countersign checks. (Bylaws - Article V – Section 2.m, g.) The Treasurer is responsible for and must account for all monies, must provide a treasurer’s report at each quarterly FSCPM meeting, and is authorized to countersign checks. (Bylaws - Article V – Section 5.a.d.f)

Article VIII – Dissolution

Dissolution of the Florida Society of Certified Public Mangers, Inc. requires a majority vote of the board. If there are no candidates to form a board of directors, dissolution will automatically take effect 120 days from the last official date of operation by the board.

Should a regional chapter dissolve any assets that remain after pay-out of all costs and expenses shall be transferred to the FSCPM. Should the Florida Society of Certified Public Managers, Inc. dissolve, all assets that remain after pay out of all costs and expenses of such dissolution shall be donated to the Florida Center for Public Management, Certified Public Management Program. In the case of regional chapter and/or FSCPM dissolution, none of the assets will be distributed to any member, officer, or trustee of the dissolved organization. (Bylaws – Article XVI)

Article IX – Amendments and Exceptions

The Constitution may be amended by a majority of the voting members of the Board of Directors. Proposed amendments to the Constitution must be distributed to members of the Board of Directors at least thirty days before such amendments are to be considered. Voting on such amendments may be done at any meeting of the Board of Directors, by electronic means, by telephone, or by mail. Exceptions to this Constitution may be approved by a majority vote of the voting members of the Board of Directors at any meeting of the Board of Directors, by electronic means, by telephone, or by mail.