



BYLAWS OF THE FLORIDA ASSOCIATION FOR MEDIA IN EDUCATION

ARTICLE I – NAME

The name of this Corporation as provided in the Articles of Incorporation is FLORIDA ASSOCIATION FOR MEDIA IN EDUCATION, INC. (a corporation not-for-profit), hereinafter sometimes referred to as “FAME”, the “Corporation”, or the “Association”.

ARTICLE II – PURPOSE

The purpose of the Corporation, as provided in the Articles of Incorporation, shall be the improvement of education through the effective use of media, technology and methods. Specifically, the Corporation shall plan and execute the long-range programs for the development of learning resources services and shall cooperate with other organizations and agencies whose interests and purposes are similar to those of this Corporation.

ARTICLE III – MEMBERSHIP

The membership of this Corporation shall be as set forth in Article III of the Articles of Incorporation.

Section 1. Any person interested in the purpose and mission of the Association may become a member upon payment of dues for classes of membership established by the Board of Directors. In addition, schools may hold an institutional membership in FAME. The schedule of dues will be reviewed periodically by the Board of Directors and included in the *FAME Policies & Procedures Handbook* and on the FAME website.

Section 2. Membership shall be divided into the following classes:

- a. Active Membership: Persons actively engaged in library media work on a professional basis. This includes school library personnel, administrators, supervisors, and those involved in school librarian preparation programs. Active members shall be entitled to vote, hold office, serve on committees, and receive any appropriate services of the Corporation.
- b. Retired/Active Membership: Any person having been actively engaged in work within the broad field of library media in education. This includes school library personnel, administrators, supervisors, and those involved in school librarian preparation programs. Retired/Active members shall be able to receive any appropriate services of the Corporation, be entitled to vote, and are eligible to hold office and serve on committees.
- c. Associate Membership: Any persons interested in promoting the objectives of the Corporation, but not eligible for active membership, may become associate members. Associate members shall be able to receive any appropriate services of the Corporation and vote but shall not be entitled to hold office or serve on committees. This class includes:
 1. Any person previously engaged in library media work on a professional basis (job change, job loss, on leave status);
 2. Librarians in other fields (i.e., public, law, special);
 3. Support staff including clerks or aides;



4. Interested lay persons (volunteers).
- d. Student Membership: Students enrolled in at least 9 hours per semester in institutions involved in the preparation of school librarians may become members upon payment of dues as specified in the *Bylaws*. Student members shall be able to receive any appropriate services of the Corporation but shall not be entitled to vote, to hold office, or to serve on committees.
- e. Institutional Membership: A school may hold a limited institutional membership providing for multiple staff members (limited to a maximum of five individuals) engaged in literacy and/or technology instruction to participate in FAME student reading programs (SSYRA; SSYRA Jr., FTR), including access to resources pertaining to each program. Students in these schools would also have the opportunity to submit entries to the Jim Harbin Student Media Festival and staff would have access to program resources. The staff of schools with an Institutional Membership is eligible for professional development activities (conferences) at the member discounted rate.
- f. Signature Program Participation Membership: A school may hold a limited institutional membership providing for multiple staff members (limited to a maximum of five individuals) engaged in literacy and/or technology instruction to participate in FAME student reading programs (SSYRA; SSYRA Jr., FTR), including access to resources pertaining to each program. Students in these schools would also have the opportunity to submit entries to the Jim Harbin Student Media Festival and staff would have access to program resources. The staff of schools with Signature Program Participation Membership is not eligible for professional development activities (conferences) at the member discounted rate.
- g. Honorary Membership: Any person rendering important services to school librarians in the state may be elected to honorary membership on nomination of the Executive Board and by majority vote of the membership present and voting at any annual meeting of the Corporation. Honorary members shall be entitled to all the rights and privileges of membership and shall be exempt from payment of dues.
- h. Complimentary Membership: The Florida Department of Education Liaison to FAME may be granted a complimentary membership as needed.

ARTICLE IV – MEETINGS OF MEMBERS

The Corporation shall hold at least one meeting per year at a time and place to be designated by the Board of Directors. The assembled members present at a meeting shall constitute a quorum.

ARTICLE V – CREDENTIALS

Members may be required at any meeting to be certified by the presiding officer of the Corporation in order to cast a valid ballot or participate in the business discussion.

ARTICLE VI – AFFILIATION

The Corporation may become affiliated with organizations with purposes similar to those of the Florida Association for Media in Education, Inc., upon recommendation of the Board of Directors and majority vote of members present at a regular meeting of the members so long as such affiliation does not cause the Corporation to lose any existing tax-exempt status.



ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. Membership Requirement

All officers shall be Active or Retired/Active members of the Florida Association for Media in Education, Inc.

Section 2. Name of Officers

The Officers of the Corporation shall be President, President-Elect, Immediate Past President, Secretary, and Treasurer.

Section 3. Term of Office

The President, President-Elect, and Immediate Past President shall hold office for a period of one year beginning at the close of the final business session of the annual conference. The Treasurer shall be appointed by the President, with the approval of the Board of Directors, for a three-year term. The Secretary shall hold office for a two-year term.

Section 4. Removal from Office

If an officer or Director misses two consecutive meetings of the Board of Directors without submitting a written reason for his/her absence, he shall be automatically dropped as an officer or Director of the Corporation. The Board of Directors will act immediately to issue written notice of this action to the officer or Director so dropped and fill the vacancy as specified in the *Bylaws*.

Section 5. Retiring President's Role

The retiring President shall assume the position of Immediate Past President for the following year.

Section 6. President-Elect's Role

The President-Elect shall assume the position of President for the following year. In the event of a vacancy in the office of the President-Elect, the vacancy shall be filled only by a vote of the membership in the next regular election.

Section 7. Appointment(s) to Fill Vacancy

The Board of Directors shall appoint an Acting-President, an Acting-Secretary, or an Acting-Treasurer for the remainder of the term in the event a vacancy of one or more such offices is officially recognized by the Board of Directors.

ARTICLE VIII – DUTIES OF THE OFFICERS

Section 1. President

The President shall be the chief executive officer of the Corporation. The President shall preside at all business meetings and shall carry out the directives of the organization and of the Board of Directors.

The President shall submit a report to the membership at the annual business meeting.

The President may appoint a corresponding secretary chosen from the same geographical area as the President for the convenience of conducting Corporation business.

Section 2. Immediate Past President

If the position of President should become vacant, the Immediate Past President shall assume that office.



The Immediate Past President shall serve in an advisory role to the leaders of the Association and will assume other responsibilities and duties as assigned by the President and/or Board of Directors.

Section 3. President-Elect

The President-Elect shall call and preside over meetings in the absence of the President.

The President-Elect shall participate in the work of committees as specified in these *Bylaws* and assume other responsibilities as may be assigned by the President and/or Board of Directors.

Section 4. Secretary

The Secretary shall serve as the recording officer of the Association, maintain the records of the Association, except for those specifically assigned to others in the *Bylaws*, and perform other duties as assigned by the President and/or Board of Directors.

Section 5. Treasurer

The Treasurer shall maintain financial records for the Association and perform other duties related to the finances of the Corporation as directed by the President and/or Board of Directors.

The Treasurer shall be a non-voting member of the Board of Directors.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. Membership Requirement

All members of the Board of Directors shall be Active or Retired/Active members of FAME.

Section 2. Composition

The Board of Directors shall consist of the duly elected and appointed officers of the Corporation plus twelve Directors with at least two Directors from every region in the state. Although most candidates are running for positions in a particular region, they are voted on by the entire membership. Two Directors shall be elected as at large Directors and may be from any region. The goal is to ensure that all geographic areas of the state are represented in the decision-making body of FAME.

Section 3. Term of Office

The term of the office for Director shall be three years. The twelve members shall be elected on a rotating basis with four Directors elected each year to replace the four outgoing Directors.

Section 4. Quorum

A quorum for the Board of Directors shall be eight of the Board of Directors members, provided that not less than two of the eight shall be elected officers and not less than six shall be Directors.

Section 5. Voting Rights of the President

The President of the Corporation shall serve as Chairman of the Board of Directors and shall have no vote except in the case of a tie.

Section 6. Powers of Office

The Board of Directors shall have policy-making powers; shall manage the affairs of the Corporation; shall be responsible for management of the approved expenses of the Corporation; and shall fill vacancies in office until next election.



Section 7. DOE Liaison Ex-Officio Member

The Department of Education’s professional media staff shall be non-voting members of the Board of Directors and act as the official liaison with the Department.

Section 8. *FMQ* Editor Ex-Officio Member

The Editor of the *Florida Media Quarterly (FMQ)* shall be a non-voting member of the Board of Directors.

Section 9. Webmaster Ex-Officio Member

The FAME Webmaster shall be a non-voting member of the Board of Directors.

ARTICLE X – MEETINGS

Section 1. Board of Directors

An organizational meeting of the incoming Board of Directors shall be held at the time the newly elected officers take office as provided in Article VII, Section 3 of these *Bylaws*. The President, with the approval of the Board of Directors, shall designate the time and place for at least two Board of Directors meetings.

Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board of Directors.

If necessary, business of the Board of Directors may be conducted via electronic means, provided a quorum is established see Article IX, Section 4.

Section 2. Membership

There shall be an annual meeting of the Corporation, the time and place of this meeting to be designated by the Board of Directors.

Section 3. Special

Special meetings of the membership of the Corporation may be called by the President with the consent of the Board of Directors, or in the absence or refusal of the President, by a majority of the Board of Directors. They shall be called at any time by the President or Immediate Past President, upon the request in writing of twenty-five percent of the membership of the Corporation. Such requests must state the purpose for which the meeting is to be called, and no other item shall be considered at the meeting.

Membership shall be notified by multiple electronic methods thirty days prior to the proposed special meeting.

Section 4. Committee Meetings

Committees may conduct business via electronic means.



ARTICLE XI – INDEPENDENT CONTRACTORS

Section 1. Independent Contractors

The Association may hire Independent Contractors to assist in the daily operation of the Association.

ARTICLE XII – ELECTION OF OFFICERS AND DIRECTORS

Section 1. Ballots

The election of the President-Elect, the Secretary, and Directors, shall be conducted by a mail or electronic ballot to all eligible members of the Corporation, as prescribed by Article XIII, Section 15 of these *Bylaws*.

Section 2. Election Procedures

At the first official meeting of the Board of Directors procedures shall be initiated for the election of Officers and Directors for the coming year.

Section 3. Term of Office

The President, President-Elect, and Immediate Past President shall hold office for the period of one year as provided in Article VII, Section 3 of these *Bylaws*. The Secretary shall hold office for a period of two years as provided in the *FAME Articles of Incorporation* and in Article VII, Section 3 of these *Bylaws*. The Treasurer shall hold office for a period of three years as provided in the *FAME Articles of Incorporation* and in Article VII, Section 3 of these *Bylaws*.

Directors shall hold office for three years commencing with the time at which newly elected officers take office for that year, as provided in Article VII, Section 3 of these *Bylaws*, four members retiring and four members being elected each year. Directors appointed by the President to fill a vacated or unexpired term shall serve only for the remainder of that term.

If a Director's unexpired term is vacated, the President shall appoint an acting Director until the next election. Directors appointed to fill a vacated or unexpired term shall serve only for that unexpired portion of that term.

No Director shall serve two consecutive three-year terms. However, a Director may serve two separate three-year terms.

ARTICLE XIII – COMMITTEES

Section 1. Types of Committees

In the Corporation, Standing Committees will be established to accomplish the goals and carry out the ongoing work of the organization. Special, or ad hoc, committees may be established for specific, limited purposes by the President, with the approval of the Board of Directors.

Section 2. Names of Standing Committees

In the Corporation, the following Standing Committees shall be appointed by the President or by the President-Elect, or elected by the Board of Directors in accordance with the requirement of the *Bylaws*:

- a. Committee on Awards
- b. Committee on Communications

- c. Committee on Diversity
- d. Committee on Finance
- e. Committee on Florida Teens Read
- f. Committee on Governing Documents
- g. Committee on Intellectual Freedom
- h. Committee on Jim Harbin Student Media Festival
- i. Committee on Leadership Development
- j. Committee on Legislation
- k. Committee on Membership
- l. Committee on Nominations
- m. Committee on Professional Development
- n. Committee on Scholarships
- o. Committee on Sunshine State Young Readers Award
- p. Committee on Sunshine State Young Readers Award Jr.
- q. Committee on Ways and Means
- r. Conference Committee

All committee appointments shall be approved by the Board of Directors.

Section 3. Responsibility of the Chair

The Chair of each duly appointed Committee shall keep a record of the Committee's meetings and shall submit written reports on Committee activities and concerns to the President. These reports shall become a part of the Secretary's records. An annual Committee Report of accomplishments shall be submitted to the President for the President's Report.

If the Chair fails to submit two consecutive reports prior to two scheduled meetings, he or she shall be replaced as Chair of the Committee. If necessary, due to unforeseen circumstances, he or she may assign the submission of a report to a Committee member without penalty in order to ensure that the work of the Committee is fulfilled.

In addition, if a Chair does not conduct the work of the Committee as described in the *FAME Handbook of Policies & Procedures* in the Charge, Standing Rules, and/or Timeline of each Committee section, the Chair may be replaced by a vote of the Board of Directors.

If a member of a Committee fails to complete assignments on a timely basis, he/she may be recommended for replacement by the Committee Chair to the appointing officer. Committee assignments and timelines will be included in the committee section of the *FAME Handbook of Policies & Procedures*. The appointing officer, as specified in these *Bylaws*, may replace the committee member, with the approval of the President.

Section 4. Conferring among Committees and Membership

If necessary, to advance the goals of FAME, two or more committees may confer.

Members of committees are encouraged to consult with former officers, directors, and members with institutional experience about the work of FAME.

Section 5. Committee on Awards

The Committee on Awards shall consist of five members appointed by the President and approved by the Board of Directors.

Each member shall serve for a term of one year.



The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.

Each member may be reappointed.

Section 6. Committee on Communications

The Committee on Communications shall consist of the President-Elect, three to five Directors, and two to four additional members appointed by the President and approved by the Board of Directors. The Editor of the *Florida Media Quarterly* and the FAME Webmaster shall be ex-officio, non-voting members of the Committee on Communications.

The Chairman of the Committee shall be appointed by the President and approved by the Board.

Members shall serve a two-year rotating term.

Members may be reappointed for consecutive terms.

The President shall appoint the *Florida Media Quarterly* Editor for a three-year term.

The President may appoint a *Florida Media Quarterly* contributing editor(s) on an annual basis upon the recommendation of the *Florida Media Quarterly* Editor.

The *Florida Media Quarterly* Editor may be reappointed.

The President shall appoint the FAME Webmaster for a two-year term.

The FAME Webmaster may be reappointed.

Section 7. Committee on Diversity

The Committee on Diversity shall consist of a minimum of five members appointed by the President and approved by the Board of Directors. Each member shall serve a one-year term. The Chair of the Committee shall be appointed by the President from those duly appointed members. Each member may be reappointed.

Section 8. Committee on Finance

The Committee on Finance shall consist of seven members: the last two Presidents, the President-Elect and one other member of the Board of Directors, and three persons from the membership at large. The Committee shall be appointed by the President and approved by the Board of Directors.

The Treasurer of the Corporation shall serve on the Committee as an ex-officio member.

Each member shall serve a two-year term.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.

Each member may be reappointed, not to exceed four total years.

Section 9. Committee on Florida Teens Read

The Committee on the Florida Teens Read Award shall consist of 14 members, including one Chair and one Advisor (former Chair), appointed by the President-Elect and approved by the Board of Directors at the Spring Board meeting. All members of the Committee are voting members.

The Committee members shall represent the geographical areas of the state.

Each member shall serve a three-year term, except for the Chair, with each member rotating off the Committee at the end of his/her term. New Committee members will be appointed by the President-Elect.

The Chair must have served as a member of the Committee and shall be appointed to a one-year term by the President-Elect and approved by the Board of Directors. The Chair may be reappointed once for a maximum of two years. The Chair may also serve one year as Advisor to the Committee upon completion of his/her term.

Committee members may not be reappointed to consecutive terms.

Section 10. Committee on Governing Documents

The Committee on Governing Documents shall consist of five members, one of whom shall be a member of the Board of Directors. The members of this Committee shall be appointed by the President and approved by the Board of Directors.

Each member shall serve a two-year term.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.

Each member may be reappointed.

Section 11. Committee on Intellectual Freedom

The Committee on Intellectual Freedom shall consist of five members appointed by the President and approved by the Board of Directors.

Each member shall serve a one-year term.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.

Each member may be reappointed.

Section 12. Committee on Jim Harbin Student Media Festival

The Committee on the Jim Harbin Student Media Festival shall consist of six members appointed by the President and approved by the Board of Directors.

The members of the Committee shall represent the five geographical areas of the state.

Each member shall serve a one-year term.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.



Each member may be reappointed.

Funding for the Jim Harbin Student Media Festival

1) In accordance with the terms of Jim Harbin bequest, money is generated from the income of the \$100,000.00 bequest and such income is designated for student recognition. Expenditures shall not exceed the budgeted amount approved by the Board of Directors.

Section 13. Committee on Leadership Development

The Committee on Leadership Development shall consist of six (6) members appointed by the President and approved by the Board of Directors.

Each member shall serve a one-year term.

Chairman is the Immediate Past President.

Each member may be reappointed.

Section 14. Committee on Legislation

The Committee on Legislation shall consist of eight (8) members appointed by the President-Elect and approved by the Board of Directors at the Spring Board meeting.

The members of the Committee shall represent the five geographical areas of the state.

These Committee members shall represent the different interests and levels of the media profession.

The Chair shall be appointed by the President-Elect. The Chair during the previous year shall serve as a member of the Committee for at least one additional year if not reappointed as Chair.

Each member shall serve a one-year term.

Each member may be reappointed.

Section 15. Committee on Membership

The Committee on Membership shall consist of six members appointed by the President and approved by the Board of Directors.

Members shall represent the five geographical areas of the state and one member may represent the private schools.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.

Each member shall serve a one-year term.

Each member may be reappointed.

Section 16. Committee on Nominations

The Committee on Nominations shall consist of five members and an alternate. The Board of Directors shall elect two members from the Board to serve on this Committee. Two members and an alternate shall be elected during the annual election.



The Immediate Past President shall serve as Chair.

Each member shall serve a one-year term.

Members may be reappointed but may not serve consecutive terms.

If a member of the Committee on Nominations is chosen as a candidate for any position, the member shall no longer be on the Committee and will be replaced by the alternate.

The formal ballot shall contain the Committee's choice of two candidates for each office and for each vacancy on the Board of Directors. The slate shall also contain two candidates for each of the two vacancies on the Committee on Nominations. There shall be provisions for write-ins. The ballot shall be sent electronically to all members of the Corporation in May. Ballots shall be returned to the Chair of the Committee on Nominations, who shall have the tellers verify the results of the voting.

The tellers, consisting of three members, shall be appointed by the President upon approval by the Board of Directors. The tellers shall forward the official tabulation to the Secretary. The President shall announce election results to the membership. Candidates, to be elected, must receive a plurality of the votes cast.

The electronic ballots shall be kept for a period of 30 days after this meeting and then destroyed.

The nominees for President-Elect shall have served in some capacity on the Board of Directors. The nominees for the other elected positions shall have served on an Association Committee.

Nominees for each category of an elected position shall not be employed at the same site or by the same county.

Section 17. Committee on Professional Development

The Committee on Professional Development shall consist of six members appointed by the President and approved by the Board of Directors.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.

Members shall serve rotating two-year terms. Each year two members will rotate off the Committee, with two new members being appointed each year.

Each member may be reappointed.

Section 18. Committee on Scholarships

The Committee on Scholarships shall consist of four members appointed by the President and approved by the Board of Directors.

One member shall be a post-secondary appointment. The post-secondary appointee shall be rotated among university programs in library science, information science, or educational media offered by institutions within the state of Florida and shall be a non-voting member.

The Chairman shall be appointed by the President from the active members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.



Each member shall serve a one-year term.

Members may not serve more than three consecutive terms.

Section 19. Committee on Sunshine State Young Readers Award

The Sunshine State Young Readers Award Committee shall consist of two Subcommittees with 12 members each, including one Chair and one Advisor each. All members are appointed by the President-Elect. The Florida Department of Education Liaison (FDOE Liaison) shall also serve on this Committee as an ex-officio, non-voting, member. All member appointments must be approved by the Board of Directors at the Spring Board meeting. All members of the Committee, excluding the FDOE Liaison, are voting members.

The Committee members shall represent the geographical areas of the state.

Members of the SSYRA 3-5 Subcommittee must work in a school library with students in grades 3-5. Members of the SSYRA 6-8 Subcommittee must work in a school library with students in grades 6-8.

Each member shall serve a three-year term, except for the Chair, with each member rotating off the Committee at the end of his/her term.

The Chair must have served previously on this Committee and shall be appointed to a one-year term by the President-Elect. The Chair may be reappointed once for a maximum of two years. The Chair shall also serve one year as advisor to the Committee upon completion of his/her term.

Committee members may not be reappointed to consecutive terms.

Section 20. Committee on Sunshine State Young Readers Award Jr.

The Sunshine State Young Readers Award Jr. Committee shall consist of 12 members, including one Chair and one Advisor, appointed by the President-Elect and approved by the Board of Directors at the Spring Board meeting. All members of the Committee are voting members.

The Committee members shall represent the geographic regions of the state.

Each member shall serve a three-year term, except for the Chair and Advisor, with each member rotating off the Committee at the end of his/her term. New Committee members will be appointed by the President-Elect.

The Chair must have served previously as a member of the Committee and shall be appointed to a one-year term by the President-Elect and approved by the Board of Directors. The Chair may be reappointed once for a maximum of two years. The Chair shall also serve one year as Advisor to the Committee upon completion of his/her term.

Committee members may not be reappointed to consecutive terms.

Section 21. Committee on Ways and Means

The Committee on Way and Means shall consist of five members appointed by the President and approved by the Board of Directors.

The Chair of the Committee shall be appointed by the President from those duly appointed members. To be eligible for Chairman, this person must have served at least one year as a member of the Committee.



Each member shall serve a one-year term.

Each member may be reappointed.

Section 22. Conference Committee

The Conference Committee shall consist of a Conference Chair and Chairs of subcommittees for Program, Exhibits, Registration, Equipment, Local Arrangements, and Graphics appointed by the President-Elect and the Conference Chair and approved by the Board of Directors. Other subcommittees may be appointed as needed by the President, President-Elect, and Conference Chair.

The President, Treasurer, and Association Executive shall serve as ex-officio members of this committee.

Each member shall serve a one-year term.

Members may be reappointed.

The Conference Handbook shall be an appendix to the standing rules, which can be adopted or changed in the same manner as any ordinary act of the Association.

Section 23. Ex-Officio Committee Members

The FAME President and President-Elect are ex-officio, non-voting members of all committees.

ARTICLE XIV – FINANCES

Section 1. Cash Assets

The monies of the Corporation shall be invested in the name of the Corporation to seek the highest return with the safety of the principal being given the highest priority.

Section 2. Budget

It shall be the duty of the Board of Directors at its first official meeting in the new fiscal year to adopt an annual budget with a contingency line item of 5% of the budget. At the end of the fiscal year if any amount remains in the line item it will be transferred to savings.

The Treasurer will provide a financial report to the Board of Directors and Committee Chairmen at each Board Meeting.

No changes shall be made in the approved budget except by a majority vote of the Board of Directors.

Section 3. Annual Conference

The Board will approve all FAME annual conference related contracts. Approval of such contracts may be conducted at a Board meeting, or done electronically.

Prior to approval of any such contract(s), the Conference Chair will provide a copy of the actual conference contract(s), and a summary highlighting the main points of the contract(s) to all Board members for their consideration.

Section 4. Indebtedness

Indebtedness incurred pursuant to Corporation directive, or as a part of the Corporation's authorized activities, shall be paid by the Treasurer with signatory approval by the President from such funds as the Corporation may possess.



Section 5. Audit

The Board of Directors shall receive the audit report from the Finance Committee before approving the annual budget.

Section 6. Fiscal Year

The fiscal year shall be set from July 1 through June 30.

ARTICLE XV – DUES

Dues and categories of membership shall be determined by the Board of Directors.

Section 1. Dues Year

Payment of membership dues shall entitle qualified persons to hold membership in FAME from July 1 through June 30.

ARTICLE XVI – COMMUNICATIONS

Section 1. Responsibility for Communicating Information

The Board of Directors is responsible for conveying information about FAME on a timely basis, promoting member connectivity to the organization, and increasing networking among members.

Section 2. Purpose of Official Communications

The purpose of official publications of FAME is to inform the membership, educational partners, and community about meetings, directives, actions, and other matters by means of an official website, an official publication issued on a regular basis, and through various social media platforms approved by the Board.

Section 3. Other Communication Forums

The Board of Directors may establish other forums to share resources and expedite the work of the Board, Officers, and Committees of FAME as recommended by the Committee on Communications.

ARTICLE XVII – ASSOCIATION AFFILIATION

Section 1. Terms of Affiliation

The Association may affiliate with those national or state organizations as designated by the action of the Board of Directors that have purposes and programs identified as being similar to those of this Corporation, so long as such affiliation shall not cause the Corporation to lose any existing tax-exempt status.

- a. FAME is affiliated with the Florida Association of Supervisors of Media (FASM), sharing the purposes of promoting professional development of school librarians and recognizing excellence in the practice of school librarianship. FASM sponsors the Florida Power-Library Schools award program, in collaboration with the Florida Department of Education. This program is open to Florida school librarians in K-12 schools. Although FAME is not a sponsor, one of the prerequisite qualifications for applying for this award is maintaining an Active Membership in



FAME. The awardees of the Florida Power-Library Schools award program are recognized at the FAME Conference each year.

Section 2. Delegates to Affiliated Organizations

The Board of Directors shall designate the official delegate or delegates to the national conference or other established activities of such affiliated organizations.

Section 3. Payment of Expenses to Affiliated Activities

The Board of Directors may authorize payment of all or partial expenses of the delegate or delegates to the national conference or other established activities of such affiliated organizations.

Section 4. Scope of Affiliation

Designation of such affiliates shall cover the broad area of Media and shall give recognition to those affiliations.

ARTICLE XVIII – PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order*

The rules contained in the current edition of *Robert's Rules of Order* Newly Revised shall govern FAME on questions of parliamentary procedure, organizational structure, and in other cases to which they are applicable and in which they are not inconsistent with these *Bylaws* and any special rules of order the Association may adopt.

Section 2. Parliamentarian

The President shall appoint a Parliamentarian to be present at all official meetings of the Association.

ARTICLE XIX – AMENDMENTS

These *Bylaws* may be amended in the following manner:

Section 1. Submission of Amendments

Proposed amendments to the *Bylaws* shall be submitted to the Board of Directors by the Committee on Governing Documents.

Proposed amendments to the *Bylaws* may be submitted to the Board of Directors by any member of the Association.

Section 2. Changes to Amendments

The Board of Directors may make changes in any proposed amendment by a majority vote of those present before submitting it to the membership.

Section 3. Voting on Amendments in Person

These *Bylaws* may be amended by a two-thirds vote of the members present at any regularly scheduled meeting of the Association provided written notice containing the text of the proposed amendment has been sent to each member at least 30 days before the meeting or published in the official Association publication at least 30 days before the meeting.

Section 4. Corrections to the *Bylaws*



The Governing Documents Committee shall report to the Board of Directors any needed changes as a result of discrepancy, inconsistency, lack of clarity, or obsolescence. Grammar, spelling, and punctuation will be corrected as deemed necessary by the Committee on Governing Documents.

Section 5. Standing Rules

Standing rules shall be established which will relate to the details of the administration of the Association rather than to parliamentary procedure and which can be adapted or changed by the Committee on Governing Documents with approval of the Board of Directors.

ARTICLE XX – DIVISIONS

Section 1. Divisions

Divisions may be organized to represent major educational media technology areas and professional interests that lie within the scope of the Association.

Section 2. Conditions

Divisions may be established. Two percent (2%) or more of the membership of FAME of the preceding year may petition the Board for the formation of a division.

The Petition shall include:

- a. Name and division;
- b. Objectives of the division; and
- c. *Bylaws* and rules of procedures for the division, which shall be consistent with those of the Association and its tax status.

Section 3. Establishment

A two-thirds (2/3) majority vote approval of the Board of Directors is required to establish a division. The Board shall judge the appropriateness of the organization. In the event that similar groups petition or are formed, the Board reserves the right to request consolidation of such similar groups.

Section 4. Relationship to FAME

A Division, when approved, must indicate its relationship to the Association by appending to its name the following phrase: “A Division of the Florida Association for Media in Education”.

Section 5. Rights of Division Members

A Division has freedom to pursue matters within its professional or academic area that are not reserved to the Association and the Board. It may determine the right of its members to vote on divisional matters, provided that a Division shall not engage in any activity which is, in the opinion of the Board of Directors, inconsistent with the purposes and objectives of the Association or which is inconsistent with the tax-exempt status of the Association.

Section 6. Division Officers

A Division shall have a Chair, a Secretary, and such other officers as it desires. The Division Chair reports, in writing, to the board at their annual Fall meeting on the activities of the Division. The Division Chair reports plans for activities to the Board. The Division Chair or designated representative shall serve as a consultant to the Conference Program Committee.

Section 7. Division Committees

Committees proposed by the Division which are more properly committees of the Association may become committees of the Association upon a vote action by the Board of Directors.

Section 8. Division Dues

A Division may, with Board of Directors approval, establish membership dues in addition to those payable to the Association. Such dues will be payable directly to the Association and allocated to the Division in accordance with this sub-paragraph. Each division shall annually submit a budget to the Board of Directors reflecting its financial requirements for the following year. The Board may allocate additional Association funds as deemed appropriate for Division activities. The Division shall annually submit a written financial report to the Board.

Section 9. Dissolution Conditions

A Division may be dissolved by the Board of Directors when:

- a. The number of Division members falls below one percent (1%) of the members of the Association;
- or
- b. The Division votes to recommend dissolution; or
- c. The Division may also be dissolved for good and sufficient reason by the Board.

Section 10. Dissolution Vote

Dissolution of a Division requires a two-thirds (2/3) majority vote of the Board of Directors.

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