

- Revised:

SUNSHINE CHAPTER OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS

ARTICLE I: NAME

The name of this organization shall be Sunshine Chapter of Certified Public Managers (SCCPM) Chapter as affiliated with the Florida Society of Certified Public Managers (FSCPM).

ARTICLE II: MISSION AND GOALS

The Sunshine Chapter of Certified Public Managers shall support the work of the Florida Society of Certified Public Managers in conjunction with the Center for Public Management and their Vision, Mission and Goals of the Florida Society of Certified Public Managers and assist where applicable.

VISION

The vision of the Sunshine Chapter of Certified Public Managers is to provide outstanding leadership, commitment, dedication and innovation in all facets of public management.

MISSION

The mission of the Sunshine Chapter of Certified Public Managers is to foster and maintain high professional and ethical standards in the practice of public management.

GOALS

- Seek improved work processes.
- Provide a mentoring program for future leaders.
- Promote growth and recognition of the Certified Public Manager Program.
- Encourage and facilitate improved communication and cooperation among public managers in all governmental agencies.

ARTICLE III: MEMBERSHIP

SECTION A: DEFINITIONS

Sunshine Chapter of Certified Public Managers hereinafter shall be referred to as “Chapter”.

Florida Society of Certified Public Managers hereinafter shall be referred to as “Florida Society”.

The Chapter shall consist of Fellows, Associate, Honorary, and any other classifications of memberships as may be established by the Board of Directors.

Fellows: Any person having a valid certification as a Certified Public Manager, issued by any program accredited by the National Certified Public Manager Consortium shall have all privileges of active membership.

Associate Members: Any person who has completed at least one Certified Public Manager level and who shares the goals of the Chapter shall be eligible for associate membership in the Chapter. Associate Members may vote for all regional chapter offices but are not eligible to vote for Florida Society offices. Associate Members may be appointed to chair standing and special committees at chapter and state levels, but cannot hold elected offices or be a Member-at-Large.

Honorary Fellows: Any person in Public Management or a related field shall have all the privileges of active membership, except they will not be entitled to vote or hold elective or appointed office. Honorary Members must be nominated by a Fellow and approved by the Board of Directors. Honorary Fellows are not required to pay dues. The Chapter will pay the Academy and Florida Society dues for the Honorary Fellow.

SECTION B: TERMINATION OR REMOVAL FROM MEMBERSHIP

A member is in good standing when all Chapter and Florida Society dues for the current year are paid to the Florida Society Chapter. Members in good standing may request a transfer from one regional chapter to another. A regional chapter may not refuse to accept the transfer of a member in good standing.

Membership in the Chapter shall terminate upon failure to meet membership requirements as stipulated in these By-laws. No termination action shall take place without 30 days prior written notice of proposed termination to the member.

A Chapter member may be removed by a majority of voting members at any regular meeting if, in its judgment, the best interests of the Chapter will be served.

SECTION C: RIGHTS OF MEMBERS

All members of the Chapter, in good standing, shall be entitled to attend and participate in all activities of the Chapter, including serving on committees. They also shall be entitled to use the designation “Member of the Sunshine Chapter of Florida Society of Certified Public Managers.”

Only Fellows shall be eligible to hold a position on the Board of Directors. All members of the Chapter who qualify as such shall become members of the Florida Society and the American Academy of Certified Public Managers (AACPM).

SECTION D: RESPONSIBILITIES OF MEMBERS

Members shall conduct all Chapter business in a professional and ethical manner, upholding the principles and By-laws of the Chapter at all times. Members shall serve on committees and perform other duties as charged by the President or Board of Directors. Members shall actively support the Chapter by attending meetings, voicing opinions and promptly paying membership fees when due.

SECTION E: VOTING AND QUORUM

Each Chapter member shall have one vote. The member must be in attendance of the meeting to exercise their right to vote.

A quorum shall consist of 25% of the total-voting Members of the Chapter present at a duly called meeting. When a quorum is present, a majority of the members at the meeting shall prevail on all issues.

ARTICLE IV: BOARD OF DIRECTORS

SECTION A: BOARD OF DIRECTORS (BOD)

The officers of the Chapter shall be a President, a President-Elect, a Secretary, and a Treasurer. Other officers may be authorized by a majority vote of the membership of the Chapter and shall be elected by a majority vote of the membership. All officers must be members of the Chapter in good standing. The Board of Directors shall consist of the following members: Officers of the Chapter, Immediate Past President of the Chapter, and Members-at-Large.

SECTION B: TERM OF OFFICE

The Officers of the Chapter shall hold office for the calendar year for which they are elected and until their respective successors are selected and assume their official duties. All officers shall not serve more than two consecutive terms in the same office unless there is no other member willing to assume the position. New officers shall take office at the beginning of the calendar year.

SECTION C: VACANCIES

If any office becomes vacant during the term of office for any reason, the office may be filled by a majority vote of the Board of Directors. The appointed officer shall serve the remaining term of that office until the next regularly scheduled election for that office. However, the President-Elect shall fill a vacancy in the office of President for the remainder of the term.

SECTION D: REMOVAL

A Board member may be removed from office by a majority vote of the membership for unethical or illegal conduct. Absence from three consecutively duly called meetings of the Board will constitute forfeiture of that office.

SECTION E: DELEGATES TO THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS

The President shall serve as the Chapter delegate to the Florida Society. In the absence of the President, the President-Elect shall serve as the Chapter delegate. In the absence of the President and President-Elect, an appointed Board member may serve as the Chapter delegate.

If none of these delegates can attend a particular meeting of the Florida Society, the Board may elect alternates, either from the Board or the Fellows, to represent the Chapter.

Length of term as a delegate to the Florida Society shall be determined by term of office for the President and President-Elect and one-year for the other serving member. Any rule or By-law of the Florida Society shall not preempt the terms.

SECTION F: DUTIES

PRESIDENT

The President shall:

- Be the Chairperson of the Chapter.
- Be responsible for the administration of all affairs of the Chapter.
- Preside over all meetings of the Chapter.
- Be a nonvoting member of all Chapter committees.
- Preserve order and enforce the By-laws.
- Appoint a parliamentarian (generally the Past President), Member-at-Large for each Standing Committee, Special Committee Chairs and Members to all committees as needed, subject to the approval of the majority of the Board of Directors of the Chapter present at a scheduled meeting.
- Appoint a Member-at-Large for Nominations and Elections to chair the Nominations Committee by June 30 of each year, subject to the approval of the majority of the Board of Directors of the Chapter present at a scheduled meeting.
- Fill vacancies in elected or appointed offices, subject to the approval of the majority of the Board of Directors of the Chapter present at a scheduled meeting.
- Cause to be sent to each Board of Directors member the written call for all Chapter meetings at least thirty (30) days prior to the meeting. A written agenda for the meeting shall be included with the call to the meeting.

- Subject to the direction of the incoming President, 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.
- Keep the President-Elect informed on all Chapter activities.
- Serve as a communications liaison between the Florida Society and American Academy.
- Approve all disbursements from funds of the Chapter before the Treasurer makes such disbursements. The President shall be authorized to countersign checks. Deliver to the incoming President, all files, papers and other property belonging to the Chapter, immediately upon retiring from office.
- Represent the Chapter at the annual Florida Society Symposium as a delegate. The President is entitled to payment by the Chapter for travel expenses.
- Determine a recipient for the Annual President's Award for service to the Chapter. The Award will be presented at an appropriate event near the end of the President's term.

PRESIDENT-ELECT

The President-Elect shall:

- Perform the duties of the President in the President's absence or inability to serve.
- 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.
- Assume the office of President, with all privileges and responsibilities, until the office is otherwise filled, should the President vacate that office for any reason.
- Deliver all files, papers and other property belonging to the Chapter, immediately upon retiring from office.
- Perform such duties as the President may delegate or the Board may prescribe.

SECRETARY

The Secretary shall:

- Record and maintain the minutes of all meetings of the Chapter and make them available, via electronic mail or otherwise, to all members within five business days.
- Be the custodian of records of the Chapter by posting meeting minutes and current membership roster to the Chapter's website.
- Maintain official copy of all correspondence generated by or received by any member of the Executive committee.

- Deliver all files, papers and other property belonging to the Chapter, immediately upon retiring from office.
- Perform other duties as prescribed by the Board.

TREASURER

The Treasurer shall:

- Be responsible and account for all monies of the Chapter. All monies shall be deposited in depositories selected by the Officers with the agreement of the Board of Directors.
- Be capable of being bonded. Any bonding fee shall be paid by the Chapter.
- 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.
- Distribute written Treasurer's reports at all meetings of the Chapter, the Board of Directors, and the Officers.
- Prepare a budget report on June 30 and November 30 of each year for the officers.
- Disburse funds only upon receipt of original bills and properly executed vouchers that have been approved by the President.
- Shall be authorized to countersign checks.
- 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 Chapter. The audit report shall be presented to the Chapter at the next meeting following completion of the audit for adoption and disseminated to each member of the Chapter.
- Deliver to their successor all funds, securities and records of the Chapter immediately after the close of the fiscal year and upon retiring from office. Perform other duties as prescribed by the Board.

SECTION G: NOMINATIONS AND ELECTIONS

The officers shall be nominated and elected by the following process:

- Chapter members may make nominations for officers no sooner than September 1 and no later than October 15 for officers to be installed in the following January. Nominations may be made by direct electronic mail to members of the Nominations Committee or preferably on the Nominations Page of the Chapter's website.
- The Nominations Committee shall promote the election season and member participation through available media, receive nominations of candidates for available offices, ascertain the nominees' qualifications for candidacy, design a ballot form and distribute

the ballot to the Chapter members by electronic mail no later than October 30 for officers to be installed in the following January.

- The ballot form shall include the electronic address of the Member-at-Large of Board Elections and Appointments.
- The Nominations Committee shall assume that the members and electronic addresses provided by the Secretary of the Chapter are qualified voters and the electronic addresses are correct, unless otherwise directed by the President of the Chapter.
- Members shall submit their vote by electronic mail in a format as directed by the Nominations Committee to the Nominations Liaison no later than November 15 for officers to be installed in the following January.
- The Member-at-Large of Nominations and Elections 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.
- The President shall inform the newly elected officers and the Florida Society President of their impending installation.
- A Chapter meeting will be held in the following January. Installation of the new officers will be held during this meeting.
- The election schedule may be revised in a particular year by a Board vote.
- To remove any officer(s) from office, a two-thirds (2/3) vote of the remaining Board Members shall be required. This vote shall be a written ballot.

ARTICLE V: STANDING COMMITTEES

SECTION A: PERMANENT AND SPECIAL COMMITTEES

The Chapter shall have permanent and special committees as provided by the By-laws. The President or the Board shall establish special committees as deemed necessary to facilitate the operation of the Chapter.

SECTION B: DUTIES OF THE COMMITTEES

These Committees shall have the primary responsibility of assisting and advising the Board in conducting the business of the Chapter. They shall determine the need for and, as needed, appoint subcommittees.

SECTION C: PERMANENT COMMITTEES: TERM

Except as otherwise noted, the terms for committee members shall be two years. Committee members may be appointed to serve more than one term.

SECTION D: RESPONSIBILITIES OF PERMANENT COMMITTEES

BY-LAW COMMITTEE

This committee shall consist of three active members of the Chapter appointed by the chairperson.

This committee shall:

- Propose changes as needed within the existing By-laws.
- Accept any proposed changes, in writing, from the membership and submit the proposed changes to the Board who will review at the next Board Meeting.
- Ensure that any recommended changes approved by the Chapter are forwarded to Florida Society and approved before final amendment.

NOMINATIONS COMMITTEE

This committee shall consist of three active members of the Chapter appointed by the chairperson.

This committee shall:

- Promote the election season and member participation through available media.
- Receive nominations of candidates for available offices.
- Ascertain the nominees' qualifications for candidacy.
- Design a ballot form and distribute the ballot to the Chapter members by electronic mail.

MEMBERSHIP AND MARKETING COMMITTEE

This committee shall:

- Promote, expand, stabilize, and orient the membership.
- Work cooperatively to identify potential members and to promote the formation of new regional chapters.
- Develop and support the Mentoring Program.

AWARDS COMMITTEE

This committee shall:

- Coordinate Regional and Local Awards for the Chapter.

ARTICLE VI: FINANCES

SECTION A: FISCAL YEAR

The fiscal year shall be January 1 through December 31, unless otherwise established by the Board.

SECTION B: MEMBERSHIP DUES

- Dues shall be paid to the Treasurer as stated on the *Florida Society of Certified Public Managers Membership Application*.
- Dues shall be payable on application for membership in the Chapter and thereafter no later than January 1 of the initial date of membership.
- Membership dues will be paid to the “Florida Society of Certified Public Managers” and to the “American Academy for Certified Public Managers” for each member.
- The Treasurer shall notify the Board of each member whose dues have been delinquent for a period of more than 30 days. The membership of any member whose dues become more than 60 days delinquent shall be terminated until reinstated by payment of dues and approval of the Board.

SECTION C: BUDGET

- The Board shall recommend the budget to the membership for approval at the annual meeting by a voice vote of the simple majority of the members in good standing who are present at the meeting.
- Officers of the Chapter shall not be authorized to obligate the Chapter for any expenditure for which adequate funds have not been approved or allocated.
- The President may modify the budget by approval of the majority of the Board.

SECTION D: FINANCIAL REVIEWS

The Board shall semi-annually review the financial condition of the Chapter, report to the membership concerning same, and may recommend changes to the membership at the annual meeting, or at any other time deemed necessary.

SECTION E: COMPENSATION

The Chapter shall not be operated for pecuniary gain or profit. Income or benefits to the Chapter shall not be used as compensation for Chapter members or officers, except as compensation for official encumbered Chapter expenses.

Reimbursement of expenses by Chapter members or officers shall be made through the submission of a claim to the Board, which will review the claim and grant compensation when appropriate.

SECTION F: DISBURSEMENTS

The Board shall approve all expenditures by majority rule, and such approvals shall be reflected in the official minutes of the meetings of the Board, or of the other official meetings of the Chapter. All disbursements shall be signed by two of the following members: the President, the President-Elect, or the Secretary.

SECTION G: PROHIBITIONS

Neither officers, nor members, shall be authorized to create any financial liability or obligation for the Chapter other than those duly approved in advance and in accordance with the By-laws and authorized through the official meeting of the Board and the membership of the Chapter.

ARTICLE VII: MEETINGS

SECTION A: PURPOSE

Meetings shall be held for the primary purpose of training, development, and demonstration of best practices for management and employees. The business meeting portion will be used to receive committee reports, hold election of Officers and transacting other business as needed. There will be general meetings at least quarterly. There will be an annual meeting in the fall of each year.

SECTION B: MEETING SCHEDULE

Meetings shall be held at a time, date and place appointed by the President and approved by the Board.

SECTION C: MEETING NOTICE

Members of the Chapter and Board shall be given at least 10 business days notice of regular Chapter meetings.

Special Board meetings may be called by the President or upon written request of at least five members of the membership and provided at least five business days scheduled notice. In case of emergency, a special meeting may be called on two business day notice, provided personal contact is made with all Board and Chapter members to the extent practical.

All members shall be notified by electronic mail or in writing of the time, date and location of each meeting.

SECTION D: RULES

Meetings shall be conducted under the rules contained in Roberts Rules of Order, New Revised, except where the rules are in conflict with the By-laws of the Chapter, where By-laws shall govern.

ARTICLE VIII: GENERAL PROVISIONS

SECTION A: LIABILITY AND INDEMNIFICATION

There shall be no liability on the part of any member of the Chapter for any of its debts or obligations, either contractual or otherwise. Each current and past member of the Board and Chapter members shall be indemnified by the Chapter against all costs and expenses reasonably incurred by, or imposed upon, such members by reason of such member having served in the capacity of a Chapter Member.

SECTION B: NOTICES

Except as otherwise specifically provided in the By-laws of the Chapter, whenever notice is required to be given to any member, such notice shall be provided by electronic mail or U.S. Postal Service to the current address as recorded by the Chapter. Notice shall be deemed given at the time that the notice is sent or mailed, and shall adhere to the time frames established in the By-laws.

SECTION C: DISSOLUTION

In the event of dissolution of the Chapter, all remaining assets, after payment of Chapter expenses, will be contributed to the Florida Society by the Board at the time of dissolution.

ARTICLE IX: AMENDMENTS

SECTION A: PROPOSED CHANGES TO BY-LAWS

Any voting member may propose amendments to the By-laws of the Chapter. All proposed amendments to the By-laws of the Chapter shall be submitted in writing to the By-laws Committee at least 30 days prior to the next succeeding meeting.

The By-laws Committee shall review all proposed amendments and forward them with their recommendations to the Board at least 15 days prior to the next succeeding meeting.

Proposed amendments to the By-laws of the Chapter may be considered at meetings if the notification for the meeting clearly states that a proposed amendment to the By-laws is scheduled for consideration and vote. Members shall be provided with at least a ten business day notice of any recommended amendments to the By-laws to be discussed at a scheduled meeting.

These By-laws may be amended, altered or repealed by a two-thirds vote of the members present at an advertised Chapter meeting.

All amendments to these By-laws shall be in compliance with the By-laws for the American Academy and the Florida Society. Any conflict shall be resolved in accordance with the American Academy and Florida Society policy and procedure.

SECTION B: CORRECTIONS TO BY-LAWS

The Board may approve corrections in spelling, grammar, and punctuation or format which do not alter the meaning of the By-laws without a vote of the membership.