

By-laws (For Approval 04/19/07)

Florida Society of Certified Public Managers

Notes: These By-laws were adopted on June 23, 1997. Article IV, Section 5 was revised in August 1998. This printing up-to date as of January, 2002.

These by-laws were revised with major revision in Article III, Section 3 March 25, 2004. These bylaws were revised to include the Advisory Board and other changes as approved by the Board 3/24/05. These bylaws were revised to include Committee Charters and amend the term of the President 3/1/07.

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Article I - Name and Registered Office

The name of this organization shall be the Florida Society of Certified Public Managers, Inc. The registered office of the corporation is Florida Center for Public Management, Florida State University, Tallahassee, Florida, 32306, and at such other places as the Board of Directors may establish. The Florida Society of Certified Public Managers, Inc. may be referred to, herein after, in these by-laws as "FSCPM".

Article II - Vision, Mission, and Goals

Section 1. Vision:

Improved organizational and personal performance in Florida Government through the knowledge, commitment, and action of a society of Certified Public Managers.

Section 2. Mission:

To foster and maintain high professional and ethical standards in the practice of public management and to further the professional growth of the FSCPM members.

Section 3. Goals:

- * To support the purposes and objectives of the American Academy of Certified Public Managers.
- * To improve communication and cooperation of public managers in all sectors of Florida's government.
- * To provide opportunities for members to continually increase their knowledge in the field of public management.
- * To promote growth and recognition of the FSCPM.

Article III - Membership

Section 1. Membership shall be held exclusively by individuals who are members of any regional chapter of the FSCPM and who support the Vision, Mission and Goals of the FSCPM.

Grades of Membership shall be:

(a) Fellows- Any person who has obtained a valid certification as a Certified Public Manager (CPM) issued by a program accredited by the National Certified Public Manager Program Consortium shall be eligible

(b) Associate Members- Any person who has completed at least one CPM level and who shares the goals of the FSCPM shall be eligible for associate membership in the FSCPM. Associate Members may vote for all regional chapter offices but are not eligible to vote for FSCPM offices. Associate Members may be appointed to chair standing and special committees at chapter and state levels, but cannot hold elected offices.

(c) Consortium Members- FSCPM Consortium members who are admitted under guidelines adopted by the Board of Directors.

(d) Honorary Fellows- A person may be elected to honorary membership by a two-thirds vote of the Board of Directors. Honorary Fellows will be entitled to all of the privileges of membership except they will not be entitled to vote or hold elective or appointed office. Honorary Fellows are not required to pay FSCPM dues.

Section 2. Provisions may be made by the Board of Directors for other classes of membership within the FSCPM.

Section 3.

(a) Only Fellows shall be eligible to hold elective office in the FSCPM

(b) All members of the FSCPM shall be entitled to attend all meetings of the FSCPM and speak on any issue before the assembly.

Section 4. A member is in good standing when all FSCPM dues for the current year are paid to the FSCPM Treasurer. 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.

Section 5. All members of the FSCPM-in good standing shall be entitled to use the designation "Member of the Florida Society of Certified Public Managers."

Section 6. The only criteria for membership shall be per Article III, Sections 1 (a,b,c,d), and the payment of appropriate dues as specified in the By-laws and in the Appendix.

Article IV – Officers

Section 1. The officers of the FSCPM shall be a President, a Vice president, a Secretary and a Treasurer. Other officers may be elected as deemed necessary by the FSCPM. All officers must be Fellows in good standing of the FSCPM.

Section 2. The officers shall be nominated and elected by the following process:

- FSCPM members may make Nominations for FSCPM 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 FSCPM web site.
- The Nominations Committee shall; promote the election season and member participation through available media such as the FSCPM Times, receive nominations of candidates for available offices, ascertain 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.
- The ballot form shall include the electronic address of the FCPM Liaison.
- The Nominations Committee shall assume that the members and electronic addresses provided by the Treasurer of the FSCPM are qualified voters and the electronic addresses are correct, unless otherwise directed by the President of the FSCPM.
- Members shall submit their vote by electronic mail in a format as directed by the Nominations Committee to the FCPM Liaison no later than November 15 for officers to be installed in the following January.
- The FCPM Liaison 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 of their impending installation
- A FSCPM meeting will be held in the following January.
- Installation of the new officers will be held during the meeting.
- The election schedule may be revised in a particular year by the Board of Directors vote.

Section 3. A plurality of votes cast for a particular office shall constitute an election.

Section 4. 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 vice president shall become president for the unexpired term.

Section 5. The term of office for the President shall be two (2) years following their election with a maximum concurrent term of an additional two (2) years or until their successor is elected. The terms of the Secretary and the Treasurer shall be two (2) calendar years following their election or until their successors are installed. The terms of the Secretary and the 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.

Section 6. 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. This vote shall be by written ballot

Article V - Duties of Officers

Section 1. The duties of the officers shall be such as are implied by their respective titles and as are specified in these By-laws.

Section 2. 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), Standing Committee and Special Committee Chairs and Members to all committees as needed, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.

(c) Appoint a Nominations Chair and Committee by June 30 of each year, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.

(d) Fill vacancies in elected or appointed offices, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.

(e) Be a member ex - officio, without a vote, on all committees.

(f) Cause to be sent to each Board of Directors member the written call for all state wide FSCPM 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.

(g) Approve all disbursements from funds of the FSCPM before the Treasurer makes such disbursements. The President shall be authorized to countersign checks.

(h) 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.

(i) Keep the Vice President informed on all FSCPM activities.

(j) 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.)

(k) Communicate with each regional chapter to determine how the FSCPM may assist respective chapters.

(l) Work to establish new regional chapters in cooperation with the Membership Committee Chair.

(m) Serve as a communications liaison between the FSCPM and the American Academy of Certified Public Managers.

(n) Deliver to the incoming President, all files, papers and other property belonging to the FSCPM-immediately upon retiring from office.

(o) Represent the FSCPM at the annual AACPM Conference as a delegate. The President is entitled to payment by the FSCPM for conference travel expenses.

(p) 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.

(q) Request the Board of Directors of the FCPM, or their designee, to appoint a liaison to the FSCPM.

Section 3. The Vice President 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.

Section 4. 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) Deliver to their successor all files, papers and other property belonging to the FSCPM immediately upon retiring from office.

Section 5. 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 budget report on June 30 and November 30 of each year for the officers.

(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.

Article VI -Center for Public Management Liaison

Section 1. The liaison appointed by the FCPM and accepted by the president shall be recognized by the FSCPM. The Liaison shall work with the FSCPM to implement the Vision, Mission and Goals of the FSCPM as specified in these By-laws. All activities of the Liaison shall be in compliance with the Agreement between the FCPM and the Liaison.

Article VII – Advisory Board

Section 1. The Advisory Board shall consist exclusively of the current members who are also Past Presidents of the FSCPM.

Section 2. The duties of the Advisory Board shall include advising the incumbent president and the other FSCPM officers.

Section 3. The President may appoint Advisory Board Members individually or as a body to participate in committees, act as a special committee, facilitate or officiate other FSCPM activities.

Article VIII - Board of Directors

Section 1. The Board of Directors shall consist of the following members:

(a) Officers of the FSCPM

(b) Immediate Past President of the FSCPM

(c) The Regional Chapter Presidents or their designee.

(d) Members-at-Large

(1) Three Members-at-Large will be elected at the same time the officers are elected. Only Fellows can serve as Member-at-Large of the Board of Directors.

Section 2. The President of the FSCPM shall serve as Chair of the Board of Directors.

Section 3. A quorum for the Board of

Directors shall consist of the one-third of the members of the Board (must include at least one regional chapter president and at least one FSCPM Officer) being personally in attendance, or in communication via teleconferencing. Members of the Board of Directors shall confirm in writing to the Secretary any vote given via teleconferencing. The written confirmation of the vote shall be sent to the Secretary within ten (10) days. References to 'two-thirds' or 'majority' votes shall be of Board of Directors members present.

Section 4. The Board of Directors shall meet or teleconference at least quarterly. The location for any meeting shall be rotated throughout the state or situated in a central location.

Section 5. The Board of Directors shall have the power to act for the FSCPM. A report of the actions taken by the Board of Directors shall be given at meetings of the FSCPM. The members of the FSCPM shall have the power to change Board of Directors action. A majority vote of the FSCPM members present at a FSCPM meeting or voting via teleconferencing is needed to change any action of the Board of Directors. A written vote of the members of the FSCPM may be taken at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting. Each written response must be forwarded to the Secretary within ten (10) days. Fellows are entitled to one vote each. Voting by proxy shall not be allowed.

Article IX – Committees

Section 1. The standing committees of the FSCPM are: Nominations - Elections, Membership, Continuing Education, Legislative Liaison, Marketing, Communications, Level VIII Graduation, FSCPM Symposium, Askew, Scholarships, AACPM Conference, and Awards.

Section 2. Special Committees (Ad hoc Committees) may be appointed as deemed necessary.

Section 3. Committee Chairs and members will be appointed in accordance with the committee charter as found in Appendix 2. Members may be reappointed. No member shall serve more than two (2) consecutive terms as chair of the same committee. Only members in good standing shall be eligible to serve on Standing or Special Committees.

Section 4. The Board of Directors may remove a member from an appointed position for the same reasons it can remove an officer (See Article IV, Section 6, (a), (b), and (c). The procedure described in Article IV, Section 6, for removing an officer from office, shall be used to remove a member from an appointed position.

Article X - Regional Chapters

Section 1. There shall be Regional Chapters of the FSCPM.

Section 2. A Region is eligible for admission to the FSCPM if:

- (a) It has Provisional Officers.
- (b) It submits regional By-laws that are in compliance with the By-laws of the FSCPM and the By-laws of the American Academy of Certified Public Managers.
- (c) It submits a completed new regional chapter information packet to the Membership Committee.
- (d) The new chapter is approved by majority vote of the Board of Directors.

Section 3. The purpose of the regional chapters is:

- (a) To promote the goals and objectives of the FSCPM.
- (b) To promote membership in the FSCPM.
- (c) To provide leadership development training and networking opportunities for the members of the Regional Chapter.
- (d) To provide personal and professional development opportunities for Regional Chapter members.

Section 4. The Chapters shall meet at least quarterly, within the geographic area they represent.

Section 5. The Chapters shall establish annual goals, objectives and action plans. A copy of this information shall be sent to the President of the FSCPM for review by April 1st of each year.

Section 6. The Chapters shall have Officers elected from the membership of their region. The Chapter President and Vice President must be Certified Public Managers. Fellows or Associate members may fill other offices. Fellows and Associate Members in good standing are eligible to vote.

Officers of the Regional Chapters shall be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Immediate Past Chapter President.

Other officers may be elected as deemed necessary by the members of the Regional Chapter.

Section 7. The term of office shall be for one (1) year, or until the successor is elected. No officer shall serve more than two (2) consecutive elected terms in the same office. Six months or longer shall be a term of office when determining eligibility for re-election, except for the vice president serving the unexpired term of the president.

Section 8. The Regional Chapter President shall appoint members of the region to fill any vacancies in elective or appointed positions for the unexpired part of the term. A majority vote of the Regional Officers is needed to approve the appointments.

Section 9. The duties of the officers shall be such as are implied by their respective titles and as specified in their Chapter By-laws.

Section 10. The Regional Chapter president shall serve as a member of the FSCPM Board of Directors. The Regional Chapter President may not concurrently hold office as an Officer of the FSCPM.

Section 11. The Regional Chapter President shall make Chapter reports at Board meetings.

Section 12. The Chapter Officers shall conduct business in accord with ethical and legal standards. Actions must also comply with the Florida Society of Certified Public Managers By-laws and the American Academy of Certified Public Managers By-laws.

Section 14. The Chapter Treasurer shall manage the financial affairs of the chapter. A quarterly financial activity report shall be supplied to the Chapter President for inclusion in the report to the Board of Directors. The Treasurer for the Region shall be bondable. The Chapter shall be responsible for any bonding fee.

Article XI - Special Called Meetings

Section 1. Florida Society of Certified Public Managers 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.

Article XII – Dues

The Board of Directors for the FSCPM shall determine the annual dues for the FSCPM. Dues shall be administered as in Appendix 1

Article XIII - Fiscal Year

Section 1, The fiscal year for the FSCPM shall begin the first day of January and shall end on the thirty-first day of December each year.

Article XIV - 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.

Article XV – Amendments

Section 1. These By-laws may be amended, altered or repealed by a two-thirds vote of the members ballots received by mail or by two-thirds vote of members at an advertised statewide meeting.

Section 2. All amendments to these By-laws, shall be in compliance with the By-laws for the American Academy of Certified Public Managers (AACPM). Any conflict shall be resolved in accordance with the AACPM policy and procedure.

Article XVI – Dissolution

Upon dissolution of the Florida Society of Certified Public Managers, Inc., or the dissolution of any regional chapter, all of the organization's assets remaining after pay out of all costs and expenses of such dissolution shall be distributed to another State Society of Certified Public Managers, another Florida regional chapter, or other organization that qualifies under state tax regulations. None of the assets will be distributed to any member, officer or trustee of the dissolved organization.

Appendix 1

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. No later than March 15 of each year, or no later than 30 days after receipt of dues outside the annual membership drive period, the FSCPM will be credited the sum of the dues designated by the FSCPM for their membership fees for each member of each regional chapter. No later than April 15 of each year, or no later than 60 days after receipt of dues outside the annual membership drive period, the AACPM will be credited the sum of the dues designated by the AACPM for their membership fees for each member of each regional chapter.

Until revised, and as of January 1, 2004 annual membership dues are as follows:

<i>AACPM:</i>	<i>\$15.00</i>
<i>FSCPM:</i>	<i>\$10.00*</i>
<i>Regional Chapter:</i>	<i>\$10.00**</i>

**Until revised and as of January 1, 2004 FSCPM may elect to forego all or a portion of the FSCPM 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 total fee of \$60.00 with the FSCPM being awarded only \$5.00 for each of the two years.*

***Until revised and as of January 1, 2004 regional chapters may elect to forego all or a portion of the regional chapter membership fees in cases such as for Honorary Members or members who become members after March 15 and other special cases.*

The Dues Appendix is not a formal part of the By-laws and may be revised by the Board of Directors. Last revised ~~01/25/2002~~.03/25/2004

**Appendix 2
Committee Charters**

**CHARTER OF THE NOMINATIONS/ELECTIONS COMMITTEE
OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

1. PURPOSE OF THE COMMITTEE:

The purpose of the Nominations/Elections Committee (NEC) shall be to facilitate an increase in the participation of the State's CPM members in the Society's board and committee positions and to generate a slate of candidates for each FSCPM election.

Activities should include:

- Solicit volunteers from chapter members and officers for FSCPM board and committee vacancies.
- Produce a slate of candidates for each election.
- Distribution, per Article IV, FSCPM By-laws, of the ballot form by electronic mail for collection and counting, by the FCPM Liaison.
- Assure that the FCPM Liaison, by November 30, counts and report the results of the elections to the President.

2. COMPOSITION OF THE COMMITTEE:

The Nominations/Elections Committee shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If the chair needs assistance in recruiting volunteers, the chair can request assistance from the Nominations/Elections Committee members. If there is no chair and/or there are not enough members to assist in recruiting volunteers, the FSCPM Board can request assistance from the FSCPM Chapter Officers.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Nominations/Elections Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Nominations/Elections Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in the website and newsletters. At least once a year or as frequently as required, the NEC shall perform a self-examination to ascertain if the established goals are being met. The NEC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the NEC.

CHARTER OF THE AWARDS COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Awards Committee (AC) shall be to facilitate an increase in the participation of the State's CPM members in the Society's awards and recognition program and to evaluate the nominations for the CPM of the Year and Henning Award.

Activities should include:

- Solicit nominations from chapter members and officers for FSCPM awards and recognition.
- Produce a list of nominees for each award.
- Evaluate nominations for CPM of the Year and the Henning Award. Select the winner for each.
- Acquire the plaques and certificates for each award recipient.
- Assure the awards are available for presentation at the annual FSCPM symposium.

2. COMPOSITION OF THE COMMITTEE:

The Awards Committee shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair and approved by the FSCPM Board. The Chair of the Awards Committee is the recipient of the CPM of the Year award from the prior year.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Awards Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Awards Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in the participation of chapters and members in the awards program. At least once a year or as frequently as required, the AC shall perform a self-examination to ascertain if the established goals are being met. The AC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the AC.

CHARTER OF THE MARKETING COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Marketing Committee (MkC) shall be to facilitate increases to the Society's revenue through activities that are associated with the on-going selection and sale of CPM related items.

Activities should include:

- Assure all sales receipts collected from the CPM members in the State are forwarded to the FSCPM Treasurer within 2 weeks of receipt.
- Secure and promote the use of internet capabilities (including but not limited to PayPal, Amazon.com, or sponsored links on the FSCPM web page) for revenue producing purposes for the sale of CPM items.
- Explore and recommend "tangible" incentives to FSCPM Membership (such as Quarterly CPM Magazine mailings, or other discounts).
- Derive an annual line-item budget to assure a minimal, available inventory of FSCPM merchandise for sale.
- Conduct, through reasonable and cost effective means (E-mail, mailings, etc.), notifications of CPM merchandise and purchasing options and opportunities.
- Manage and track the use of and return of the Receipt Book, Credit Card Machine, updated price list, and Instructions for Merchandise Sales for Level VIII Graduation, Symposiums and other sales opportunities.
- Assure staffing of merchandise sales at the Level VIII Graduation table in coordination with the Level VIII Graduation Committee chair.
- Facilitate fundraising activities at the state and chapter levels. Encourage chapters to have fundraising events with the profit going to the State Society.

2. COMPOSITION OF THE COMMITTEE:

The Marketing Committee shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance

in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Marketing Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Marketing Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in revenues due to the sale of CPM merchandise. At least once a year or as frequently as required, the MkC shall perform a self-examination to ascertain if the established goals are being met. The MkC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the MkC.

CHARTER OF THE COMMUNICATIONS COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Communications Committee (CC) shall be to facilitate the Society's messages and information distribution through the FSCPM Website and Newsletter.

Activities should include:

- Soliciting newsletter articles and information from Chapter Officers.
- Soliciting announcements and updates for the Website from Chapter Officers.
- Making updates to the Website.
- Writing and editing the FSCPM Quarterly Newsletter.

2. COMPOSITION OF THE COMMITTEE:

The Communications Committee shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Communications Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Communications Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in the website and newsletters. At least once a year or as frequently as required, the CC shall perform a self-examination to ascertain if the established goals are being met. The CC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the CC.

CHARTER OF THE LEVEL VIII GRADUATION COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

"The purpose of the Level VIII Graduation Committee (LGC) shall be to organize and assure coverage for all Level VIII CPM sales and the Level VIII graduation receptions. This includes assuring the receipt, return and tracking of marketing items/membership forms/pins and payments, payment documents and payment devices (credit card machine, etc.). The committee will generate the agenda for each reception to include acquiring a speaker for each reception".

2. COMPOSITION OF THE COMMITTEE:

The Level VIII Graduation Committee shall be comprised of a chairperson and three (3) or more chapter members (representing at least 3 of the FSCPM chapters) approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Level VIII Graduation Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Level VIII Graduation Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in Level VIII graduation receptions, graduate new memberships, and graduation merchandise

sales. At least once a year or as frequently as required, the LGC shall perform a self-examination to ascertain if the established goals are being met. The LGC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the LGC.

CHARTER OF THE MEMBERSHIP COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Membership Committee (MC) shall be to facilitate improvements to the membership and the on-going maintenance of the Society's membership contact information, communications data and to keep the membership of FSCPM local chapters updated on CPM membership activities.

Activities should include:

- Assure all dues and membership forms collected from the CPM members in the State are forwarded to the FSCPM Treasurer within 2 weeks of receipt.
- In the second month of each quarter, provide each state CPM Chapter's FSCPM Membership Committee Representative with an updated chapter membership roster.
- Before the 15th of January, April, July, and October, direct the FSCPM Treasurer to send to the American Academy of Certified Public Managers (AACPM) Treasurer, the updated State Chapter membership names and appropriate dues.
- Prior to each Board meeting, provide an updated membership list to the FSCPM Communications Committee Chair.
- Through Interstate CPM networking, or otherwise, explore any, and all means of promoting FSCPM visibility and membership through appropriate venues (newsletter, forums, speaking engagements, etc.)
- Conduct, through reasonable and cost effective means (E-mail, mailings, etc.), annual Membership Drives and, solicit, at level VIII Graduations further FSCPM Memberships.
- Assure staffing of membership drive at the Level VIII Graduation table in coordination with the Level VIII Graduation Committee chair.

2. COMPOSITION OF THE COMMITTEE:

The Membership Committee shall be comprised of a chairperson and one representative from each of the FSCPM chapters appointed by the chapters and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Membership Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Membership Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in membership, improvements in membership contact information, and improvements in membership communications. At least once a year or as frequently as required, the MC shall perform a self-examination to ascertain if the established goals are being met. The MC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the MC.

CHARTER OF THE LEGISLATIVE COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Legislative Committee (LC) shall be to identify and track legislative bills pertinent to the FSCPM.

Activities should include:

- Beginning in November of each year, reviewing proposed legislative bills that are being recommended by the House of Representatives and Senate that are of interest to state, city and county employees.
- Continue reviewing legislative bills as they are filed by legislators and legislative committees (November-May).
- Tracking the status of these legislative bills through the Florida Legislature.
- After the legislative session, preparing a report on legislative bills that have passed.
- Writing an article for the Second Quarter CPM Times and posting the report on the website.
- Completing other activities as identified by the Board of Directors that bring the FSCPM to the attention of the Governor, House and Senate.

2. COMPOSITION OF THE COMMITTEE:

The Legislative Committee shall be comprised of a State Chairperson and other members as deemed necessary by the Chair and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the Committee Chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee Chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Committee shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the Chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The Committee Chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Calendar of Events on the Web)..

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Legislative Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in the activities and visibility of the Committee. At least once a year or as frequently as required, the LC shall perform a self-examination to ascertain if the established goals are being met. The LC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the LC.

CHARTER OF THE CONTINUING EDUCATION COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Continuing Education Committee (CEC) shall be to encourage individual professional growth for CPM graduates. Participation is voluntary for members and required for Chapter and Society Board members.

Activities should include:

- Preparing quarterly newsletter articles for the CPM Times to make members aware of the Continuing Education Program (see sample attached). Include the guidelines and form as an attachment to the newsletter articles (see attached).
- Soliciting a person from each Chapter to serve on the Continuing Education Program.
- Providing each chapter with the guidelines and form for the Continuing Education Program.
- Developing a master list to track those who have participated in the Continuing Education Program since 2003.
- Ensuring that all submissions that lead to qualification are received prior to December 31 of each year so that individuals can be recognized at the annual awards banquet.
- Preparing or arranging for a Certificate of Achievement for each person who qualifies each year (see attached).
- After the annual awards banquet, preparing an article for the CPM Times that recognizes those who have qualified.
- Sending out reminders after three years to those individuals who are eligible to re-qualify.

2. COMPOSITION OF THE COMMITTEE:

The Continuing Education Committee shall be comprised of a Chairperson and Co-Chair, an individual from each chapter and other members as deemed necessary by the Chair and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the Committee Chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee Chair.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Continuing Education Committee shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The Committee Chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Calendar of Events on the Web).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Continuing Education Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in the participation of chapters and members in the continuing education program. At least once a year or as frequently as required, the CEC shall perform a self-examination to ascertain if the established goals are being met. The CEC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the CEC.

CHARTER OF THE FLORIDA ASKEW AWARD COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)

1. PURPOSE OF THE COMMITTEE:

The purpose of the Florida Askew Award Committee (FAAC) shall be to acknowledge efforts of an outstanding student or group who have demonstrated exemplary work in the completion of their CPM projects as part of the CPM Program.

Activities include:

- Setting up a statewide Committee to review and evaluate Askew Award submissions.
- Developing a list of potential CPM graduates as identified by the Florida Center for Public Management.
- Communicating the Florida Askew Award criteria and submission instructions to potential CPM graduates either directly or through the respective agencies of each participant (see attached)
- Providing potential CPM graduates with the Florida Askew Award Brochure which includes the Application Form. This can be found at www.fscpm.org.
- Developing a project worksheet for the Committee to use to evaluate projects (see attached sample).
- After the April 30 project submissions, setting up a timeline as to when the evaluations need to be completed to ensure that the winner can be recognized at the CPM Level VIII Graduation.
- Recognizing the winner of the Florida Askew Award at the CPM Level VIII Graduation Ceremony.
- Presenting a Certificate of Recognition to the winner of the Florida Askew Award either in person or by mail (see attached sample).
- Submitting the winner as Florida's nominee for the American Academy of Certified Public Managers' Askew Award.

2. COMPOSITION OF THE COMMITTEE:

The FSCPM Officers and Board of Directors will select a Chairperson and a judging committee of CPM graduates to review each submission.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the FSCPM Officers and Board of Directors.

3. MEETINGS & PROCEDURES OF THE COMMITTEE:

The Florida Askew Award Committee shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the Chairperson.

The Committee will take minutes during their meetings and the Committee Chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The Committee Chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Calendar of Events Web Schedule).

4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:

The Florida Askew Award Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in soliciting participation from potential graduates in the Florida Askew Award. At least once a year or as frequently as required, the FAAC shall perform a self-examination to ascertain if the established goals are being met. The FAAC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the FAAC.

ASKEW AWARD CRITERIA AND SUBMISSION INSTRUCTIONS

Criteria

The submissions will be evaluated based on the following:

- Each project submitted will be reviewed based upon the project's objectives to determine the level of understanding of the principles and practices learned from the CPM Program.
- The project will be judged as to how it serves as an example for other public managers, how it offers unique insights and serves as a resource, and how it might be adaptable to benefit other public entities and individuals based on the findings of the project.
- The project will be reviewed for basic grammar, style, organization and format.

Submission Instructions and Deadline

- Submit the project, in the same format requirements as submitted to the Center for Public Management.
- Include a completed Florida Askew Award application form.

- Send project and completed application form to the Florida Askew Award Nominating Committee at floridacpm@hotmail.com.
- Make sure the project and application package is postmarked by April 30 for consideration.

FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS

Project Worksheet for the Florida Askew Award

Project Name:

Person/Team:

A. Project Objectives

Using the project's objectives determine the level of understanding of the principles and practices learned from the CPM Program.

(up to 50 points)

B. Resource for Others

Serves as an example for other public managers, offers unique sights, serves as a resource, and is adaptable to benefit other public entities and individuals based on project findings.

(up to 30 points)

C. Project Organization

Basic grammar, style, organization, format

(up to 20 points)

TOTAL POINTS

___ I recommend this project for the Florida Askew Award

___ I do NOT recommend this project for the Florida Askew Award

Reviewer's Signature _____

Reviewer's Printed Name _____

Florida Askew Award of Recognition

*The Florida Society of Certified Public Managers
Recognizes*

NAME

*For his/her demonstration of the principles and practices
learned from the CPM program, which may also contribute
to the betterment of public service.*

*President, FSCPM
Committee*

Chair, Askew