

**FLORIDA ASSOCIATION OF
COUNTY HUMAN SERVICES ADMINISTRATORS, INC.
BYLAWS**

ARTICLE I - NAME

The name of the affiliate shall be known as the **FLORIDA ASSOCIATION OF COUNTY HUMAN SERVICES ADMINISTRATORS, INC.**, hereafter known as FACHSA.

ARTICLE II - MISSION

The mission of FACHSA is to educate and advocate for efficient and effective county health and human service programs.

ARTICLE III - OBJECTIVES

The objectives of FACHSA shall be to engage in legislative issues, programs and activities as follows:

- A. To ensure that the diversity of the membership counties is acknowledged and supported through FACHSA communications, deliberations and actions.
- B. To provide a forum to facilitate networking.
- C. To provide a process to facilitate technical consultation.
- D. To promote and influence legislation on the county, state, and national level.
- E. To inform the elected officials and public about the roles and responsibilities of human service programs.
- F. To promote FACHSA as a supportive and valuable resource to the Florida Association of Counties and its membership.

ARTICLE IV - MEMBERSHIP AND DUES STRUCTURE

- A. **MEMBERSHIP ELIGIBILITY:** The membership of FACHSA shall be opened to the elected officials and staff of any county. Membership shall be granted upon payment of FACHSA dues.
- B. **BASIS OF DUES STRUCTURE:** Annual membership dues shall be determined, beginning with a \$50.00 base fee and \$15.00 per 50,000 population or portion thereof. Population shall be based on the most current University of Florida and State Department of Administration Census. No county shall be assessed in excess of \$300.00. Furthermore, a dues increase shall only be revisited in even years.

- C. **DUES TIME FRAME:** Annual membership dues of the Affiliate shall be due on or before the first day of December of each year. The annual notice of dues will be mailed in September of each year, one past due notice will be mailed in December.
- D. **FAILURE TO PAY DUES:** Upon failure of any county to pay such dues by December 31 of each year they shall be suspended from membership until such time as dues are paid.
- E. **VOTING MEMBERS:** Voting privileges shall be granted only to those individuals whose counties are current in dues. All members shall be deemed as equal members. Each County will have one vote.
- F. **PROXIES:** A member shall be permitted to vote by proxy only if such intent has been submitted in writing to the FACHSA Secretary before or at the time of the meeting.
- G. **ROLL CALL VOTE:** A roll call of eligible members may be invoked at the discretion of the President and at the adoption of the bylaws.

ARTICLE V - MEETINGS

- A. **MEETING NOTIFICATIONS:** Notice of meetings or workshops will be mailed or faxed to the current membership at least ten (10) days prior to the scheduled date, unless there is an extreme emergency that will be the decision of the President. Meeting notices shall include the purpose, time, date, and location of each meeting.
- B. **EXECUTIVE COMMITTEE MEETINGS:** Executive Committee Meetings will be held as often as necessary as deemed by the President. Meetings can be held by conference call with a quorum of the Executive Committee present. A simple majority of all Executive Committee members shall constitute a quorum. Minutes of the meetings shall be available on request.
- C. **BUSINESS MEETINGS:** A Business meetings shall be held during the Florida Association of Counties Annual Conference. Additional business meetings may be scheduled during the Florida Association of Counties Legislative conference or mid-year at the discretion of the Executive Committee. The purpose of each meeting shall be to share current information and review business matters. Twenty-five (25) percent of all voting members of the FACHSA affiliate shall constitute a quorum. The most recent edition of Roberts Rules of Order will be followed.
- D. **SPECIAL BUSINESS MEETINGS:** The President, if deemed necessary may call special business meetings. Twenty-five (25) percent of all voting members of the FACHSA affiliate shall constitute a quorum. Only matters specified in the notice of the special business meeting shall be discussed. The most recent edition of Roberts Rules of Order will be followed.
- E. **WORKSHOPS:** Workshops may be held during the Florida Association of Counties

Legislative and Annual Conferences or during the mid-year business meeting. The purpose of each workshop shall be to provide information of interest and relevance to the membership.

ARTICLE VI - OFFICERS

- A. **OFFICERS- ELECTION FREQUENCY:** Election of Officers will take place in even years during the annual conference. Officers shall take office at the close of business of the meeting at which they are elected, shall serve a term of two (2) years, and shall not succeed him or herself.
- B. **LIST OF OFFICERS:** The officers of FACHSA shall be the President, President-Elect, Treasurer, and Secretary.
- C. **NOMINATING COMMITTEE FUNCTION:** A Nominating Committee shall be responsible for proposing a slate of nominees at the Florida Association of Counties Annual Conference held in even years.
- D. **REPLACEMENT OF EXECUTIVE COMMITTEE MEMBERS:** In the event that any member of the Executive Committee becomes ineligible to serve, or for any reason vacates office, such vacancy shall be filled by a member who is selected by the Executive Committee and who agrees to accept the office for the unexpired term of the predecessor.
- E. **DOCUMENTS PROVIDING FOR ORGANIZATIONAL CONTINUITY:** Immediately after retiring, each officer shall deliver to his / her successor all current records, accounts, books, papers and any other property belonging to FACHSA.

ARTICLE VII - DUTIES OF OFFICERS

- A. **PRESIDENT'S DUTIES:** The President shall preside at all FACHSA meetings, unless designated to the President-Elect, perform all duties usually pertaining to the office of President. The President will also represent the organization at conferences, task forces, and committees, unless the Executive Committee sees fit to have other representation. The Executive Committee shall pre-approve payment by FACHSA for travel expenses up to a maximum of \$1,200 per approved event; including conference registration of the President (or his or her designee) while representing FACHSA for travel that is appropriate and beneficial to the organization.
- B. **PRESIDENT ELECT'S DUTIES:** The President-Elect shall assume all responsibilities of the President when the President is absent or unable to carry out the duties of the office and assist the President as requested. The President-Elect will also chair the Surveys Committee and conduct the Commissioner training workshops as requested by Florida Association of Counties.
- C. **SECRETARY'S DUTIES:** The Secretary shall keep official records including the minutes and attendance of all business, executive and special meetings and act as

custodian of all non-financial records. The Secretary will also be responsible for keeping a current e-mail group for the organization and provide corrections to the web master.

- D. **TREASURER'S DUTIES:** The Treasurer shall have custody of all FACHSA funds, maintain and monitor records of financial accounts, prepare and send annual dues notification, prepare an annual operating budget, make disbursements approved by the membership and/or the Executive Committee, and present a financial report at each business meeting. The Treasurer shall also be responsible for maintaining an up to date listing of all paid members including name, address, phone / fax numbers and email address.

ARTICLE VIII - COMMITTEES

- A. **THE EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the Immediate Past President, President, President-Elect, Treasurer and Secretary, and shall be responsible for planning meetings and workshops, participating in activities which are deemed to be in the best interest of the membership, managing and controlling the affairs and assets of FACHSA, and appointing a member to fill an officer's vacancy. The Executive Committee shall have full authority to act on behalf of FACHSA, except during a convened meeting of the membership.
- B. **THE NOMINATING COMMITTEE:** The Nominating Committee shall consist of three (3) members appointed by the President during an Executive Committee conference call in odd numbered years, and shall be responsible for proposing a slate of officers during the Florida Association of Counties Annual Conference held in even years. Notification of the proposed slate of officers shall be given, in writing, to the membership at least ten (10) days prior to the meeting. The slate of officers shall include President, President-Elect, Treasurer and Secretary, each of who is a member in good standing and who has stated a willingness to serve.
- C. **SURVEYS COMMITTEE:** The Surveys Committee shall conduct an annual survey of all Florida counties, including those Florida counties that are not members of FACHSA. As per ARTICLE VII, B., the President-Elect will chair the Surveys Committee. The purpose of the annual survey is to ascertain the investment counties are making in health and human services during the county fiscal year (October 1 - September 30). =Both services statutorily mandated and those conducted at a county's volition shall be included in the survey.
- D. **SPECIAL COMMITTEES:** The President or Executive Committee as deemed necessary shall establish special Committees. The President shall appoint the Chairperson and members of each committee.

ARTICLE IX - FINANCE

- A. **FACHSA FISCAL YEAR:** FACHSA fiscal year shall begin on October 1st.

- B. **FUND MANAGEMENT AND CHECK SIGNATORIES:** All funds received by FACHSA shall be credited to the organization and placed in depositories. Two members of the Executive Committee shall sign all checks drawn by FACHSA, with the President and/ or Treasurer being the primary signatories. The Immediate Past President, President-Elect, and Secretary shall act as substitute signatories due to executive committee membership changes.
- C. **AUDIT:** FACHSA shall have all financial records audited by a Special Committee or outside agent appointed by the President immediately after the Florida Association of Counties meeting held in even years.

ARTICLE X - AMENDMENTS

- A. **FACHSA BYLAW AMENDMENTS:** Any member in good standing may propose Amendments to these bylaws. Such proposals shall be presented in writing to the Secretary of the affiliate. Such proposals shall be presented to the Executive Committee, which shall decide upon the advisability of presenting the proposed amendment to the membership as a whole for its consideration.
- B. **MEMBERSHIP NOTIFICATION:** The membership will be notified of any proposed amendments to the bylaws at least ten (10) days prior to the annual or special meeting at which a vote will be taken. These bylaws may be amended at any regularly scheduled business meeting by a majority vote of the active members of the affiliate present.
- C. **APPROVAL BY THE FLORIDA ASSOCIATION OF COUNTIES:** The bylaws must be presented and approved by the Florida Association of Counties in accordance with their bylaws and procedures.

REVISED: January 23, 2014

APPROVED BY THE FLORIDA ASSOCIATION OF COUNTIES HUMAN SERVICE ADMINISTRATORS: February 22, 2013

SUBMITTED TO THE FLORIDA ASSOCIATION OF COUNTIES: February 25, 2013
APPROVED BY THE FLORIDA ASSOCIATION OF COUNTIES: June 18, 2014