

Florida Association of Child Life Professionals By-Laws

ARTICLE I: NAME

The name of the Association shall be Florida Association of Child Life Professionals Inc. (FACLP).

ARTICLE II: PURPOSE

Florida Association of Child Life Professionals seeks to foster and promote the health and well-being of children and their families in health care settings by the following means:

1. Education of child life professionals, health care workers, and students relating to all aspects of clinical and administrative responsibilities.
2. Educating physicians, hospital administrators, health care providers, and significant community organizations about the purpose/goals of the child life profession.
3. Providing a formal means of networking between child life professionals.

ARTICLE III: MEMBERSHIP/DUES

Membership shall be open to child life professionals, students, and anyone seeking or affiliated with the child life profession in agreement with the purpose of this Association. Membership will be for a period of 1 calendar year (beginning the date of sign-up).

Section I Criteria for Membership

1. Professional Member: An individual that is employed, seeking employment as a child life specialist, or works as an educator of child life students (community college/university level).
2. Student Member: An individual who is currently enrolled either part-time/full-time in undergraduate or graduate programs or those enrolled in a child life internship.

Section II Benefits of Membership

Member benefits will be determined by the Executive Board and listed on the Association website. Each member is entitled to one (1) vote on each matter submitted to a vote of the membership.

Section III Membership Dues and Fee Structure

Member dues will be paid annually. The membership year will begin the date dues are received. Membership dues will be paid directly to the Florida Association of Child Life Professionals (FACLP) and money received will be used for operating costs and for fulfilling the purposes of the Association. The Executive Board of FACLP shall determine yearly dues and its effective date.

ARTICLE IV: EXECUTIVE BOARD

Section I Executive Board Members

1. **General Powers:** The Executive Board shall set policy and manage the business and membership affairs for the organization, in accordance with the mission, purpose, and By Laws of FACLP.
2. **Composition:** The Executive Board of FACLP shall consist of a President, President-Elect, Secretary, Treasurer, Webmaster and Social Media Coordinator, Development Coordinator, Past-President and Student Member-at-Large.
3. **Compensation:** Members of the Executive Board shall not receive any compensation for any of their services.
4. **Qualifications:** All Executive Board Members shall be members of the Association, be in good standings, have served on the planning committee one or more years. All members of the executive board must be a Certified Child Life Specialist.
5. **Student Member-at-Large:** The Student Member-at-Large is exempt from Certified Child Life Specialist and one year planning committee experience requirement. The Student Member-at-large must have a minimum 3.0 GPA and provide 2-reference letters (1-professor and 1-personal). The Student Member-at-Large will serve a 1-year term and does not have Executive Board voting privileges.
6. **Meetings:** The Executive Board shall meet at least quarterly. The first meeting shall be an Executive Board Retreat and take place within 8 weeks following the induction of newly elected Board Members. The President shall calendar the remainder of the meetings at the first Executive Board meeting. Meetings shall be held either in person or by teleconference.
7. **Special Meetings:** Any Board Member may initiate requests for special meetings. Notice of Special Board meetings shall be sent no less than seven (7) days prior to the meeting date.
8. **Quorum:** The presence of a majority of the Executive Board shall be necessary at any meeting to constitute a quorum to transact business.
9. **Action without a Meeting:** Any action required or permitted to be taken by the Executive Board may be taken without a meeting if all members of the Board consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Executive Board shall be filed with the minutes of the proceedings of the Board.
10. **Communication:** Board members must respond to emails sent by the President, other members of the board, members of their assigned committees, and general members within 48 hours.
11. **Attendance:** Board members shall attend regular board meetings and regularly participate in Association activities.

Section II Term of Office

1. **Term of Office:** The term of office for the following shall be two years: Secretary, Webmaster and Social Media Coordinator, Treasurer, and Development Coordinator. The term of office for the Student Member-At-Large shall be one year. The President-Elect shall serve a three-year term, rolling up to President, then Past-President. All executive

board members shall serve until their successors have been elected, or appointed, and assume office.

2. **Term Limits:** No Executive Board member shall be eligible for immediate re-election to the same office after two (2) consecutive terms.

Section III Removal from Office

Any member of the Executive Board may be removed by a majority vote of the remaining executive board officers whenever, in their judgement, the best interests of the Association would be served thereby.

Section IV Vacancies

The President shall fill, by appointment and with consent of the Executive Board of any vacancy created by resignation or removal from office. In no event, shall the appointee serve for a period longer than the remainder of the term for which the appointment was made unless he/she is elected in accordance.

Section V Election

1. **Election Schedule:** The Secretary, Treasurer, Webmaster and Social Media Coordinator, and Development Coordinator are elected for two year terms on an alternating schedule. The Webmaster and Social Media Coordinator and Treasurer shall be elected in the odd numbered years and the Secretary and Development Coordinator shall be elected in the even numbered years.
2. **Ballot:** A nomination ballot will be sent to all Members each year to be returned to the President-Elect within sixty (60) days of the annual conference. If less than one (1) Member is nominated for an office, the President will call together a nominating committee consisting of a minimum of two (2) Executive Board members to complete the slate.
3. **Slate of Nominees:** The President-Elect will then develop a slate of nominees to be voted on and returned within thirty (30) days of the annual conference. The slate of nominees may consist of one or more nominees for each of the Board members to be elected. In addition, the slate so prepared, will provide each voting Member the option to write-in candidates.
4. **Voting:** The Board shall designate the address, location, or system to which votes may be electronically transmitted, in an executed electronically transmitted record. Members shall have no less than a one week period in which to submit a vote.

ARTICLE V: OFFICERS AND DUTIES

Section I President

The duties of the President shall be as follows:

- A. Preside over Executive and Association meetings.
- B. Appoint committee chairs as necessary.
- C. Ensure that all other Executive Board Members are discharging their duties faithfully.
- D. Inform, the President-Elect of all matters pertaining to the discharge of Presidential duties and any other matters which might have bearing on the conduct of FACLP business.

- E. Appoint a member in good standing to any new Board position deemed necessary for the operation of the organization, with the approval of the Executive Board. Any new Board position will be presented as an amendment to be voted on before the next Executive Board election.

Section II President Elect

The duties of the President Elect shall be as follows:

- A. Preside over Executive and Association meetings in the absence of the President.
- B. Count, immediately following each election and at a location selected for the convenience of all qualified observers, all votes cast at an Executive Board meeting.
- C. Performs other duties as assigned.

Section III Secretary

The duties of the Secretary shall be as follows:

- A. Records and distributes minutes from the Executive Board and any other committee meetings.
- B. Responsible for routine correspondence, through FACLP email and other mass communications.
- C. Maintain/track all membership data. Shall serve as membership chairman of the Association.
- D. Solely responsible for answering and sending out emails on behalf of FACLP.
- E. Performs other duties as assigned.

Section IV Webmaster and Social Media Coordinator

The duties of the Webmaster and Social Media Coordinator shall be as follows:

- A. Oversee FACLP Website and social media outlets.
- B. Correspond with the Secretary to publicize activities of the Association.
- C. Distribute FACLP information/updates via FACLP website and social media.
- D. Shall maintain an electronic file in an orderly manner containing conference, website information and social media postings.
- E. Performs other duties as assigned.

Section V Treasurer

The duties of the Treasurer shall be as follows:

- A. Record and report all financial transactions of the Association.
- B. Collect dues for the Association.
- C. Notify any Member whose dues payment has not been received.
- D. Notify the Executive Board of any Executive/Planning committee member's dues who are unpaid and who have fallen into delinquency.
- E. Advise the Executive Board of any conditions or facts which constitute or indicate irregularities with or unauthorized use of FACLP funds.
- F. File all required tax forms on behalf and at the expense of FACLP.
- G. Maintain all records for the Annual Conference, including registration forms and balance sheets.
- H. Performs other duties as assigned.

Section VI Development Coordinator

The duties of the Development Coordinator shall be as follows:

- A. Collaborate with the Board and committees in identifying possible vendor sponsors for conference and FACLP programs.
- B. Maintain a database of Partner contact information and promised benefits.
- C. Facilitate/oversee donation requests to help secure partnership for the operations and events of FACLP.
- D. Work with the Board to ensure that sponsorship levels have adequate funding to support conference and FACLP events, and that the vendors will be satisfied with events they sponsor.
- E. Performs other duties as assigned.

Section VII Student Member-At-Large

The duties of the Student Member-At-Large shall be as follows:

- A. Serve as a liaison between the Executive Board and student membership with current issues.
- B. Serve as a resource to community college/universities student child life organizations.
- C. Performs other duties as assigned.

Section VIII Past President

The duties of the Past President shall be as follows:

- A. Shall be filled without an election by the person who has most recently completed a term as President, and who shall not have been removed from office.
- B. Serves as a resource to the current President and President-Elect upon request.
- C. Work with the Board to ensure that FACLP programs and services appropriately address the needs of the members.
- D. Work with the Board to improve member benefits that continually strengthen the value of the membership.
- E. Organize and maintain a list of organizations with similar goals and work to develop partnerships and coalitions for members to enhance education opportunities and member benefits.
- F. Performs other duties as assigned.

ARTICLE VI: ANNUAL CONFERENCE MEETING

The organization shall hold an annual educational conference. The annual conference meeting will follow procedures set forth in the policy manual.

ARTICLE VII: COMMITTEES

The Executive Board, by resolution adopted by a majority, may designate standing or temporary committees to serve at the pleasure of the Board. The Executive Boards shall retain the right to limit the powers and duties of each committee. No committee may set policy or implement actions without prior Executive Board approval.

ARTICLE VIII: AMENDMENTS

Section I Amendment Procedures

Written notice of the proposed amendment shall be presented to all members at least thirty (30) days in advance of the next scheduled meeting.

Section II Voting Process

The amendment will be adopted if two-thirds (2/3) of the Members of the Association return a favorable vote within twenty-one (21) days.

*** (Clause: If two-thirds (2/3) of the Members do not meet a majority of cast a vote, the President reserves the right to take the vote to the Executive Board. The Board will then take the votes submitted into consideration and cast a vote with all Executive Board Members. If a majority vote is favorable, the Amendment will be adopted.)

ARTICLE IX: FIDUCIARY AUTHORITY

Section I Fiscal Year

The fiscal year of this Association shall be January 1 through December 31.

Section II Contracts

The board may authorize any officer, member, or agent of the organization to enter into any contract or execute and deliver any instrument in the interest of and on behalf of the organization, and such authority may be general or confined to specific instances.

Section III Checks, Drafts, and Payments

All checks, drafts, or payments issued in the name of the organization shall be signed by the President or Treasurer. All expenditures must have specific prior authority granted by the board and duly in the minutes or their proceedings. In no event, shall the board, individually or collectively, incur any expense in excess of the uncommitted and liquid general operating funds available in the name of the organization.

Section IV Annual Budget

To facilitate an orderly and practical fiscal policy, the President shall submit to the board an annual budget for the normal, routine and ongoing administrative expenses of the organization at the first board meeting of the fiscal year. If approved by the board, all expenses falling within the approved budgetary guideline will be granted de facto authority.

ARTICLE X: DISSOLUTION

Upon the dissolution of the Association, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Association, transfer all assets of the Association to (ACLP) Association of Child Life Professionals.

ARTICLE XI: LIMITATIONS ON ACTIVITIES

No part of the net earnings of FACLP shall insure to the benefit of, or be distributed to its Members, trustees, Executive Board Members, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments, and distributions in furtherance of the purpose set forth in Article II.

Approved: 1/14/19