

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

ARTICLE I - OBJECTIVES

SECTION 1.00 Objectives - The objectives of the Florida Association of Educational Data Systems, Incorporated (hereinafter referred to as the "Association") shall be:

1. To promote and encourage appropriate use of data processing and computing equipment and techniques for the improvement of education.
2. To bring together for their mutual benefit both operation and professional specialists concerned with educational data processing and representatives from manufacturing and service companies.
3. To provide for sharing and exchanging ideas, techniques, materials and procedures among educational groups now using or planning to use modern data processing methods.
4. To cooperate with manufacturers, distributors and commercial operators of educational data processing equipment in establishing and maintaining proper technical standards, and in meeting new needs for specialized devices and systems.
5. To facilitate at district and state levels, communication and cooperation among agencies, organizations, professions, and the public regarding the purpose and use of data management information and assessment systems.
6. To stimulate the development of adequate programs of instruction and orientation by institutions responsible for the professional training of educators, data processing specialists, and data processing instructors.
7. To promote general recognition of the vital professional role of the educational data processing specialists in a modern school system and of the high level of competence required for this role.
8. To provide leadership in the efficient management of educational data, recognizing the need for appropriate ethical standards, and compatible data requirements.
9. Identify areas of concern and inform the appropriate agencies of special studies which may be indicated.

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

ARTICLE II - DEFINITION OF QUALIFYING INSTITUTIONS
AND NON-QUALIFYING INSTITUTIONS

SECTION 2.01 Qualifying Institutions shall be defined as:

1. The Florida State Department of Education shall be defined to include all portions of State government under the direct supervision of the Commissioner of Education.
2. A Florida District School System shall be defined to include all portions of the district schools under the direct supervision of any of the district school superintendents in Florida.
3. An independent or religious affiliated elementary or secondary school shall be defined to include any non-public elementary or secondary school in Florida which is State accredited.
4. Any public, independent or religious affiliated college or university in Florida which is recognized by the Florida Association of Colleges and Universities as an institution of higher learning shall be considered a qualifying institution.
5. Any institution requesting to be accepted as a qualifying institution who does not qualify under Article II, Section 2.01 (1 through 4) must be approved by the Association Board of Directors.

SECTION 2.02 Non-Qualifying Institutions shall be defined as those Educational Institutions who do not qualify under Article II, Section 2.01 (1 through 5) and shall include manufacturers or distributors of data processing equipment and supplies, commercial service companies, and others interested or engaged in educational data processing and related research.

ARTICLE III - KINDS OF MEMBERSHIP AND REQUIREMENTS

SECTION 3.01 Membership for the Association shall be:

1. Institutional Designee Membership.
2. Individual Membership
3. Affiliate Membership.
4. Honorary Membership.

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

SECTION 3.02 Institutional Designee Membership - shall be those members designated by the qualifying institutions (as defined in Article II Section 2.01 (1 through 5) upon payment of institutional dues. Institutional designee members have all privileges of the Association.

SECTION 3.03 Individual Membership - shall be available to such individuals from qualifying institutions (as defined in Article II Section 2.01 (1 through 5) who request membership on an individual basis. Members have all privileges of the Association.

SECTION 3.04 Affiliate Membership - shall be available to such individuals from non-qualifying institutions (as defined in Article II Section 2.02. Affiliate members may participate in all activities of the Association and shall receive appropriate publications and be welcomed at all meetings.

SECTION 3.05 Honorary Membership - shall be nominated by the Board of Directors and elected by the Association by a majority vote of the members present and voting at the annual business meeting. Honorary members shall not hold offices but have all other privileges of the Association.

ARTICLE IV - REQUIREMENTS FOR MEMBERSHIP DUES

SECTION 4.01 The membership year for the organization is July 1 through June 30.

SECTION 4.02 Institutional Memberships - Institutional members shall be those designated by the employing institutions and shall be entitled to all services of the Association upon payment of fees. The dues shall be \$10.00 per designee per year.

SECTION 4.03 Membership Dues for Other Than Institutional Memberships:

1. Individual Membership - \$10.00 per year.
2. Affiliate Membership - \$10.00 per year.
3. Honorary Membership - Do Dues Required.

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

ARTICLE V - OFFICERS AND BOARD OF DIRECTORS

SECTION 5.00 An annual election of officers shall be conducted in the last quarter of the fiscal year (April, May, June). It shall be conducted by mail-in ballot only, and the results shall be final. The results shall be published in The Jobstream prior to the next annual meeting.

SECTION 5.01 The president-elect shall be elected by the voting members and shall serve for one year as president-elect, one year as president, and one year as past-president. He/she shall be a member of the Board of Directors all three years.

SECTION 5.02 The Board of Directors, except the president-elect, president, and past-president, shall be divided into two groups of four each. Group one shall be elected in odd-numbered years and group two in even-numbered years. The terms of office shall be two years.

SECTION 5.03 At its first meeting, during or following the annual meeting, the Board of Directors shall designate one of its membership to serve as secretary and one to serve as treasurer. The term of office shall be one year.

SECTION 5.04 The duties of the officers shall be those usually incumbent on their respective offices. The president-elect shall immediately become president in the event the president is unable to complete his/her term of office. He/she shall complete the term of office of the resigned president and shall serve the full year to which he/she was elected.

SECTION 5.05 If an officer is unable to complete his/her term in office, the vacancy shall be filled by the Board of Directors; provided, however, in the event a vacancy occurs in the office of the president-elect, the office shall be filled by election from the membership.

SECTION 5.06 The affairs of the Association shall be managed by a Board of Directors which shall have full authority and power granted to Board of Directors for corporations under the Laws of Florida. The official minutes of the Board shall constitute a record of the meetings of this Board.

SECTION 5.07 Membership of the Board of Directors shall include representatives of at least four different district units and at least two institutions of higher education.

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

SECTION 5.08 The Board of Directors shall adopt policies concerning the selection and expenditures of the funds of the organization.

SECTION 5.09 The Board of Directors shall meet at least once during each quarter of the fiscal year. A board meeting held during the annual meeting is considered to meet this requirement for the quarter in which the annual meeting is held. A quorum for the meeting of the Board of Directors must be a majority of the members of the Board of Directors.

SECTION 5.10 New officers elected during the annual election shall take office immediately after the annual meeting.

SECTION 5.11 Failure of a member of the Board of Directors to attend two consecutive meetings of the Board of Directors without a valid excuse approved by the president shall constitute a cause for removal from the Board of Directors.

SECTION 5.12 The Board of Directors shall be empowered to employ staff to assist in conducting the affairs of the Association.

SECTION 5.13 If necessary to insure continuity of responsibility for essential organization functions, up to two additional Board members can be appointed by the Board upon the recommendation of the President to serve at the discretion of the Board. These Board members shall have voting rights.

ARTICLE VI - MEETINGS

SECTION 6.01 The Association shall meet as often as necessary, but at a minimum, once per year. The first meeting following the change of calendar year shall be designated the annual meeting.

SECTION 6.02 Meetings shall be held at a time and place designated by the Board of Directors.

SECTION 6.03 Due notice in writing of the time and place of regular meetings shall be given at least 30 days in advance, and provide a tentative agenda to all members.

SECTION 6.04 The final agenda for all meetings of the Association must provide for adequate time to be allocated to conducting the business sessions of the Association.

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

SECTION 6.05 A quorum for a meeting of the Association shall consist of members from at least five different employing units as described in Article III, Section 3.02 of the Bylaws of the Association.

SECTION 6.06 The order of business of the annual meeting shall include:

1. Election of officers.
2. Financial reports.
3. Committee reports.
4. Amendments to constitution and bylaws.
5. Old business.
6. New business.

SECTION 6.07 Roberts Rules of Order, Revised, shall be the authority on parliamentary procedure at all meetings of the Association.

SECTION 6.08 An agenda listing both old and new business to be discussed must be available to all members in attendance at a business meeting of the Association.

ARTICLE VII - SPECIAL INTEREST GROUPS

Special interest groups may be established as an arm of the FAEDS organization subject to the following limitations:

SECTION 7.01 Representatives of a minimum of five employing institutions must petition the Board of Directors requesting permission to establish a special interest group and stating the objectives of the special interest group.

SECTION 7.02 The special interest group must agree to operate within the regulations established by the Association.

SECTION 7.03 The final decision on the establishment of the FAEDS special interest group shall be made by the Board of Directors.

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

BYLAWS

ARTICLE VIII - AMENDMENTS TO CHARTER AND BYLAWS

SECTION 8.01 The Charter of the Association may be amended by two-thirds vote of the members present at the annual meeting. The proposed amendment must be presented in writing to each member at least 15 days in advance of the meeting.

SECTION 8.02 Bylaws may be amended by a majority vote of members present at an annual meeting provided notice has been presented to each member at least 15 days in advance of the meeting.

ARTICLE IX - ASSOCIATION RECORDS

SECTION 9.01 All records of the Association kept in the ordinary and usual course of business shall be available for the inspection of any citizen of Florida in compliance with State Regulation Ruling 98.3.

ARTICLE X - FINANCIAL RECORDS

SECTION 10.01 The President of the Association shall arrange for an annual audit of the financial records of the Association. The audit may be performed by an independent CPA firm or a committee appointed by the President.

SECTION 10.02 For purposes of financial accounting, the fiscal year of the Association shall be defined as the membership year, July 1 through June 30.

Note: Sections 5.13, 10.01, and 10.02, pending approval at the Annual Conference,, October, 1986.

FLORIDA ASSOCIATION OF EDUCATIONAL
DATA SYSTEMS, INC.
BALANCE SHEET
June 30, 1985

EXHIBIT A

ASSETS

	<u>Operating Fund</u>	<u>FICC Fund</u>	<u>Total</u>
Cash	\$8,803	\$3,282	\$12,085
Prepaid Expenses	<u>100</u>	<u>1,500</u>	<u>1,600</u>
 <u>TOTAL ASSETS</u>	 <u>\$8,903</u>	 <u>\$4,782</u>	 <u>\$13,685</u>

FUND BALANCE

Fund Balance	<u>\$8,903</u>	<u>\$4,782</u>	<u>\$13,685</u>
--------------	----------------	----------------	-----------------

The accompanying notes are an integral part of these financial statements.

FLORIDA ASSOCIATION OF EDUCATIONAL
DATA SYSTEMS, INC.
STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN FUND BALANCE
Year Ended June 30, 1985

	<u>Operating Fund</u>	<u>FICC Fund</u>	<u>Total</u>
<u>REVENUE</u>	\$10,246	\$55,176	\$65,422
 <u>EXPENSES</u>	 <u>12,624</u>	 <u>54,560</u>	 <u>67,184</u>
Excess (Deficiency) of Revenue Over Expenses	(2,378)	616	(1,762)
 <u>FUND BALANCE, Beginning of Year</u>	 7,781	 7,666	 15,447
 <u>TRANSFERS</u>	 <u>3,500</u>	 <u>(3,500)</u>	 <u>-</u>
 <u>FUND BALANCE, End of Year</u>	 <u>\$ 8,903</u>	 <u>\$ 4,782</u>	 <u>\$13,685</u>

The accompanying notes are an integral part of these financial statements.