



**BYLAWS  
OF  
THE FLORIDA EDUCATIONAL RISK MANAGEMENT ASSOCIATION**

**ARTICLE I**

**NAME**

The organization shall be known as the Florida Education Risk Management Association, here in after referred to as FERMA a non-profit organization.

**ARTICLE II**

**OBJECTIVE**

To promote the discipline of risk management in Florida Educational Institutions and to enhance the image of the professional educational risk manager.

**GOALS**

1. To foster the educational and professional development of risk managers and related positions.
2. To assist newly appointed educational risk managers.
3. To provide input, information and education on legislation and regulation at the federal, state and local level.
4. To develop and promote products, partnerships and services which meet the needs of our members
5. To conduct educational forums to educate and inform members.
6. To foster relationships among educational risk managers as well as the business partners with whom they work.

**ARTICLE III**

**DEFINITION**

For the purpose of these Bylaws, Risk Management is defined as follows:

As responsibility for one or more of the following: employee benefits, property & casualty insurance, safety & security, workers compensation and emergency management/crisis response.

**ARTICLE IV**

**MEMBERSHIP**

The Association shall have five classes of membership: Educational, Associate, Corporate, Lifetime and Honorary.

1. Educational Membership shall be granted to those individuals employed in Florida public school systems and are members of the Florida Retirement System, The Florida College System and are members of the Florida Retirement System; including risk management consortia personnel who manage risk management functions, or any part thereof or any past FERMA President.
2. Associate Membership shall be granted to those individuals employed in Florida public school systems and are members of the Florida Retirement System, The Florida College System and are members of the Florida Retirement System; including risk management consortia personnel who serve in a staff capacity to an Educational Member or any past FERMA President.

3. Corporate Membership may be granted to licensed insurance agents, brokers, sales representatives and others not eligible for educational or associate membership. Corporate members may not hold office or vote.
4. Lifetime Membership may be awarded to any educational member of FERMA. This may be done by a two-thirds vote of the Board of Directors at any regularly scheduled meeting. Lifetime members may not hold office or vote but may serve on a nominating committee.
5. Honorary Membership may be awarded to any person deemed deserving of this designation by a two-thirds vote of the Board of Directors at any regularly scheduled meeting. Honorary members may not hold office or vote.

## **ARTICLE V**

### **OFFICERS**

The officers of the Association shall include three positions: a president, a president-elect, and treasurer (the treasurer can rotate into the members at-large position at the end of their term, if so desired). Each officer shall be elected for a term of one year with the exception of treasurer who shall serve a three- year term. The president-elect shall take office at the close of the annual summer meeting.

## **ARTICLE VI**

### **BOARD OF DIRECTORS**

The Board of directors shall consist of the four elected officers, the immediate past president, and two members at large.

## **ARTICLE VII**

### **ELECTION OF OFFICERS AND DIRECTORS**

Prior to the annual summer meeting the president shall appoint a nominating committee consisting of at least three, but not more than five, persons from the educational membership to prepare a slate of officers and directors. All officers and directors must have agreed to have their name placed in nomination and to serve if elected.

All officers and directors shall be elected at the annual summer meeting.

Nominations from the floor will be received with the prior consent of the person being nominated.

Should any vacancy occur among officers or directors, the president shall appoint a qualified member to complete the remainder of the term.

## **ARTICLE VIII**

### **DUTIES OF THE OFFICERS**

1. The President shall have general supervision of the affairs of the Association and shall:
  - a. With the assistance of the Board of Directors develop the program for the Association Meetings.
  - b. Preside at meetings of the Association and of the Board of Directors and maintain liaison with other school related groups.
  - c. Determine that the committee chairperson call meetings as specified or needed. The President shall serve as an ex-officio member of all committees with the exception of the Nominating Committee.
  - d. Approve all expenses incurred by the Association.
  - e. Upon taking office at the annual summer meeting, the President shall announce committee chairpersons and committee members.

2. The President-Elect shall serve as Membership Committee Chairperson and perform other related duties assigned by the President and act for the President in his absence. The President-Elect or designee shall:
  - a. Maintain accurate records of proceedings, correspondence, reports, and other such records as may be required by the Association
  - b. Transfer to the successor complete and accurate records and minutes within 30 days following the annual summer meeting.
  - c. Maintain Certification Records
  - d. Perform other related duties assigned by the President.
4. The Treasurer shall:
  - a. Act as custodian for all finances and property of the association, compile accurate annual reports thereof, and transfer to the successor complete and accurate accounts of all such finances, records and property of the association within thirty (30) days of the end of his term of office.
  - b. Disburse expenses incurred by the Association
  - c. Maintain current membership roster.
  - d. Perform other related duties assigned by the president.

## **ARTICLE IX**

### **COMMITTEE**

1. The Board of Directors shall be a permanent committee and act in the name of the Association in all matters pertaining to the welfare of the Association. This Board shall approve appointments of committee chairpersons, approve meeting time and site, and meet at least two times during the year to conduct Association business.
2. Special Committees may be appointed by the President to serve specific needs. Such committees shall not be permanent and shall cease to exist when their function has been achieved or a new president has been installed.
3. The chairpersons of all appointed committees shall call at least one meeting during the year and be responsible for submitting a report at the annual meeting, and any other such reports as required by the president

## **ARTICLE X**

### **MEETINGS, REPORTS, PROCEEDINGS**

1. The annual meeting of the Association shall be held in the summer. Special meetings of the Association or Board of Directors may be called by the President at any time deemed necessary.
2. The proceedings of all meetings of the Association shall be compiled by the president and distributed at the next meeting.

## **ARTICLE XI**

### **COLLECTIONS AND DISBURSMENTS OF FUNDS**

1. Disbursements under \$500 may be approved by the Treasurer.
2. Disbursements over \$500 must be approved by President. Approval of conference expenses shall be made by the Board of Directors.
3. The Treasurer shall send notices and be responsible for collecting registration fees for such meetings.
4. The Treasurer shall receive and provide receipts for all monies collected.
5. The Treasurer may have a petty cash fund of a maximum of \$100. Receipts shall be used for documentation of the depletion of this fund.

6. A checking account shall be established in any duly licensed bank of the State of Florida in the name of the Association, subject to the approval of the Board of Directors. The President, President-Elect, and Treasurer shall be authorized to sign checks.
7. The president may appoint a committee of at least three, and not more than five, educational members of the Association to audit the records of the Treasurer each year. The report of this committee will be made at the summer meeting of the Association.
8. The president shall have the authority to compensate administrative support to assist in the duties and functions of FERMA, including but not limited to the coordination of the annual conferences. This compensation will not exceed \$2,500 individually, non-inclusive of other travel related expenses incurred.

## **ARTICLE XII**

### **AMENDMENTS, RULES, QUORUM, FISCAL YEAR**

1. Amendments or revisions to the bylaws must be proposed in writing to the President prior to a meeting of the Board of Directors. The President shall refer within thirty (30) days prior to the next meeting such changes to the Voting members for their consideration and approval or rejection at their next Association meeting. The Board of Directors shall recommend adoption or rejection of the proposed changes to the membership. Such amendments or revisions shall be determined by a majority of the educational members present. Changes go into effect immediately upon adoption.
2. The rules contained in Robert's Rules of Order, Revised shall govern the Association.
3. A majority of the educational members present at an annual or special meeting shall constitute a quorum for the transaction of business.
4. The term of membership and fiscal year of the Association shall be July 1 through June 30.
5. The bylaws and amendments shall become effective upon adoption by a majority of the educational members at an annual meeting of the Association.

Revised 07/2019

Approved FERMA BOD 07/16/19

Approved FERMA Membership 07/19/19