

BYLAWS

OF

THE FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS

Article I – Name

This organization shall be known as the Florida Association of Governmental Fleet Administrators, Inc. (hereafter called the “Association”).

Article II – Purpose

Section 1. The purpose of this Association will be:

1. To foster and promote the advancement of the fleet management profession through the membership, association and assistance to fellow administrators.
2. To provide an open forum for the exchange of ideas and information related to the fleet management profession.
3. To develop and promote improved standards and methods for the good management of laws and regulations concerning fleet administrations.
4. To provide the exchange of information on procurement, maintenance, operation and disposition of fleet equipment.
5. To promote the professional, social and personal interaction between members of the fleet management profession.
6. To promote improved Intergovernmental relations.

Article III – Officers

Section 1. Officers must be active, Regular members in good standing. They are nominated for election to the office by the Nominating Committee.

Section 2. The officers of the Association will be:

1. President
2. Vice-President
3. Secretary
4. Treasurer

- Section 3. The term of office shall be for one (1) year and shall not exceed two (2) consecutive terms.
- Section 4. The term of office shall commence upon the adjournment of the meeting at which they were elected. Elections will be handled by ballot via the mail. Ballots shall be mailed to only the Regular and Associate members in good standing.
- Section 5. The President shall preside at all meetings of the Association when present.
- Section 6. The Vice-President shall preside at all meetings when the President is absent and any other meetings on direction of the President. He or she shall also serve the Association by performing such duties and tasks as deemed necessary by the President.
- Section 7. The Secretary shall perform the following duties:
1. Record and maintain the minutes of the Association general membership and Executive Committee meetings.
 2. Maintain all records of the Association including historical documents.
 3. Conduct all correspondence of the Association.
- Section 8. The Treasurer shall perform the following duties:
1. Maintain an accurate roster of the membership in good standing as described in Article IV, Section I.
 2. Receive and keep safe all monies received for the Association.
 3. Disburse all monies for payment on behalf of the Association with the approval of the President.
 4. Maintain a current, itemized account of all such receipts and disbursements, making full presentation of the current fiscal transactions and financial status at each regular meeting.
- Section 9. Should a vacancy occur in the office of the President, the Vice-President shall become the President automatically. All other vacancies shall be filled by election at the first regular meeting following the occurrence of the vacancy. The Nominating Committee shall have the authority to appoint any Regular member in good standing to perform the duties of the vacant office until the next regular meeting.

Article IV – Membership

Section 1. The four categories of membership are:

1. Regular membership in the Association shall be restricted to those persons who are employees of governmental agencies or institutions, whose primary responsibilities include the administration and/or management of fleet operations.
2. Associate membership in the Association shall be restricted to those persons who are employees of governmental agencies or institutions, whose responsibilities are directly related to and/or support fleet operations.
3. Affiliate membership shall be afforded to those who wish to otherwise support the Association. An Affiliate member will not be allowed to nominate, vote, or hold office. An Affiliate member shall not promote, schedule or conduct any activity on behalf of, or in the name of, the Association unless approved by the Executive Committee with the support of the general membership.
4. Honorary membership shall be made available to Regular, Associate, and Affiliate members who retire in good standing. A completed Nomination form shall be submitted to the Secretary who will forward it to the Executive Committee for their review and recommendations. The recommendation will be submitted to the general membership for a vote at the next regular business meeting.

Section 2. Applications for membership shall be submitted to the Treasurer. The Executive Committee shall review the application and assign the appropriate membership category. The applicant shall be notified in writing as the status of the application and the category in which he/she is assigned.

Article V – Committees

Section 1. The President shall appoint all committees with the exception of the Nominating Committee. He/she may appoint any committee he/she deems advisable for the efficient operation of the Association. The President shall be an ex-officio member of each committee without the right to vote.

Section 2. Executive Committee. The Executive Committee shall consist of the current four (4) officers and the Immediate Past-President.

The Executive Committee shall act in conducting the interim business of the Association. It shall make recommendation to the membership for the

time and place of meetings, changes to the bylaws and handle any other business not requiring a vote of the membership.

Section 3. Nominating Committee. The Nominating Committee shall consist of the Immediate Past President and the representative from each of the four regions. A majority vote of the Regular and Associate members shall select each representative from the respective region.

Section 4. Bylaws Committee. The Bylaws Committee shall review and recommend to the membership proposed changes to the Association bylaws.

Upon approval by the general membership, requests for changes to the by-laws will be submitted to the Bylaws Committee by the Secretary for their review and recommendations. The recommended changes will be submitted for approval by the general membership at the next regular business meeting.

Article VI – Amendments

Section I. These bylaws may be amended by following the procedures under Article V, Section 4 of this document.