**CENTRAL FLORIDA COUNCIL FOR**

 **FLORIDA HOUSE BY-LAWS**

**ARTICLE I NAME**

The name of this organization shall be the CENTRAL FLORIDA COUNCIL FOR FLORIDA HOUSE and shall be a non-profit organization operating under the auspices and in harmony with FLORIDA HOUSE, WASHINGTON, D.C., INC.

**ARTICLE II PURPOSE**

The purpose of the organization shall be to promote, develop, maintain and financially support the mission of Florida House, Washington, D.C., Inc.

THE CENTRAL FLORIDA COUNCIL FOR FLORIDA HOUSE SHALL BE NON-PARTISAN AND NON- POLITICAL.

**ARTICLE III MEMBERSHIP**

**Section 1. Membership Procedure**

Each member in good standing of the Council shall have the privilege of proposing name(s) of prospective members to the Membership Chairman.

Each new member prospect must complete a Membership Application. The application will be presented to the Board for review and approval. Upon Board approval, the new member will be welcomed by the Membership Chairman and given instructions regarding meetings, dues, and deadlines.

An Active Member may become a Sustaining Member after one year of Active Membership by requesting a transfer in writing to the Membership Chairman.

Any Sustaining Member who wishes to resume Active Member status shall notify the Membership Chairman in writing. Following the transfer from Active Membership to Sustaining Membership or visa versa, the Membership Chairman shall inform the President, the Treasurer and the Executive Committee. The transfer will become effective in the ensuing year.

**Section 2 Classes of Membership**

An ACTIVE Member must:

Be current with Active Membership dues to the Central Florida Council and Florida House, Washington. D.C., Inc.

Attend Council meetings, unless there is a valid excuse.

Purchase or sell a minimum of two (2) tickets to the annual fundraiser.

May serve on a Central Florida Council committee of choice.

A SUSTAINING Member must:

Have been an Active Member of the Council for one (1) year.

Be current with all Membership dues to the Council and Florida House, Washington, D.C., Inc.

Purchase or sell one (1) ticket to the annual fundraiser.

May serve on a Central Florida Council committee of choice.

**Section 3. Membership Dues**

Annual membership dues for Florida House, Washington, D.C., Inc. and the Central Florida Council are collected by a single check.

Dues are delinquent at the end of September and unpaid members will be dropped from membership at that time.

A delinquent membership may be reviewed and be reinstated by the Board on written request when dues are brought current.

**ARTICLE IV OFFICERS**

The elected officers of the Board shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

The term of office shall be for one (1) year and shall commence at the close of the Annual Meeting in May.

Officers may serve for no more than two (2) consecutive terms in the same office unless agreed upon by the Board and voted on by the membership.

Duties of Officers:

**PRESIDENT**

The President shall preside at all meetings of the Central Florida Council and shall be an ex-officio member of all committees except the Nominating Committee. She shall appoint all Committee Chairs with the approval of the Board. If additional committees are needed in a particular year, such Special Committees may be established. When the Special Committee completes its project, the committee can be disbanded.

**VICE PRESIDENT**

The Vice President shall preside at all meetings in the absence of the President. She shall serve as Chairman of the major fundraising committee under the direction of the Board and shall perform other duties as delegated to her by the President.

**RECORDING SECRETARY**

The Recording Secretary shall keep accurate minutes of all meetings of the Central Florida Council and the Board. In her absence, the Corresponding Secretary shall fulfill these duties. A copy of each set of minutes shall be sent to the President within ten (10) days after the meetings for review and then forwarded to the Board.

**CORRESPONDING SECRETARY**

The Corresponding Secretary shall attend to all general

correspondence and be responsible for meeting notices and bulletins.

**TREASURER**

The Treasurer shall be responsible for the receiving and

disbursing of all Central Florida Council funds. She is responsible for the financial reports and funds sent to Florida House, Washington, D.C., Inc. and is the Finance Officer for the major fundraising event.

**ASSISTANT TREASURER**

The Assistant Treasurer shall assist the Treasurer as needed.

**ARTICLE V CENTRAL FLORIDA COUNCIL BOARD**

The Board shall consist of the ElectedOfficers, the immediate Past President and Chairmen of StandingCommittees.

**ARTICLE VI MEETINGS**

The Central Florida Council for Florida House meets on the fourth Monday of the months of September, November, January and March, and the third Monday in the month of May which is the Annual Meeting and Installation of Officers.

Notice of Call to Central Florida Council Meetings must be given at least ten (10) days prior to the meeting.

A quorum for Central Florida Council Meetings shall be 20% of the current membership.

The Board shall meet during the first week of each month that has a scheduled meeting planned or at the Call of the President. A quorum for the Board meetings shall be a majority of the Board members established by the President and listed in Article VI.

**ARTICLE VII ELECTIONS**

A Nominating Committee of three (3) shall be elected from the floor at the January meeting. The first named is to be the Chair and responsible for calling the meeting. Prior consent to serve will be obtained by the Nominating Committee. A slate will be emailed or posted to all members by February 15th for their review to be voted on at the March meeting.

The slate will be presented at the March meeting by the chair of the nominating committee followed by a call for additional nominations by the President. If any office has more than one nomination, the President will call for a vote.

If the voice vote is inconclusive, a committee of three (3) appointed by the President, will issue ballots, count them, and report back during the meeting.

**ARTICLE VIII COMMITTEES**

The President appoints all Committee Chairmen for the incoming Board with the approval of the Executive Committee.

The President should meet with each Chairman and explain their duties for the new club year.

Board Meeting dates are set for the complete year. All Committee Chairs are expected to attend all Board Meetings. If unable to attend, the President should be notified in advance. Any reports shall be emailed to her.

**ARTICLE IX FINANCE**

The fiscal year of the Central Florida Council of Florida House shall begin July 1st and end at the end of the last day of June. In the event of dissolution of the Central Florida Council of Florida House, the residual assets shall be released to Florida House, Washington, D.C., Inc. in such a manner as the Council may

determine.

**ARTICLE X BY-LAW AMENDMENTS**

Proposed By-Law amendments must be presented to the Board for approval prior to presentation to all members of the Council.

Amendments to the By-Laws must be emailed or posted to all members of the Council ten (10) days prior to the meeting in which the vote is to be taken.

The President shall appoint a committee of three (3) Active members to review the By-Laws and report to the Board every two (2) years.

**ARTICLE XI ROBERT'S RULES OF ORDER**

The rules of parliamentary practice for the Central Florida Council for Florida House shall be *Robert’s Rules of Order Newly Revised, 11th Edition* for all matters of procedure provided that they are consistent with the By-Laws.

Amended: July, 2013

Jerry Buchanan, Chair

Liz Doyle

Pat Schwartz

Dottie Poole

Peggy Evans

Amended: May, 2019

Dottie Poole, Chair

Nadine Colling

Rhonda Mobley

Liz Doyle

Gartrelle Wilson, Recording Secretary

**STANDING RULES**

1. Any voting member must be a member of good standing and have met their current financial obligation to the Council.

2. Plans for the fundraiser should be implemented immediately upon election of new officers.

3. Each past Officer and Chairman shall pass her records to the incoming Officer and Chairman within 30 days of installation.

4. The Council shall provide the President’s expenses for Florida House Board Meetings up to and not to exceed $1,500.

5. The President shall appoint a financial committee, consisting of the Treasurer and two members, to review the books by June 30th—the end of the fiscal year.

6. Active Members - Financial obligations include: Annual Dues - $40; Annual Fundraiser – 2 tickets for $100; Council Meeting Luncheons - $30 each.

7. Sustaining Members - Financial obligations include: Annual Dues - $70; Annual Fundraiser – 1 ticket for $50; Council Meeting Luncheons - $30 each.

8. From the annual dues, $25 is paid to Florida House, Washington, D.C., Inc.

9. To fulfill our purpose, Council meetings of Florida House shall be for conducting Florida House business only.

10. Our fundraiser will be held annually on a Sunday in March.