

**CONSTITUTION**  
**Florida Council of Instructional Technology Leaders**

**Article I**  
**NAME**

The name of this organization shall be the  
Florida Council of Instructional Technology Leaders, Inc.

**Article II**  
**PURPOSE**

It is the purpose of the Florida Council of Instructional Technology Leaders to:

- A. Promote the enhancement of the instructional process through the effective use and integration of technology.
- B. Promote cooperation and communication among the district and state leaders who impact technology use in education.
- C. Positively influence legislation and policies regarding funding, development, and integration of instructional technology use in Florida.
- D. Recognize the vital role of the instructional technology professional and promote professional growth opportunities.

**Article III**  
**MEMBERSHIP**

- A. Membership shall be open to Florida personnel with instructional technology responsibilities in the areas listed below and to other educators, in the areas listed below, who are supportive of the purposes of FCITL.
  - Personnel from a public school district who have district-wide responsibilities
  - DOE personnel
  - Private school personnel
  - Post secondary personnel
  - Persons retired from any of the preceding positions
  - Personnel from an organization with a public school district as a fiscal agent
  - Education consortia personnel
- B. Membership for personnel from a 501(c) 3 organization will be allowed with Board approval.
- C. Former FCITL members who, in their current position, can do business and realize financial gain working with districts are subject to annual review by the Board before being declared eligible for FCITL membership. Retired FCITL members, who retired in or prior to September 1999, and had retained membership through September 1999, can continue to qualify for membership regardless of future employment status.

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- D. If a member changes status, during a membership year, so that they no longer meet the definition of those positions qualifying for membership, they may complete the membership year for which their dues have been paid, but will not qualify for rejoining unless their status changes to a qualifying role.

**Article IV**  
**VOTING**

Each Florida, public school, K-12 district will have one vote. Each district shall designate the FCITL member from their district that shall be the voting member. Districts shall decide how best to exercise their vote. (Ex. - attending members from a district may caucus for consensus, with the voting member casting a vote) In the event a district is unable to name a voting member, the President and/or the Board may disqualify that district from casting its vote at the meeting in question.

**Article V**  
**BOARD**

- A. The Florida Council of Instructional Technology Leaders shall be governed by a Board of twelve voting members, each being the member designated by their district as the voting member. These members shall be as follows: eight elected Board members, the President Elect, the Secretary, the Treasurer, and the Past President. In the event all positions cannot be filled by voting members, then regular members may become members of the board and hold all offices, other than the offices of President and President Elect, which may only be filled by district voting members of FCITL. Regular members serving on the board will be entitled to vote solely at board meetings. The President shall not vote at a Board meeting or general membership meeting except in the case of a tie.

If an individual, serving on the Board as a voting member, changes their status as the voting member from their district, they shall no longer be a member of the Board and the president shall appointment a replacement to complete their term, with the approval of the Board. If such a vacancy occurs while an individual was serving a multi-year term, the position will be filled by ballot at the next, regularly scheduled voting meeting of the general membership for the next, full year portion of the position term remaining.

1. Officers shall be elected by the general membership. The President Elect shall succeed the President in office the year following his/her election. Terms shall be for one year and will run from one Florida Educational Technology Conference to the next. In the event the president becomes ineligible or resigns from office, the immediate, past president will take office for the remainder of the term. If the immediate past president declines to assume this responsibility, the president-elect will assume the office of president and will fulfill the president's term and then their term.

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2. Board members shall be elected by the general membership for two-year terms. Four Board members shall be elected each year. All terms will run from one Florida Educational Technology Conference to the next.
  3. The composition of the board shall be such that it insures a fair distribution of representation across the state of Florida. To the greatest extent practicable, the board composition shall reflect community diversity and represent a broad cross section of the instructional technology community in Florida's school districts; large, medium, and small.
  4. The immediate past President shall serve on the Board for one year.
  5. Executive Committee. The Board of Directors shall designate from its members an Executive Committee consisting of five (5) Directors (president, president-elect, secretary, treasurer, and past president). The Executive Director, if appointed, shall serve as an ex-officio, non-voting member of the Executive Committee. Except as otherwise required by law or this Constitution, the Executive Committee shall have all the authority of the Board in the management of the Florida Council of Instructional Technology Leaders during such time as the Board is not meeting and may authorize contracts and agreements as required.
  6. Meeting of the Board. A meeting of the board can be one of physical or electronic presence of members. The annual meeting of the Board shall be held at the FETC Conference each year and a meeting of the Board shall precede each regular meeting of the general membership. In total, there shall be a minimum of four board meetings a year. Additional board meetings can be called as determined by a fifty-one percent (51%) majority of the voting Board members at a prior board meeting. Special meetings of the Board shall be called by the Board President at the request of any three (3) Directors.
  7. At the discretion of the Board, representative(s) from the Department of Education and other state computing or educational organization(s) with similar interests may be invited to serve as *ex-officio*, non-voting members of the Board.
- B. Election/Induction of Officers/Board Members
1. Elections shall be held at the annual meeting or may be conducted, preceding the annual meeting, by mail or email ballot, as determined by the Board using the timeline in the Bylaws.
  2. Installation of officers/Board members shall take place at the annual meeting.
- C. Removal of Officers/Board Members
1. Officers or Board members may be removed from office by a 2/3 vote of the Board members present at any meeting of the Board.
  2. A quorum of the Board must be present in order for such a vote to take place.

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- D. Vacancies in the Board of Directors shall be filled at any meeting of the Board upon nomination and a vote of fifty-one percent (51%) of the voting members of the Board present at such meeting.
- E. The duties of the President, President Elect, Secretary, Treasurer, Past President, Parliamentarian, Historian, Newsletter Editor shall be as follows.
1. President. The President shall be elected by the general voting membership. It will be the duty of the President to:
    - a. Call and preside over all general meetings of the organization.
    - b. Call and preside over meetings of the Board.
    - c. Carry out the expressed wishes of the organization.
    - d. Represent the membership in person and/or in writing at Legislative hearings, Department of Education committee meetings, and such other activities deemed to be appropriate for the attention of the organization. At the discretion of the President, the President Elect, other officers or Board members may represent the organization at these functions. Such representation shall be done only after ideas and concepts have been shared with and approved by the majority of the members of the Board. This may be done through voice or electronic mail.
    - e. Cast the deciding vote in case of a tie at either Board or general membership meetings.
    - f. Make any necessary appointments.
    - g. Assist the President Elect and Treasurer in the preparation of a budget for the following year.
    - h. Serve as Past President the following year.
  2. President Elect. The President Elect shall be elected by the general voting membership. It will be the duty of the President Elect to:
    - a. Act in the absence of the President and act for the President when requested to do so by the President.
    - b. Serve as a voting member of the Board.
    - c. Serve as ex-officio on any or every committee if requested by the President.
    - d. Become the President the following year.
    - e. Prepare a budget for his/her term in office in cooperation with the current President and Treasurer.
    - f. At the discretion of the President, represent the membership at Legislative hearings, Department of Education committee meetings, and such other activities deemed to be appropriate for the attention of the organization.
    - g. Serve as Chair of the Nominations Committee.
  3. Secretary. The Secretary shall be elected by the general voting membership. The duties of the Secretary are:
    - a. To record the proceedings of all meetings of the organization and the Board and prepare written minutes of such proceedings for dissemination.

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- b. Serve as a voting member of the Board.
  - c. Keep the records in a manner acceptable to the Board.
  - d. Upon receipt of notification by the Board or President, inform all candidates for elective office in writing of the results of these elections.
4. Treasurer. The Treasurer shall be elected by the general voting membership. It will be the duty of the Treasurer to:
- a. Receive and keep account of all funds.
  - b. Serve as a voting member of the Board.
  - c. Prepare Treasurer's Annual Report for distribution at the annual meeting.
  - d. Disburse funds when duly authorized by the President or Board of the organization.
  - e. Prepare a proposed budget in cooperation with the President and President Elect for the next year following his/her term of service.
  - f. Prepare all necessary documents as mandated by law.
  - g. Pass books and all associated financial records on to the next Treasurer.
  - h. Submit to audit when requested by the Board.
5. Past President. It will be the duty of the Past President to:
- a. Serve as a voting member of the Board.
  - b. Assist the new President with the transition of duties and projects as requested.
6. Parliamentarian. (If appointed.) It will be the duty of the Parliamentarian to serve as the parliamentary authority at all meetings.
7. Historian. (If appointed.) It will be the duty of the Historian to:
- a. Keep the history of the organization.
  - b. Keep samples of important articles of information.
8. Newsletter Editor. (If appointed.) It shall be the duty of the Newsletter Editor to:
- a. Publish a newsletter four times per year.
  - b. Disseminate information to the membership as directed by the President.
9. In addition to the foregoing duties, all Officers of the Council shall perform such additional duties which are incident to the office or offices which they hold and shall carry out all other duties which may be required of them by the Board of Directors or the President. All Officers will be responsible for corporate decision-making activities in the absence of the Board of Directors.

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**Article VI**  
**BOARD DUTIES**

It will be the duty of the Board to control and manage the affairs and funds of the organization in accordance with the desires of the members of the organization as expressed in their general meetings. Among these are:

1. Fill all elected and appointed vacancies that may occur between the annual meetings that are held in conjunction with FETC at which officers and Board members are inducted.
2. Authorize expenditures.
3. Report all of its actions to the general membership.
4. Conduct Board communications, including voting on necessary Bylaws and Board actions via voice, mail or email communications or during regular meetings or special meetings called for such a purpose.

**Article VII**  
**MEETINGS**

There will be a minimum of two and up to three regular meetings of the general membership each year. A meeting of the Board shall precede each meeting.

1. The annual meeting shall be held in conjunction with the Florida Educational Technology Conference. Installation of officers shall take place at the end of the annual meeting.
2. One additional meeting will be scheduled on an annual basis, by the Board, and an optional third meeting may be scheduled by the board.
3. In case of need or desirability, the President may, with the advice and consent of the Board, call special meetings of the organization.
4. All members shall be notified, at least thirty (30) days in advance, of the dates of all meetings.
5. A quorum for the general and annual meetings, or conducting business by mail or electronically, shall be those members present, or participating electronically provided proper announcement has been circulated to the membership.

**Article VIII**  
**COMMITTEES**

All committees will be ad hoc in accordance with the needs of the organization. With the approval of the Board, the President shall appoint the committee chairs. The chairs will appoint the committee members with input from the President.

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**Article IX**  
**DUES**

The Membership year shall be from one Florida Educational Technology Conference to the next. Annual dues of the Florida Council of Instructional Technology Leaders shall be established in the Bylaws.

**Article X**  
**DISSOLUTION**

If at any time the organization will cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, will, after the payment of its liabilities, be paid over to an organization selected by the final Board of the Florida Council of Instructional Technology Leaders which has similar purpose and has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 as now enacted or as it may hereafter be amended, and such assets and property will be applied exclusively for such charitable, scientific, and educational programs.

**Article XI**  
**AMENDMENTS**

- A. Amendments to this Constitution may be proposed in either of two ways as follows:
1. By presenting the proposed amendment at a general meeting of the organization with the request that it is voted upon at the next general meeting, by mail or by email, as determined by the Board.
  2. By presenting the proposed amendment in writing at a meeting of the Board. If the Board deems the need sufficiently pressing, it may present the proposed amendment for vote at the next general business meeting of the organization, provided the proposed amendment has been sent to the members no less than thirty (30) days prior to the proposed vote.
- B. The Constitution may be amended by a two-third (2/3rd) majority vote of those present physically, by mail, or electronically in either of the above cases provided there is a quorum. In the event a voting member is unable to attend a meeting at which an announced vote was to take place, voting by mail or email (absentee ballot) will be permitted and that person will be counted as part of the quorum in attendance.

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**Article XII**  
**BYLAWS**

- A. The Board may provide such Bylaws for the conduct of business and the carrying out of its purpose, as it may deem necessary from time to time.
- B. Upon proper notice, the Bylaws may be amended, altered, or rescinded by a 2/3 vote of the voting members of the Board, with such voting taking place either via email, mail or at any regular meetings or special meetings called for that purpose, as determined by the Board. Fourteen (14) days notice, in writing, by mail or email, of proposed changes, shall be given.

**Article XIII**  
**PARLIAMENTARY PROCEDURE**

Robert's Rules of Order will govern all matters of procedure not specified in this Constitution.

**Article XIV**  
**EFFECTIVE DATE**

This Constitution will become effective immediately after being approved by a two-third (2/3rd) majority vote at the spring meeting on May 12, 1994.

Adopted: May 12, 1994.  
Amended February 27, 1997.  
Amended November 4, 1999.  
Amended January 21, 2004.  
Amended January 26, 2005.  
Amended January 21, 2009.