



Bylaws

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Florida Public Service Association, Inc.



ARTICLE I

NAME/EMBLEM

SECTION 1 The name of this career technical student organization shall be the Florida Public Service Association, Incorporated (FPSA, Inc.), also known here as the organization.

SECTION 2 The organization shall have an emblem, which shall be in the following form:



SECTION 3 The emblem shall be uniform in all chapter associations. All members shall be entitled to display the emblem.

SECTION 4 The organization may, by majority vote of the membership body, change its name and/or emblem.

SECTION 5 The organization may, by majority vote of the board of directors, change its Articles of Incorporation.



ARTICLE II OBJECTIVES OF THE ORGANIZATION

- SECTION 1 The organization shall cooperate with national and state government agencies and officials for technical and career education in accomplishing the following objectives:
- A. To be an integral part of the organized instructional programs in public service education that prepares students for a wide range of careers in public service occupations per Department of Education's Law, Public Safety & Security and Government & Public Administration Career Clusters.
 - B. To strengthen the confidence of students in themselves and in their work by developing desirable work habits and the effective usage of their time; by learning to assume responsibility; and by developing competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the public service industry.
 - C. To provide public service-related programs and activities which will develop pride, responsibility, leadership, character, scholarship, citizenship, patriotism, and thrift; and which will improve the economic, environmental, recreational, and human resources of the community.
 - D. To encourage and recognize achievement in supervised public service experience programs, scholarship, leadership, and other individual and group activities by providing awards to deserving members and chapters.
- SECTION 2 Promote inter-organizational relationships with professional groups, business, industries, and other career technical student organizations.
- SECTION 3 Promote involvement in current public issues, environmental concerns, and survival needs of the community, the nation, and the world.
- SECTION 4 Promote greater understanding between youth and adults.



ARTICLE III

MEMBERSHIP

For a chapter to operate effectively, each member must take an active part. The success or failure of chapter activities and programs rests with the membership. Each member is charged with the responsibility of upholding the ideals and principles of the organization as well as participating in all chapter activities.

SECTION 1 The total eligible members of the chartered local public service education chapters shall comprise the members of FPSA, Inc.

SECTION 2 Membership in a local Chapter shall be open to persons regardless of age, race, sex, and color, national origin or religious beliefs. Furthermore, FPSA, Inc. membership shall follow all provisions of the Florida Educational Equity Act and the Federal Rehabilitation Act of 1973.

SECTION 3 Classes of Membership

- A. Active Membership - To be eligible for active membership in a chartered FPSA, Inc. Chapter, a student must be enrolled in a secondary public service education program, or a program completer as recognized by Florida Department of Education-, or enrolled in a law, public safety and security course in grades 6-8 as defined by the Florida Department of Education Curriculum Frameworks.

To become an active member a student must:

1. Be enrolled in at least one public service education course during the school year and/or follow a planned course of study; either course must include a supervised public service experience program, the objective of which is preparation for a public service career or a program completer as recognized by Florida Department of Education.
2. Show an active interest in the affairs of the organization by attending meetings and participating in other organized activities of the Chapter and the FPSA, Inc.
3. Pay all current State and Chapter dues by the date determined by the Chapter.
4. Display conduct consistent with the objectives of the state FPSA, Inc. organization.
5. The Active Member may vote, hold elective State Office, and enter the career development competitive events. Active Member eligibility ends once they're no longer enrolled in a Public Service Course. or in the case of a middle school course, at the end of the school year. State associations may



consider secondary Public Service Education programs to be grades 9–12 6-12.

6. The Florida Public Service Association will have two divisions in the Active Membership Class. One class for high school 9-12 grades, and one for middle school 6-8 grades.
 - B. Alumni Membership – A former Active Member who no longer meets the criteria for active membership may become an Alumni Member. Membership shall be open to former active members, collegiate and honorary members, and present and former professional public service educators, parents of FPSA, INC. Members and others interested in and supportive of FPSA, Inc. Alumni Members shall pay dues as established by the Chapter and Board of Directors. The Alumni Member shall not be able to vote, hold elective State Office or enter the career development competitive events at the State Conference.
 - C. Collegiate Membership - Collegiate membership shall be open to all students who are enrolled in Public Service Education courses or who are pursuing career objectives in the industry of public service at a two- or four-year post-secondary institution.
 - D. Professional Member - A person participating in the professional development of FPSA, Inc. is required to join as a Professional Member. Such membership includes, but is not limited to Public Service Education Advisors, Teacher Educators, Department of Education Public Service staff, and practitioners in the public service fields. Professional Members are required to pay membership dues but shall not be eligible to hold elective State Office or enter competitive events. They may be elected to serve on the Board of Directors and have voting rights.
 - E. Honorary Member - Any individual(s) who has made significant contributions to FPSA, Inc. may be nominated and elected by a majority vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective State Office, serve on the Board of Directors, or enter the competitive events. Honorary Members are not required to pay membership dues. The Board of Directors shall review and renew all memberships annually by the membership deadline.
 - F. Revoking Membership – The Board reserves the right to deny or revoke membership with a 2/3rd's vote of the Board of Directors.



ARTICLE IV

FINANCES

SECTION 1 The fiscal year of FPSA, Inc. shall be July 1 through June 30.

SECTION 2 The FPSA Board of Directors will annually select an “Accounting Service Agent” who may be responsible for all accounting, and tax documentation. The “Service Agent” will have an executed contract/engagement letter in place with the FPSA Inc. before any accounting, or tax work is performed.

The State Director ~~and~~ or the “Service Agent” will be responsible for the proper accounting, collection and disbursement of all FPSA Inc. funds.

SECTION 3 All books and records of FPSA, Inc. may be reviewed by the Board of Directors, the Department of Education, the State Auditor General and other authorized government personnel, authorized school district personnel, any agency having jurisdiction and entitled to by law, and any member or member's agent. Arrangement for such inspection shall be made with the State Director and or the “Service Agent”.

SECTION 4 The Chapter monetary assessment shall be determined by the FPSA, Inc. Board of Directors at their annual Budget meeting. Input from the State Director & and or “Service Agent” may be necessary.

SECTION 5 Each Chapter shall have autonomy in its fiscal affairs except that:

- A. Each Chapter is responsible for the State Association monetary assessment.
- B. Each Chapter shall submit to the FPSA, Inc. State Director funds equal to the Chapter monetary assessment for new and existing members.

SECTION 6 The Board of Directors shall set the rules and policies regarding the administration of funds by the State Director/Service Agent. All FPSA, Inc. funds shall be disbursed by checks or debit cards, consistent with the Financial Policy and Procedures of FPSA, Inc. and will be consistent with the policies of the Florida Department of Education or other funders.

SECTION 7 The “Service Agent” if required by the Board of Directors, shall furnish a bond in such form and with one or more sureties satisfactory to the Board of Directors for the faithful performance of the duties of his/her office. FPSA, Inc. shall bear the cost of any such bonds.

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- SECTION 8 Any disbursements of FPSA, Inc. funds will only be done following the financial procedures of the organization and will be consistent with all State and Federal requirements. (i.e. disbursements in accordance with the grant administered by the State must have two management signatures)
- SECTION 9 The Board of Directors shall approve for two bank accounts to be opened so that Grant deposits and disbursements can be easily segregated from the operating income and expenses of FPSA, Inc.
- SECTION 10 The Board of Directors shall be empowered to provide compensation to employees and others for actual services rendered to FPSA, Inc. These services require prior approval by the Board of Directors.
- SECTION 11 All financial records will be held for a period of at least five (5) years or any time period as required by Federal/State Grant funding.
- SECTION 12 No student member, advisor, or member of the Board of Directors shall be allowed to charge or accept any personal fee or other compensation related to the promotion of FPSA, Inc. without the consent of the Board of Directors.



ARTICLE V

ORGANIZATION

- SECTION 1 The Department of Education will sponsor and support the FPSA, Inc. as an integral part of the high school education programs as defined in Article 2 of these Bylaws and by the State Board of Education Administrative Rule 6A-6.065.
- SECTION 2 The State Supervisor of Law, Public Safety & Security shall be the State FPSA, Inc. Representative.
- SECTION 3 A Board of Directors shall govern the FPSA, Inc.
- SECTION 4 The FPSA bylaws committee shall submit to the Board of Directors the rules of order that will govern the FPSA in conducting business. These rules of order shall be voted on yearly at the annual conference and become effective immediately upon a 2/3 vote of the members present.
- SECTION 5 The duties and responsibilities of the State Director and Accounting Service Agent shall be outlined in a yearly contract.
- SECTION 6 FPSA, Inc. is an organization of affiliate chapters, each operating in accordance with the charter granted by the Board of Directors. Each chapter is responsible for the operational activities within the chapter and to provide advisors to serve on the Board of Directors.
- SECTION 7 Each public service education program within a school must apply for their own charter. When more than one charter exists in a school, the chapters shall be referred to by school and chapter name. One permanent charter will be issued to each chapter by FPSA, Inc., as approved by the Board of Directors under the auspices of the Department of Education. Chapters may write Bylaws, elect officers, and collect funds as may be necessary for chapter operation. Charters to chapters shall be issued in accordance with the following procedures and only when all conditions have been completed. A program may apply for affiliation as a Chapter with FPSA, Inc. using prescribed forms when:
- A. Chapter Bylaws have been adopted.
 - B. No provision of the Chapter Bylaws conflicts with the FPSA, Inc. Bylaws.
 - C. Chapter officers – President, Vice-President, Secretary, Historian, and Parliamentarian/Sergeant-at-Arms, and other officers as needed, have been elected.
 - D. Planned Chapter activities are in harmony with the ideals and purposes of FPSA, Inc.



- E. Application for Charter is made to the FPSA, Inc. State Director by submitting a membership record and is voted on by the Board of Directors.
- F. The Board reserves the right to deny or revoke Charter membership with a 2/3rd's vote of the Board of Directors.

SECTION 8 The State will be divided up into four regions as follows:

Each region should have a regional representative and be the contact point for programs in that area.

A. CENTRAL:

Brevard, Citrus, Hernando, Hillsborough, Indian River, Manatee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, and Sumter.

B. PANHANDLE:

Bay, Calhoun, Dixie, Escambia, Franklin, Gadsden, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Suwannee, Taylor, Wakulla, Walton, and Washington.

C. SOUTH:

Broward, Charlotte, Collier, Dade, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Martin, Monroe, Okeechobee, Palm Beach and Saint Lucie.

D. NORTH:

Alachua, Baker, Bradford, Clay, Columbia, Duval, Flagler, Gilchrist, Lake, Levy, Marion, Nassau, Putnam, Saint Johns, Union and Volusia.



ARTICLE VI

CHAPTER OFFICERS

SECTION 1

Chapter officers serve a vital function in the FPSA, Inc. organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. Refer to the Chapter By-Laws for the Officer Duties/Positions.



ARTICLE VII STATE OFFICERS

SECTION 1 The State Officers shall be President, Vice President, Secretary, Historian, Parliamentarian, Chaplain, and Sergeant-at-Arms. Any active member is eligible to seek election as a State Officer.

SECTION 2 Each Chapter may have only two active members as candidates for a state office. The officer candidate must attend the annual State Leadership Conference.

(Special Exceptions will be reviewed and voted upon by the Board of Directors.)

SECTION 3 Candidates shall be eligible for office if they meet the following criteria:

- A. Active members of their local chapter.
- B. Endorsed by the local chapter, chapter advisor, school principal, and parent.
- C. Submit the following documents to the State Director by a date decided by the State Director before the annual conference. Qualifications for State Officers, Qualification/Endorsement Form, and Statement of Acceptance of Responsibility for State Officer Candidates.
- D. Have an overall cumulative un-weighted 2.5 GPA and a 3.0 GPA in their Department of Education Public Service Education program for the last grading period prior to filing an application.
- E. Are enrolled in a 9-12 grade program or course.

SECTION 4 Campaigns and elections for FPSA, Inc. State Officers shall be held annually at the FPSA, Inc. State Leadership Conference. State Officers shall be elected by ballot of the general student membership in attendance. Chapters will be allocated one vote per chapter as long as the chapter is in good standing with the Florida Public Service Association. In good standing means their dues are current and the chapter is not on probation. In the event that the school has more than one chapter, one vote will be allocated per school. This does not apply to chapters that are different disciplines. In the event that one chapter is criminal justice and the other is fire fighter, then each chapter will receive one vote each. In the event of a tie vote, the candidates will restate their platform and a re-balloting of the membership shall be conducted. All newly elected officers will sign an agreement to attend a leadership conference as approved by the Board of Directors.



SECTION 5 The term of office for State Officers shall begin immediately after election/installation at the annual State Conference and continue until successors are elected and installed at the next state conference. They will begin their duties by presiding over the Awards Ceremony on the last day of the State Conference.

SECTION 6 Duties and Responsibilities of the State Officers:

- A. President - It shall be the duty of the president to preside over the state conference, meetings of the state officers, and regional leadership workshops. The president shall call one state conference each year. The president shall appoint all student committees and may serve as an ex-officio member of these committees. The advisor of the President's post shall be the liaison between the State Officer's Board and the Board of Directors, Chairman, and State Director for the Florida Public Service Association and will sit on the State Officer's Board as an advisor.
- B. President Elect - It shall be the duty of the president elect to represent the membership of the State FPSA, Inc. organization. Should the office of president become vacant, the president elect shall assume the duties of the president. The president elect will preside over special events at the state conference. The president elect will assume the role of president at the next State Leadership Conference.
- C. Secretary - It shall be the duty of the secretary to prepare and post the agenda for each state officer's meeting. At each state officer's meeting he/she will present the Minutes of the prior meeting. The Secretary will also be responsible for all correspondence and keeping a record of attendance.
- D. Historian - It shall be the duty of the historian to research, develop and maintain a scrapbook of memorabilia in which to record the organization's history. The historian shall serve as the FPSA, Inc. photographer at all state officer meetings, regional leadership workshops, and the state conference.
- E. Parliamentarian - It shall be the duty of the parliamentarian to be proficient with parliamentary procedures, rule on all questions of parliamentary conduct at state officer meetings, and at the state conference.
- F. Sergeant-at-Arms- It shall be the duty of the Sergeant-at-Arms to assist the president in maintaining order at all meetings, welcoming guests and visitors to meetings, and assist with the candidates during campaigning, speeches, and the election of officers for the next year.
- G. Chaplain – It shall be the duty of the Chaplain is to open all meetings of the

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Association with an invocation and close every meeting with a benediction. The Chaplain will bring to the board any member requests or needs, i.e., a member of the association is ill. The Chaplain will give counsel when needed and assure that every person in the association feels accepted and cared for as a member. The Chaplain will perform other functions assigned by the president.



- H. The Regional Vice-President- it shall be the regional vice president's duty to correspond with each chapter within their Region and to update and advise them of upcoming activities, meetings and conventions in order to promote participation and attendance. The Regional Vice-President has the power to invite Visitors or delegates to a FPSA meeting or conference in order to inform and or assist in organizing and or applying to the FPSA. Regional Vice-Presidents will be elected by secret ballot by region at the annual conference. Only the counties within the nominee's region shall elect the offices of Regional Vice-Presidents. In the event of a tie, all chapters present will vote on that office. In the event of a second tie, the office will then be appointed by the Board of Directors. The Board of Directors shall appoint any member to take over an office that is vacant before re-election.

SECTION 7 Vacancies

- A. A vacancy in the office of the State President shall be filled by the State President Elect.
- B. A vacancy in a State Office other than the President shall be filled by appointment made by the State President and approved by the Board of Directors. The member appointed shall meet the same criteria as candidates who ran for election to a State Office at the State Conference. The application must be filed within the specified time frame and sent to the State Director who will review the applications and then contact the state president to discuss the applications. The State President will make a selection and submit it to the Board of Directors for approval.



ARTICLE VIII

BOARD OF DIRECTORS

SECTION 1

The Board of Directors is the ruling body for all matters pertaining to the FPSA, Inc.

The voting members of the Board of Directors shall be made up of the State Chairman, State Co-Chairman, and five elected Board members. The non-voting members shall include the Department of Education State Supervisor for Law, Public Safety & Security, State Student President, and the advisor for the State Student President.

SECTION 2

The following positions shall be elected at the annual State Leadership Conference by a majority of the chartered chapter advisors of FPSA, Inc present: The Chairman will be elected to a two-year term every even year. The Co-Chairman will be elected to a two-year term every odd year. The remaining five board members will be elected as follows: two board members elected every odd year and three board members elected every even year. If a vacancy occurs in the middle of the term, the board of directors will appoint a qualified member to fill the vacancy until an election at the next State Leadership Conference.

The Board of Directors will appoint a member to act as secretary at the State Leadership Conference.

The Board of Directors will appoint a member to act as treasurer.

In the event of a vacancy on the board of directors, the board will appoint a replacement until a vote can be taken at the next leadership conference.

- A. Chairman
- B. Co-Chairman
- D. Board of Directors

SECTION 3

A majority of the Directors present at any Board of Directors meeting shall constitute a quorum for policy making decisions, bylaw revisions and voting purposes.



SECTION 4 The Duties of the members of the Board of Directors are as follows:

A. Chairman

1. Preside over all meetings of the Board of Directors.
2. Sign all contracts and other organization documents, including the federal Carl Perkins grant application. The signature of the Chairman on such documents acknowledges his/her understanding and approval of the accuracy and completeness of such contents.
3. Monitor the State Director and the state Accounting and Grant Compliance Service Agent to ensure fulfillment of the responsibilities contained in the Contract for Services.
4. Coordinate with the State Director in the scheduling of meetings of the Board of Directors.
5. Preapprove all travel request by the State Director or any other officer or employee of the Florida Public Service Association.
6. Prepare with the assistance of the Accounting Service Agent and the State Director a yearly budget to be presented and approved at the State Leadership Conference.

B. Co-Chairman

1. Fulfill the role of the Chairman in the event that position becomes vacant or the Chairman cannot fulfill his/her duties.
2. Will coordinate the event registration for the State Leadership Conference.

C. Secretary

1. Prepare and post the agenda for each Board of Director's Meeting.
2. Prepare and present the Minutes of each Board of Director's Meeting.
3. Maintain a resource file to include Minutes of all meetings, the organization Bylaws, and all organization correspondence.
4. Be responsible for all organization correspondence.
5. Maintain member attendance and activity records.

D. Treasurer

1. Review all financial documents to include:
 - a. Monthly bank statements
 - b. Reconciliation reports
 - c. Position of financial statement
 - d. Bank register, including deposits and withdrawals
2. The treasurer should have a financial background.



SECTION 5 The Board of Directors shall

- A. Perform duties as specified in these Bylaws, set and adopt policies as may be necessary to assist in meeting the goals of the FPSA, Inc.
- B. Approve all Amendments to the Bylaws of the FPSA, Inc. These Bylaws may be amended by a majority vote of the Board of Directors present, provided that the Board has submitted the proposed amendments in writing to each chartered Chapter at least fourteen (14) days prior for consideration.
- C. Direct the Chairman of the Board and/or student State President to create such committees, standing or special, as may be deemed appropriate to meet the goals of the FPSA, Inc.
- D. Ratify chairmen and committee members appointed by the Chairman of the Board.
- E. Take any other actions as may be necessary to implement the purposes of the FPSA, Inc.
- F. Entertain charges against, and remove from office, any Board Member when sufficient cause exists for such action. Adopt rules as necessary in the best interests of the organization for this type of hearing. A Board Member may be represented by legal counsel at his/her own expense upon notice of a removal hearing.
- G. Approve a yearly budget for the Florida Public Service Association

SECTION 6 Board of Directors' Meetings

- A. The Board of Directors shall meet at least three times during each academic year. The State Director, in consultation with the Chairman of the Board, will coordinate board meetings.
- B. Special meetings of the Board of Directors may be called when requested by the Chairman of the Board, the State Director, or three members of the Board, with a *minimum* of ten (10) days' notice with the date and purpose of the meeting provided to all Board of Director Members when possible.
- C. The State Director and Chairman of the Board will decide when and where to hold special meetings to include teleconference, or any web service video conference meetings.
- D. The Chairman of the Board shall preside at all meetings of the Board of Directors. If the Chairman is not present at a meeting, the Co-Chairman shall



preside. If neither is present, the State Director shall preside.

- E. The State Director and Board of Directors may conduct business by U.S./school mail, fax, E-mail, or telephone, or any web service video conference program.
- F. Attend every board meeting, unless approved by the chairman and excused by the Board.



ARTICLE IX STATE DIRECTOR

SECTION 1 The State Director shall

- A. Perform duties as specified in these Bylaws, set and adopt policies as may be necessary to assist in meeting the goals of the FPSA, Inc.
- B. Is entrusted to make all day to day operating decisions of FPSA, Inc.
- C. Will recommend changes to Bylaws as needed and presenting to the Board for the final voting approval.
- D. The compensation for State Director will be determined by the Board of Directors and be consistent with the budget and funding sources.
- E. Employment shall begin July 1 following the State Leadership Conference and will continue for one (1) year.
- F. Coordinate, with the Chairman, a minimum of three Board of Director's meetings per fiscal year.
- G. Coordinate meetings of the State Officers in conjunction with the meetings of the Board of Directors.
- H. Forward deliverables on a quarterly basis to the Department of Education in compliance with the Carl Perkins grant and coordinate such with the Accounting and Grant Compliance Service Agent.
- I. Serve as a liaison between the DOE State Representative and the Board of Directors.
- J. Direct the state student officers to publish a quarterly newsletter to all Chapters.
- K. Fulfill any other obligations as outlined in the contract with the Board of Directors.
- L. Prepare with the assistance of the Accounting Service Agent and the Chairman a yearly budget.
- M. The State Director will be responsible for receiving and disposition of all grievances with the approval of the Board of Directors. The person making the grievance shall submit the grievance in writing no more than 10 days (including weekends and holidays) to the State Director in writing either by email or by U.S. Postal service. The State Director will have 30 days to investigate and



dispose of the grievance with the approval of the Board of Directors. An extension may be granted by the Board of Directors. The person making the grievance will be notified in writing by U.S. Postal service, certified mail, of the disposition.

- N. Perform other duties as directed by the board of directors through the chairman.



ARTICLE X

ACCOUNTING SERVICE AGENT

SECTION 1.

Accounting Service Agent shall

- 1 The Accounting Service Agent, hereafter referred to as the Accounting Agent, may assist the State Director to provide all accounting services for FPSA, Inc. These services are outlined in detail in an annual Financial Bookkeeping and Payroll Agreement.
- 2 The Accounting Agent may coordinate with the State Director to provide all grant compliance paperwork, i.e. deliverables relating to the budget for the quarterly submission to the Department of Education State Advisor of Grant Compliance for the Carl Perkins Grant awarded to FPSA, Inc. The State Director will provide a copy of the submission to the Board of Directors for approval before submission to the Department of Education as required by the Carl Perkins Grant administered through the Department of Education.
3. The Accounting Agent will ensure that the Financial Policy & Procedures of the FPSA, Inc. are followed and report any issues with the ongoing implementation of these procedures to the Board of Directors and the State Director.
4. The Accounting Agent may assist the State Director and Chairman in preparing a yearly budget to be presented and approved by the Board of Directors at the State Leadership Conference.



ARTICLE XI MEETINGS AND CONFERENCES

SECTION 1 There will be an Annual State Leadership Development Conference with the location and date established by the Board of Directors. Those eligible to attend the State Conference shall be all members of the Association, participants, and invited guests.

- A. The Board of Directors, through the State Director, shall provide planning and implementation of the annual State Conference.
- B. The number of voting delegates per Chapter will be one vote per chapter as long as the chapter is in good standing with the Florida Public Service Association. In good standing means their dues are current and the chapter is not on probation. In the event that the school has more than one chapter, one vote will be allocated per school. This does not apply to chapters that are different disciplines. In the event that one chapter is criminal justice and the other is fire fighter, then each chapter will receive one vote each.
- C. A majority of the Voting Delegates registered at the State Conference shall constitute a quorum.
- D. A copy of the Minutes of all meetings and conferences shall be submitted to the State Director within three weeks following such meetings.
- E. Chapter attire for Members and Advisors at the State Conference Opening General Session and Awards Ceremony will consist of school approved program attire. Chapters may also add any individual Chapter identification they desire if voted on by the majority of the Chapter members and approved by the Chapter Advisor.
- F. The purpose of the dress code policy is to uphold the professional image of the FPSA, Inc. and to prepare students for the business world. Acceptable attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, meetings, workshops, and other activities unless otherwise stated in the conference program.

The FPSA, Inc. is a professional organization and professional appearance is important. Your appearance is the first thing people see. Professional dress gives a favorable impression of you and the FPSA, Inc.

While in the public areas at a FPSA, Inc. event, including the State Leadership Conference, Training, or FPSA sponsored events, students, advisors, members, and guests will strictly adhere to the dress code.



ARTICLE XII COMMUNICATION

SECTION 1 Each Chapter shall submit the following information each year to the FPSA, Inc., State Director

- A. A list of members in each category with the charter application. Any member added after the charter application date will be submitted to the state director in a timely manner.