

The Constitution and By-Laws
of the
The Florida Community College Activities Association
A Non-Profit Corporation

ARTICLE 1 □ NAME AND LOCATION

Section 1: This Association shall be known as the **FLORIDA COMMUNITY COLLEGE ACTIVITIES ASSOCIATION**, a non-profit corporation, and shall be a voluntary Association. The official abbreviation shall be **FCCAA**.

Section 2: The FCCAA central office shall be located in Tallahassee, Florida.

ARTICLE 2 □ PURPOSE

Section 1: The purpose of FCCAA is to promote, coordinate, and regulate intercollegiate student activities of member colleges. Intercollegiate activities include college athletics and other student activities that take place among member colleges. FCCAA rules and regulations should be guided by the assumption that student activities are an integral and meaningful part of the educational development of college students.

FCCAA shall work closely with member colleges, the Florida Board of Education, and the office of the Chancellor of Community Colleges.

ARTICLE 3 □ MEMBERSHIP

Section 1: Membership shall be by institutional affiliation.

Section 2: Any community/junior college in the State of Florida which is accredited by the Commission on Colleges of The Southern Association of Colleges and Schools shall be eligible for membership in the FCCAA.

Section 3: Any member college with more than one campus which desires to regard each campus as a discrete unit for the purpose of separate campus involvement in the activities of FCCAA may do so at the discretion of that member college.

Section 4: The college presidents whose colleges desire to join and maintain membership in FCCAA for the current year shall pay their dues in the month of July. By paying dues, each President commits himself/herself and the college to know the by-laws, rules and regulations of FCCAA and to abide by them.

Section 5: Participation by college personnel in FCCAA affairs shall be limited to authorized personnel of member colleges.

Section 6: Participation by students in FCCAA activities and affairs shall be limited to **bona fide** students of member colleges. All student participants shall be required to meet all specific eligibility requirements of the FCCAA division in which they participate. Under no circumstances shall a student be ineligible to participate in any activity on the basis of age, race, sex, nationality, religion or handicap.

Section 7: FCCAA shall be governed by duly adopted regulations. The term "**regulations**" shall denote any of the following: FCCAA Constitution and By-laws, Executive Committee Policies, Division Policies, and State Committee Policies.

Section 8: All regulations of FCCAA shall be adhered to by all organizational components such as divisions, by all member colleges participating in any sanctioned activity, by all individuals acting in the capacity of their FCCAA related responsibilities, and by all students from member colleges engaged in FCCAA activities. FCCAA and all its divisions shall abide by all state laws and statutes.

ARTICLE 4 □ ORGANIZATIONAL STRUCTURE

Section 1: FCCAA shall consist of the following organizational components in a hierarchical arrangement:

- A. **Presidents Assembly**
- B. **Executive Committee**
- C. **Divisions**
- D. **State Committees**

Section 2: The **Presidents Assembly** shall consist of the presidents of member colleges or their designated representative. The Presidents Assembly shall oversee the total affairs of FCCAA and shall retain the right of review and final approval on all FCCAA matters. The Assembly shall:

- A. Approve amendments to the Constitution and by-laws;
- B. Approve the annual dues;
- C. Approve the annual budget;
- D. Approve the election of the officers of FCCAA and the Athletic Commissioners;
- E. Approve the at-large members of the Executive Committee;
- F. Approve recommendations from the Executive Committee;
- G. Hear any appeals from Divisions or member colleges that have been acted on by the Council of Student Affairs;
- H. Perform any act or duty for the welfare of FCCAA.

Section 3: The Executive Committee is delegated by the Presidents Assembly the responsibility and authority to administer the affairs of FCCAA according to established policy. The Executive Committee shall be authorized to enact any policy not previously specified nor prohibited by the FCCAA Constitution and by-laws. The Executive Committee shall:

- A. Select the FCCAA Administrative Coordinator, establish the compensation and enter into an employment contract;
- B. Recommend an annual budget to the Presidents Assembly;
- C. Recommend annual dues to the Presidents Assembly;
- D. Exercise fiscal control over FCCAA financial operations;
- E. Make necessary rules and regulations for all tournaments, meets, conferences, conventions and other sponsored activities;
- F. Act on proposed amendments to the Constitution and by-laws;
- G. Enact Executive Committee policies which shall be binding on the membership;
- H. Exercise coordination and control over the divisions and conferences;
- I. Approve the appointment/election of the division representatives, conference secretaries;
- J. Appoint all appropriate committees;
- K. Hear appeals from the decision of any subordinate organizational component or officer;
- L. Call upon the Administrative Coordinator for an accounting, or an explanation of any act or ruling on his/her part, or to perform any specific act or duty for the welfare of FCCAA;

- M. Provide leadership and direction for FCCAA;
- N. Develop appropriate mechanisms for achieving the objectives of FCCAA;
- O. Assume other responsibilities as may be specifically delegated by the Presidents Assembly.

Section 4: The Executive Committee shall consist of the following members:

- A. FCCAA President
- B. FCCAA President-elect
- C. Athletic Conference Chairpersons (Athletics Director)
 - 1. Panhandle Conference
 - 2. Mid-Florida Conference
 - 3. Suncoast Conference
 - 4. Southern Conference
- D. Division representatives (advisors)
 - 1. Brain Bowl
 - 2. Forensics
 - 3. Music
 - 4. Theater
 - 5. Student Publications
 - 6. Student Government
- E. Council representatives
 - 1. Council of Athletic Affairs
 - 2. Council of Business Affairs
 - 3. Council of Instructional Affairs
 - 4. Council of Student Affairs
 - 5. Council of Presidents
- F. Members-At-Large

A maximum of seven (7) to include two students reflecting the FCCAA commitment to equity and diversity.
- G. FJCCSGA President (Florida Jr/Community Colleges Student Government Association)
- H. Athletic Commissioners [NJCAA Region Directors]
 - 1. Men's Athletics*
 - 2. Women's Athletics*
- I. Chancellor of Community Colleges Representative*
- J. Administrative Coordinator [FCCAA]*
- K. Legal Counsel*

* Denotes Non-voting members.

Section 5: Under the general supervision of the Executive Committee and subject to its approval, the divisions shall fulfill the following duties:

- A. Establish policies for division membership;
- B. Coordinate the affairs of the division;
- C. Submit approved division policies and procedures to the Executive Committee at least annually;
- D. Recommend FCCAA policy changes to the Executive Committee;
- E. Submit necessary accounting, reports and division meeting minutes to the Administrative Coordinator;
- F. Strive to achieve the purpose of FCCAA in sponsored activities;
- G. Assume other responsibilities as may be specifically delegated by the Executive Committee.

Section 6: There shall be eight [8] Divisions as follows:

- 1. Athletic Division
- 2. Brain Bowl Division
- 3. Forensics Division
- 4. Music Division
- 5. Theater Division
- 6. Publications Division
- 7. Student Government Division
- 8. Visual Arts Division

Section 7: State Committees are units of the divisions organized to attain specific objectives. State committees within each division may be created, altered, or dissolved at the discretion of the division.

Section 8: The Council of Student Affairs is responsible to hear appeals from any division or member college on Executive Committee decisions. The council may up-hold the action of FCCAA or adjust the ruling or make the penalty less serve.

The Council of Student Affairs shall receive a copy of minutes of the Executive Committee and all proposed amendments to the Constitution and by-laws as a matter of information.

ARTICLE 5 □ STEERING COMMITTEE

Section 1: The Steering Committee shall consist of the FCCAA President, President-elect, Administrative Coordinator, the appropriate division representative or athletic commissioner and the Representative of the office of the Chancellor of Community Colleges.

Section 2: The Steering Committee has been delegated by the Executive Committee the responsibility and authority to administer the affairs of FCCAA, which cannot be delayed until the next Executive Committee Meeting.

The Administrative Coordinator and the Representative of the office of the Chancellor of Community Colleges shall be non-voting members of the committee. The Steering Committee shall report all its decisions to the Executive Committee.

ARTICLE 6 □ FCCAA OFFICERS

Section 1: The FCCAA shall have two [2] officers: President and President-elect. The FCCAA Officers shall be elected from the current Executive Committee members.

ARTICLE 7 □ FCCAA OFFICERS: DUTIES

Section 1: The FCCAA President shall:

- A. Call and preside over Executive Committee, Presidents Assembly and Steering Committee meetings;
- B. Serve as a member of the Steering Committee;
- C. Promote the interests of the FCCAA.

Section 2: The FCCAA President-elect shall:

- A. Assume the responsibilities of the President in the President's absence;
- B. Serve on the Steering Committee;
- C. Perform other duties as assigned by the President.

The FCCAA officers shall serve without compensation but shall have their expenses paid by the FCCAA.

ARTICLE 8 □ TERMS IN OFFICE

Section 1: The FCCAA President's term of office shall be for a period of two [2] years.

Section 2: The FCCAA President-elect's term of office shall be for a period of two [2] years.

ARTICLE 9 □ PERSONNEL

Section 1: The FCCAA shall select and/or employ sufficient staff personnel to implement its objectives and to oversee the daily operation of the state office.

Section 2: This FCCAA is an equal access/equal opportunity employer and does not discriminate on the basis of age, race, sex, nationality, religion, or handicap.

ARTICLE 10 □ STAFF AND DUTIES

Section 1: Comprehensive FCCAA administrative responsibilities shall be vested in the SBCC staff liaison and Administrative Coordinator.

Section 2: The Representative of the office of the Chancellor of Community Colleges shall be appointed by the Chancellor of Community Colleges.

Section 3: The duties and responsibilities of the Representative of the office of the Chancellor of Community Colleges shall be to:

- A. Function as the principal liaison between the office of the Chancellor of Community Colleges and FCCAA;
- B. Serve on the Executive Committee and Steering Committee as a non-voting member; and,

- C. Perform duties stipulated in Executive Committee Policies or specifically assigned by the Executive Committee or the office of the Chancellor of Community Colleges.

Section 4: The Administrative Coordinator shall be employed by FCCAA and shall be responsible to the Executive Committee.

Section 5: The duties and responsibilities of Administrative Coordinator shall be to:

- A. Coordinate, manage and direct the affairs of FCCAA;
- B. Prepare and submit to the Executive Committee at its Spring meeting a proposed budget for the following year;
- C. Administer financial affairs by receiving all funds of FCCAA and disbursing funds within the fixed budget and keeping accurate records;
- D. Keep a record and minutes of all meetings and correspondence of FCCAA;
- E. Prepare and issue to members all necessary reports, forms and supplies;
- F. Prepare and issue a membership list, activity calendar and directory;
- G. Call on the division representatives to perform such duties as may be necessary and expedient;
- H. Provide FCCAA consulting services;
- I. Call upon the officers for advice and assistance;
- J. Coordinate FCCAA functions at-large;
- K. Maintain daily office functions;
- L. Perform major projects, tasks, and functions assigned by the President or Executive Committee.

A specific job description under each responsibility, will be maintained in the FCCAA Office.

Section 6: The Director[s] of the Statistical Reporting Service shall be selected by and serve at the pleasure of the Executive Committee. The Executive Committee may approve an honoraria for the director(s) services.

Section 7: Positions (2) for athletic commissioner for men and women are authorized to assist the FCCAA Executive Committee with athletic matters. The Executive Committee may approve an Honoraria for the commissioner(s).

ARTICLE 11 □ ELECTIONS

Section 1: The FCCAA President shall appoint a nominating committee, made up of members of the Executive Committee, to submit the name(s) of a candidate(s) for the office of President-elect, Members-at-Large, and Athletic Commissioner for Men and Women. The Executive Committee shall select one (1) candidate for President-elect and each Member-at-Large and submit them to the Presidents Assembly for approval. The FCCAA President shall instruct the Administrative Coordinator to conduct the election of the Athletic Commissioner for Men and Women. Those nominated and who qualify shall be submitted on an official ballot to the member College Athletic Directors for their vote.

Section 2: The divisions shall select/elect their representatives based on the division's approved policy.

Section 3: In the case of a vacancy occurring in the Office of President, the President-elect shall assume the duties of the President.

Section 4: In the case of a vacancy occurring in the Office of President-elect, the Steering Committee shall appoint an interim until the next Executive Committee Meeting.

ARTICLE 12 □ MEETINGS

Section 1: The Presidents Assembly shall meet in conjunction with the Council of Presidents.

Section 2: The Presidents Assembly shall conduct its Annual Meeting in the month of June.

Section 3: The Executive Committee shall meet at least two (2) times a year, once in the Fall and once in the Spring.

Section 4: The Divisions shall meet at least one (1) time a year.

Section 5: State Committees and other committees shall meet at the discretion of the chairperson.

Section 6: The minutes of all meetings shall be sent to the Administrative Coordinator and placed on file. All meetings of FCCAA shall be conducted in compliance with the "Florida Sunshine Law."

ARTICLE 13 □ VOTING

Section 1: Each member college shall have one [1] vote in the Presidents Assembly to be cast by the president of the college or his/her designee.

Any multi-campus college member paying additional dues for separate participating campuses above the first shall be allotted one (1) additional vote for each campus.

Section 2: The authorized voting members of the Executive Committee shall have one [1] vote to be cast by that member or designee.

Section 3: Each division shall have the authority to establish voting policies not otherwise stipulated by FCCAA policy.

Section 4: All voting transactions of FCCAA shall be conducted during meetings or by polling the membership by mail or other means.

Section 5: Unless otherwise stated any measure adopted by FCCAA shall go into effect at the beginning of the next fiscal year.

Section 6: A quorum shall be required for official action at a meeting of any organizational component of FCCAA. A majority of an organizational component's membership shall constitute a quorum.

Section 7: Unless otherwise stated in approved FCCAA policy, procedures, or regulations, a majority vote of those members present at any meeting of FCCAA shall be sufficient to pass any measure.

ARTICLE 14 □ FINANCES AND BUDGET

Section 1: Annual dues shall be determined annually by the Presidents Assembly.

Section 2: The formula used by the Florida Association of Community Colleges [FACC] with a \$22,000 cap shall be used by FCCAA to calculate annual dues.

A. Annual dues are payable in July each year.

Section 3: FCCAA Accounts shall be audited annually by a Certified Public Account and the results submitted in the annual report to the membership.

Section 4: The FCCAA fiscal year shall begin July 1 and end June 30.

Section 5: Honoraria may be granted annually by vote of the Executive Committee.

Section 6: The Presidents Assembly shall adopt the FCCAA budget at its annual meeting based on the recommendation of the Executive Committee.

Section 7: All contracts shall be signed by the President, Administrative Coordinator, and the representative designated to negotiate the contract. All contracts shall be submitted to the Executive Committee for approval.

Section 8: An Investigation Fund shall be established. The fund shall not exceed \$5000. Each member college shall be assessed an amount not to exceed five (5) percent of its membership dues when the fund falls below \$3000. A Member College that is found guilty in any investigation shall reimburse the fund for the expenses of the investigation.

ARTICLE 15 □ AWARDS

Section 1: The Executive Committee shall adopt a standard trophy and award policy that shall be adhered to by all FCCAA Divisions.

ARTICLE 16 □ RELATIONSHIP WITH NJCAA

Section 1: Member colleges that participate in athletics shall be members of the NJCAA.

Section 2: FCCAA shall be governed by the rules and regulations of the NJCAA except as modified by FCCAA.

ARTICLE 17 □ ELIGIBILITY

Section 1: The eligibility rules established by FCCAA are designed to promote academic achievement and to encourage students to advance with their graduating class and to ensure fairness in competition both in athletics and academics.

ARTICLE 18 □ JUDICIAL PROCESS

Section 1: FCCAA shall develop policies, procedures and guidelines establishing a judicial process for FCCAA matters.

Section 2: All representatives of FCCAA members shall cooperate fully with FCCAA to further the objectives of FCCAA during Judicial Process.

ARTICLE 19 □ AMENDMENTS

Section 1: This Constitution and by-laws may be amended by a majority vote of the Presidents Assembly membership. Sixty [60] days written notice must be given prior to the vote.

Section 2: Policies of the Executive Committee, the divisions, and state committees may be changed by a majority vote of the members in attendance at a meeting, unless otherwise specified by regulations.

ARTICLE 20 □ LIMITATION OF POWER

Section 1: Notwithstanding any other provision of these articles, this corporation will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States internal revenue law.

ARTICLE 21 □ DISSOLUTION

Section 1: In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or local government for exclusive public purpose.

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