



Florida Retired Educators Association  
Articles of Incorporation  
FREA Bylaws  
FREA Standing Rules  
2023

ARTICLES OF INCORPORATION  
For the  
FLORIDA RETIRED EDUCATORS ASSOCIATION, INC.  
(A Corporation Not for Profit)

ARTICLE I

NAME.

Section 1.01 Name.

The name of this corporation is FLORIDA RETIRED EDUCATORS ASSOCIATION, INC.

ARTICLE II

PLACE OF BUSINESS, REGISTERED OFFICE, AND REGISTERED AGENT.

Section 2.01 Address of Corporation and Registered Office.

The location of the principal place of business and the address of the registered office of the corporation is 8950 9<sup>th</sup> Street North, Suite 105, Pinellas County, St. Petersburg, Florida 33702-3047.

Section 2.02 Registered Agent and Address.

The name of the registered agent is Gayle Hodges, whose official address is 8950 9<sup>th</sup> Street North, Suite 105, Pinellas County, St. Petersburg, Florida 33702-3047.

ARTICLE III

TERM OF EXISTENCE.

Section 3.01 Term of Existence.

The duration of the existence of the corporation shall be perpetual.

ARTICLE IV

PURPOSES.

Section 4.01 Purposes of the Corporation.

This corporation is organized under the laws of the State of Florida for the purposes set forth below in order to promote the general welfare of retirees and the community and hereby declares these purposes to be:

- a. To serve educational and scientific objectives.
- b. To promote the psychological and economic well-being of retired educators in Florida.
- c. To encourage retired educators to maintain their identity with the education profession and to retain their professional concern for the education of the young and continuing education for mature adults.
- d. To promote group involvement in community affairs.
- e. To foster good fellowship among retirees.
- f. To assist in preparing educators and retirees for retirement by promoting and assisting in pre-retirement seminars and Symposiums.
- g. To train local leadership so that the leaders can be effective in achieving these goals.
- h. To accept bequests, contributions, grants, other income, and items of value; to invest, reinvest, and disburse revenue in furtherance of these purposes; and to set up foundations or other systems to accomplish the purposes of this corporation.

ARTICLE V

QUALIFICATION OF MEMBERS AND THE MANNER OF ADMISSION.

Section 5.01 Qualification of Members.

Any retired educator with five (5) or more years of service may become an Active member, and any other person interested in the work of the Association may become an Associate member without the right to vote, to hold office, or to serve as a delegate to the Delegate Convention.

Section 5.02 Manner of Admission.

Any person applying to a local affiliated unit or to the Association who meets the above requirements may become a member upon payment of dues.

Section 5.03 Further Instructions.

Further instructions shall be in the Bylaws.

OFFICERS AND TIMES OF ELECTION.

Section 6.01 Officers.

ARTICLE VI

The officers to manage the affairs of the corporation are President, President-Elect, Secretary, Treasurer, FREA State Director, and FREA District Directors, the number of Directors to be determined by the Bylaws.

Section 6.02 Times of Election.

These officers shall be elected and/or appointed in accordance with the provisions of the Bylaws.

ARTICLE VII

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE.

Section 7.01 Board of Directors.

The members of the Board of Directors shall be those designated by the Bylaws.

Section 7.02 Executive Committee.

The members of the Executive Committee shall be those designated by the Bylaws.

ARTICLE VIII

AMENDMENT OF BYLAWS.

Section 8.01 Amendment of Bylaws.

The Bylaws of this corporation may be amended, altered, or rescinded in the manner set forth in the Bylaws.

Revised and adopted by the Delegate Convention on September 9, 1987.

Filed on August 11, 1988

**BYLAWS OF THE  
FLORIDA RETIRED EDUCATORS ASSOCIATION**  
(A Nonprofit Corporation)

ARTICLE I

OFFICE.

Section 1.01 Principal Office.

The location of the principal place of business in this state is 8950 Ninth Street North, Suite 105, Pinellas County, St. Petersburg, Florida 33702-3047.

Section 1.02 Registered Office and Agent.

The corporation shall have and continuously maintain in the State of Florida a registered office and a registered agent whose office is identical with such registered office.

ARTICLE II

GOVERNANCE.

Section 2.01 Governance.

The Florida Retired Educators Association shall be governed by its Articles of Incorporation and by its officially adopted Bylaws.

Section 2.02 FREA Mission Statement

FREA Mission

- To safeguard the strength of the Florida Retirement System
- To support public education in Florida
- To provide fellowship opportunities
- To encourage community involvement
- To be a source of information and materials

ARTICLE III

AFFILIATION.

Section 3.01 Affiliation.

The Florida Retired Educators Association shall be affiliated with the National Retired Teachers Association (NRTA), AARP's EducatorCommunity.

ARTICLE IV

MEMBERSHIP CLASSIFICATION.

Section 4.01 Active Member.

Any person who has retired from the education field under the Florida Retirement System or the Teacher Retirement System with five (5) years or more of service or any person who has retired from the educational system of any other state or from any privately funded or parochial school with five (5) or more years of service shall be eligible to apply for Active membership.

Section 4.02 Life Member.

Any member who is a life member as of July 1, 2007, shall retain that membership for life.

Section 4.03 Associate Member.

Any person interested in the work of the Association may apply to become an Associate Member. An applicant approved by a local unit or by the State Membership Committee may become an associate member, without the right to vote, to hold office, or to serve as a delegate to the Delegate Convention.

ARTICLE V

FINANCE.

Section 5.01 Income.

Income for FREA shall be derived from annual dues, investments, gifts, grants, and other sources approved by the Board of Directors. Membership dues and other sources of income shall be an amount necessary to finance the budget.

Section 5.02 Classes of Dues.

Dues for Active and Associate membership shall be paid annually. There are no dues for Life members. Members at Large dues

are paid on their anniversary date each year.

Section 5.03 Setting of Dues.

Annual dues shall be set by the Delegate Convention as it considers the annual budget as recommended by the Board of Directors. Prior notice shall be given to the membership regarding changes in dues.

Annual dues are payable July 1 and will be credited for the current year through June 30. Dues for the next fiscal year may be paid as of March 1.

Section 5.05 Budget.

The Association shall operate under an annual budget prepared by the Budget Committee, approved, and recommended by the Board of Directors to the Delegate Convention for consideration and approval. Expenditures in excess of a budgeted item may be approved by the Executive Committee and the overage charged to the contingency fund. Expenditures not appearing in the budget when approved at the Delegate Convention, but necessary for special programs or ad hoc committees, may be approved and funded by the Executive Committee through transfer of funds from the reserve account.

Section 5.06 Fiscal Year.

The fiscal year shall be from July 1 through June 30 of the following year.

Section 5.07 Payment of Bills.

Checks shall be signed by the Bookkeeper or Membership Accounting Specialist. The Treasurer shall also be authorized to sign checks.

Section 5.08 Financial Reports.

The Treasurer shall submit a current financial report at the time of the Delegate Convention and at each regular Board of Directors meeting in addition to an annual report at the end of the fiscal year. The President may request a special report as needed.

Section 5.09 Bonding.

All persons authorized to sign checks against the accounts of the Association shall be bonded.

Section 5.10 Auditing of Accounts.

At the close of each fiscal year, a complete audit shall be made of all Association accounts by an auditing committee or by a firm recommended by the President and approved by the Executive Committee.

## ARTICLE VI

### OFFICERS.

Section 6.01 Officers.

The officers of the Association shall be President, President-Elect, Secretary, Treasurer, State Director, and the District Directors. The Secretary, Treasurer, and the State Director shall be appointed by the President, subject to the approval of the Board of Directors. Appointed officers shall serve for one term (2 years) coinciding with the President's term of office.

Section 6.02 Duties.

These officers shall perform the duties prescribed by these Bylaws, Standing Rules, and by the parliamentary authority adopted by the Association.

## ARTICLE VII

### BOARD OF DIRECTORS.

Section 7.01 Members.

The Board of Directors shall be composed of the officers of FREA as set forth in Article VI, Section 6.01, of the Bylaws and the Chair of the FREF Board of Trustees. The President may invite State Committee Chairs to attend Board meetings. Chairs of the Standing Committees are the only committee Chairs eligible to vote. Other invited Chair shall not have voting privileges in board meetings.

Section 7.02 Duties.

The Board of Directors shall be responsible for the formulating of policies and for recommending them to the Delegate Convention for consideration and action.

Section 7.03 Meetings.

The Board of Directors shall meet at least once annually on call of the President. A meeting may also be called upon the application of twenty (20) percent of the Board members.

Section 7.04 Electronic Participation

Any action required or permitted to be taken at a meeting of the Board of Directors may be taken by means of electronic communication. Participation in a meeting by these means shall constitute presence in person at a meeting. Any action taken by the Board of Directors during the meeting under this section shall be duly recorded among the minutes of the proceedings of such meeting. The minutes of such meeting shall be distributed to the officers of the Association within 10 days of such meeting.

**Section 7.05 FREA Council of Past Presidents**

All Past FREA Presidents are members of this council and shall provide guidance and counsel to the Executive Committee and Board of Directors on any FREA matter. 1) The Immediate Past President serves as the Council Chair. 2) The Council will meet at the FREA Convention. 3) The Secretary shall be chosen by members present at the Convention. 4) The chair shall attend the Executive Board meetings and /or Board of Directors meetings as an ex officio member. 5) Since this is an honorary group, fiscal responsibility shall fall on the individual member of the council.

**Section 7.06 FREA District Directors.**

The duties and responsibilities of FREA District Directors and the areas they serve shall be prescribed by the Board of Directors.

**ARTICLE VIII**

**EXECUTIVE COMMITTEE.**

**Section 8.01 Members.**

The Executive Committee shall be composed of the President, the President-Elect, the Secretary, the Treasurer, the State Director, and two (2) representatives from the District Directors, one (1) elected from each of the two (2) groups provided in Article IX, Section 9.03. These representatives shall be elected annually by members of their group. State Committee Chairs invited by the President to attend an Executive Committee meeting shall have all the rights and privileges of Executive Committee members except the right to vote.

**Section 8.02 Duties.**

The Executive Committee shall have the responsibility of managing the day-to-day affairs of the Organization and authority to employ personnel needed to conduct its business activity. The Executive Committee shall function as the Budget Committee.

**Section 8.03 Meetings.**

The Executive Committee shall hold an organizational meeting in the fall and others on the call of the President. It may also be called upon written application of twenty (20) percent of its members.

**Section 8.04 Electronic Participation**

Any action required or permitted to be taken at a meeting of the Executive Committee may be taken by means of electronic communication. Participation in a meeting by these means shall constitute presence in person at a meeting. Any action taken by the officers during the meeting under this section shall be duly recorded among the minutes of the proceedings of such meeting. The minutes of such meeting shall be distributed to the officers of the association within 10 days of such meeting.

**ARTICLE IX**

**NOMINATIONS, ELECTIONS, TERMS OF OFFICE, AND VACANCIES.**

**Section 9.01 Nominations.**

A standing Nominations Committee composed of the immediate Past President, who will serve as Chair, the State Director, the two District Directors on the Executive Committee and one member appointed by the incoming President for a two-year term, coinciding with the President's term of office, shall work on a year-round basis to secure candidates to fill vacancies in elective offices. The Nominations Committee shall prepare a slate of nominees to be presented to the Convention. This slate shall be printed in the last issue of the FREA Bulletin published before the meeting of the Delegate Convention. Nominations may be made from the Convention floor provided prior consent of the nominee has been obtained.

**Section 9.02 Elections.**

The election of Officers shall be held at the Delegate Convention. A majority of the votes cast shall be necessary for the election of any officer. In cases where there is but one nominee for an office, a voice vote may be taken. If there are two or more nominees for that office, the vote shall be by ballot.

**Section 9.03 Terms of Office.**

The President and the President-Elect shall serve for a term of two (2) years or until successors shall have been elected and take office and shall not be eligible to succeed themselves. One District Director shall be elected from each of the ten (10) Districts. Directors for each of Districts I through V (Group I) shall be elected for one year, and Directors from each of Districts VI through X (Group II) shall be elected the next year. All Directors shall be elected to a full two-year term and shall be eligible for reelection to

one (1) additional term only.

Section 9.04 Vacancies.

In the event of a vacancy in the office of President, the office shall be filled by the President-Elect, supported by the FREA Council of Past Presidents. Should the President-Elect be unable to serve, or should any other vacancies occur among the officers, they shall be filled by the Executive Committee with the approval of the Board of Directors until the end of the unexpired term.

Section 9.05 Removal from Office

The Executive Committee shall have the ability to remove any officer, when in the judgment of the board, this action is in the best interest of the Association. The cause of termination shall be defined as: 1) Dishonesty or fraudulent acts adversely affecting the Association or its representation, business, or business relations. 2) Conviction of a felony or of any crime involving moral turpitude, fraud or misrepresentation. 3) Any willful or intentional act having the effect of injuring the reputation, business, or business relations of the Association. 4) A personal situation.

ARTICLE X

MEETINGS.

Section 10.01 Delegate Convention.

There shall be at least one (1) Delegate Convention during each Presidential term. Members are invited to attend the Delegate Convention and shall have all the rights and privileges of the Delegates except the right to vote. The purpose of this meeting is to elect officers and to conduct such other business that may be brought before the Convention.

In the event a Delegate Convention is held only once every two years, Electronic Participation may be used to conduct the necessary business in the off year. Any action required or permitted to be taken at a Delegate Convention may be taken by means of electronic communication. Only delegates have the right to vote. Participation in a meeting by these means shall constitute presence in person at a meeting. Any action taken by the Board of Directors during the meeting under this section shall be duly recorded among the minutes of the proceedings of such meeting. The minutes of such meeting shall be distributed to the officers of the association within 10 days of such meeting.

Section 10.02 Other Meetings.

Other meetings of the Delegate Convention may be called at the discretion of the Executive Committee.

Section 10.03 Leadership Symposium Meetings.

Leadership Symposium meetings may be held when needed, as determined by the Executive Committee.

Section 10.04 Time and Place of Meetings.

The time and place of the Delegate Convention and the Leadership Symposium shall be determined by the Executive Committee.

ARTICLE XI

DELEGATES

Section 11.01 Delegates.

The delegates to the Delegate Convention shall be the FREA Officers, Assistant District Directors, Chair of the FREA Standing committees, the Necrology Chair, Delegates from local units, Coordinators from counties where there is no local unit, and the Chair of the FREF Board of Trustees.

Section 11.02 Local Unit Delegates.

Each unit is entitled to have at least one delegate to the Delegate Convention, who should be the newly elected President. Units shall be entitled to delegates according to the following chart:

FIGURING NUMBER OF DELEGATES

Number of Active Unit Members	Number of Delegates allowed
1 - 50	1
51 – 300	2
301 – 500	3
501 – 700	4

Section 11.03 Date to Determine Number of Delegates.

FREA Membership date for determining the number of delegates shall be set forth in the Standing Rules.

Section 11.04 Local Unit Alternate Delegates.

In the event of the inability of a Local Unit Delegate to execute his/her appointed duties during the Convention, the local unit delegation shall appoint an alternate delegate who shall assume all the rights and privileges of the regularly appointed delegate, including the right to vote.

ARTICLE XII

COMMITTEES.

Section 12.01 Authorization.

As needed to carry out the purposes of the Association, the Board of Directors or the Executive Committee is authorized to establish committees in addition to those specifically provided in Sec. 12.02 of the Bylaws.

Section 12.02 Standing Committees.

Membership	Legislative
Volunteer Services	Nominations
Information Services	Bylaws

Section 12.03 Chair.

The President shall appoint the Chair of all committees and activities. Chair of standing committees shall serve for two-year terms coinciding with the term of the President who appoints them. Chair of ad hoc committees shall serve for the life of the committee or at the pleasure of the President.

Section 12.04 Committee Membership.

Chairs shall appoint the members of their committees, except as otherwise provided in the Bylaws or the Standing Rules. Committee members shall serve the same length of time as the Chair, unless replaced by the Chair. Standing or ad hoc committees may vary in size as determined by the constituting authority or, in the absence of such determination, by the Chair. The President shall be an ex-officio member of all committees except the Nominations Committee.

Section 12.05 Benefits Committee

The Benefits Committee shall consist of the State President, President-Elect, Immediate past President, Secretary, Treasurer, State Director, a member of the FREA Council of past Presidents and the FREA Executive Director. This committee’s purpose is to ensure that quality benefits are offered when making recommendations regarding businesses seeking endorsements to sell products and/or services to FREA members. The FREA Board of Directors must approve endorsement recommendations given by the Benefits Committee. Local units shall engage presentations by representatives of only endorsed businesses without promoting conflicts of interest with non-endorsed business.

ARTICLE XIII

FREA ASSISTANT DISTRICT DIRECTORS AND COORDINATORS.

Section 13.01 Appointment of FREA Assistant District Directors.

The District Director may, with the approval of the State President, appoint an Assistant District Director to assist the District Director in carrying out the work of the district.

Section 13.02 Appointment of Coordinators.

The FREA District Director may, with the approval of the State President, appoint a Coordinator for each county in his/her District where there is no localUnit.

ARTICLE XIV

STANDING RULES.

Section 14.01 Adoption and Changes in Procedural Matters.

The Board of Directors may from time to time adopt, change, or rescind Standing Rules for procedural matters. These Standing Rules cannot conflict with FREA Bylaws. Any changes to the Standing Rules will be published prior to the next Delegate Convention in an FREA communications format.

ARTICLE XV

AMENDMENTS.

Section 15.01 Proposals.

Any member, affiliated unit, or other committee or group of the Association, having any recommendation for changes, may submit the recommendation for changes in writing to the President, with a copy to the Chair of the Bylaws Committee.

Section 15.02 Review.

The Bylaws of the Florida Retired Educators Association shall be reviewed for change at least every two (2) years.

Section 15.03 Appropriate Action.

Upon the recommendation of the Board of Directors, the proposed amendment shall be and be presented to the Delegate Convention for delegate action. A two-thirds (2/3) affirmative vote of the delegates present, and voting, shall be required for adoption.

ARTICLE XVI

DISSOLUTION.

Section 16.01.

State Organization: In the event of the dissolution of FREA or a unit within FREA, such dissolution shall be carried out in accordance with the incorporation statutes of the State of Florida by which this state organization was chartered.

Section 16.02.

Unit: (1) When a unit is preparing to dissolve, the FREA President, the District Director, and the Executive Director will be notified. (2) Careful consideration shall be given to the way those members desiring to maintain membership in FREA are advised on how to do so and given the option to transfer to other units. (3) Any remaining assets in the unit treasury, after all bills have been paid, shall be sent to FREA along with a final treasurer’s report. (4) The most recent copy of Unit Articles and Bylaws shall be sent to the FREA office and made available if a unit wants to reactivate. (5) The charter must be returned to the state organization (FREA).

ARTICLE XVII

PARLIAMENTARY AUTHORITY.

Section 17.01 Parliamentary Authority.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XVIII

BYLAWS GLOSSARY

Section 18.01 Bylaws Glossary

There will be a Glossary added to these Bylaws to explain definitions.

These Bylaws were adopted by the Delegate Convention on September 9, 1983. Bylaws were amended by the Delegate Convention on: September 6, 1985; September 9, 1987; September 5, 1990; September 9, 1993; September 7, 1994; June 2, 1996; May 21, 1997; May 20, 1999; May 29, 2002; May 26, 2004; May 26, 2005; May 30, 2007; May 29, 2008; May 27, 2010; May 2019; May 25, 2021, and May 17, 2023. They have been edited to make all articles and sections agree with the actions taken by the Delegate Convention.

**STANDING RULES**  
of the  
**FLORIDA RETIRED EDUCATORS ASSOCIATION**

**I. AUTHORITY**

In accordance with the authority granted in Article XIV of the Bylaws, "STANDING RULES," the Board of Directors hereby adopts and establishes the following Standing Rules for procedural matters of the Association. All previous actions in conflict with these Standing Rules are hereby rescinded.

**II. FISCAL PROCEDURES**

**A. Preparation of the Budget**

1. The Budget Committee shall prepare a tentative budget which shall include an estimate from all definite sources and expected expenditures. The Executive Committee shall serve as the Budget Committee.

2. Estimates of income from sources shall be conservative. Estimates of expenditures shall be within what is reasonably expected to be needed.

3. A proposed budget for the ensuing year shall be prepared by the Budget Committee in time for consideration by the Board of Directors prior to the Convention. The Board's recommendation for the budget, including annual dues, shall be presented to the Delegate Convention for its consideration and adoption.

4. Any proposed increase in annual dues shall be published in the pre-Convention FREA Bulletin.

**B. Responsibility for Expenditures**

1. Officers and Chair of state committees shall be responsible for expenditures, from the items in the budget, designated to cover expenses of activities for which they are responsible. Allowable expenses include postage, long-distance telephone calls, and mileage for required travel at \$ .45 cents per mile, and food. When lodging is necessary, half of the cost of the room shall be paid by the board member. Allowable expenditures incurred for requested participation in any budgeted program will be charged to that program - other expenses related to the performance of responsibilities of their office shall be charged to their own budget.

2. The Executive Committee is authorized by Article V, Section 5.06, of the Bylaws to approve expenditures in excess of the budgeted items and charge the overage to the account. Expenditures not appearing in the budget when approved at the Delegates Convention, but necessary for special programs or ad hoc committees may be approved and funded by the Executive Committee through transfer of funds from the contingency account.

**C. Reserve Fund**

A reserve fund of at least 5% of the annual budget shall be set aside and placed in a secure account paying the highest interest available. Expenditures from this fund shall be made only under unusual circumstances

and only with the authorization of the Board of Directors. The Executive Committee is authorized to approve expenditures from this fund during the interim period between Board of Directors meetings as part of their responsibility defined in Article VIII Section 8.02 Duties of the FREA Bylaws. The President shall appoint an ad hoc Investment Committee to recommend where and how FREA funds should be invested for the best benefit to the FREA.

**D. Florida Retired Educators Foundation, Inc.**

1. The Association has established a Foundation for the purpose of receiving and administering contributions, memorials, gifts, bequests, and grants. The disbursement of these funds is outlined in the Bylaws of the Foundation. An annual financial status report shall be submitted to the FREA Board of Directors.

2. The Foundation shall be governed by a Board composed of ten (10) Trustees, one (1) from each District, the FREA President (ex-officio), and the FREF Treasurer. These Trustees are to be nominated by the FREA Nominations Committee with one (1) person nominated from each District. Trustees are elected for staggered terms of three (3) years by their respective delegates at the Delegate Convention of FREA. A person who is appointed or elected to complete the unexpired term of a Trustee shall be eligible to serve two (2) full terms, should he/she choose to run, be nominated and subsequently elected.

3. Upon the death of any present or former state officer or Chair of a standing committee, a contribution of fifty (\$50.00) is to be made from FREA to the Florida Retired Educators Foundation, and the family of the deceased is to be notified of this action.

4. The Trustee term shall be for three (3) years.

A. In case a vacancy arises on the Board of Trustees, the Director of the District and/or the FREF Chair in which the vacancy occurs shall recommend to the Chair of the FREF Board of Trustees the name of any possible replacement. The FREF Executive Committee shall appoint a successor to fill the vacancy until the next Delegate Convention, at which time a new Trustee will be elected.

### III. NOMINATIONS AND ELECTION OF OFFICERS AND DIRECTORS

#### A. References

References are made to Article IX of the Bylaws: "**NOMINATIONS, ELECTIONS, TERMS OF OFFICE, AND VACANCIES.**"

#### B. Nominations

1. The Nominations Committee, in cooperation with the District Directors, Committee Chairs, Unit Presidents and members, shall establish a file of potential candidates for elected positions in FREA.

2. Upon the decision of the Nominations Committee to consider a person as a candidate for a particular position, the potential candidate shall be contacted and his or her permission sought for such candidacy, and he or she will be asked to submit a biographical sketch and photograph for use in apprising delegates of his or her qualifications.

3. The names of the candidates, as presented by the Nominations committee, with offices for which they are running, together with biographical sketches, shall be announced in the issue of the FREA Bulletin published just prior to the date of the Delegate Convention.

4. The Nominations Committee shall submit the names of no more than two candidates for the positions of President-Elect, District Directors and FREF Trustees at the time of the election of officers.

#### C. Election

1. Since the Bylaws permit nominations from the floor, this shall be allowed at the first business session, and voting, if necessary, shall be opened following this session and closed before the last session.

2. Voting for officers shall be by registered delegates at the Delegate Convention. Voting for District Directors and FREF Trustees shall be by Districts. Only registered delegates from a District shall be eligible to vote for candidates running from that District.

3. Tie votes shall be decided by lot.

4. A person appointed to complete the unexpired term of the President or President-Elect shall be eligible, if nominated and elected, to serve one (1) full term.

5. A person appointed to complete the unexpired term of a District Director shall be eligible, if nominated and elected, to serve two (2) full terms.

6. The President shall appoint an Ad Hoc Elections Committee to prepare and count the written ballots.

#### IV. Delegate Convention

1. A planning committee, under the direction of the President and Convention Coordinator, shall be responsible for developing the program for the Delegate Convention.

2. The President shall be responsible for deciding on the time and place of the Delegate Convention.

3. FREA membership date for determining the number of delegates to the Delegate Convention to which each local unit is entitled shall be by January 31<sup>st</sup> before the Convention.

#### V. MEMBERSHIP

1. The Membership Chair shall exercise leadership in the program to retain members and to secure new ones.

2. Distribution of FREA membership lists for public use is strictly forbidden.

#### VI. HANDBOOK

1. The FREA Handbooks are to be updated annually following election of new officers.

2. Distribution of the Handbook is to be as follows: one (1) copy to each member of the Board of Directors; all Chair of State Committees; County Coordinators; Unit Presidents; and FREF Trustees.

#### VII. FREA BULLETIN

The FREA Bulletin shall be the principal medium of the Association for keeping members up-to-date on the operations and activities of the Association along with electronic social media, e-mail, and website; and shall be under the duties of the Executive Director, as approved by the governing board of FREA.

#### VIII. COMMUNICATIONS

1. When a communication of general concern is sent out to Units and/or District Directors, a copy should be sent to the President.

2. Copies of the minutes of the Executive Committee meetings, the Board of Directors meetings, and the Delegates

Convention meetings shall be sent to each member of the Board of Directors and standing committee Chair within a reasonable time.

#### IX. EMPLOYMENT OF PERSONNEL

The Executive Committee is authorized to employ the Executive Director and all other personnel provided for in the budget upon the recommendation of the Executive Director.

#### X. SUPERVISION AND MANAGEMENT OF THE FREA STATE OFFICE

1. The Executive Committee will report its plan of operation for the state office annually to the Board of Directors when they convene at the time of the Delegate Convention. This plan will include the titles of personnel employed and the operating schedule of the state office for the coming year.

2. The Executive Director is responsible for the management of the activities of the FREA office and shall make adjustments in activities as may be necessary from time to time for the efficient operation of the office.

3. The Executive Director is responsible for the supervision of employees and their work assignments in the daily operation of the office.

#### XI. PREPARATION OF FORMS, QUESTIONNAIRES, ETC.

1. When information is requested from officers and members, every effort shall be made to make the request clear and precise. Requests must be dated and should give specific dates of when answers are needed. Care must be taken by all persons requesting information that there is no duplication of requests.

2. The request must show where and to whom the communication is to be sent.

#### XII. DUTIES

##### A. President

1. Serve as the chief executive officer of the Association.
2. Serve as the official spokesman for the Association.
3. Preside at meetings of the Delegate Convention, the Board of Directors, and the Executive Committee.
4. Make such appointments as authorized by the FREA Bylaws and the Standing Rules.
5. Serve as an ex-officio member of the FREA Board of Trustees.
6. Exercise such other powers as are authorized by the adopted parliamentary authority.
7. Serve as ex-officio member of all committees except the Nominations Committee.

##### B. Past President

1. Serves as Chair of the Nominations Committee and serves as an advisor to the current President.

##### C. President-Elect

1. Be responsible for the supervision of the State Chair and their training at the Delegate Convention.
2. Be responsible for Awards.
3. Be responsible for getting the President's plaque/gift.
4. Represent the President in visiting units and in attending functions at the request of the President.
5. Serve as a member of the Budget Committee.
6. Perform such other duties as are assigned by the President or Executive Committee.
7. Serve on the Insurance/Benefits Committee.

##### D. Secretary

1. Act as recording secretary of the Association.
2. Record minutes of all meetings of the Delegate Convention, the Board of Directors, the Executive Committee and the Benefits committee.
3. Be responsible for distributing copies of the above minutes to the members of the Board of Directors and the standing committee Chair within a reasonable time.
4. Deposit official copies of all approved minutes with the FREA state office. Minutes will be indexed and filed by the FREA state office.
5. Perform such other duties as are assigned by the President or the Executive Committee.

E. Treasurer

1. Provide a financial report at the Delegate Convention, at each regular meeting of the Board of Directors and at such other times as requested by the Board of Directors or the Executive Committee.
2. Present books for an annual audit.
3. Serve as Chair of the Budget Committee.
4. Serve as Chair of the Ad Hoc Investment Committee.
5. Perform such other duties as are assigned by the President or Executive Committee.
6. Assist in the supervision of the accounting clerk.

F. FREA State Director

1. Shall supervise activities of the District Directors and represent them.
2. Be responsible for any other training programs as directed by the Executive Committee.
3. Coordinate with the District Directors the planning of the Unit Leadership Symposiums.
4. Be responsible for making a summary of the District Directors' semi-annual reports and furnish copies to the members of the Executive Committee.
5. Perform such other duties as are assigned by the President or Executive Committee.

G. District Directors

The District Director is the principal representative of the Association in the District from which elected and serves as the chief liaison between the FREA Board of Directors and the Local Units.

1. Serve as the principal source of help to Local REA Units in providing information regarding memberships, programs, and available services from FREA and the NRTA Division. To do this, it is necessary to become knowledgeable regarding the benefits and services offered and to assist Local Units in securing them for their use.
2. Appoint a Coordinator to represent FREA in each county without a Local Unit and assist in the organization of such a Unit.
3. Secure from Local Presidents the names, addresses, telephone numbers, and zip codes of Unit officers and Chair of principle committees. The District Director is to work with Local Unit Presidents in submitting completed reports accurately and on time.
4. Plan, organize, and conduct a Unit Leadership Symposium in the District each year under the leadership and direction of the State Director. Local Units are to be encouraged to hold elections prior to March.
5. The District Director is encouraged to attend Unit meetings or Unit Board meetings.
6. Encourage Units to submit to the FREA Office, worthy news items regarding Unit activities to be published in the FREA and NRTA Bulletins.
7. Prior to the Delegate Convention submit an Annual Report summarizing all outstanding activities of all units in your District.
8. Invite other volunteers, especially FREA State Committee members to travel to Units with the District Director.
9. Be responsible for receiving packets of materials and distributing them to the Unit Presidents.
10. Assist the Nominations Committee in securing potential candidates for elected and appointed officers and state committee Chair.

H. Coordinators

1. Secure the name, address, zip code, and telephone number of each retired educator -- Florida and out-of-state -- in your county.
2. Encourage each retired educator to join a Local Unit and the State Organization.
3. Form a telephone tree. Have dinner meetings, programs, fun get-togethers.
4. Keep your District Director, the President-Elect, and State Director informed of your activities.
5. When enough members are available to form a Local Unit, request your District Director to come and organize a Unit for you.
6. Attend the FREA Delegate Convention each year as a delegate.

I. FREA Committee Chair

The state committee Chair shall appoint the members of their committees, as provided in the Bylaws or Standing Rules. The State Committee Chairs are: Membership, Volunteer Services, Information Services, Legislative, Nominations, and Bylaws. As provided in the Bylaws or Standing Rules, the State Committee Chairs shall establish committee goals and objectives in the following ways:

1. Assist Units in the development of committees and appropriate goals.
2. Locate and make available sources of informative materials to State and Local Unit members.
3. If requested by the Convention Planning Committee, conduct a Symposium at the Delegate Convention.
4. Cooperate with other FREA Committees to promote and exchange ideas and information.
5. Cooperate with the FREA State Director and District Directors in the FREA/REA Unit Leadership Symposiums.
6. Utilize the FREA Bulletin to keep all retired educators informed of services and laws to assure improved quality of life.
7. Solicit annual reports from the District Committee members of programs presented and activities carried out by Units. Compile a summary of these reports for the President-Elect and for distribution at the Delegate Convention.
8. Perform other duties as assigned by the President and the Board of Directors.

J. Editor of the FREA Bulletin

1. Be responsible for publishing the FREA Bulletin.
2. Solicit materials suitable for publication from the Officers and other appropriate people.
3. Write articles, notices, and editorials whenever necessary.
4. Publish a calendar of current activities in the FREA Bulletin.
5. Work closely to promote public relations.
6. Work with the FREA Executive Director in proofing, printing, assembling, and mailing of the FREA Bulletin.

K. Benefits Providers

1. The Chair of the Benefits Committee is appointed at the discretion of the current President.
2. Vendors shall have these abilities:
  - a. Statewide personal representation
  - b. Statewide marketing abilities
  - c. Clear and concise marketing goals in line with FREA mission
  - d. Provide a minimum of 500 new FREA members to the Association per calendar year.
3. Contracts are to be awarded for 2-3 years, with a review at 2 years.
4. The contract may be extended upon agreement from both FREA and Vendor.
5. Contracts are legal documents reviewable by attorneys from both sides.