

**FLORIDA ASSOCIATION OF TEEN COURT, INC.  
BY-LAWS**

**ARTICLE I - NAME**

The name of this organization shall be the FLORIDA ASSOCIATION OF TEEN COURTS, INCORPORATED, hereinafter sometimes called FATC.

**ARTICLE II - PURPOSES AND POLICIES**

**Section 1. Purpose:**

The general nature and purpose of FATC, a charitable, non-profit organization with members consisting of representatives and supporters from Teen Courts throughout the State of Florida, shall be to:

1. Operate exclusively for charitable and educational purposes, namely to promote the work of Teen Court agencies throughout the State of Florida as they:
  - A. Provide their communities assistance with resolving delinquency cases by providing a sentencing hearing whereby juvenile offenders who have admitted guilt to a misdemeanor crime, traffic offense, or school rule violation are held accountable in a courtroom procedure under the tutelage of an adult judge or attorney with sanctions determined by student volunteers.
  - B. Provide productive community service activity to all participants;
  - C. Educate all participants regarding the judicial process;
  - D. Promote the opportunity for youthful offenders to avoid development of a conviction record;
  - E. Promote the opportunity for the juvenile to have no conviction record of the delinquency charge upon successful completion of sanctions;
  - F. Promote diversification of referral sources to include direct law enforcement agencies, school administrators, Department of Juvenile Justice, traffic court, and/or the State Attorney's office to maximize the potential case load as allowed by the available revenue.
  - G. Provide & promote referral agencies such as law enforcement, schools traffic courts, juvenile courts and the Department of Juvenile Justice a means for expedient handling of delinquency cases deemed appropriate by those agencies;
  - H. Provide a hearing for the purpose of imposing constructive sanctions for juvenile offenders who have admitted guilt as charged.

**Section 2. Policies:**

Florida Association of Teen Courts, Incorporated does not discriminate on the basis of race, color, creed, gender, religion, or national origin.

**ARTICLE III - STANDARDS**

**Section 1. Administration:**

Florida Association of Teen Courts, Incorporated must have duly established its tax-exempt status under section 501 © (3) of the United States Internal Revenue Code. It must be on a financial basis satisfactory to the organization's Board of Directors.

## **Section 2. Personnel:**

The Board of Directors shall administer the business of FATC. The official documents of the organization shall be maintained at the office address which appears on all legal documents on file with the Florida Secretary of State and Department of Revenue, 101 S. Washington Blvd., Sarasota, FL 34236, P.O. Box 48927, Sarasota, Florida, 34230 or at any other location designated by a 2/3 vote of the Board of Directors. Electronic email, fax, or US Postal Service may send all official written communications. Receipts from recipients of email and faxes will be required for the annual dues invoice, the annual nomination form, and the annual election ballot and others as required by the President and/or Board of Directors.

## **ARTICLE IV - MEMBERSHIP**

**Section 1.** Membership shall be limited to two categories:

### **A. Voting Member:**

Each county with an existing Teen Court program which has paid the required dues will designate one person, the program coordinator, executive director, or administrator, to represent that county's Teen Court. That person shall have the authority to represent and to vote on any matters at all meetings of this Association. A request for a "hardship" allowing payment in a lesser amount may be requested by submitting a letter to the Board of Directors with a copy of said program's financial record demonstrating the lack of available funds to pay the full dues amount. Invoices for dues will be sent according to Article III, Sec.2. A return receipt will be requested of the intended recipient. At any meeting of the Board of Directors or General Membership any member of record having the right and entitled to vote thereat may be represented and vote by proxy appointed by an instrument in writing. Said proxies shall be prepared by the Secretary and returned by the absentee member to the Secretary.

### **B. Affiliate Member:**

Any person wishing to support the Purposes of the Florida Association of Teen Courts, Inc. may become an affiliate member and receive all mailings and notices of events. The dues for this category of membership will be less than the Voting Member category or any amount of charitable contribution desired by the Affiliate Member. Affiliate members do not have voting privileges and will not serve on committees.

## **Section 2. Removal:**

A member not in compliance with the by-laws may be removed from participation by a 2/3 vote of the Board of Directors.

## **Section 3. Reinstatement:**

A member may be reinstated upon acceptance and compliance of the by-laws by a 2/3 vote of the Board of Directors.

## **Section 4. Quorum:**

A majority of the Board of Directors shall constitute a quorum.

## **ARTICLE V - BOARD OF DIRECTORS**

### **Section 1. Duties:**

The Board of Directors shall have general charge and control of the funds, affairs and property of Florida Association of Teen Courts, Incorporated. A person who performs the duties of a Director shall have no liability by reason of being or having been a director of this corporation.

### **Section 2. Number:**

The Board of Directors shall consist of thirteen (13) voting members those being the Officers: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Historian, Parliamentarian, and six (6) at-large Directors.

#### **A. Qualifications:**

Members of the Board of Directors shall be citizens of the United States, members in good standing, and shall agree with and support the By-Laws of the organization.

#### **B. Term:**

All Directors shall be elected for a one-year term.

#### **C. Nominations:**

A Nominating Committee, consisting of no less than two people, will be appointed by the President, with consent of the Board of Directors, at or before the first meeting following the Annual Meeting. Those members, who have paid dues by October 15, or fifteen days after the beginning of each new fiscal year established by FATC by-laws, will have the privilege of submitting nominations. This Committee will place a call to the voting membership by methods described in Article III, Sec. 2, by October 20, to submit Nominations for the Board of Directors. Each nominee must consent to have his or her name placed into nomination and present a personal biography to the Voting Membership before being placed into consideration as a nominee. Qualified members may nominate themselves and may vote for themselves. The nominations must be returned to the Committee by the date that appears on the notice

#### **D. Elections:**

Qualified members receiving the largest number of nominations for the available vacancies shall comprise a slate of nominees. The Committee shall present the completed slate to the Board of Directors at least three weeks prior to the annual meeting. With the consent of a majority of the Board of Directors, the Nominating Committee shall present the ballot no less than three weeks prior to the annual meeting, of the slate of nominees. All official notifications may be sent according to Article III, Sec 2, to the Voting Membership of FATC for a vote of yes or no approval. The Committee must receive the ballots no later than ten days after the mailing. The vote represented by the majority of the returned ballots will be final. In case of a tie vote, the determination shall be by lot. Any email or fax communication shall require a receipt from the intended recipient. In cases where no receipt of the email is confirmed, the information will be forwarded by fax or US Postal service to the intended recipient. The current President shall be advised

by the Nominating Committee of the outcome of the election within twenty four hours after the end of the workday of the designated date for all ballots to be returned. With approval of the current President and/or a majority of the Directors, the general membership shall be advised of the outcome of the election.

**E. Vacancies:**

The President, with Board approval, shall fill vacancies among Directors. Persons so appointed shall serve until the expiration of the original term.

**F. Installation:**

The Board of Directors shall be installed at the Annual Meeting.

**Section 3. Officers:**

**The newly elected Board shall meet prior to the Annual Meeting for the purpose of electing officers and setting the agenda for the Annual Meeting. The officers shall be elected by majority vote (7 members) of the Board of Directors. The newly elected Officers shall be installed at the Annual Meeting. The powers and duties of the officers shall be as follows:**

- A. **President:** The President, elected for a one-year term, shall be the Chief executive officer of FATC and shall preside at meetings of this organization.
- B. **Vice-President:** The Vice-President, elected for a one-year term, shall assume the duties of the President in his/her absence.
- C. **Secretary:** The Secretary, elected for a one-year term, shall keep the minutes of meetings of FATC; shall send notices of meetings to the Board of Directors; shall maintain a file of essential records; shall keep a correct list of names and addresses of officers and Board of Directors; and shall conduct general correspondence of FATC as requested by the Directors.
- D. **Treasurer:** The treasurer, elected for a one-year term, shall be custodian of the funds of FATC; shall review receipt and disbursement of all monies; shall make payments in accordance with the budget as approved by the Board of Directors; shall present financial statements at meetings; shall keep full and accurate accounts; shall send financial statements to organizations as required by the terms of granted monies; and shall file an Annual Corporation Report in compliance with the laws of the State of Florida.
- E. **Assistant Treasurer:** The Assistant Treasurer, elected for a one-year term, shall assist the Treasurer in the administration of matters pertaining to the office and shall be empowered to receive and disburse monies of FATC at the direction of the Treasurer and shall become the Treasurer.
- F. **Historian:** The Historian, elected for a one-year term, shall maintain a scrapbook of any events of the organization. (Added by amendment 10/30/97)
- G. **Parliamentarian:** (Added by amendment 10/30/97) The Parliamentarian, elected for a one-year term, shall interpret the bylaws of this Association upon request and shall keep members informed as to changes in the bylaws and rules of this Association.

**ARTICLE VI – MEETINGS**

All meetings and functions of Florida Association of Teen Courts, Incorporated shall be held at facilities which do not discriminate on the basis of race, color, creed, gender, religion, or national origin.

**Section 1. Annual Meeting:**

The Annual Meeting shall be held for the purpose of receiving officer’s reports and installing the Board of Directors and Officers for the ensuing year. This Annual Meeting shall be held no later than thirteen (13) months after the preceding Annual Meeting.

**Section 2. Regular Meetings:**

A minimum of two (2) meetings per year shall be held annually. The Board of Directors shall determine the date, time, and place of the meetings.

**Section 3. Special Meetings:**

The President, or a majority of the Board of Directors, may call special meetings. The Board of Directors shall be notified by mail, including electronic email or fax, of the business to be considered at the meeting. Notice of no less than ten (10) days is required, the ten-day period beginning from the mailing, email or fax date.

**ARTICLE VII – COMMITTEES**

**Section 1. The Standing Committees:**

Standing Committees, chaired by a Director appointed by the President or chosen by the members of said Committee, shall have no fewer than two additional members. The President will be advised of all activities and meetings of the below listed committees and may choose to be a member of said committees. The committees shall be:

- A. **By-Laws-** Responsible for reviewing any matters pertaining to the By-Laws.
- B. **Finance** – Responsible for development of the annual budget. Chairman shall be the FATC Treasurer.  
The Assistant Treasurer will chair a subcommittee called Membership Development.
- C. **Election/Nominating-** Responsible for all activity relating to the annual call for nominations
- D. **Legislation** – Responsible for updating the Board of all activity concerning funding matters related to legislation that might impact FATC members
- E. **Conference** – Responsible for coordinating the Annual Meeting
- F. **Newsletter/Public Relations**

**Section 2. Advisory Committee:**

There may be a committee of non-voting members consisting of, but not limited to, representatives from a Sheriff’s Department, a State Attorney’s office, the Florida Bar Association, a Public Defender’s office, a School Board, a State Congressional Member, a Police Department, a Court Administrator, a Teen Court Administrator, a judiciary representative, the Department of Juvenile Justice, the State Association past President and two teenage volunteers shall advise and assist the Board of Directors as requested by the Board of Directors.

**ARTICLE VIII - FISCAL POLICIES**

**Section 1. Fiscal Year:**

The fiscal year shall be from October 1 to September 30.

## **Section 2. Accounts and Audit:**

The books and accounts of Florida Association of Teen Courts, Inc. shall be kept in accordance with generally accepted accounting principles and shall be audited or reviewed annually by a certified public accountant at the end of each fiscal year. A copy of the financial report shall be made available to each Board Directors and to all members upon request.

## **ARTICLE IX - AMENDMENTS**

These bylaws of this organization may be amended by 2/3 of votes cast at any regular or special meeting of FATC provided that the proposed amendment has been delivered as provided by Article III, Section 2 to each voting member at least **ten (10) days** prior to the date of the meeting or has been read at the previous regular meeting.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Robert's Manual on Rules of Order, Revised, shall prevail as authority for all matters of procedure at meetings of this organization.

## **INTERPRETATION**

The interpretation of these by-laws, when questions concerning them arise in matters involving their application, shall be by the Board of Directors. Their decision shall be final and conclusive.

Amended:

Effective 10/30/97:

1. Add positions of a. Historian and b. Parliamentarian
2. Change Advisory Board to include two student volunteers

Effective 09/13/02:

1. Amend Article VI, Section 2 to: a minimum of two (2) meetings shall be held annually.
2. Change membership, change to election dates for officers and change dates to membership.

Effective 10/08/04:

Extensive revision and update of all sections (compare to original document)