



Student Chapter Resource Manual

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Introduction to the Florida Airports Council

The Florida Airports Council (FAC) is a membership association of airports and aviation industry professionals – advocating for the development, improvement, and enhancement of airports and aviation in the state of Florida and supporting the educational and professional development needs of its members. Please visit the “About Us” page on the FAC [website](#) for a full write up on the Council’s members and mission.

FAC Committee’s

A cornerstone of the Council is its committee structure. Taking part in committee activities is a great way to learn what topics are being tackled in the industry today. We encourage student chapter members to be active in at least one FAC Committee. For a list of active committees please visit the committee’s page on the FAC [website](#).

Annual Conference and Exposition

The Florida Airports Council hosts an Annual Conference and Exposition each year at a location approved by the Board of Directors and with the support of a volunteer host airport or airports. This conference includes a schedule that allows meetings of each FAC committee, statewide Florida Department of Transportation aviation system planning meetings, an opportunity for corporate and affiliate members to exhibit their products, projects and capabilities, a program of leading aviation industry speakers on key topics of interest to Florida airports, and a variety of opportunities to network and mingle with colleagues and friends. The conference agenda includes meetings of the general membership, the annual election of officers and members of the Board, presentations by student chapters, and other activities important to the administration and mission of the Council. The conference provides opportunities for student chapters and student members to meet and get to know airport managers and key staff. The Education Foundation hosts fundraising initiatives at the conference with all proceeds going to the Education Foundation in support of its mission. Information on the annual conference can be found on the FAC website.

Education & Training Summit

FAC also hosts an Education & Training Summit, each year to provide an opportunity for the Council’s committees to come together and exchange important information about activities of their committee, environmental, noise and other matters affecting airports, receive specialty training and continuing education credits, and hear presentations from leading airport professionals and their private-sector counterparts relative to the airport management, operations, facilities, and IT functions. Presentations will feature demonstrations from our corporate and affiliate members on their projects, products, and capabilities. Information on the Education & Training Summit can be found on the FAC website.

The Education Foundation

The FAC Education Foundation, Inc., was created in 1990 as a Section 501(c)(3), Nonprofit Corporation. Its purpose is to prepare, promote, publish, and distribute educational materials; conduct and support educational and training programs and educational research; encourage advancement in the airport/aviation profession through scholarships and internships for deserving students; and support FAC student chapters and educational members. The FAC Board of Directors serves as the Board of the Education Foundation.

The Foundation's goal is to support the next generation of Florida aviation leaders by:

- Providing funding to member airports for internships to help provide work experience for students interested in pursuing careers in aviation/airport fields and to provide a talented workforce for Florida's airports.
- Providing scholarships to deserving students attending FAC's educational member institutions to offset the high cost of education and to establish a relationship with students interested in careers in the aviation industry.
- Providing support of FAC's student chapters to establish a bond between Florida's future aviation leaders and the Council.
- Providing Student Assistance to help students with the cost of attending various FAC hosted events which will allow them to network with active industry professionals.

Since its inception in 1990, the Council has awarded more than \$450K in scholarships to 170+ students. Many of the recipients have graduated and have become successful in airport management or related fields at the local, state, and federal levels. FAC scholarship recipients now manage their own airports, represent national organizations, and serve in the nation's military protecting the interests of the United States.

As a part of its role to provide additional opportunities for students in Florida, the Council created the Florida Airport Internship Program in 2007 to provide internships for recipient airports. This program is designed to give students on-the-job training and to expose airports in Florida to the educational resources of the state's aviation-oriented colleges and universities. We are proud to have awarded over \$560K to member airports that have employed 150+ students providing valuable training in the aviation field.

FAC Student Chapter Program

In accordance with Article VI of the Florida Airports Council Constitution, membership in a student chapter is open to approved student organizations who have executed Student Chapter Agreements with the Council. The institution sponsoring the student chapter must be a member of the Council. Each student chapter must designate to the FAC President/CEO not more than one person that will serve as the organization's Designated Representative for the purpose of correspondence. Student chapters have no voting rights.

Students participating in a student chapter as academic members are provided the same information and services as other FAC members. The objectives of the student chapter program are:

1. To promote professional development and instill professional attitudes in students engaged in the study of airport development, administration, management, and operations or in related fields of aviation.
2. To develop understanding on the part of the student that professional airport management embodies technical ability, integrity, responsibility, purpose, and a desire to contribute to the strengthening of the profession.
3. To further the purposes and programs of the Florida Airports Council.

FAC Student Chapter Requirements

A student group is recognized as an official FAC Student Chapter when it meets and maintains the following requirements:

1. The University must be an educational member of FAC.
2. At least one school faculty member must sponsor the group and become its faculty advisor. A letter from the member confirming interest in serving as a faculty advisor must be on file.
3. A letter of endorsement giving the school's official recognition of the Student Chapter from the dean, or another authorized school official must be on file with FAC.
4. The Student Chapter must have and maintain at least five (5) eligible members and a membership list of active members should be submitted to FAC.
5. A copy of your Student Chapter Bylaws and petition to be recognized as an official Student Chapter should be approved and kept on file by FAC.
6. An annual report and proposed budget must be submitted to FAC before April 30th each year.
7. A Student Chapter representative is required to prepare and present their **"FAC Student Chapter Annual Update"** to the entire membership at FAC's conference during the General Membership Meeting.
8. As an FAC Student Chapter members are highly encouraged to volunteer at FAC events. These opportunities are beneficial to the students as they provide time and occasion to network with industry leaders and ensures the longevity of the Education Foundation programs. The designated representative should communicate and coordinate with the President and the Chair, Co-Chair, Vice Chair of the Education Foundation Committee.

Your Student Chapter's Relationship w/ FAC

FAC Student Chapter - The FAC Education Foundation will provide a grant of \$1000 to each Student Chapter to assist with costs such as preparing letterheads, printed media, marketing material, as well as assist with travel and hotel accommodations at FAC conferences and chapter events. A budget for use of these funds must be submitted to the FAC President/CEO for approval. *Before April 30th of each year, the Chapter will provide FAC with an annual report using the format included in Attachment 2. An example calendar year is provided in Attachment 3. Once received and reviewed, the chapter will receive its \$1000 grant.*

Communications Between FAC and Student Chapter - The FAC Education Foundation will communicate with the student chapter each year. FAC will designate an official Liaison to the Student Chapter. If you need contact info for your FAC Liaison, please reach out to the FAC office at info@floridaairports.org.

The FAC Liaison will be available to provide guidance and/or assistance with the following objectives for the upcoming academic school year:

- Planning/finalizing upcoming Student Chapter events for the academic school year.
- Assist in arranging any speakers, tours, etc.
- Inform chapter of current and future opportunities to participate in industry seminars, conferences, or other educational meetings.
- Arrange for students to become involved with FAC in the airport profession by way of volunteer work and internships. Volunteering opportunities are beneficial to the students to network with industry leaders at the annual conference to assist with fundraising activities.

Student Chapter Benefits - Student chapter members will receive the following membership benefits:

- Opportunity to attend FAC conferences and educational seminars at reduced rates.
- Opportunity to participate in free webinars hosted by FAC.
- Access to the FAC Membership Directory, updated annually, containing a complete listing of the names and contact information of current FAC members.
- Newsletters containing the latest information on FAC events, important news items, and the latest classified ads.
- Access to FAC's website a valuable tool to access vital information including employment opportunities as well as educational presentation materials. Chapter members may request website credentials by requesting a login on [FAC's site](#).

Organizational Structure of FAC Student Chapters

Chapter Bylaws

Student chapters will establish the written rules for conduct for the organization. The bylaws should describe the types, duties, term and election of chapter officers and advisors, procedures for filling vacancies of officer positions, frequency of meetings, notices, types and duties of committees, assessments, and other routine conduct of the organization. Bylaws are, in effect, a contract among members, and must be formally adopted and/or amended. An example of student chapter bylaws is provided in Attachment 1.

Officers and Advisors

Each student chapter shall be made up of the following officers: President, Vice President, and Secretary/Treasurer as well as committee chairs. A Faculty Advisor must also be assigned to assist with chapter functions and provide general guidance and support. The Faculty Advisor will not have a formal vote during chapter proceedings. The Secretary/Treasurer position may separate positions. Other officer positions may be created as needed but must be reflected in the chapter bylaws.

FAC Liaison

FAC will assign a member of the Board of Directors, a staff member, or volunteer from its general membership to serve as the liaison between FAC and the student chapter.

Suggested Committees

Committees are key to the chapter's growth and success. They offer an opportunity for chapter members to be involved if not serving in a leadership position, and to facilitate the flow of ideas to the organization. It is suggested that the President, with the approval of the officers, appoint the following committees, each with its own chairperson. Committees should develop simple and straight forward goals for the year and meet as needed.

- Membership Committee

The membership committee should address plans and progress on membership promotion. The Chairperson will report on the activities of his committee regularly to the chapter Executive Committee. At the beginning of each academic semester, a membership drive should be organized with assistance and cooperation of the Faculty Advisor and other chapter committees.

Suggested Committees cont'd

- Program/Meetings Committee

This committee is responsible for the meetings and programs of the Chapter. Successful student chapters will be those that have an active and productive Program/Meeting Committee. Chapters are encouraged to have a minimum of six program meetings a year. These programs or meetings can be as simple as inviting a speaker to appear before the group, to hosting a small seminar on a subject with presentation by industry leaders or corporations involved in airport related industry, scheduling field trips to airports or corporations providing materials and services to the airport industry, facilitating panel discussions on an aspect of day-to-day management at an airport, and attending and participating at FAC's annual and/or specialty conferences.

- Finance Committee

The Finance Committee is responsible for tracking the expenditure of funds for the chapter, as well as raising sufficient funds to cover the chapter expenses. Primary responsibilities of the Finance Committee include:

- Oversee the raising of funds for chapter expenses
- Approve/disapprove funds as requested by other committees or chapter officers
- Assist Secretary/Treasurer with preparation of financial report
- Assist Secretary/Treasurer with development of fundraising programs

- Executive Committee

The Executive Committee will consist of the elected officers, and committee chairs. The Executive Committee along with the Academic Advisor shall guide the activities of the chapter and solicit input from the general membership as to the current and future direction of the student chapter.

Attachment 1

Student Chapter Bylaws

Note: The following bylaws is an example and is intended as a guide and should be adapted to the needs of each student chapter.

The bylaws adopted by the student chapter must be submitted to and approved by the FAC Executive Director before the conduct of any business as an FAC Student Chapter. Any changes to the bylaws must also be submitted to and approved by FAC before they take effect.

Florida Airports Council

Student Chapter of _____ University

BYLAWS

ARTICLE I - NAME

The name of the organization shall be the _____ Chapter of the Florida Airports Council.

ARTICLE II - PURPOSE

The purpose of the chapter shall be as follows:

- Section 1.** To encourage professionalism in the administration of airports through the acquisition of knowledge.
- Section 2.** To establish and develop interchange of information and experience in the development, maintenance, and operations of airports with the national organization and with other Student Chapters.
- Section 3.** To represent airports and the airport management profession and to cooperate with other on-campus organizations for the general benefit of aviation.
- Section 4.** To establish both social and business relationships with people in the field of airport management and its allied professions.
- Section 5.** To aid organizational members in furthering their careers and to prepare students to make effective contributions to the aviation industry through internships, seminars, airport tours, guest speakers, and other activities.

ARTICLE III - MEMBERSHIP

- Section 1.** The membership of the Chapter shall be open to all persons, regardless of age, race, religion, gender, disabilities, or national origin who are currently enrolled in an associate, bachelors, or masters degree program at _____ University.
- Section 2.** The Chapter Secretary shall maintain a current list of all members by classification.
- Section 3.** Chapter dues shall be in accordance with a schedule of dues established and amended by a majority vote of the entire Chapter membership.
- Section 4.** Chapter dues shall be paid on a semester/annual basis before the deadline established by the Executive Committee. Any member failing to pay dues by the established deadline shall forfeit membership in the Chapter and be dropped from the membership lists.
- Section 5.** Any member who attends at least 65% of the scheduled functions throughout the semester is considered a member in good standing.
- Section 6.** Members in good standing are each entitled to one vote on Chapter business.
- Section 7.** A majority (51%) of the Chapter membership constitutes a quorum for the purpose of voting and official business requiring a quorum.

ARTICLE IV - OFFICERS, COMMITTEES, ADVISORS

- Section 1. OFFICERS** - The officers shall consist of the President, Vice-President, and Secretary/Treasurer. No person shall be an officer who, at the time of election, is not an Academic Member. No student shall be elected to an office while serving a school suspension. No student shall be on academic or disciplinary probation while serving as an officer.

A. The President shall:

- Preside over all meetings
- Have authorization to sign all legal documents, including monetary transactions
- Call special meetings
- Serve as an ex-officio member of all committees
- Complete and submit a Student Chapter annual report by April 30th of each year

B. The Vice President shall:

- Perform the duties of the President in the absence of the President
- Coordinate the work of committees
- Function as Parliamentarian
- Perform any other duties the President may request

C. The Secretary/Treasurer shall:

- Keep records, reports, and minutes of all meetings
- Organize and maintain the organizational and membership files and records
- Collect all money due to the organization and disperse money as needed
- Keep accurate, up-to-date records of all financial transactions
- See that all financial obligations are met
- Provide a report to FAC on chapter expenditures including the use of FAC Start-Up Grant

Section 2. COMMITTEES - Committee chairs shall not be on academic or disciplinary probation. No student shall serve on a committee while serving a school suspension. Committee chairs shall be formed as needed by the Executive Committee. The following committees may be developed as membership in the Student Chapter grows.

A. Executive Committee - Shall consist of each Chapter Officer and committee chairs. They shall perform their assigned officer duties, and any other duties assigned by the President.

B. Hospitality Committee - Responsible for welcoming guest speakers and assisting them with the acquisition of transportation and/or accommodations. Also, the committee is responsible for organizing any Chapter social activities.

C. Publicity Committee - Responsible for Chapter newsletter, submitting press releases and meeting notices to local media, and on-campus advertising of all Chapter activities.

D. Alumni-Tracking - Responsible for initiating and maintaining contacts with alumni associated with the Chapter and the airport profession.

E. Constitution Committee - Shall be convened once a year to review the constitution and bylaws.

Section 3. FACULTY ADVISOR - The advisor shall be on faculty at the Chapter's sponsoring University. The advisor shall be subject to all rules set forth in the University regulations and is not eligible to vote or hold office.

Section 4. FAC LIAISON - The FAC Liaison shall be the Florida Airports Council member assigned by the FAC Board of Directors to coordinate communications and activities between the Student Chapter and the Council.

Section 4. REMOVAL FROM OFFICE - Any officer elected by the membership may be removed from office by a majority membership vote. Any member appointed as chair of a working committee may be removed by a majority vote of the Executive Committee.

ARTICLE V - ELECTIONS

- Section 1.** Nominations shall be held on the next to the last meeting of the Spring semester. Elections shall be held at the last meeting of the Spring semester for officers serving the following year. The officers shall communicate with the Chapters FAC Liaison in the summer to the extent possible.
- Section 2.** One-half of the membership shall constitute a quorum for elections.
- Section 3.** Elections shall be by secret ballot if so, requested by any member. Installation of officers shall be at the last meeting of the Spring semester.
- Section 4.** Should a vacancy occur in a position before the completion of the term in office, the Executive Committee shall call a special election at the next scheduled meeting. The same procedures for a normal election will apply for a special election.
- Section 5.** Term of office for all officers shall be one year, with no limit on the number of terms served.

ARTICLE VI - MEETINGS

- Section 1.** Meetings shall be held as often as deemed necessary by the Executive Committee.
- Section 2.** Authority to call special meetings is vested in the Executive Committee.
- Section 3.** The types of meetings shall include, to the extent possible:
- A. Orientation Meeting** – This is the first business meeting of the semester, held to inform new members about the Chapter and about FAC. This meeting is open to all students, staff, faculty, and guests.
 - B. Business Meeting** – A meeting for the purpose of elections, announcements, voting on proposals, and other business. Usually includes a guest speaker or presentation. This meeting is open to all Chapter members and prospective members.
 - C. Special Meeting** – Special gatherings and events for the purpose of socializing and/or presenting guest speakers or VIPs in a more social environment. These events are open to Chapter members in good standing.
 - D. Executive Meetings** – A meeting of the Executive Committee for the purpose of conducting operations of the Chapter. The meeting is confidential and open only to officers, committee chairpersons, and the advisor.
 - E. Committee Meetings** – Conducted for the purpose of carrying out committee responsibilities. These meetings shall be held at the discretion of the chairperson.

ARTICLE VII - DUES

Section 1. Dues shall be set by the Executive Committee

Section 2. All dues are payable on or before the deadline established by the Executive Committee.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Roberts' Rules of Order shall govern the conduct of all meetings and prevail over all cases not covered by the bylaws.

ARTICLE VIII - AMENDMENTS

Section 1. Recommendations for amendments to the bylaws of the Chapter may be submitted at any business meeting.

Section 2. Any recommendation for amendments shall be submitted in writing to the membership at least fourteen days before a vote can be taken. The vote will be held at a meeting designated by the President.

Section 3. To become effective, an amendment must be accepted by no less than one-half of the members present and voting.

These Bylaws are approved this _____ day of _____, 20____.

By: _____ Date: _____
President

By: _____ Date: _____
Secretary/Treasurer

Attachment 2

Chapter Annual Report Template

An annual report and a proposed budget must be submitted to info@floridaairports.org before April 30th each year to be eligible for the \$1000 grant. A fillable annual report & proposed budget is provided below.

Annual Report & Proposed Budget

GENERAL INFORMATION:

Date: _____ FAC Student Chapter's Name: _____

The Academic Year the \$1000 grant will be utilized: _____

Have your student Chapters bylaws changed? Yes No

Designated Representative Name and Title: _____

Address: _____ Phone#: _____ Email: _____

OFFICERS/ADVISOR: Terms & Contact Information

Name of Chapter President: _____ Term Ends: _____

Address: _____ Phone#: _____ Email: _____

Name of Chapter Vice President: _____ Term Ends: _____

Address: _____ Phone#: _____ Email: _____

Name of Chapter Secretary/Treasurer: _____ Term Ends: _____

Address: _____ Phone#: _____ Email: _____

Name of Faculty Advisor, Title: _____

Address: _____ Phone#: _____ Email: _____

MEMBERSHIP

Total number of Chapter members: _____ Number of new members added this year: _____

Breakdown of Chapter Membership:

____ Senior ____ Junior ____ Sophomore ____ Freshmen ____ Graduate

Membership Listing: *Please provide contact information of all active members.*

	Name	Address	Phone	Email
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FINANCIAL SUMMARY

Funds Collected last year 20_____

Chapter dues: \$ _____ Other funds (donations, fundraising): \$ _____

Funds Collected this year 20_____

Chapter dues: \$ _____ Other funds (donations, fundraising): \$ _____

Proposed Budget: *Please provide the activities and meetings this reporting period.*

	Date	Event / Program Subject / Meeting	Location	# of Attendees	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please provide the activities and meetings this for the next reporting period.

	Date	Event / Program Subject / Meeting	Location	# of Attendees	Amount
1					
2					
3					
4					
5					
6					
7					
8					

Attachment 3

Example Calendar Year

	Date	Event / Program Subject / Meeting	Location	# of Attendees	Amount
1	9/1/2021	Club Interest Meeting / Recruitment	Campbell Hall, Your School	40	\$100
2	10/19/2021	Guest Speaker - International Airport - Operations Manager	Campbell Hall, Your School	25	
3	11/6/2021	Facilities Tour	Tampa Intl. Airport	15	\$200
4	11/9/2021	Guest Speaker - Consulting Company - Airport Planner	Campbell Hall, Your School	25	
5	1/25/2022	Sanford's Aerospace and Aviation Day – Volunteer at the FAC Booth	Orlando Sanford Intl Airport	10	\$100
6	1/27/2022	General Meeting – Remind members to apply for FAC Scholarships	Campbell Hall, Your School	40	\$200
7	2/10/2022	Guest Speaker - General Aviation Airport – Airport Director	Campbell Hall, Your School	25	
8	2/17/2022	Guest Speaker - International Airport Maintenance Director	Campbell Hall, Your School	25	
9	2/24/2022	Guest Speaker - Airport Planning and Environmental Director + Officer Elections	Campbell Hall, Your School	25	
10	3/24/2022	Guest Speaker - FAC President + Work on Annual Report and Chapter Update PPT	Campbell Hall, Your School	25	
	4/9/2022 – 4/10/2022	Sun N Fun – Ask for volunteer opportunities to get free tickets	Lakeland Linder Intl. Airport	15	\$200
	4/30/2022	Annual Report Due to FAC			
	5/9/2022	FAC Education and Training Summit	TBD	6	\$200
	8/3/2022 – 8/6/2022	FAC Annual Conference – Present Student Chapter Update (Apply for student assistance grant)	TBD	6	Student Assistant Grant