

**SOUTH FLORIDA STATE COLLEGE CHAPTER  
Of The  
ASSOCIATION OF FLORIDA COLLEGES  
BYLAWS**

Article I      NAME

The name of this organization shall be the South Florida State College (SFSC) Chapter of the Association of Florida Colleges (AFC).

Article II     PURPOSE

The purpose of the chapter is to actively involve individual AFC members in carrying out the goals and purposes of the AFC Association. It encourages and promotes communication and interaction among employees, college trustees, and retired members.

Article III    GOALS

1. To actively promote legislation that is beneficial to SFSC and individual members;
2. To encourage and promote opportunities for professional service and growth;
3. To improve articulation and cooperation among colleges and other interests;
4. To promote membership development, programs and activities that ensure an active and vital chapter;
5. To promote public understanding and support of the Florida College System;
6. To recognize and showcase exemplary SFSC practices, and
7. To maintain a fiscally sound organization.

Article IV    MEMBERSHIP

1. Six classes of membership are available:
  - a) Individual: full-time employees and faculty, part-time employees, and adjunct faculty;
  - b) Contributing: SFSC District Board of Trustees (non-paying status);
  - c) Associate: any interested persons who support the mission of SFSC;
  - d) Retiree: any person who has retired from SFSC;
  - e) Life: available to any individual and retired members, and
  - f) Honorary Life: conferred on those persons who, in the opinion of the Chapter have made an outstanding contribution to AFC (non-paying status).
2. Only individual, contributing, retiree, life, and honorary life members have full rights of membership, to include voting and holding office.

Article V     OFFICERS

1. The officers of the Chapter shall be: President, President-Elect, Secretary, Treasurer, Membership Co-Chairs, Legislative Representative, Ways and Means Chair, Publications Representative, and the Professional Development Chair.
2. The Executive Board shall be composed of the officers.
3. The officers shall be elected by a majority of voting membership through written or electronic ballot.
4. The officers shall serve for one year beginning January 1.

5. The offices may be filled by any voting AFC member of the SFSC Chapter.
6. The Chapter's immediate Past President will automatically fill one of the two Membership Co-Chair positions.
7. The President-Elect becomes President for the subsequent year.
8. The Nominating Committee shall present the name(s) of an AFC member(s) for each office. Write-in candidates will be accepted.
9. If the office of the President becomes vacant, the President-Elect will become President for the remainder of the vacated term. Other vacancies will be appointed by the chapter President. In the event that the President and President-Elect positions are both vacated, the immediate Past President shall assume the office of President.
10. An officer may be removed from office for non-performance of duties, including absence from three consecutive executive board and/or chapter meetings. The Executive Board will convene to consider the removal of an officer. If removal is agreed upon, the Executive Board will request a voluntary resignation from the officer. If a resignation is not forthcoming, the Executive Board's decision will be brought to the attention of members at the next chapter meeting, when the proposal for removal will be decided by a majority vote of members present.

## Article VI DUTIES OF THE OFFICERS

1. The President shall:
  - a) Call, set an agenda, and preside at all meetings;
  - b) Represent the Chapter officially at college and organization events;
  - c) Authorize expenditures and payment of chapter funds;
  - d) Appoint standing and ad hoc committee members as needed;
  - e) Act as liaison between the AFC Executive Board, chapter members, and the College President, and
  - f) Notify the Association's office, in writing, of any change in officers or status of the Chapter.
2. The President-Elect shall:
  - a) Perform the duties of the President during his/her absence;
  - b) Perform duties assigned by the President;
  - c) Chair the Scholarship Committee, and
  - d) Chair the Nominating Committee and oversee the distribution of election ballots to the membership.
3. The Secretary shall:
  - a) Record, prepare and distribute in a timely manner to the membership the minutes of chapter and Executive Board meetings;
  - b) Prepare any correspondence or reports as requested by the President, and
  - c) Coordinate communication between Commission Chairs, Regional Directors and our members, and
  - d) Distribute information to members regarding Commission and Regional meetings and events.
4. The Treasurer shall:
  - a) Maintain an accurate record of receipts and expenses of chapter funds and report to membership at monthly meetings and/or at request of the President, and
  - b) Authorize expenditures and payments of chapter funds.

5. The Membership Co-Chairs shall:
  - a) Be responsible for recruitment of new chapter members;
  - b) Maintain a current chapter membership roster, and
  - c) Collect dues and process payments/payroll deduction forms. Request checks be drawn for membership dues and forwarded to the AFC State Office.
6. The Legislative Representative shall:
  - a) Coordinate communication between the AFC Legislative Committee in Tallahassee and the local Chapter on all matters pertaining to legislation affecting the colleges;
  - b) Disseminate all pertinent legislative information to the membership, serve as the official chapter spokesperson for the chapter's legislative delegation, and coordinate any chapter activities concerned with informing the delegation about legislation affecting the college, and
  - c) Chair the Bylaws Committee, including distribution and maintenance of the chapter bylaws to the members.
7. The Ways and Means Chair shall:
  - a) Organize events and fundraising;
  - b) Report event status at monthly chapter meetings;
  - c) Develop and distribute the annual event fundraising calendar, and
  - d) Chair the Ways and Means Committee.
8. The Publications Representative shall:
  - a) Report chapter news to the college community and state organization through approved publications or other means deemed appropriate, and
  - b) Maintain a historical record of chapter activities for consideration of the Chapter of the Year Award and to share with potential new members.
9. The Professional Development Chair shall:
  - a) Be responsible for all AFC Professional Development (PD) events;
  - b) Complete SPD and Financial forms as required, turning all forms and copies into the SFSC Business Department, the SFSC SPD Chair and SFSC AFC Treasurer;
  - c) Provide a summary to chapter members before and after professional development events;
  - d) Communicate with the SFSC SPD Chair, SFSC AFC President and SFSC Treasurer as needed regarding Professional Development events and forms;
  - e) Set reasonable deadlines for members to notify the PD Chair of interest in attending AFC events and communicate all those opportunities to all AFC members;
  - f) Create and then annually revise the AFC SPD Operating Procedures;
  - g) Chair the AFC Professional Development Committee, and
  - h) Secure from each member who plans to serve at the state level within 15 days of his/her election/appointment an estimated annual budget of planned activities and expenditures if the Chapter will be responsible for these costs.

## Article VII MEETINGS

1. The general membership meeting date and time shall be decided by the Executive Board at the beginning of each calendar year.
2. Special meetings shall be called by the President or by the President-Elect upon consent of the Executive Board.
3. A quorum shall consist of those members present and voting.

4. A majority vote of those members present shall be required for conducting business.
5. Monthly meetings can be cancelled or rescheduled by the President as deemed appropriate.

#### Article VIII DELEGATES TO THE STATE ASSEMBLY OF DELEGATES

1. Delegates to the Assembly of Delegates shall be the College President and up to one voting delegate per ten chapter members. Chapter officers, state officers, and candidates for state office shall have priority as voting delegates. All AFC members are encouraged to vote for State officers.
2. Delegates must be members of AFC and serve only until the adjournment of the next annual conference.
3. Delegates to the Annual AFC Conference shall be appointed prior to the opening date of the conference by the Executive Board.

#### Article IX COMMISSION REPRESENTATIVES

1. Commission Representatives shall be assigned prior to Commission meetings at the annual conference to ensure maximum representation.
2. All Commission Representatives must be AFC members and shall serve on the Commissions as outlined in the Bylaws of the Commission to which they are appointed.
3. Each Commission Representative shall attend all meetings of his/her assigned commission at the annual AFC conference and other state meetings during the year as necessary to represent his or her particular commissions (funding permitted).
4. All Commission Representatives shall disseminate information to the Chapter membership as appropriate.

#### Article X STATE LEVEL LEADERSHIP

Chapter members who desire to serve in a leadership role at the State, Commission, or Region level (state officer, commission officer, region director, state committee, etc.) must have prior approval from his/her supervisors and the SFSC President. Annual renewal or reappointment must also follow the same process.

#### Article XI COMMITTEES

1. A Nominating Committee, chaired by the President-Elect and composed of four additional AFC members (one each from Administration, Faculty, Professional and Career classifications), shall be responsible for providing a slate of candidates to the membership in August. The Committee shall be responsible for disseminating to all candidate applicants a written outline of the duties and responsibilities pertaining to the office to be filled. The Committee shall also conduct the election of the officers by secret ballot (in the event that a candidate's position is uncontested, a majority vote during an AFC general meeting is permitted). The results of the election will be announced on or before the December General Membership meeting. New officers will be sworn in at a later date in December.
2. A Scholarship Committee, chaired by the President-Elect and three to five additional AFC members, shall review applications and make recommendations annually (January through December calendar year) to the SFSC Foundation, Inc. for the AFC

Foundation scholarship. The Committee shall also review applications for awarding AFC chapter scholarships each term.

3. A Bylaws Committee, chaired by the Legislative Representative and composed of three to five additional AFC members, shall annually review the Chapter Bylaws to ensure alignment with current Chapter needs. Proposed changes to the Chapter Bylaws must be approved by the Executive Board prior to consideration by the membership (see Article XIII).
4. A Membership Committee, chaired by the Membership co-chairs and composed of three to five additional AFC members, shall be responsible for organizing and coordinating the annual membership campaign and maintaining membership records.
5. A Professional Development Committee shall consider each AFC SPD request, determining the members who will attend each AFC activity according to the AFC SPD Operating Procedures. This committee shall consist of the Professional Development Chair, the President, the President-Elect, the Treasurer and one other Executive Board Member as appointed by the President.
6. A Ways and Means Committee, chaired by the Ways and Means Chair and composed of three to five additional AFC members, shall be responsible for coordinating and supporting fundraising efforts and other approved chapter initiatives.
7. Other committees shall be appointed by the President as needed to carry on the work of the Chapter. The President and President-Elect shall be ex-officio members of all committees.

## Article XII PARLIAMENTARY AUTHORITY

1. The rules contained in the most current edition of Roberts Rules of Order shall govern the Chapter in all cases to which they are applicable and to which they are not inconsistent with these Bylaws or the AFC Bylaws or any special rules of order that this chapter of AFC may adopt.

## Article XIII AMENDMENTS

1. These Bylaws can be amended at any meeting of the Chapter, provided that the amendment has been submitted in writing to the membership at least one week prior to the meeting in which it is introduced. A two-thirds vote of those members present shall be required to change the Bylaws.
2. These Bylaws shall be reviewed annually on or before April 30<sup>th</sup> by the Bylaws Committee and revised as approved by the Chapter.