

Association of Florida Colleges Chapter By-Laws



Serving the Florida College System since 1949

FLORIDA
SOUTHWESTERN
STATE COLLEGE

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ARTICLE I: NAME

The name of this organization shall be known as the Florida SouthWestern State College Chapter of the Association of Florida Colleges, hereinafter referred to as the “Chapter”.

ARTICLE II: MISSION AND GOALS

As a chapter of the Association of Florida Colleges, it shall be the purpose of the Chapter to:

1. Support the Florida SouthWestern State College Vision, Values and Mission;
2. Collaborate in a collegial and professional manner among faculty, administration and staff at all levels;
3. Disseminate information regarding pertinent legislation and present the opinion of AFC members on important legislative matters to College administrators, college/community leaders and local and state legislators;
4. Encourage and facilitate professional growth, service and developmental opportunities for members;
5. Enhance the “One College” philosophy bringing all employees together for a common purpose; and
6. Promote enhanced communication and collaboration between Florida SouthWestern State College and other colleges and universities within the state university system.

ARTICLE III: MEMBERSHIP

Section 1: Membership Classification. In accordance with Association of Florida Colleges guidelines, there are ten (10) classes of membership:

- A. **Individual Membership** is open to any full-time regular college employee;
- B. **Contributing Membership** is automatic for the Chief Executive Officer and any member of a District Board of Trustees whose college holds institutional membership in the Association;
- C. **Institutional Membership** is open to any college;
- D. **Retiree Membership** is open to any person who has retired from a Florida community college or the Division of Community Colleges;
- E. **Life Membership** is available to individuals employed fulltime and retired members;
- F. **Adjunct Faculty Membership** is open to any person who is employed less than full-time in an instructional position;

- G. **Part-time Employee Membership** is open to any part-time regular college employee;
- H. **Honorary Life Membership** is conferred on those persons who, in the opinion of the Board of Directors, have made an outstanding contribution to the college and/or the Association;
- I. **Affiliate Membership** is open to institutions and organizations, including student groups whose activities are recognized by the Board of Directors as being closely related to the functions and purposes of the colleges; and
- J. **Associate Membership** is open to individuals whose professional or educational activities are closely related to the functions and purposes of the Association and to any individual who, in the opinion of the Board of Directors, exhibits interest in supporting the aims and activities of the Association.

Section 2: Term of Membership. The AFC membership term is July 1 through June 30. All memberships expire on June 30.

Section 3: Membership Dues. Membership dues are paid annually in a lump sum. New membership enrollment after July 31 will be prorated. Payroll deduction of membership dues is available for full-time employees.

ARTICLE IV: OFFICERS

Section 1: The officers shall be the executive board of the Chapter and shall consist of: President, President-Elect, Past President, Legislative Representative, Secretary, Treasurer, Historian and Publications Chair, Charlotte Campus Representative, Collier Campus Representative, Hendry/Glades Center Representative, Lee Campus Representative, and Membership Chair.

Section 2: No member shall hold more than one office at a time.

Section 3: Terms of Office. The term of office for officers shall run from July 1 through June 30. An officer will be elected for two (2) consecutive year terms (24 months).

Section 4: Exception to terms of office. To avoid vacant positions, officers may continue to serve in an interim capacity until the position is filled, only if the elections procedure as described in Article VI produces no candidates willing to serve. In addition, the Legislative Representative is not subject to a limit on the number of consecutive terms as this office is filled by the college Director, Government Relations.

Section 5: Vacancies of Office. Vacancies may occur as a result of any of the following:

- A. Resignation from the executive board;
- B. Unpaid or inactive Association of Florida Colleges membership;
- C. Separation of employment from Florida SouthWestern State College;

- D. Member has two (2) or more unexcused absences or excessive excused absences from regular meetings; or
- E. Involuntary removal.

Section 6: Involuntary removal from Executive Board. Officers can be removed from the board prior to the expiration of their term, with cause, upon a two-thirds (2/3rds) vote of the quorum that is present. Voting will take place by closed ballot under the direction of the President Elect, or if not present or the subject of the vote for involuntary removal, the Past President will preside.

Section 7: Vacancies. Vacant officer positions will be filled as follows:

- A. The President will appoint a replacement to complete the remainder of the term of office. The appointment shall be ratified by the Executive Board at the next meeting upon the majority vote of the quorum present.

Section 9: Duties of Officers.

A. President – The President shall:

- 1) Preside over all meetings of the Chapter;
- 2) Communicate recommendations of the Chapter to District President and President’s Cabinet;
- 3) Act as liaison between the AFC Board of Directors and the Chapter members;
- 4) Appoint standing and ad hoc committee members;
- 5) Establish meeting agendas, with Chapter input;
- 6) Authorize expenditures for Chapter funds with the knowledge and approval of the Treasurer;
- 7) Approve all content placed on the Chapter web page.

B. President Elect – The President Elect shall:

- 1) Preside over all meetings of the Chapter in the absence of the President;
- 2) Assume the office of President after serving his/her term as President Elect;
- 3) Serve as the Elections Committee Chair; and
- 4) Perform other duties as assigned by the President.

C. Secretary– The Secretary shall:

- 1) Perform roll call and record minutes at all regular and special meetings of the Chapter;
- 2) Submit minutes to the President for review a minimum of fifteen (15) days prior to the next Chapter meeting;
- 3) Maintain records of all official approved minutes;
- 4) Provide clarification of past meeting business as needed; and
- 5) Maintain an annual calendar of AFC events and Chapter activities to post on the website.

- D. Treasurer – The Treasurer shall:
- 1) Assume responsibility for all financial transactions conducted by the Chapter. These transactions include, but are not limited to, prepare budget requests, process approved expenditures from Chapter account, and monitor budget status;
 - 2) Provide receipts for all funds collected and ensure the deposit to the Chapter bank account;
 - 3) Co-authorize all disbursement of Chapter funds;
 - 4) Prepare and submit a monthly budget report to the Chapter detailing current account balances, income and expenses during the preceding month; and
 - 5) Represent the Chapter on the college Budget Review Committee.
- E. Campus Representatives – The Campus Representatives shall:
- 1) Secure a meeting room and coordinate video conference availability for their campus each month;
 - 2) Communicate with campus staff on issues of concern and relay those concerns to the Chapter;
 - 3) Communicate initiatives and actions of the Chapter to campus staff;
 - 4) Assist in the recruitment of new and renewed memberships; and
 - 5) Coordinate Chapter activities at their campus.
- F. Legislative Representative – The Legislative Representative shall:
- 1) Assume responsibility for all legislative activities within the Chapter.
- G. Historian and Publications Chair – The Historian and Publications Chair shall:
- 1) Publicize and photograph Chapter events;
 - 2) Write and submit Chapter articles and pictures to AFC Current;
 - 3) Maintain Chapter Facebook page;
 - 4) Send notice of monthly Chapter meetings to membership; and
 - 5) Maintain file of all records of Chapter events throughout the year for end of year Chapter book
- H. Past President – The Past President shall:
1. Maintain order of all meetings and govern all parliamentary procedures of the Chapter.
 2. Conduct bylaw review and edits each year
 3. Advise the executive board on any previous history of the Chapter when needed
- I. Membership Chair
- 1) Chair chapter membership committee and oversee all committee responsibilities
 - 2) Update member benefits information as needed
 - 3) Present AFC membership information at New Employee Orientations
 - 4) Maintain Chapter membership roster

ARTICLE V: ELECTIONS

Section 1: Officer and Commission Representative positions may be filled by any active AFC member of the Chapter.

Section 2: The President Elect shall serve as the Elections Committee Chair.

Section 3: An Elections Committee shall be formed no later than the second week in August of each year to obtain nominations. Nominations will be accepted between September 1 to September 30. Determination of qualification shall be made within five (5) business days of the close of nominations.

Section 4: If any position is unopposed, the nominee shall win by default and the position will not be included on the electronic ballot.

Section 5: Within ten (10) business days from the close of nominations, an electronic ballot shall be posted and distributed in coordination with the Office of Institutional Research. Members shall have five (5) business days to return their ballot in the prescribed manner.

Section 6: Elections committee shall certify the votes within 5 business days of the close of voting in a properly noticed meeting.

Section 7: The results of elections shall be determined by a simple majority vote of all votes cast by the membership.

Section 8: In the event of a tie, a tie breaker vote will be commenced within 72 business hours in accordance with the same procedures outlined in Article VI.

Section 9: Past President shall review the chapter bylaws with the Executive Board and make any necessary revisions in August of each year. Bylaws revisions shall be included on the ballot and voted on by the membership during annual elections.

ARTICLE VI: MEETINGS

Section 1: The Executive Board shall meet monthly eleven (11) times per year. The President may call additional meetings as necessary. All meetings will be available by video conference and are open to the public.

Section 2: A quorum must be present for votes to take place. A majority of the Executive Board shall constitute a quorum. A majority vote of the Executive Board is required to pass a

motion. Fifty percent plus one constitutes a majority.

Section 3: Five (5) business days written notice will be given to the membership concerning any item that will be voted on at the upcoming meeting.

Section 4: Agenda items should be submitted to the President by the Monday of the week prior to the meeting date. The agenda will be distributed to the Executive Board and posted on the website five (5) business days prior to the meeting date.

ARTICLE VII: COMMITTEES

Section 1: The standing committees shall be:

- A. Activities Committee - The purpose of this committee shall be:
 - 1) Plan and organize campus events for staff that promote the Chapter, encourage campus community building, and support the vision and mission of the College.
- B. Elections Committee - The purpose of this committee shall be:
 - 1) Monitor vacancies in Chapter leadership.
 - 2) Seek nominations and conduct elections based on procedures in Article V.
- C. Membership Committee – The purpose of this committee shall be:
 - 1) Coordinate the annual membership drive;
 - 2) Solicit new memberships from those eligible for membership to join;
 - 3) Encourage renewal of membership for all current members; and
 - 4) Maintain a year round effort to promote membership in the Association.
- D. Fundraising Committee – The purpose of this committee shall be:
 - 1) Plan and coordinate chapter fundraising activities and events

Section 2: Ad hoc committees to address special issues can be formed as needed by a majority vote of the Executive Board.

Section 3: The Chair of a committee should be an active Chapter member, but committee membership is open to anyone who would otherwise be eligible for AFC membership. Committee Chairs shall be appointed by a majority vote of the Executive Board.

Section 4: The committee chair will provide meeting dates, times and locations to the Secretary to publish on the Chapter website, in compliance with public notice requirements.

Section 5: The committee chairs are required to retain complete records of committee activities and provide reports to the Chapter at the monthly meetings.

Section 6: A listing and description of all current committees and its members will be posted on the Chapter Web site.

Section 7: All requests from the College for a member of the Chapter to participate in College committees or meetings should be made to the Chapter President. The Executive Board will appoint a Chapter member in a manner that gives representatives an equal opportunity to participate.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Except as it conflicts with these bylaws, *Robert's Rules of Order, Newly Revised*, shall govern procedure at all chapter meetings.

Section 2: Quorum. A quorum for the Executive Board shall be seven voting members. The President will provide a tie-breaking vote if necessary.

ARTICLE IX: GENERAL GUIDELINES

Section 1: The fiscal year shall coincide with the College fiscal year, July 1 to June 30. A chapter trust account shall be maintained and funds disbursed through the Chapter President and the Treasurer, following college procedures.

Section 2: In situations where it is not possible or practical to convene a meeting of the entire Executive Board, the Chapter President, upon securing the approval of the Treasurer, or other board member if the treasurer is not available, shall have the discretionary power to spend no more than \$100 of chapter funds for any chapter-related need or activity without formal action by the Board. However, all Board members must be advised of any such expenditures at the next board or chapter meeting.

Section 3: Any chapter member desiring to serve at the state level must obtain approval from the College President before accepting the state level position. This would include but is not limited to serving on the Association Board of Directors, a commission board, region board, or any Association or commission committee.

ARTICLE X: AMENDMENTS

Section 1: Members may offer amendments through the Bylaws Committee or may submit them directly to the Executive Board at any time. When a member proposal is submitted directly

to the Board, the Board may hold it until the next Bylaws Committee report of recommended revisions is received

Section 2: Proposed revisions to these bylaws shall be submitted in writing to the membership and adopted upon a two thirds (2/3) majority vote of the membership. The membership will be provided a two (2) calendar week notice of any proposed revisions prior to voting. Voting shall be conducted by electronic ballot, in coordination with the Office of Institutional Research. The membership shall be given a minimum of five (5) business days to vote.