

# **Bylaws**

## **Association of Florida Colleges**

### **College of Central Florida Chapter**

*We, the members of the CF Chapter of the Association of Florida Colleges, do hereby adopt the following bylaws. These bylaws shall provide the foundation and guidelines for our chapter as we seek to cultivate professional development opportunities, networking opportunities with our chapter and among the association as a whole, and promote advocacy for the Florida College system as prescribed by the state Association of Florida Colleges.*

The following bylaws of the College of Central Florida Chapter shall not contradict the laws of the Federal Government or State of Florida, policies of the College of Central Florida, or the laws and/or policies of the Association of Florida Colleges state office.

#### **ARTICLE I: THE CHAPTER**

##### **Section 1: Name**

The name of this organization shall be the College of Central Florida (CF) Chapter, herein referred to as the “Chapter,” of the Association of Florida Colleges (AFC), herein referred to as the “Association.”

##### **Section 2: Authority**

The Chapter shall be governed by the laws/policies of the Association of Florida Colleges, the policies of Region III, the bylaws of the Chapter, and the rules and regulations put forth by the College of Central Florida.

#### **ARTICLE II: PURPOSE**

The Chapter is organized to more actively involve individual members at the College in carrying out the goals and purposes of the Association. To this end, the Chapter shall endeavor to:

- A. Serve as a comprehensive, professional organization for anyone employed (full-time or part-time) at the College of Central Florida.
- B. Promote increased communication and interaction among all College employees and executive leadership, while encouraging and enhancing a cooperative spirit.
- C. Provide a forum for the discussion of issues which are of interest or importance to the entire college community including, but not limited to, legislative concerns.
- D. Support the College’s Mission and Vision and acknowledge the core values of empowerment, engagement, and excellence while adhering to the College’s service standards of Professional, Responsive, Informative, Dependable, and Engaged (PRIDE).

#### **ARTICLE III: MEMBERSHIP**

##### **Section 1: Non-Discrimination**

Membership in the Chapter shall not be denied to any person on the basis of race, color, ethnicity, religion, sex, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status.

##### **Section 2: Classes**

Seven (7) classes of membership are established- Individual, Retiree, Life, Adjunct Faculty, Part-time Employee, Life Retiree and Honorary Life.

- A. Individual membership is open to any college employee or to any employee of the Division of Florida Colleges.
- B. Retiree membership is open to any person who has retired from a Florida Community or State College or the Division of Florida Colleges.
- C. Life membership is available to individual members only.
- D. Adjunct Faculty membership is open to any person who is employed by a Florida Community or State College as an adjunct employee.
- E. Part-time Employee membership is open to any person who is employed by a Florida Community or State College as a part-time employee.
- F. Life Retiree membership is open to retiree members only.
- G. Honorary Life membership is conferred on those persons who, in the opinion of the Association's Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Association's Awards Committee.

### **Section 3: Dues**

Dues each year shall be the amount of annual Association dues, inclusive of \$1.50 to be retained by the Chapter. Membership dues are payable by:

- A. Cash or check, paid annually; or
- B. Payroll deduction, authorized annually by the individual; or
- C. Payroll deduction, authorized on a continuous basis by the individual; or
- D. Credit card, payable directly to the Association's state office at myafchome.org.

### **Section 4: Criteria for Good Standing**

- A. Have paid dues in full or on a current payroll deduction plan.
  - 1. Be an active member of the Chapter, as defined by participation in a minimum of five (5) Chapter events within a one (1) year period or deemed appropriate by the current Chapter Executive Board.

## **ARTICLE IV: MEETINGS**

### **Section 1: Regular Meetings**

- A. The Chapter will conduct regular business meetings during the fiscal year of the College of Central Florida.
- B. Meeting times and locations are to be determined by the Executive Board.
- C. Agenda items must be submitted 24 hours in advance by contacting the Chapter President.
- D. Meetings will be conducted following *Robert's Rules of Order*.

### **Section 2: Executive Board Meetings**

- A. The Executive Board will conduct regular business meetings during the fiscal year of the College of Central Florida.
- B. Meeting times and locations are to be determined by the Chapter President.
- C. Meetings will be open to all members of the Chapter, unless otherwise specified by the Chapter President.

- D. All members attending the meeting, who are not members of the Executive Board or on the agenda of the Executive Board meeting are not to address the Board unless asked to do so.
- E. Meetings will be conducted following Robert's Rules of Order.

### **Section 3: Special Meetings**

- A. The Chapter President may call special meetings of the Chapter or Executive Board, if deemed necessary.
- B. A written request of five or more members will require the Chapter President to call a special Chapter meeting.
- C. A written request of three or more Executive Board members will require the Chapter President to call a special Executive Board meeting.
- D. At least 48 hours' notice must be given to all members if a special meeting, Chapter or Executive Board is called.

### **Section 4: Quorum**

A quorum is necessary for any official Chapter business to be conducted. This includes all Chapter votes. A quorum is defined as:

- A. A quorum for an Executive Board meeting shall be defined as the attendance of a simple majority (51%) of all elected Chapter Executive Board Officers.
- B. At any meeting where Chapter business is being conducted, a quorum shall be defined as a simple majority (51%).

### **Section 5: Attendance at Meetings**

- A. Attendance at Chapter meetings for general members is voluntary, but strongly encouraged.
- B. Attendance at Chapter meetings for Executive Board members is required.
  - 1. If an Executive Board member is aware that they will be absent or late, said member must notify the Chapter President.
- C. Members who attend meetings on a regular basis will have higher consideration for Chapter funded events (e.g. Commission Conferences, Annual Conferences, etc.) than those who are not involved.

### **Section 6: Voting Rights**

- A. Every member of the Chapter may have one vote upon any question lawfully coming before the Chapter for consideration.
- B. The member must be present at the time of the vote for the vote to count.
- C. Absolutely no proxies are allowed.
- D. The Chapter President will only vote in the event of a tie.

## **ARTICLE V: OFFICERS**

### **Section 1: Executive Board**

- A. The role of the Executive Board is to:
  - 1. Provide Leadership and direction for the Chapter.
  - 2. Review, approve, and assist with all events (e.g. socials, fundraisers, service) of the Chapter.
  - 3. Provide leadership and direction for the Membership Drive Committee.
  - 4. Authorize expenditures and payments of the Chapter funds.
  - 5. Review proposals from the state office of the Association and any other agencies having any effect upon the College of Central Florida.

6. Review the bylaws annually and make revisions as necessary.
- B. All Executive Board members shall be elected with the exception of the President and the Immediate Past-President.
- C. All Executive Board members shall have the right to vote during both Executive Board and Chapter meetings.
  1. The exception is the Chapter President; who will only vote in order to break a tie.
- D. Executive Board members (with the exception of the President and President-Elect) positions may be combined as needed and as appropriate for each term of service.
  1. President
  2. President-Elect
  3. Secretary
  4. Treasurer
  5. Activities Chair
  6. Fundraising Chair
  7. Membership Chair
  8. Legislative Representative
  9. Publicity Chair
  10. Historian
  11. Citrus Campus Representative
  12. Levy Campus Representative
  13. Ocala Satellite Campus Representative
  14. Immediate Past-President

## **ARTICLE VI: ELECTIONS**

### **Section 1: Eligibility for Office**

- A. Any active member in good standing is eligible to hold an office.
- B. Any active member in good standing is eligible to accept a nomination for only one position per year.

### **Section 2: Time of Election**

- A. Elections will be held in November of every year.
- B. Nominations will be taken at least one month prior to elections.

### **Section 3: Voting for Officer Positions**

- A. All voting will be done by secret ballot.
- B. Ballots will be disseminated in a manner determined by the Executive Board.
- C. The candidate must receive a simple majority of the votes cast in a particular race to be elected.
  1. If no candidate receives a simple majority in the first ballot, the highest finishing candidates, who together received a simple majority of the vote, will participate in a runoff ballot until one candidate receives a majority.
- D. If the position is not filled by election, it shall be filled by appointment of a simple majority of the Executive Board.

### **Section 4: Terms of Office for Elected Positions**

- A. Terms shall align with the Association's leadership cycle, January 1 to December 31.
- B. All officers shall serve for one term following their election or appointment.

## **Section 5: Removal of an Officer**

- A. An officer may be removed from their position because they are deemed unfit to hold an office for the following reasons:
  1. Non-satisfactory performance or failure to perform their duties of the office;
  2. Misrepresentation of the Chapter, College, or AFC's purpose;
  3. Violating, unintentionally or intentionally, the policies and procedures of the Chapter, College, or Association, and/or State, or Federal laws and statutes.
- B. The removal of an officer shall originate by petition to the Chapter President.
  1. In the case the officer is the President, the petition should be submitted to the Immediate Past-President.
  2. Automatic petition will be generated after three consecutive, unexcused absences from Executive Board meetings.
- C. The officer in question shall be given the opportunity to share their account before the Executive Board for the alleged offence.
- D. A vote of two-thirds majority of the Executive Board in favor of removal is required to remove an officer.
- E. Filling the position of the removed officer shall be determined by the Executive Board based on the time of the removal.

## **Section 6: Vacancies**

- A. If the position is not filled by election or becomes vacant, it shall be filled by appointment of a simple majority of the Executive Board or the duties will be distributed among the Board members as appropriate.
- B. If the office of the President becomes vacant, the President-Elect will fulfill this responsibility for the remainder of the term,
- C. Chapter members are to be notified of the change in office by the first meeting after the vacancy occurs.

## **ARTICLE VII: CHAPTER OFFICER DUTIES**

### **Section 1: President**

The President shall have the following duties:

- A. Serve only one term; will ascend to the role of Immediate Past-President the following term.
- B. Automatic succession into this role upon the start of the next term after their term as President-Elect.
- C. Call to order and preside over meetings of the Executive Board and the Chapter.
- D. Represent the Chapter in all matters.
- E. Serve on the College Council as the Chapter's Representative.
- F. Establish ad-hoc committees as necessary.
- G. Serve as ex-officio, non-voting member of each committee.
- H. Be aware of all financial matters concerning the Chapter during their term in office.
- I. Provide Chapter quarterly reports to the Region Director and Chapter Historian in a timely manner.
- J. Attend, if possible, all important State, Region, and Commission meetings and conferences.
- K. Creation of Chapter Goals (formerly Operational Plan) for the calendar year.

### **Section 2: President-Elect**

The President-Elect shall have the following duties:

- A. Serve only one term; will ascend to the role of President the following term.
- B. Shadow the President to ensure proper transitioning.

- C. Perform the duties of the President during the President’s temporary absence or disability.
- D. Assist the standing committee chairs in the performance of their duties.
- E. Coordinate information regarding travel, registration, and accommodations for various AFC Events (i.e. Annual Conference, commission conferences, regional meetings, etc.)
- F. Perform any other duties assigned by the President.

### **Section 3: Secretary**

The Secretary shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Record and oversee the distribution of the minutes from the Chapter and Executive Board meetings.
- C. Notify the Association in writing of any changes in officers or status of the Chapter.
- D. Secure reservation for the location of each Chapter meeting, including the use of technology.
- E. Perform any other duties assigned by the President.

### **Section 4: Treasurer**

The Treasurer shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Safeguard, deposit and disburse any Chapter funds as necessary.
  - 1. Ensure all forms or documentation related to the use of Chapter funds are on file (e.g. invoices, travel, deposit slips, receipts, etc.)
    - a. Present an up-to-date report of financial activity at meetings of the Chapter and Executive Board.
- C. Perform any other duties assigned by the President.

### **Section 5: Activities Chair**

The Activities Chair shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Provide a tentative list of Chapter meeting topics, to fulfill the “Outstanding Chapter of the Year” Award requirements, as put forth by the Association, to the Executive Board for approval.
- C. Coordinate Chapter activities outside of the Chapter meetings, such as Chapter socials, community service events, etc.
- D. Chair the Chapter Activities Committee.
- E. Provide the President and Treasurer with all invoices or receipts for expenses related to Chapter activities.
- F. Perform any other duties assigned by the President.

### **Section 6: Fundraising Chair**

The Fundraising Chair shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Provide a tentative list of Chapter fundraisers, to fulfill the “Outstanding Chapter of the Year” Award requirements, as put forth by the Association, to the Executive Board for approval.
- C. Provide monies to Treasurer from fundraising activities within a timely manner at the end of the event.
- D. Provide the Treasurer with all receipts for expenses and monies related to Chapter fundraisers.
- E. Coordinate Chapter involvement in executing fundraising activities.
- F. Chair the Chapter Fundraising Committee.
- G. Perform any other duties assigned by the President.

## **Section 7: Membership Chair**

The Membership Chair shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Process all new member membership forms.
  1. Submit all forms in the manner deemed by the state office of the Association.
  2. Ensure copies of new member forms are sent to appropriate departments at the College for processing (e.g. Payroll, for payroll deduction for dues).
- C. Be responsible for organizing and coordinating membership drive activities with the goal of retaining membership of at least 50% of College employees.
- D. Chair the Annual Membership Drive committee.
- E. Maintain a current Chapter membership roster and provide the list to the appropriate Chapter officers and the Association's Executive Director.
- F. Attend, if possible, the State Membership Conference.
- G. Perform any other duties assigned by the President.

## **Section 8: Legislative Representative**

The Legislative Representative shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Serve as liaison between the Association's Legislative Committee, the College President, and Chapter members in all matters pertaining to legislation affecting the Florida College System.
- C. Disseminate all pertinent legislative information to the Executive Board and the Chapter.
- D. Attend, if possible, the State Legislative Conference.
- E. Serve as the official Chapter spokesperson to the College's legislative delegation.
- F. Serve on the Region III Legislative Committee.
- G. Perform any other duties assigned by the President.

## **Section 9: Publicity Chair**

The Publicity Chair shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Develop communication pieces, flyers, or other forms of advertisement to inform members of times, locations, and topics and/or themes of upcoming Chapter meetings, events, or other activities in a timely manner.
- C. Submit all pertinent information and photos to the AFC Current for articles to be published.
- D. Work with the College's Marketing Department for inclusion in publications and updates to the Chapter's website.
- E. Assist Historian in taking photographs of all Chapter events.
- F. Submit articles on Chapter events and pictures to CF Webmaster.
- G. Perform any other duties assigned by the President.

## **Section 10: Historian**

The Historian shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Take photographs at all Chapter meetings, events, and functions.
- C. Collect all important and required information and documentation needed for the "Chapter Book."
- D. Assemble the "Chapter Book" for submission for the "Outstanding Chapter of the Year" award.
- E. Keep and maintain all historical data for the Chapter.
- F. Perform any other duties assigned by the President.

## **Section 11: Campus Representatives**

The Campus Representatives, Citrus, Levy, and Ocala Satellite (Hampton Center, Appleton Museum of Art, and Vintage Farm), shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Liaison for all AFC activities and functions at their respective campus(es).
- C. Provide the Executive Board and the Chapter with updates in regards to their respective campus(es).
- D. Work with the Activities Chair and implement separate, if needed, functions at their respective campus(es).
- E. Coordinate with Fundraising Chair and perform separate, if needed, functions at their respective campus(es).
- F. Assist the Membership Chair with recruiting new members at their respective campus(es).
- G. Perform any other duties assigned by the President.

## **Section 15: Immediate Past-President**

The Immediate Past-President shall have the following duties:

- A. Automatic succession into this role upon the start of the next term after their term as President.
- B. Serve only one term, during the first term of successor.
- C. Continue to mentor the President to ensure proper execution of their term.
- D. Advise and inform the Executive Board of past decisions when appropriate.
- E. Assist the standing committee chairs in the performance of their duties.
- F. Perform any other duties assigned by the President.

## **ARTICLE VIII: OFFICER TRANSITION**

### **Section 1: Installation of Officers**

- A. The “Installation of Officers” ceremony should take place, when possible, at the end of the last month of the vacating officers’ term to allow proper transitioning of officers.
- B. Both vacating and incoming officers should be present for this ceremony.
- C. The “Oath of Office” shall be administered by the President of the College.
- D. A copy of the “Oath of Office” can be found in the *AFC Leadership Manual*.

## **ARTICLE IX: COMMITTEES**

### **Section 1: Formation of Committees**

- A. The Chapter President may establish committees to advise the Chapter and the Executive Board on the state of affairs in the Chapter, to analyze problems in their respective areas and propose solutions, and to bring forward innovative ideas for improving the Chapter.
- B. The Chair of each standing committee shall be responsible for convening its meetings, setting the agenda, conducting the meetings, and advising the Executive Board. The Chair shall also be responsible for submission of a full report on the committee’s work to the next Chapter and Executive Board meetings.
  1. The Chapter shall have the following standing committees:
    - a. Activities: The Activities Committee will be responsible for planning, promoting, and conducting activities for all college employees, especially those who are current members of AFC.
      1. These activities should seek to enhance employees’ professional growth, social interaction, and cultural awareness.



2. The committee will be responsible for arranging to provide food and/or refreshments for any event or function for which the Executive Board determines the need.
- b. Fundraising: The Fundraising Committee will be responsible for planning, promoting and conducting fundraising activities for the benefit of the Chapter.
- c. Membership: The Membership Committee will be responsible for carrying out the annual membership drive.
  1. This committee will also maintain a year-round effort to promote membership in the Association and to encourage non-members who are eligible for membership to join.
- C. The Immediate Past-President or the President-Elect shall help advise Chairs of each committee when requested.
- D. Ad-hoc or special committees may be appointed by the Chapter President as needed.
  1. The Chapter may have the following special committees as examples:
    - a. Nominating Committee
    - b. Elections Committee

## **ARTICLE X: FINANCES**

### **Section 1: Budget**

- A. The fiscal year shall coincide with the College's fiscal year, July 1 to June 30.
- B. A Chapter account shall be maintained and funds disbursed through the Chapter President and the Treasurer, following college procedures.
- C. The Treasurer shall keep an accurate and up-to-date ledger of all Chapter accounts in regards to expenditures and procurements.
  1. Types of Chapter Accounts
    - a. Fundraising
    - b. College Activity
    - c. Travel
    - d. Membership
- D. The Chapter President 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 no more than five (5) times during their term.
  1. However, all Board members must be advised of such expenditures at the next Board or Chapter meeting.

### **Section 2: Expenditures**

- A. All use of money, excluding payments to the Association, must be allocated through the Executive Board.

### **Section 3: Collection**

- A. All funds collected by the Chapter shall have the deposits made by the Treasurer.
- B. All funds collected shall be deposited in a timely manner.

### **Section 4: Disbursement of Funds**

- A. In the event that the Chapter disbands, all funds remaining after payment of outstanding debts will be processed in accordance with the regulations of the College and the Association.

## **ARTICLE XI: BYLAWS**

### **Section 1: Distribution**

- A. The Executive Board will hold official copies of the CF Chapter bylaws.
- B. These copies will also be posted on the Chapter website and can be inspected by any member at any time.

### **Section 2: Interpretations of Bylaws**

- A. The Chapter President shall interpret these bylaws.
- B. Any appeal of an interpretation shall be submitted in writing to the Chapter President and reviewed by the Executive Board following Robert's Rules of Order.

### **Section 3: Suspension of Bylaws**

- A. A motion may be made during an Executive Board or Chapter meeting to temporarily suspend these bylaws, in order to pass a motion that would otherwise conflict with the document.
- B. Suspension of bylaws requires a unanimous vote of all members present in favor of suspension.
- C. An immediate vote to reinstate the bylaws should take place at the conclusion of all business requiring the suspension.

### **Section 4: Amendments to Bylaws**

- A. Proposed revisions to these bylaws shall be submitted in writing to the membership and adopted upon approval of a simple majority of those voting on the matter. The Executive Board shall determine the manner in which the voting is to take place. To ensure adequate time for requesting and receiving clarifications, the vote on any proposed revision shall be taken no less than two calendar weeks from the date the proposal is sent out.
- B. Members may offer amendments directly to the Executive Board at any time.

## **ARTICLE XII: COMMISSION, REGION, STATE OFFICERS**

- A. Any Chapter member desiring to serve at the state level must obtain approval in writing from the following before accepting the nomination:
  - 1. Direct Supervisor;
  - 2. Chapter Executive Board;
  - 3. College President
- B. Members should also be in good standing as defined in Article III Section 4.
- C. This would include, but not limited to, serving on the Association Board of Directors, a Commission Board, Region Board, or any Association or Commission Committee.

## **ARTICLE XII: RATIFICATION**

Approved by a vote of the members of the College of Central Florida Chapter of the Association of Florida Colleges May 2024.