

# **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 to promote advocacy for the Florida College system as prescribed by the state Association of Florida Colleges.*

The following bylaws of the CF Chapter shall not contradict the laws of the State of Florida, 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.

##### **Section 3: 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%) of all chapter members in attendance.

#### **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 employees and trustees of the College.
- C. Provide a forum for the discussion of issues which are of interest or importance to the entire college family including, but not limited to, legislative concerns.
- D. Encourage and enhance a cooperative spirit among college trustees, administrators, faculty, professional and career service employees.
- E. Support the College's Vision Statement and acknowledge the core values of empowerment, engagement, and excellence while adhering to the College's service standards of Professional, Responsive, Informative, Dependable and Engage (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, gender, age, marital status, national origin, genetic information 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 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 Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Awards Committee.

### **Section 3: Dues**

Dues each year shall be the amount of annual state AFC 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 state AFC office.

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

- A. Have paid dues in full or on a current payroll deduction plan.
- B. Be an active member of the chapter
  1. Active membership is defined by participation in a minimum of five (5) chapter events within a one (1) year period.

## **ARTICLE IV: MEETINGS**

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

- A. The Chapter will conduct monthly business meetings during the fiscal year of the College of Central Florida.
  1. In the months of July and December, the Chapter may elect to forego this meeting due to the limitations of the working schedule of the College.
  2. Business meetings can take place briefly at the beginning of certain social events (e.g. Employee Recognition Breakfast or Fall Harvest Luncheon), if the Chapter deems it necessary.
- B. Meeting times and locations are to be determined by the Executive Board.

1. Chapter meetings shall be announced to the membership at least one week in advance.
  2. Meetings will begin no later than ten minutes after the designated time.
- C. Scheduling a place on the meeting's agenda must be done 24 hours in advance by contacting the Chapter President.
- D. Meetings will be conducted following *Robert's Rules of Order*.
1. When voting, the following terms shall be defined by the following:
    - a. Simple majority is 51% or greater.
    - b. Majority is two thirds (67%) or greater.

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

- A. The Executive Board will conduct monthly 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.
1. Meetings will begin no later than ten minutes after the designated time.
- 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*.
1. When voting the following terms shall be defined by the following:
    - a. Simple majority is 51% or greater.
    - b. Majority is two thirds (67%) or greater.

## **Section 3: Special Meetings**

- A. The 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 President to call a special Chapter meeting.
- C. A written request of three or more Executive Board members will require the 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: 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 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 5: 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 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. Approve appointments made by the President of members to fill vacancies in elected Chapter offices.
  - 4. Provide leadership and direction for the Membership Drive Committee.
  - 5. Authorize expenditures and payments of Chapter funds.
  - 6. Review proposals from the state office of the Association and any other agencies having any effect upon the College of Central Florida.
  - 7. Review the bylaws and make revisions, if necessary, at least once a term.
    - a. Review proposals submitted for bylaw revisions made by any member of the Chapter or the Executive Board.
    - b. Determine which revisions are to be brought to the Chapter for a vote.
    - c. Provide the Chapter with all bylaw changes for review and voting.
    - d. Conduct voting processes as often 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 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. Vice President
  - 4. Secretary
  - 5. Treasurer
  - 6. Activities Chair
  - 7. Fund Raising Chair

8. Membership Chair
9. Legislative Representative
10. Publicity Chair
11. Historian
12. Citrus Campus Representative
13. Levy Campus Representative
14. Ocala Satellite Campus Representative
15. 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 May 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 conducted 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 on 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 College's fiscal year, July 1 to June 30.
- 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 laws of the Chapter, College, State, Country, or the Association.
- B. The removal of an officer shall originate by petition to the President.
  1. In case the officer is the President, the petition should be submitted to the Vice-President.

- C. The officer in question shall be given the option to defend themselves before the Executive Board for their alleged offense.
- D. A vote of majority of the Executive Board in favor of removal is required to remove an officer.
- E. Filling the removed 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, unless re-elected.
- 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 at meetings of the Executive Board and the Chapter.
- D. Represent the Chapter in all matters.
- E. Serve on College Council as the Chapter’s Representative.
- F. Establish ad-hoc committees as necessary.
- G. Appoint people to serve on committees, as needed.
- H. Serve as ex-officio, non-voting member of each committee.
- I. Select persons to fill vacancies in appointed offices.
- J. Be aware of all financial matters concerning the Chapter during the term in office.
- K. Provide Chapter quarterly reports to the Region Director in a timely manner.
- L. Attend, if possible, all important State, Region, and Commission meetings and conferences.
- M. Creation of Chapter Goals (formerly Operational Plan) for the calendar year.

**Section 2: President-Elect**

The President-Elect shall have the following duties:

- A. Serves only one term; will ascend to the role of President the following term.
- B. Shadow the President to ensure proper transitioning when they become President the next term.
- 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. Perform any other duties assigned by the President.

### **Section 3: Vice-President**

The Vice-President shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Coordinate information regarding travel, registration, and accommodations for various AFC Events (i.e. annual conference, commission conferences, regional meetings, etc.)
  - 1. Ensure participants are adhering to the *Policies and Procedures Manual* for all travel related AFC events.
- C. Serve as coordinator of Commission activities, including, but not limited to:
  - 1. Insure the Commission submits nominations for the various awards presented at the annual convention.
  - 2. Act as liaison between the Commission and the Executive Board.
  - 3. Advise persons seeking commission leadership of their responsibilities prior to accepting office.
- D. Perform any other duties assigned by the President.

### **Section 4: Secretary**

The Secretary shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Serve as the Chapter's Secretary.
- C. Record and oversee the distribution of the minutes from Chapter and Executive Board meetings.
- D. Notify the Association in writing of any changes in officers or status of the Chapter.
- E. Secure reservation for the location of each Chapter meeting, including the use of technology.
- F. Act in the absence of leadership based on the "Line of Succession" listed in the *AFC Leadership Manual*.
- G. Perform any other duties assigned by the President.

### **Section 5: Treasurer**

The Treasurer shall have the following duties:

- A. Serve only one term; unless re-elected.
- B. Serve as the Chapter's Treasurer.
- C. Collect dues from the Membership Chair and process the funds in the manner deemed by the state office of the Association.
- D. 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.
- E. Act in the absence of leadership based on the "Line of Succession" listed in the *Policies and Procedures Manual*.
- F. Perform any other duties assigned by the President

## **Section 6: 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 Chapter meetings, such as Chapter social, philanthropy 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, as laid out in the *Policies and Procedures Manual*.
- F. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- G. Perform any other duties assigned by the President.

## **Section 7: 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. Make all deposits from fundraising activities within a timely manner of the end of the event.
- D. Provide the Treasurer with all receipts for expenses and monies related to Chapter fundraisers, as laid out in the *Policies and Procedures Manual*.
- E. Coordinate Chapter involvement in executing fundraising activities.
- F. Chair the Chapter Fund Raising Committee.
- G. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- H. Perform any other duties assigned by the President.

## **Section 8: 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 and dues.
  - 1. Submit all forms in the manner deemed by the state office of the Association.
  - 2. Collect dues in the manner by which the new member has directed and process the funds deemed by the state office of the Association.
  - 3. 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 this listing to the appropriate Chapter officers and the Association’s Executive Director.
- F. Attend, if possible, the State Membership Conference.
- G. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- H. Perform any other duties assigned by the President.

**Section 9: Legislative Representative**

The Legislative Representative shall have the following duties:

- A. Serve only one term; unless re-elected.
- B. Serve as liaison between the State AFC 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. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- H. Perform any other duties assigned by the President.

**Section 10: 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 in advance 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 the *Insider Weekly*, *CF Connection*, and any local, state, and national media.
- E. Assist Historian in taking photographs of all Chapter events.
- F. Submit articles on Chapter events and pictures to CF Webmaster.
- G. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*. H) Perform any other duties assigned by the President.

**Section 11: 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. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- G. Perform any other duties assigned by the President.

### **Section 12: Citrus Campus Representative**

The Citrus Campus Representative shall have the following duties:

- A. Serve only one term, unless re-elected.
- B. Liaison for all AFC activities and functions at the Citrus Campus.
- C. Provide the Executive Board and the Chapter with updates in regards to the Citrus Campus.
- D. Work with the Activities Chair and implement separate, if needed, functions at the Citrus Campus.
- E. Coordinate with the Fundraising Chair and perform separate, if needed, functions at the Citrus Campus.
- F. Assist the Membership Chair with recruiting new members at the Citrus Campus.
- G. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- H. Perform any other duties assigned by the President.

### **Section 13: Levy Campus Representative**

The Levy Campus Representative shall have the following duties:

- A. Serve only one term; unless re-elected.
- B. Liaison for all AFC activities and functions at the Levy Campus.
- C. Provide the Executive Board and the Chapter with updates in regards to the Levy Campus.
- D. Work with the Activities Chair and implement separate, if needed, functions at the Levy Campus.
- E. Coordinate with the Fundraising Chair and perform separate, if needed, functions at the Levy Campus.
- F. Assists the Membership Chair with recruiting new members at the Levy Campus.
- G. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- H. Perform any other duties assigned by the President.

### **Section 14: Ocala Satellite Campus Representative**

The Ocala Satellite Campus Representative shall have the following duties: A) Serve only one term, unless re-elected.

- A. Liaison for all AFC activities and functions for the Hampton Center, Appleton Museum of Art, and Vintage Farm.
- B. Provide the Executive Board and the Chapter with updates in regards to all Ocala satellite campuses.
- C. Work with the Activities Chair and implement separate, if needed, functions at all Ocala satellite campuses.
- D. Coordinate with the Fundraising Chair and perform separate, if needed, functions at all Ocala satellite campuses.
- E. Assist the Membership Chair with recruiting new members at all Ocala satellite campuses.

- F. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- 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. Act in the absence of leadership based on the “Line of Succession” listed in the *Policies and Procedures Manual*.
- G. 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 (e.g. June) 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*.

### **Section 2: Vacating Officers**

- A. All vacating officers should have an up-to-date *Officers Transitional Binder* to pass on to the incoming officers. These binders should include, but are not limited to:
  - 1. A detailed report of all action taken throughout their term for effective fulfillment of duties.
  - 2. A detailed report on goals set as well as progress taken towards those goals.
  - 3. Submission of any and all relevant documents and materials.
- B. Conduct at least one meeting with the incoming officer, preferably prior to
- C. installation; if not, shortly thereafter.

### **Section 3: Incoming Officers**

- A. Successfully receive the aforementioned material from the outgoing officer mentioned to be included in the up-to-date *Officers Transitional Binder*.
- B. Conduct at least one meeting with outgoing officer, preferably prior to installation; if not, shortly thereafter.
- C. Set positional goals with the President that they will serve under during their term.

## **ARTICLE IX: COMMITTEES**

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

- A. The Chapter or the 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
    - b. Fundraising
    - c. Membership
- 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 President as needed.
  - 1. The Chapter may have the following special committees as examples:
    - a. Nominating Committee
    - b. Elections Committee

### **Section 2: Standing Committees**

- A. The Chapter shall have the following standing committees:
  - a. Activities
  - b. Fundraising
  - c. Membership
- B. The Immediate Past President or the President-Elect shall help advise Chairs of each committee when requested.
- C. Membership –
  - 1. Any current member of the Chapter is eligible to serve on a committee.
  - 2. The Chair of each committee will appoint the members of their committee.
  - 3. The standard size of each committee will be five people including the Chair.
    - a. However, except as it conflicts with provisions defined for an individual committee, the Chair may appoint more or fewer as he/she deems appropriate.
  - 4. Each committee should, when possible, include one member from the
  - 5. Citrus Campus, Levy Campus, Appleton Museum of Art, Vintage Farm and the Hampton Center.
- D. Duties –
  - 1. In addition to those duties enumerated herein, each committee shall perform such other functions as determined by the President acting in consultation with the Executive Board.

- a. 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. The Fundraising Committee will be responsible for planning, promoting and conducting fundraising activities for the benefit of the Chapter.
- c. 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.

### **Section 3: Special Committees**

- A. Ad-hoc or special committees may be appointed by the President as needed.
- B. The Immediate Past President or the President-Elect shall help advise Chairs of each committee when requested.
- C. Membership –
  1. Any current member of the Chapter is eligible to serve on a committee.
  2. The President may appoint the special committee's Chair.
- D. The Chair of each committee will appoint the members of their committee.
  1. In the event the President deems it necessary, they may appoint the committee members in addition to appointing the Chair.
  2. The size of each ad-hoc or special committee will be determined by the nature of the committee.
- E. Duties –
  1. In addition to those duties enumerated herein, each committee shall perform such other functions as determined by the President acting in consultation with the Executive Board.
- F. Nominating Committee will be responsible for accepting nominations from the membership and compiling a slate of candidates to run for the Chapter's officer positions.
  1. The Nominating Committee will make every effort to secure at least two candidates for each position.
  2. The Committee will also verify that a nominee is willing to serve if elected before placing their name on the ballot.
- G. The Elections Committee will be responsible for conducting the Chapter elections under the direction of the Executive Board, counting the votes, and making the results known to the Executive Board.

## **ARTICLE X: FINANCES**

### **Section 1: Association of Florida Colleges Membership Dues**

- A. Each member and new member will pay all fees to the Association based on one of the following methods:
  1. Cash/check paid annually.
  2. Payroll deduction, authorized annually by the individual.

3. Payroll deduction, authorized on a continuous basis by the individual.
  4. Credit card, payable directly to the state AFC office.
- B. Association of Florida Colleges membership dues are established by the Board of Directors and ratified by the Assembly of Delegates.
- C. Dues shall be based on the type of membership classification.
1. **Individual Membership Dues:**
    - a. All new regular members beginning July 1, 2020 shall pay \$50 annually.
    - b. All regular members in good standing on July 1, 2020 paying a dues rate below \$50 are entitled to retain that rate. Lapsed regular members who wish to rejoin shall not be entitled to retain their regular member dues rate paid prior to July 1, 2020.
    - c. All regular members in good standing on July 1, 2020 who are paying a dues rate above \$50 may lower their rate at their next renewal period, or by adjusting their payroll deduction at their college.
    - d. Effective July 1, 2020 AFC chapters will be reimbursed \$1.50 for each regular member and \$0.75 for each adjunct or part-time member in good standing. There shall be no reimbursement for retired members. Reimbursement checks will be distributed in July of each year beginning July 1, 2020.
  2. **Institutional Membership Dues:** Institutional dues shall be established formula approved by the Policy and Advocacy Committee.
  3. **Retiree Membership Dues:** Annual dues for retired members are \$10 per year.
  4. **Life Retiree:** Dues for retired members desiring Life membership shall be equivalent to five (5) times the current retiree annual dues remitted to the Association prior to June 30 during any membership year. (\$50)
  5. **Life Membership Dues:** Dues for full-time individual members desiring Life membership shall be equivalent to ten (10) times the current individual annual dues remitted to the Association prior to June 30 during any membership year. (\$500).
  6. **Honorary Life Membership Dues:** Honorary Life members are exempt from paying dues.
  7. **Adjunct Faculty Membership Dues:** Annual dues for adjunct faculty of the community and state colleges and the Division of Florida Colleges are \$25 per year beginning July 1, 2020.
  8. **Part-time Employee Membership Dues:** Annual dues for part-time employees of community and state colleges and the Division of Florida Colleges are \$25 per year beginning July 1, 2020.
- D. Local chapters will be reimbursed the following amounts based upon the dues paid.
1. Local chapters will be reimbursed \$1.50 for each member paying \$70.00 or less and \$10 for each member paying \$275.00.
  2. Reimbursement checks will be mailed in January and July of each year.
- E. If the AFC State Executive Committee makes any changes to the amounts listed above, this section shall automatically ratify itself.

## Section 2: 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.
  - 1. However, all Board members must be advised of such expenditures at the next Board or Chapter meeting.

**Section 3: Expenditures**

- A. All use of money, excluding payments to the Association, must be allocated through the Executive Board for approval.
- B. All allocations must be submitted to the Executive Board.
  - 1. Budgeted allocations:
    - a. Money being allocated must be allocated by an authorized position from their budgeted funds.
    - b. Types of budgeted allocations may be, but not limited to:
      - 1. Travel Funds for Annual Conference
      - 2. Travel Funds for Regional Meetings
      - 3. Travel Funds for Commission Conferences
      - 4. Materials and Supplies for Fundraisers
      - 5. Materials and Supplies for Activities
    - c. Budget allocations shall be determined by the Executive Board at the start of each term, based on the allotted budget provided from the College.
  - 2. Unbudgeted allocations:
    - a. Any expenditure not foreseen in standard budgeting shall be discussed and voted upon by the Executive Board for prior approval.
    - b. The Executive Board will determine if the allocation is warranted and decide from which budget the funds shall be used.
    - c. A majority vote will be required for all unbudgeted allocations.

**Section 4: 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 and not held onto for a period of time.

## **Section 5: Disbursements 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: COMMISSIONS**

### **Section 1: Selection of Commission Representatives**

- A. Eligibility as an elected Commission Representative is based upon the Association's criteria in the state bylaws.
  - 1. If a vacancy occurs in an elected Commission representative position, the Executive Board shall appoint a member from the same interest area to fill the unexpired term on the Commission.
  - 2. If a vacancy occurs in an appointed position, the College President shall appoint a replacement to fill the unexpired term on the commission.
- B. Officers of the Chapter and Delegates to the Assembly of Delegates are eligible to be Commission representatives.
- C. Two members in good standing shall be either elected by the declared Commission membership or appointed by the CF Chapter President to each of the following commissions:
  - 1. Administration
  - 2. Campus Safety
  - 3. Career and Professional Employees
  - 4. Communication and Marketing
  - 5. Equity, Diversity, and Inclusion
  - 6. Facilities
  - 7. Faculty
  - 8. Healthcare Education
  - 9. Institutional Effectiveness, Planning, and Professional Development
  - 10. Learning Resources
  - 11. Retiree
  - 12. Student Development
  - 13. Technology
  - 14. Trustees
  - 15. Workforce, Adult, and Continuing Education
- D. In the event other Commissions are established by the Assembly of Delegates, these bylaws shall be automatically revised to comply with that action, and the Representatives shall be appointed or elected as appropriate.

### **Section 2: Terms of Commission Representatives**

- A. The term of a Commission Representative shall begin on July 1 of the year following their election or appointment.
- B. As required by the state bylaws, representatives to the Administration Commission shall serve staggered two-year terms.



- C. Representatives to all other Commissions shall serve a one-year term.
- D. There shall be no limit on the number of terms an individual may serve.

### **Section 3: Duties of Commission Representatives**

Commission Representatives will:

- A. Attend all state and regional Commission meetings in assigned area to the extent that the College's travel budget and the employee's work responsibilities will allow.
- B. Attend general sessions at the Annual Conference.
- C. Vote for officers in assigned Commission.
- D. Vote on motions, resolutions or amendments brought before assigned Commission.
- E. Represent the College in functions as deemed necessary by the Chapter.
- F. Attend Commission workshops during the year as budget restrictions and work schedules permit.
- G. Consult with the Executive Board in the process of selecting a candidate for award competition within their Commission area.

## **ARTICLE XII: BY-LAWS**

### **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.
- C. These bylaws can be inspected by any member at any time.

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

- A. The President shall interpret these bylaws.
- B. The Executive Board will review any appeal of an interpretation.

### **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 in favor of suspension.
- C. This will enable special motions to be considered so that the bylaws will not have to be changed permanently.
- D. An immediate vote to reinstate the bylaws should take place at the conclusion
- E. 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 the simple majority of those voting on the matter. The Executive Board shall determine the manner in which the voting is to take place. To insure 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 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.

### **ARTICLE XIII: 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

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 XIV: RATIFICATION**

Approved by a vote of the members of the College of Central Florida Chapter of the Association of Florida Colleges in the May 2022 Official Chapter Elections.