

**Bylaws and Standing Rules
of the
St. Johns River State College Chapter
of the
Association of Florida Colleges**

Approved by Chapter Officers on 9/??/2018

I. Name

The name of this organization shall be the St. Johns River State College Chapter of the Association of Florida Colleges.

II. Mission and Goals

The mission of the Chapter shall be to actively involve individual members at the College in carrying out the goals and purposes of the Association at the local level. To this end, the Chapter shall endeavor to achieve the following goals:

1. To promote increased communication and interaction among all employees and trustees in the College.
2. To provide a forum for discussion of issues which are of interest or importance to the entire College family, including but not limited to legislative concerns.
3. To serve as a campus AFC membership committee by assisting the membership chair with the organization and execution of the annual membership campaign.
4. To establish a procedure for selection of delegates to the Assembly of Delegates and voting representatives to each commission, as provided in the AFC bylaws.

II. Membership

A. Classes – Nine classes of membership in the St. Johns River State College Chapter of the Association of Florida Colleges are established.

1. Individual: Open to any SJR State employee. Automatically conferred upon SJR State Board of Trustee members.
2. Contributing: Automatic for any member of a District Board of Trustees whose college holds institutional membership in the Association.
3. Institutional: Open to any college.
4. Affiliate: 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. Individuals and association memberships are not a prerequisite for member of affiliated organizations.

5. Associate: Open to individuals whose professional and educational activities are closely related to the functions and purposes of the college and to any other individuals who, in the opinion of the Board of Directors, exhibit interest in supporting the aims and activities of the Association.
6. Retiree: Open to any person who retired from a Florida community college or from the former State Board of Community Colleges.
7. Life: Available to individual or retired members.
8. Adjunct/Part-time Employee – Open to any person who is employed less than full-time in an instructional, administrative or support position at SJR State.
9. Honorary: 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 membership are recommended by the Awards Committee at the state level.

B. Voting

1. Voting membership is open to any college employee who is a member in good standing of the Association of Florida Colleges and who pays the stipulated local dues.
2. Voting membership is automatic for each member of the SJR State Board of Trustees.
3. Non-voting associate membership is open to any individual whose professional, educational activities or interests are closely related to the function and purposes of the College. Associate members must pay the stipulated local dues and receive approval of the Executive Board of the Chapter.

IV. Officers

A. The elected officers of the Chapter shall be:

1. President
2. President Elect
3. Secretary
4. Treasurer
5. Membership Chair
6. Campus Representative – minimum one per campus
7. Publications Representative

B. The appointed officers shall include, but not be limited to, (1) Service Project Chair and (2) Legislative Liaison who shall be appointed by the College President and lobby on behalf of the College.

C. Executive Board

1. The following officers shall serve on the Executive Board:

- a) President
- b) President Elect
- c) Secretary
- d) Treasurer
- e) Membership Chair
- f) Campus Representatives
- g) Legislative Liaison
- h) Publications Representative
- i) Service Project Chair

2. A majority of the voting officers shall constitute a quorum.

D. Selection of Officers

- 1. The officers shall be elected by the Chapter's membership for a term of one year, commencing on July 1 of each year.
- 2. Elections shall be held before the end of February of each year, and the outgoing officers will transition the newly elected officers in April and May.
- 3. Nominations will be made from the general membership.
- 4. Election of each officer shall be by majority vote of those members; if no candidate has majority then there will be a run-off.
- 5. Upon the resignation of an officer, the President shall appoint an interim officer to complete the term.

E. Duties of Officers

- 1. The President shall:
 - a. Preside at meetings of the Executive Board and the Chapter.
 - b. Call meetings of the Executive Board and the Chapter.
 - c. Have final authorization of the expenditure of Chapter funds.
 - d. Establish and appoint members to committees, as necessary, and serve as an ex-officio member of each such committee.
 - e. Serve as a delegate to the AFC Assembly of Delegates.
 - f. Represent the Chapter in all matters, not delegated to other officers or members, including membership in the AFC Council of Presidents and AFC regional representation.

2. The President Elect shall:
 - a. Perform the duties of the President in the event of his/her absence or temporary disability.
 - b. Chair the annual Chapter fundraising drive.
 - c. Perform duties assigned by the President.

3. The Secretary shall:
 - a. Record all meetings of the Chapter and of the Executive Board.
 - b. Maintain the general records of the Chapter.
 - c. Perform duties assigned by the President.

4. The Treasurer shall:
 - a. Receive all monies of the Chapter.
 - b. Disburse Chapter funds upon authorization of the President and forward annual financial dues to AFC as required.
 - c. Submit an annual financial report to the Chapter.
 - d. Perform duties assigned by the President.

5. The Membership Chair shall:
 - a. Select the Membership Committee.
 - b. Organize and direct membership drives.
 - c. Collect AFC and Chapter dues for deposit by the Treasurer.
 - d. Maintain lists of the Membership.
 - e. Provide annual membership cards.
 - f. Perform duties assigned by the President.

6. The Legislative Liaison shall:
 - a. Serve as chairman of the local Legislative Committee which shall be appointed by the President.
 - b. Provide a communication link between the AFC Legislative Committee and the Chapter membership on all matters pertaining to legislation affecting the College.
 - c. Serve on the Regional Legislative Committee.
 - d. Disseminate all pertinent legislative information to the membership.
 - e. Serve as the official Chapter spokesperson to the College's legislative delegation.
 - f. Coordinate any Chapter activities concerned with informing the delegation about legislation affecting the College.
 - g. Performs duties assigned by the President.

7. The Campus Representative shall:
 - a. Represent his or her respective campus to the Board.
 - b. Set up meetings on his or her respective campuses.
 - c. Maintain communication with respective AFC members regarding AFC news and information.
 - d. Perform duties assigned by the President.

8. The Publications Representative shall:
 - a. Disseminate all publications to the general membership from the Association at the State level, including but not limited to *Perception* and *Current*.
 - b. Submit all Chapter information for publication at the local or state level.
 - c. Publish the annual Chapter Book to be submitted to the Region Director before the annual Convention.
 - d. Perform duties assigned by the President.
 - e. Maintain and update Chapter social media accounts with AFC news and information.

9. Service Project Chair shall:
 - a. Research local and national charities for winter and spring Chapter service projects.
 - b. Inform the Executive Board of available service opportunities
 - c. Coordinate with selected charities to provide needed goods or funds.
 - d. Promote winter and spring Chapter service projects as well as AFC event related service projects to SJR State employees.
 - e. Coordinate the collection and delivery of donations for Chapter and AFC event-related service projects.
 - f. Perform duties assigned by the President.

10. The Executive Board shall:
 - a. Plan for regular meetings of the Chapter.
 - b. Review proposals from AFC, and develop and recommend policies pertaining thereto to the Chapter as appropriate.
 - c. Develop other policy recommendations concerning Chapter affairs and submit them to the Chapter as appropriate.
 - d. Supervise execution of approved policies.
 - e. Approve necessary expenditures of Chapter funds for President's final authorization.

V. Commissions

- A. All Commission members must be members of AFC and be members of the local Chapter.
- B. Commission meetings may be attended by any AFC member.
- C. Selection of voting representatives to Commissions shall be made by the College President or his/her designee in the fall prior to the annual convention. Voting representatives to each Commission must be current members of AFC.
- D. Membership on the various AFC Commissions shall be selected in the manner and number here listed as stated in the most current AFC State Bylaws:
 - 1. Administration Commission: Represents the interests of administrative and business affairs staff.
 - 2. Campus Safety (provisional): Provides a collaborative community in which all 28 state-assisted colleges in Florida could discuss and learn from each other's diverse safety and security needs, situations, practices, policies, and procedures.
 - 3. Career and Professional Employee Commission: Promotes professional growth and exchange of information amongst the career and professional (non-administrative, non-faculty) employees.
 - 4. Communications and Marketing: Promotes professional growth and development amongst commission members.
 - 5. Equity Commission: Provides leadership, advice, counsel and opportunity for professional development on EA/EO matters.
 - 6. Facilities: Promotes the interests and issues of community college's facilities planning and institutional services and to provide to its membership a collaborative environment for sharing ideas, experiences, and successes in order to promote best practices and professional development within the multiple disciplines associated with the construction and management of our college's facilities.
 - 7. Faculty Commission: Promotes quality leadership and professional service and seek solutions on matters relating to faculty.
 - 8. Healthcare Education: Promotes legislative awareness, professional development, and recognition of best practices in all areas relating to healthcare education.
 - 9. Institutional Effectiveness, Planning, and Professional Development: Improves institutional effectiveness, planning, and research.
 - 10. Learning Resources Commission: Represents the interests of Learning Resources personnel.
 - 11. Student Development: Involves members of the Student Affairs office in carrying out the goals and objectives of the Student Personnel philosophy.

12. Technology Commission: Represents the interests of Florida's community and state college personnel whose job interests include technology related activities or issues. The Technology Commission strives to enhance student learning, improve instructional effectiveness and promote effective participation in all aspects of technology management, planning, information sharing, eLearning and innovation.
13. Trustees Commission: Promotes the role and education of Florida college trustees.
14. Workforce, Adult and Continuing Education Commission: Represents the interests of Workforce, Adult and Continuing Education personnel.

E. A commission member shall:

1. Perform such duties and fulfill such responsibilities as may be required by their respective AFC commission.
2. Report to and consult with the Chapter concerning these activities as appropriate.

VI. Delegates to the Assembly of Delegates

- A. The College President or his appointed alternate is an automatic delegate to the state convention.
- B. The President of the Chapter shall serve as a delegate and as a member of the council of Chapter Presidents at the state convention.
- C. Such additional delegates to the number authorized by the AFC bylaws shall be selected from among the selected AFC commissions. Should the number exceed 32 delegates, they shall be selected from the Chapter membership.
- D. Prior to the annual state convention and prior to the election of delegates, the Chapter President shall ascertain the total number of Commission members and delegates eligible to attend the state convention. He/she shall then meet with the College President to determine the total number the College can fund.

VII. Bylaws and Amendments

- A. Amendments may be offered at any meeting of the Chapter and thereafter circulated in the minutes. By-law changes shall be no more than once a year.
- B. To effect any changes, a two-thirds majority vote from the members present at an announced meeting shall be necessary.

VIII. Miscellaneous

- A. Robert's Rules of Order, latest edition, shall be used as a guide for matters not covered herein.
- B. Meetings of the Chapter shall be announced to the membership at least one week in advance of the meeting, except in case of an emergency. A majority of the Executive Board shall constitute a quorum. No business may be transacted at a meeting unless a quorum is present. Meetings may be called by the Chapter President, the Executive Board, or upon the signed request from at least 20 percent of the voting members.
- C. There shall be an annual independent audit of financial records conducted by a member not within the Executive Board and appointed by the Chapter President.

Standing Rules

Article 1

Individual local dues shall be determined by the Executive Board.

Article 2

Standing rules may be added or amended by the Executive Board.