CHAPTER BYLAWS
PALM BEACH STATE COLLEGE
ASSOCIATION OF FLORIDA COLLEGES

Article I--Name
The name of this organization shall be the Palm Beach State College (the College)
Chapter of the Association of Florida Colleges (AFC).

Article II—Purpose
The purposes of the Chapter shall be to (1) promote professional services, (2) encourage
professional growth, (3) improve articulation and cooperation among the community
colleges of Florida and other levels of education, (4) establish a realistic communications
approach among the faculty, staff, and administration of the College, and (5) delegate
authority to the duly elected officers to carry out the above-designated purposes.

Article III—Membership
Membership in this Chapter is open to members of the College’s Board of Trustees and
to full-time, part-time, and retired employees of the College, upon payment of dues
established by the AFC Assembly of Delegates. A member whose dues have lapsed for
three months shall be removed from the membership roll.

Article IV—Executive Committee

Section 1. The Executive Committee shall consist of elected officers (President,
Immediate Past President, President-Elect, four Vice Presidents [one from
each campus], Secretary, Treasurer) and appointed officers (Membership
Database Coordinator, Legislative Representative, Webmaster, Public
Relations Coordinator, Community Service Coordinator, Social Activities
Coordinator, Scholarship Coordinator, Travel Coordinator).

1 Elected officers serve as voting members of the Executive Committee.
Appointed officers serve as non-voting advisory members of the
Executive Committee.

Section 2. The elected officers shall be elected on written or electronic ballot by a
simple majority of the members in good standing who cast ballots in
September of each year. Elections shall be conducted by the Elections
Committee, who will report results to the Executive Committee in writing.
Appointed officers shall be appointed by a majority vote of the elected
officers of the Executive Committee.
Section 3. The President shall serve a one-year term and be succeeded by the President-Elect. The President-Elect shall serve a one-year term, before succeeding the President. All other elected officers shall serve two-year terms. Lake Worth Campus and Belle Glades Campus Vice Presidents shall be elected to begin service in odd-numbered years and Palm Beach Gardens Campus and Boca Raton Campus Vice Presidents, to begin service in even-numbered years. All terms of elected officers shall commence on January 1 of the year following the election. All appointed officers may be reappointed annually in January.

Section 4. Any member in good standing is eligible to hold any office.

Section 5. If the office of President becomes vacant, the President-Elect will assume the Presidency and serve in that capacity for the remainder of the unexpired term. The President-Elect will then complete an additional full one-year term as President, as provided for in the normal succession. If a vacancy occurs in the office of President-Elect during his/her term of office, a replacement shall be appointed by a majority vote of the elected officers of the Executive Committee and shall serve only until the next regular election; then the President and the President-Elect shall be replaced by the regular election. If a vacancy occurs during the term of any other elected officer, a replacement shall be appointed by the Executive Committee to serve for the remainder of the term. If a vacancy occurs in any elected office after election but prior to assumption of the office on January 1, a special election for that office shall be conducted.

Section 6. Duties of Elected Officers
A. The President shall:
   1. Call and preside at all Chapter and Executive Committee meetings.
   2. Represent the Chapter at region and state AFC meetings, as well as other meetings as appropriate.
   3. Serve as a member of the AFC Council of Chapter Presidents.
   4. Act as liaison between the state AFC Executive Committee and Chapter members.
   5. Mentor the President-Elect in all responsibilities of the Presidency.
   6. Authorize expenditures of Chapter funds of $100.00 or less.
7. With the approval of the Executive Committee:
   a. Authorize expenditures of Chapter funds of $100.00 or less.
   b. Prepare the annual budget and quarterly updates.
   c. Prepare S&PD (Staff and Program Development) budget request for funding of members’ travel expenses and oversee these expenditures throughout the year.
   d. Appoint ad hoc committee chairpersons.
   e. Appoint four members to the Nominating Committee.
   f. Oversee the submission of nominees for state, regional, and commission awards to individual members and the submission of the Chapter’s entries for the state’s Outstanding Chapter Award and the Retirees Commission’s Exemplary Chapter Award.

B. The President-Elect shall:
   1. Perform the duties of the President during his/her absence or disability.
   2. Perform duties as assigned by the President.
   3. Coordinate participation in professional development activities for faculty and staff.
   4. Serve as chair of the Membership Committee.
   5. Serve as chair of the Elections Committee.
   6. Process and distribute welcome packets for all new members.
   7. Obtain and distribute member benefits information and materials as requested.
   8. Develop and forward a congratulatory letter to each retiring College employee with an AFC application highlighting Retiree membership dues. The letter shall also include information about the opportunities for AFC Retiree Members.

C. Vice Presidents shall:
   1. Serve as members of the Membership Committee.
   2. Coordinate campus membership recruitment and activities.
   3. Serve as campus liaisons for Chapter legislative activities, fundraising and dissemination of information.
   4. Serve as members of the Nominating Committee.
   5. Maintain a Chapter bulletin board on the campus.
D. The Secretary shall:
   1. Record the minutes of the Chapter and Executive Committee meetings.
   2. Maintain archives for the Chapter.

E. The Treasurer shall:
   1. Collect and forward dues in accordance with AFC and College guidelines.
   2. Safeguard and disburse any other Chapter funds as authorized by the Executive Committee and/or the President upon receipt of appropriate invoices/vouchers.
   3. Process completed applications for membership.

F. The Immediate Past President shall:
   1. Advise the President.
   2. Chair the Nominating Committee.

Section 7. Duties of Appointed Officers

A. The Membership Database Coordinator shall:
   1. Maintain the Chapter membership database.
   2. Reconcile annual state membership list with Chapter membership list.
   3. Reconcile payroll deduction reports monthly.
   4. Maintain a list of Chapter members' e-mail addresses (home addresses for those members without e-mail).
   5. Forward all AFC and Chapter publications and communications to all Chapter members (including Retiree Members) electronically or by postal mail.

B. The Legislative Representative shall:
   1. Serve as liaison for legislative issues between AFC, the College’s Director of Governmental Relations/Executive Assistant to the President, and the Chapter.
   2. Provide information on current legislative issues to Chapter members.
   3. Coordinate the Chapter's legislative activities, with the assistance of the Vice Presidents, as advised by the College’s Director of Governmental Relations.
   4. Serve as the official Chapter spokesperson to the College’s legislative delegation.

C. The Webmaster shall:
   1. Maintain the Chapter on-line website and its links to the College and AFC websites.
   2. Add or remove articles, photos and information as directed by the Executive Committee or the President.
D. The Public Relations Coordinator shall submit articles, press releases, and/or photos of Chapter events and activities to appropriate media, including, but not limited to, local radio and TV stations, The Palm Beach Post, the College’s Perspectives and AFC’s Current.

E. The Community Service Coordinator shall coordinate Chapter members’ participation in community events, as approved by the Executive Committee.

F. The Social Activities Coordinator shall plan and coordinate social events for Chapter members, as approved by the Executive Committee.

G. The Scholarship Coordinator shall:
   1. Serve as liaison to the College Foundation regarding all matters pertinent to the Chapter’s Scholarship Fund.
   2. Oversee the promotion of the Chapter Scholarship to Chapter members during the open application periods established by both the College Foundation and the College Financial Aid offices annually.
   3. Oversee the verification of scholarship applicants’ qualifications and of any other terms or conditions of the scholarships established by the Executive Committee annually.
   4. Report to the Executive Committee the recipients and amounts of scholarships awarded.

H. The Travel Coordinator shall assist the President and the Treasurer with arrangements, funding, and paperwork for travel, housing, registration, and reimbursement for AFC Regional and State events of Chapter members who have been approved by the Executive Committee.

Article V—Scholarships

Section 1. The Chapter shall maintain a fund exclusively for the purpose of offering scholarships annually to Chapter members (and to certain of their family members, as determined by the Executive Committee) to be applied to courses or programs at the College. The fund shall be entitled The Palm Beach State College/AFC Nancy Buhl Scholarship Fund and shall be administered by the College Foundation as the Palm Beach State College/AFC Scholarship.

Section 2. Qualifications for eligibility, the number of scholarships to be offered, the amount of each scholarship, and any other terms or conditions of the scholarships shall be determined annually by the Executive Committee.
Section 3. A minimum of 10% of net profits from each major Chapter fund-raising activity each calendar year shall go into the Scholarship Fund. The chief coordinator of each major fund-raising activity may make a recommendation to the Executive Committee as to how much more than 10% of the net profits from the activity should go into the Scholarship Fund.

Article VI—Meetings

Section 1. There shall be at least two Chapter meetings a year, one during the Fall Term and one during the Spring Term.

Section 2. Chapter meetings shall be called by the President or by a majority of the voting members of the Executive Committee.

Section 3. Chapter members shall be notified at least one week prior to all Chapter meetings.

Section 4. At Chapter meetings a quorum shall consist of the Chapter members present. At Executive Committee meetings a quorum shall consist of a majority of voting members of the Executive Committee.

Article VII—Delegates to the Annual Convention and Commission Representatives

Section 1. Delegates shall be chosen in accordance with Article IV, Section 1, of AFC Bylaws.

Section 2. The total number of delegates each year shall be no more than one-tenth (10%) of the total Chapter membership (or major fraction thereof) six (6) weeks prior to the actual date of the convention.

Section 3. The College President and the current and incoming members of the Executive Committee shall be delegates; the remaining number of delegates shall be elected by the Executive Committee if the number of volunteer delegates exceeds the number allowed by Section 2 of this article.

Section 4. The minimum obligations of a delegate are (1) to vote in AFC elections at the convention, (2) to attend and vote at the Region V meeting at the convention, and (3) to attend and vote at a minimum of one Commission meeting at the convention.
Section 5. From the Chapter convention delegation, voting representatives to AFC Commissions shall be chosen in accordance with AFC Standing Rule IV, Section 1, insofar as circumstances permit.

Article VIII—Committees

Section 1. Standing Committees
   A. The Nominating Committee shall consist of the Immediate Past President, who will serve as chair of the committee, and four members in good standing appointed by the President for the purpose of submitting candidates' nominations for each Chapter office that is up for election.
   B. The Membership Committee shall consist of the President-Elect, who will serve as chair, and the four Vice Presidents for the purpose of coordinating Chapter membership recruitment activities.
   C. The Elections Committee shall consist of the President-Elect, who will serve as chair, and a minimum of two (2) members in good standing for the purpose of overseeing all Chapter elections for elected offices and convention delegates. In the event that a member of the Elections Committee becomes a nominee for an elected office, he/she must be recused from the Elections Committee during that election.

Section 2. Ad hoc committees shall be established by the President or the Executive Committee when necessary to carry on the work of the Chapter.

Section 3. The President shall be a non-voting member of all committees.

Article IX—Amendments

Section 1. Amendments to these Bylaws may be proposed by any Chapter member in good standing.

Section 2. Proposed amendments shall be approved by a two-thirds (2/3) vote of the Executive Committee before they are submitted to the Chapter members for a vote.

Section 3. Amendments shall be approved by written or electronic ballot by a two-thirds (2/3) vote of the Chapter members in good standing who cast ballots.
Article X—Parliamentary Authority

Section 1. All meetings shall be conducted according to procedures outlined in *Roberts’ Rules of Order, Newly Revised.*

Section 2. Any other matters not specifically addressed in these Bylaws shall follow recommendations in *Roberts’ Rules of Order, Newly Revised,* provided they are consistent with AFC_Bylaws and Standing Rules.

Section 3. These Bylaws shall be reviewed annually by the Executive Committee.

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