

Revised September 2009

**CHAPTER BYLAWS
PALM BEACH COMMUNITY COLLEGE
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES**

Article I—Name

The name of this organization shall be the Palm Beach Community College (PBCC) Chapter of the Florida Association of Community Colleges (FACC).

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 PBCC, 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 PBCC's Board of Trustees and to full-time, part-time, and retired employees of PBCC, upon payment of dues established by the FACC 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).

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 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, automatically 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 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. The unexpired term of any other officer will be filled by a majority vote of the Executive Committee. If a vacancy occurs in the President-Elect position, a replacement shall be elected by a majority vote of the Executive Committee and shall serve only until the next election; then the President and President-Elect shall be replaced by the general election process.

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 FACC meetings, as well as other meetings as appropriate.
3. Serve as a member of the FACC Council of Chapter Presidents.
4. Maintain a file of transactions to be transferred to the succeeding President.
5. Act as liaison between the state FACC Executive Committee and Chapter members.
6. Mentor the President-Elect in all responsibilities of the Presidency.
7. Authorize expenditures of PBCC Chapter funds of \$100.00 or less.

8. With the approval of the Executive Committee:
 - a. Authorize expenditures of PBCC Chapter funds over \$100.00.
 - 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. 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 Nominating and Elections Committees.
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 PBCC employee with an FACC application highlighting retiree and lifetime membership dues. The letter shall also include information about the opportunities for FACC retired 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.
3. Notify the membership of the time and place of all Chapter meetings.

E. The Treasurer shall:

1. Collect and forward dues in accordance with FACC and PBCC 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.
4. Serve as a member of the Membership Committee.

F. The Immediate Past President shall:

1. Advise the President.
2. Be responsible for the submission of an article to each issue of FACC *Current* and of PBCC *Perspectives* in accordance with announced deadlines.

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. Maintain hard copy of all membership forms and payroll deduction reports.
4. Reconcile payroll deduction reports twice each month.
5. Distribute membership renewal forms to those members who do not choose dues payment through payroll deduction.
6. Maintain a list of Chapter members' e-mail addresses (home addresses for those members without e-mail).
7. Distribute all FACC 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 FACC, PBCC'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 PBCC Director of Governmental Relations.
4. Serve as the official Chapter spokesperson to PBCC's legislative delegation.

C. The Webmaster shall:

1. Maintain the Chapter on-line website and its links to the PBCC and FACC websites.
2. Add 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*, PBCC's *Perceptions*, and FACC's *Current*.

E. The Community Service Coordinator shall coordinate Chapter 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 PBCC 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 PBCC Foundation and the PBCC 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.

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 PBCC. The fund shall be entitled The PBCC/FACC Nancy Buhl Scholarship Fund and shall be administered by the PBCC Foundation as the PBCC/FACC 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 a majority of the voting members of the Executive Committee. Additional Chapter meetings may be called by the President or President-Elect with the approval of 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 FACC 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 Chapter members if the number of volunteer delegates exceeds the number allowed in Section 2 of this article.

Section 4. The minimum obligations of a delegate are (1) to vote in FACC 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 FACC Commissions shall be chosen in accordance with FACC Standing Rule IV, Section 1, insofar as circumstances permit.

Article VIII—Committees

Section 1. Standing Committees

A. The Nominating Committee shall consist of the President-Elect, who will serve as chair of the committee, and the four Vice Presidents for the purpose of submitting candidates' nominations for each elected Chapter office.

B. The Membership Committee shall consist of the President-Elect, who will serve as chair, the four Vice Presidents, and the Treasurer 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 FACC Bylaws and Standing Rules.
- Section 3. These Bylaws shall be reviewed annually by the Executive Committee.

**Last Revised
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