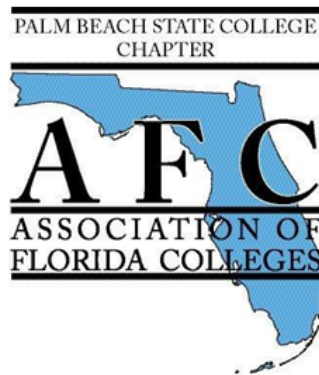


ASSOCIATION OF FLORIDA COLLEGES

CHAPTER BYLAWS

PALM BEACH STATE COLLEGE



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) actively involve individual AFC members in the implementation of the AFC goals at the local level.
- (2) promote professional growth and development.
- (3) improve articulation and cooperation among the state colleges of Florida.
- (4) establish effective communications among faculty, staff, and administration of the College.
- (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 Board

Section 1. The Executive Board shall consist of ten elected officers (President, Immediate Past President, President-Elect, five Vice Presidents [one from each campus], Secretary, and Treasurer. In the event of a tie, the tiebreaker is determined by the President's vote.

Elected officers serve as voting members of the Executive Board.

Appointed Coordinators (Membership Database Coordinator, Legislative Coordinator, Public Relations/Social Media Coordinator, Community Service Coordinator, Social Activities Coordinator and Scholarship Coordinator), serve as non-voting advisory members to the Executive Board.

- Section 2. The elected officers shall be elected on written or electronic ballot by a simple majority of the members in good standing. Elections shall be conducted annually at least two weeks prior to state convention. Elections shall be conducted by the Elections Committee, who will report results to the Executive Board in writing. Appointed coordinators shall be submitted by the President and approved by a majority vote of the elected officers of the Executive Board.
- 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. After serving as President for one year, he/she will then serve as Past President. All other elected officers shall serve two-year terms. Lake Worth Campus and Belle Glade Campus Vice Presidents and Secretary shall be elected to begin service in odd-numbered years and Palm Beach Gardens Campus, Boca Raton Campus and Loxahatchee Groves Campus Vice Presidents and the Treasurer shall begin service in even-numbered years. All terms of elected and appointed officers shall commence on January 1 of the year following the election.
- Section 4. Any member in good standing (as determined by the Executive Board) is eligible to hold any Board position.
- 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 Board 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 President with the approval of the Executive Board 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 Board 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 Board 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 Board:
Authorize expenditures of Chapter funds of more than \$100.00.
 8. Prepare the annual budget and quarterly updates.
 - a. Prepare S&PD Staff and Professional Development budget request for funding of members' travel expenses and oversee these expenditures throughout the year.
 - b. Appoint Coordinators.
 - c. Appoint ad hoc committee chairpersons.
 - d. 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.

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 to include State, Region, Commission and Chapter functions.
4. Serve as chair of Membership Committee.
5. Serve as chair of the Elections Committee.

C. Vice Presidents shall:

1. Serve as members of the Membership Committee.
2. Coordinate campus membership recruitment and campus activities.
3. Serve as campus liaisons for Chapter legislative activities, fundraising and dissemination of information.
4. Serve as members of the Nominating Committee.

D. The Secretary shall:

1. Record the minutes of the Chapter and Executive Board meetings as well as save approved minutes on the shared AFC Chapter drive.
2. Maintain archives for the Chapter and assist President with maintaining historical information.
3. Forward all Chapter publications and communications to all Chapter members (including Retiree members) electronically or by postal mail.
4. Create flyers for Chapter events and functions.

E. The Treasurer shall:

1. Submit Chapter budget report at Executive Board meetings
2. Serve as the Travel Coordinator and shall assist the President with arrangements and paperwork for travel which includes hotel and registration for AFC Regional and State events of Chapter members who have been approved by the Executive Board.
3. Regularly monitor the budget and keep President apprised of status.

F. The Immediate Past President shall:

1. Advise the President.
2. Chair the Nominating Committee.

Section 7. Duties of Appointed Coordinators

A. The Membership Coordinator shall:

1. Maintain the Chapter membership database.
2. Process completed applications for membership.
3. Reconcile state membership list with Chapter membership list.
4. Reconcile payroll deduction reports monthly.
5. Maintain a list of Chapter members' e-mail addresses (home addresses for those members without e-mail).
6. Process and distribute welcome packets for all new members.
7. Obtain and distribute member benefits information and materials as requested.
8. Obtain retiree list from Human Resources and follow up as needed.
9. Serves as a member of the Membership Committee.
10. Coordinate with Campus VPs on AFC membership campaigns.

- B. The Legislative Coordinator shall:
 1. Serve as liaison for current legislative issues between the Chapter members, the College President's legislative appointee, and the state AFC Legislative Committee.
 2. Coordinate the Chapter's legislative activities, with the assistance of the Vice Presidents, as advised by the College President's legislative appointee.
 3. Serve as the Chapter's spokesperson to the College's legislative delegation (with Chapter President's approval).

- C. The Public Relations/Social Media Coordinator shall:
 1. 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, and the College's and AFC's publications as approved by the President.
 2. Maintain Chapter Facebook and other social media for Chapter promotion.
 3. Keep Chapter webpages on the College website current.

- D. The Community Service Coordinator shall coordinate Chapter members' participation in community events, as directed or approved by the President.

- E. The Social Activities Coordinator shall plan and coordinate social events for Chapter members, as approved by the President or Executive Board.

- F. 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 Board annually.
 4. Report to the Executive Board 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 Board) 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/Nancy Buhl 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 Board.

- 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 Board 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 Board.
- 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 Board meetings a quorum shall consist of most voting members of the Executive Board.
- Section 5. Executive Board shall meet a minimum of five times per year. All Executive Board members are expected to attend.

Article VII--Delegates to the Annual Conference

- 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 Conference.
- Section 3. The College President and the current and incoming members of the Executive Board shall be delegates; the remaining number of delegates shall be elected by the Executive Board 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 to:
- (1) attend and vote at the Region V meeting at the Conference
 - (2) attend, and vote at a minimum of one Commission meeting at the Conference
 - (3) attend Opening General Session
 - (4) attend Assembly of Delegates and
 - (5) assist with duties assigned to the Region/Chapter. Attendance includes remaining at all the above events for the duration of the function/meeting.

Article VIII—Travel Funding

- Section 1. To be eligible for Chapter funding of travel to the Annual Conference, Commission/Region meetings or other AFC events or functions, a member must have:
- (1) been a member as of June 30th of the previous year
 - (2) attended one or more Chapter meetings or Chapter events (excluding social activities) and
 - (3) volunteered at one or more Chapter events.

Article IX--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, the Membership Coordinator, and the five 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. If 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 Board when necessary to carry on the work of the Chapter.

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

Article X--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 Board 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 XI -- 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 in the Spring by a committee of Chapter members appointed by the President. The reviewed bylaws shall then be approved by the Executive Board followed by approval by written or electronic ballot by a two-thirds (2/3) vote of the Chapter members in good standing who cast ballots.