

# **ASSOCIATION OF FLORIDA COLLEGES**

## **St. Petersburg College**

### **BYLAWS OF THE ST. PETERSBURG COLLEGE CHAPTER OF THE ASSOCIATION OF FLORIDA COLLEGES**

#### **Article I: Name**

The name of this organization shall be the St. Petersburg College Chapter of the Association of Florida Colleges (AFC).

#### **Article II: Purpose**

This Chapter shall carry out the purposes of the Association of Florida Colleges as stated in its constitution and will promote the development and advancement of St. Petersburg College. To this end, the Chapter will endeavor to:

- A. Serve as a comprehensive professional organization for anyone employed by, or associated with, St. Petersburg College, hereinafter referred to as "College."
- B. Work for a continuing cooperative spirit among College trustees, administrators, faculty, adjunct faculty, career employees, OPS employees, and retirees.
- C. Encourage professional growth, service and developmental opportunities for members.
- D. Facilitate communication and cooperation with other Florida colleges and The American Association of Community Colleges (AACC).
- E. Promote public understanding and support of the College.
- F. Play an active role in promoting legislation beneficial to the College and to disseminate information regarding pertinent legislation.

#### **Article III: Membership**

- A. Individual membership is open to any College employee.
- B. Retiree membership is open to any person who has retired from the College.
- C. Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of the College.
- D. Contributing membership is automatic for any member of the College's Board of Trustees (since the College holds institutional membership in AFC).
- E. Life and Honorary Life membership shall also have full rights of membership and is available to individuals employed full-time and retired members.
- F. Adjunct faculty and part-time employee membership is open to any college employee employed less than full-time.
- G. Membership is renewable during the month in which the member originally joined.
- H. Annual membership dues shall be established by AFC.

#### **Article IV: Officers and Site Representatives**

- A. Chapter Officers shall be:
  1. President
  2. President-Elect
  3. Secretary
  4. Treasurer
  5. Membership/Publications Chair(s)
  6. Legislative Chair(s)
- B. Chapter Site Representatives shall be up to:
  1. Three members from the St. Petersburg/Gibbs Campus.
  2. Three members from the Clearwater Campus.
  3. Two members from the District Office/Epi-Center.
  4. Two members from the Health Education Center.
  5. Three members from the Tarpon Springs Campus.
  6. Two members from the Downtown/Midtown.
  7. Three members from the Seminole Campus/E-Campus.
- C. Two retirees shall be appointed by the Chapter President to represent the interests of retired members.

#### D. Nomination and Election of Officers and Site Representatives

##### 1. Nomination and Election Protocol

- a. The Chapter Executive Board shall appoint a Nominating Committee of at least three members, no two of whom shall be from the same college site, which shall present a panel of candidates for elective officers and site representatives.
- b. The Chapter President shall appoint the Chairperson of the Nominating Committee.
- c. It shall be the duty of the Nominating Committee to attempt to place in nomination at least two eligible candidates for each of the elected offices and site representatives.
- d. The report of the Nominating Committee shall be submitted to the Executive Board for review prior to the election.
- e. Nominations may be made from the floor provided the consent of the nominee has been secured in advance.

##### 2. Election of Officers and Site Representatives Process

- a. Officers shall be elected on a written ballot or electronic ballot by a simple majority of the AFC membership voting from all College sites
- b. Elections shall be conducted annually during the month of October.
- c. The term of office shall commence on January 1 of each year.
- d. Officers and site representatives shall serve a one-year term.
- e. In case of a vacancy in an elected office or site representative position other than as provided above the President shall appoint a replacement to serve the balance of the current term.

#### E. Duties of Officers

##### 1. The President shall:

- a. Preside at the AFC Chapter Executive Board and Chapter meetings.
- b. Represent the Chapter in all regional and state AFC meetings.
- c. Call meetings of the Executive Board and of the Chapter.
- d. Authorize, with Executive Board approval, the expenditure of AFC Chapter funds within the approved budget.
- e. Establish and appoint members to committees and serve as an ex-officio member of each.
- f. Notify the state AFC office in writing of any change in officers or status of the Chapter.
- g. Provide Chapter oral and written reports to state and regional offices.

##### 2. The President-Elect shall:

- a. Coordinate Chapter publicity.
- b. Serve as the liaison between the Chapter commission representatives and the state and regional commissions. Serve as the Chapter President following the term of office as President-Elect.
- d. Perform the duties of the President during any absence or disability.
- e. Perform duties as assigned by the President
- f. Serve as Parliamentarian at the Executive Board and Chapter meetings.

##### 3. The Secretary shall:

- a. Record the minutes of the meetings of the Chapter and of the Executive Board.
- b. Correspond as assigned by the Chapter President on behalf of the Chapter.
- c. Act in the absence or temporary disability of the President-Elect.

##### 4. The Treasurer shall:

- a. Collect and forward dues to the AFC office.
- b. Record and disburse any Chapter funds as directed by the Chapter President.
- c. Report Chapter finances at each meeting.
- d. Prepare an annual report for audit at the end of the year.

##### 5. The Membership/Publications Chair(s) shall:

- a. Organize and coordinate the annual AFC membership campaign.
- b. Maintain a current Chapter membership roster.

- c. Verify the current listing of all AFC members at the college or campus. to the AFC Executive Director.
  - d. Create and disseminate Chapter publications to members.
- 6. The Legislative Chair(s) shall:
  - a. Provide a communication link between the AFC Legislative Committee and the Chapter membership on all matters pertaining to legislation affecting colleges.
  - b. Serve on the Regional Legislative Committee.
  - c. Serve as the official Chapter spokesperson to support the College legislative activities.
  - d. Coordinate any Chapter activities concerned with informing the delegation about pertinent legislation.
- F. Duties of Site Representatives:
  - 1. The Site Representatives shall:
    - a. Serve as contact persons for issues affecting their site membership and activities.
    - b. Promote and distribute State and Chapter newsletters and other AFC communications as provided by the Chapter Membership/Publications Chair.
    - c. Represent their site at Executive Board and Chapter meetings.
    - d. Coordinate Chapter activities at their site.

#### **Article V: The Executive Board**

- A. The Executive Board shall consist of:
  - 1. The elected Officers.
  - 2. The immediate Past President of the College Chapter (ex officio).
  - 3. The elected Site Representatives.
- B. The Executive Board shall:
  - 1. Conduct the business of the AFC-College Chapter
  - 2. Review and consider proposals from the state organization.
  - 3. Approve an annual operating budget for the Chapter, as well as any subsequent budgetary amendments that it deems necessary.
  - 4. Administer all obligations and duties by a simple majority of those Board members present and voting.
  - 5. Assist the College President, when requested, with any AFC matter.
  - 6. Direct the planning, development and implementation of Chapter activities.

#### **Article VI: Committees**

The following Standing Committees may be established and chairs appointed by the Chapter President:

- A. Bylaws Committee
- B. Scholarship Committee
- C. Fundraising Committee
- D. Community Service Committee
- E. Nominating Committee
- F. Others deemed necessary

#### **Article VII: Meetings**

- A. Chapter meetings shall be held monthly and may be suspended with college duties/activities might warrant cancellation.
- B. Chapter meetings are open to all members, prospective members, retirees and guests.
- C. Special meetings may be called by the Chapter President, the Executive Board or upon written request of a least twenty percent of the membership.

#### **Article VIII: The Commissions**

- A. Two College Chapter members in good standing shall serve on each of the State Commissions with the current State AFC Bylaws.
- B. The State AFC Commissions are:
  - 1. Administration Commission

2. Adult and Continuing Education Commission
3. Career and Professional Employees Commission
4. Curriculum Commission
5. Equity Commission
6. Faculty Commission
7. Global Initiatives Commission
8. Institutional Advancement Commission
9. Institutional Effectiveness Commission
10. Learning Resources Commission
11. Occupational and workforce Education Commission
12. Retirees Commission
13. Student Development Commission
14. Technology Commission
15. Trustees Commission
- 16.

C. Commissions requiring elections or having special requirements for voting delegates for the annual convention are: \* See AFC Standing Rules, IV, Commissions Section 1, Determination of Voting Representatives and Commission Offices.

1. Administration Commission
2. Career and Professional Employees Commission
3. Equity Commission
4. Faculty Commission
5. Institutional Advancement Commission
6. Learning Resource Commission
7. Occupational and Workforce Education Commission
8. Retirees Commission
9. Student Development Commission
10. Technology Commission
11. Trustees Commission
- 12.

D. Other Commissions. Voting representatives to the remaining commissions shall be chosen by each college in a manner of its own determination.

#### **Article IX: Delegates to the Assembly of Delegates**

- A. The College President, or designee, shall be a voting delegate to the Assembly of Delegates for the annual AFC Convention.
- B. The elected officers of the Chapter shall be voting delegates.
- C. All remaining delegates must be Chapter members in good standing.
- D. Selection of voting delegates shall be made in the fall prior to the annual convention.
- E. To ensure adequate campus representation, active members wishing to be considered as voting delegates must submit their names along with a list of their AFC activities to the Chapter President for review and final approval by their campus administrator.
- F. Retired members may submit their names to the Chapter President for consideration as delegates. Financial assistance for retirees in the form of sponsorship may also be requested from the Chapter to defray the cost of attendance.

#### **Article X: Amendment of Bylaws**

The Bylaws can be amended at any regular meeting of the Chapter by a two-thirds vote of the Chapter Executive Board, provided that the amendment has been submitted to the membership at least one week prior to a regular meeting.

#### **Article XI: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Chapter in all cases not covered herein or within the State AFC Bylaws.

