

BY-LAWS
of the
POLK STATE COLLEGE CHAPTER
of the
ASSOCIATION OF FLORIDA COLLEGES

Article I: Chapter Name

The name of this Chapter shall be the Polk State College Chapter of the Association of Florida Colleges.

Article II: Chapter Purpose

The purpose of the Chapter at Polk State College shall be to actively involve individual members in carrying out the goals and purposes of the Association of Florida Colleges (AFC) at the local level.

Article III: Chapter Membership

Membership in this Chapter is open to any employee or retiree of Polk State College upon payment of dues. All members of PSC's Board of Trustees are automatically classified as Contributing Members¹.

Article IV: Chapter Officers

Section 1. The officers of this Chapter shall be: President, President Elect, Vice President-Winter Haven/Retirees Liaison, Vice President-Lakeland/Coordinator of Volunteers, Fundraiser, Secretary, Treasurer, Publications Representative; Legislative Representative, Membership Chair, and At Large Member. Officers shall serve as the steering committee responsible for conducting the ongoing activities and business of the Chapter.

¹ Contributing membership is automatic for the Executive Director, members of the Florida College System, and any member of a District Board of Trustees whose college holds institutional membership in the Association. (Bylaws of the Association of Florida Colleges, Inc., pg. 2)

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Section 2. The officers shall be elected by the membership for a term of one year, beginning January 1. Elections will be by written or electronic ballot. Election will be based upon a simple majority of members voting on the announced date in October of each year. Any current AFC member at the college is eligible to be elected to office.

Section 3. The Chapter President shall appoint a Nominating Committee, which will present the name or names of candidates for each office. Nominations from the membership will also be accepted and placed on the ballot.

Section 4. If the office of the Chapter President becomes vacant, the President Elect will fill the remainder of the Chapter President's term. Other vacancies will be filled by special elections conducted by the Chapter officers.

Section 5. Duties of the Chapter Officers—

A. The Chapter President shall:

- 1) Call and preside at meetings.
- 2) Represent the Chapter at local, state, and national functions.
- 3) Authorize expenditures and payment from Chapter funds.
- 4) Maintain a file of all business transactions to be transferred to the President Elect at the end of the term as Chapter President.
- 5) Appoint all standing and ad hoc committee members.
- 6) Act as a liaison between the state AFC Executive Board² and the Chapter members.
- 7) Review and submit revisions of the Chapter Bylaws to the general membership for approval, and submit an updated copy to the AFC headquarters.
- 8) Notify the AFC headquarters in writing of any change in officers or status of the Chapter.

B. The President Elect shall:

- 1) Perform the duties of the Chapter President during his/her absence or disability.
- 2) Serve as Program Chair for general membership meetings.

² The **Executive Committee of the Board of Directors** shall be composed of the four elected officers, the Immediate Past President, and the Executive Director of the Association. The voting members of the **Board of Directors** shall be the President, Vice President, Vice President for Commissions, Vice President for Regions and Chapters, the Immediate Past President, the chairs of the AFC commissions (or designees), and the directors of each of the regions (or designees). Non-voting, ex-officio members of the Board of Directors shall be the Executive Director of the Association, the Parliamentarian, the Executive Director of the Florida College System (or designee), the Chair of the Council of Presidents (or designee), the chairs of the AFC Standing Committees, and the AFC Foundation Chair. (Bylaws of the Association of Florida Colleges, Inc., pg. 4)

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- 3) Act as a Sergeant-at-arms in those matters requiring parliamentary procedures.
- 4) Serves as President at the end of term.

C. The Vice President-Winter Haven/Retirees Liaison shall:

- 1) Serve as liaison between the Chapter and college retirees.
- 2) Promote Chapter activities with college retirees.

D. The Vice President-Lakeland/Coordinator of Volunteers shall:

- 1) Maintain the "Chapter of the Year" binder including social and fundraising events.
- 2) Maintain an ongoing list of volunteers for projects and events.

E. The Secretary shall:

- 1) Record and publish the minutes of the Chapter business meetings and general membership meetings.
- 2) Type correspondence for the Chapter President and other Chapter officers.
- 3) Notify and remind members of all meetings.

F. The Treasurer shall:

- 1) Collect dues from employees not opting to pay dues by payroll deduction and forward to the AFC headquarters.
- 2) Collect and deposit money from fundraisers; keep accurate records of monies collected and dispersed.
- 3) Request checks and purchase supplies for the activities as approved by the Chapter officers.
- 4) Maintain a list of members by payment method (payroll deduction, credit card, check) in conjunction with the Membership Chair.
- 5) Request reimbursable portion of annual dues paid to State headquarters allocated for Chapter operations and activities.
- 6) Prepare quarterly financial statements for the Chapter account.

G. The Publications Representative shall:

- 1) Write and distribute news items relating to the Chapter activities.
- 2) Receive and distribute publications sent from the AFC headquarters electronically.
- 3) Maintain the AFC Chapter website.

H. The Legislative Representative shall:

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- 1) Maintain an ongoing relationship with Florida Legislators representing the constituents of Polk County to be distributed to AFC members with regular communication.
- 2) Organize activities of a legislative nature that will expand the membership's knowledge of the legislative process and the issues effecting college employees.

I. The Membership Chair shall:

- 1) Maintain an accurate membership database and provide changes to the state and local AFC officers.
- 2) Organize ongoing membership drives.
- 3) Be responsible for the recruitment of new members.
- 4) Be responsible for the retention of renewable members (those who are not on an automatic renewal through payroll deduction).
- 5) Maintain a supply of and distribute membership materials and certificates.

J. The Fundraiser shall:

- 1) Organize activities to provide fundraising for the chapter treasury.
- 2) Keep files documenting the success of the fundraising events.

K. The At Large Member(s) shall:

- 1) Assist all officers as needed.
- 2) Serve as voting officer(s).

Section 6. Meetings shall be called by the Chapter President. When Chapter officers are unable to attend business meetings, they should give their proxy to a member; however, a quorum shall consist of ½ of the officers. At Chapter general membership meetings, a majority vote shall consist of over 50% of the members present at the called meeting.

Article V: Delegates and Commission Representatives to AFC

Section 1. Delegates to the AFC Annual Convention shall be the College President and/or President's designee, and any Chapter officer who has permission to attend from his/her immediate supervisor. Additional delegates shall be selected among the Chapter membership to constitute the delegation size authorized by the state AFC Bylaws (one delegate for each ten AFC chapter members, or major fraction thereof, as of October 1 each year).

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Section 2. All delegates must be members of AFC and are selected to represent the College and the Chapter at the annual convention.

Section 3. Persons interested in applying for a delegate position must have prior approval of their immediate supervisor. Applicants must make a commitment to attend the entire convention and responsibly represent the college. Attendance at the business meeting of the annual convention is mandatory for all voting delegates, unless excused by the Chapter President.

Section 4. The proportion of delegates selected will correspond to the proportion of Chapter members from each employment category; administrative, career, faculty, and professional/technical. Chapter members will select delegates by vote if the number of applicants exceeds the allocated slots for an employment category. However, vacant delegate slots in any employment category shall be open to all applicants.

Section 5. The Chapter President is responsible to prepare an election ballot if necessary, in accordance with the above sections, and to conduct the election at least thirty (30) days prior to the annual convention.

Article VI: Commission Delegates

Section 1. All voting commission delegates shall be appointed at least thirty (30) days prior to the start of the annual convention in accordance with the AFC Standing Rules. All Chapter members—administrators, career employees, faculty, professional/technical employees, and trustees—shall be eligible for appointment.

Section 2. Voting Commission Delegates shall be designated from the selected delegates and not in addition to them. Voting delegates to each commission shall be appointed by the Chapter President in consultation with the College President.

Section 3. Voting Commission delegates should be employed in a position related to the Commission they are representing.

Article VII: Committees

Section 1. A Nominating Committee composed of at least four (4) AFC members representing the administrative, career, faculty, and professional/technical employees shall be appointed by the Chapter President for the purpose of submitting nominations for each Chapter office.

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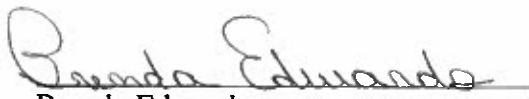
Section 2. Other committees shall be appointed by the Chapter President, as the Chapter Officers deem necessary to carry on the work of the Chapter. The Chapter President and the President Elect shall be ex-officio members of all committees.


Article VIII: Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order* shall govern the Chapter in all cases to which they are applicable and to which they are not inconsistent with the Chapter Bylaws or the AFC Bylaws and any special rules of order the Chapter may adopt. The President Elect shall act as a Sergeant-at-arms in those matters requiring parliamentary procedures.

Section 2. Changes to the Chapter Bylaws shall be made only by a $\frac{3}{4}$ majority vote of the ballots received from members voting for that purpose.

Approved by a vote of the members of the Polk State College Chapter of AFC present this 26th day of May, 2011.


Brenda Edwards
Chapter President


Eileen Holden, Ed.D.
College President

Adopted:
Revised: May 2011