

AFC ASSOCIATION OF FLORIDA COLLEGES  
ADMINISTRATION COMMISSION BYLAWS

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January 22, 2014

Recognizing the need to establish procedures and guidelines as they reflect the rights, responsibilities, and objectives of its membership, the Administration Commission hereby adopts these Bylaws:

### **ARTICLE I: NAME**

The name of the organization shall be the Administration of the Association of Florida Colleges and hereinafter referred to as the Commission.

### **ARTICLE II: RESPONSIBILITIES**

In accordance with AFC Bylaws, the Commission responsibilities shall include:

- a. Planning the annual convention program for the Administration meeting.
- b. Articulation among AFC members and other educational institutions.
- c. Promotion and support of effective practices within the commission's sphere of interest.
- d. Making recommendations to the AFC Board of Directors.
- e. Planning statewide and regional conferences and workshops as needed during the year.
- f. Planning and developing annual goals for Administration staff.

### **ARTICLE III: PURPOSE**

It shall be the purpose of the Commission to promote best practices in Administration staff objectives and implement them among the employees in Florida's all 28 college system institutions.

To this end, it will strive to:

- a. Improve and encourage statewide communications among administrators.
- b. Receive administrators input in other commissions activities in the areas in which administrators are employed by attending meetings and reporting back to the Commission.
- c. Provide workshops for administrators as needed during the year. The Board of Directors shall determine the need for any workshops.
- d. Serve as a forum for the discussion of administrators programs interacting together in sync.
- e. Receive full support of administrators in all 28 public colleges in all areas of employment.
- f. Encourage the establishment of procedures at each college to insure adequate representation of administrators' best interests in the administrative decision-making process.

### **ARTICLE IV: MEMBERSHIP**

#### Section 1. Selection of Representatives

Membership in the Administrators Commission shall be in accordance with the Association of Florida Colleges Bylaws and as defined by our standing rules.

## Section 2. Powers of Representatives

Representatives shall be the official voting body of the Commission. Voting representatives or their Florida's college system employee designees shall act as liaisons with their campus chapters to fulfill the purposes of the Commission.

## Section 3. Voting

Each voting representative shall have one independent vote in all matters voted on by the Commission. Matters shall be decided by a majority of the votes cast.

## Section 4. Quorum

A quorum of the Commission representatives shall be defined as two-thirds of the representatives present at the annual meeting.

## Section 5. Meeting

The Commission shall hold its annual meeting at the annual Association Convention. The Board of Directors may call such other meetings of the Commission as it deems necessary.

## Section 6. Individual Membership

Payment of current or lifetime dues to the Association of Florida Colleges entitles an individual to membership in the Administration Commission.

## **ARTICLE V:-Executive Members**

### Section 1. Officers/Executive Board

The elected officers of the Commission shall be the Chair, Chair-Elect, Vice Chair, Secretary, Public Relations Chair and Treasurer. Officers shall assume office on January 1 following the annual meeting at which they were elected.

### Section 2: Immediate Past Chair

The immediate past-chair of the Commission shall serve as ex-officio member without the vote on the Board of Directors

### Section 3: Term in Office

#### a. Officers

- I. The Chair-Elect will succeed the Chair, who will serve for 1 year. The Vice Chair and Secretary shall serve for one year. The Treasurer shall serve for 2 years, elected in odd numbered years.

#### b. Board of Directors

- I. Shall serve a one year term

## Section 4 Selection of Officers

- a. The following officers shall be elected annually to a one year term:
  - a. Chair-Elect
  - b. Vice Chair
  - c. Secretary
- b. The Treasurer shall be elected to a two year term in odd numbered years.
- c. The Chair-Elect shall assume the office of Chair at the end of his/her term as Chair-Elect. However, if the office of Chair becomes vacant, the Chair-Elect shall assume the office of Chair for the remainder of the unexpired term, then shall continue as Chair for a full term of his/her own.
- d. If the office of Chair-Elect becomes vacant so that there is no one to assume the office of Chair on the next January 1, the Commission shall elect a Chair at the next annual meeting.
- e. The Vice Chair and Secretary shall serve no more than two consecutive terms.
- f. A person may hold only one voting position on the Board during any calendar Year.
- g. Officers shall be elected from the slate of candidates presented by the Nominating Committee. In addition, nominations from the floor will be accepted and added to the slate of candidates provided the candidate so nominated has the written approval of his/her college President.
- h. The Chair shall be empowered to appoint a member of the Commission to fill a vacancy in an elected office on a pro-tem basis for the balance of the term. The person appointed shall assume the responsibilities of the office.
- i. The Public Relations Chair, Parliamentarian, and Legislative Liaison shall be appointed by the Chair; should a vacancy occur in either of these offices, the Chair shall appoint a replacement to fill the unexpired term.

## Section 5. Duties of the Officers

- a. The Chair shall:
  - a. Be the chief elected officer
  - b. Represent the entire membership in the best interest of the Commission
  - c. Direct the overall operation of the Commission
  - d. Preside at and attend all meetings of the ADMINISTRATION COMMISSION Board of Directors
  - e. Attend all the Executive Committee plus meetings of the AFC Executive Board
  - f. Appoint chairpersons in accordance with the bylaws
  - g. Act as speaker for the Commission

- h. Provide leadership for administrators
  - i. Promote interest and participation in AFC and the Commission
  - j. Authorize expenditure and payment of ADMINISTRATION COMMISSION funds
  - k. Maintain the bylaws
  - l. Convene board meetings
  - m. Attend ADMINISTRATION COMMISSION Board meetings and functions
- b. The Chair-Elect shall:
- a. Perform the duties of the Chair during the Chair's absence or disability
  - b. Coordinate the activities of the Standing Committees
  - c. Update and publish the commission handbook
  - d. Coordinate and publish the quarterly newsletter
  - e. Perform the duties assigned by the Chair
  - f. Attend ADMINISTRATION COMMISSION Board meetings and functions
- c. The Vice Chair shall:
- a. Coordinate regional activities
  - b. Perform any additional duties assigned by the Chair
  - c. Chair the Administrators Commission Employee of the Year Award Committee
  - d. In the event the Chair-Elect must fulfill the unexpired term of the Chair, the Vice Chair shall accept other duties as assigned by the new Chair.
  - e. Attend ADMINISTRATION COMMISSION Board meetings and functions
- d. The Secretary shall:
- a. Record the minutes of the annual meeting and all other official meetings of the Commission, Board of Directors, and the Executive Committee
  - b. Accept further responsibilities as assigned by the Chair
  - c. Attend ADMINISTRATION COMMISSION Board meetings and functions
- e. The Treasurer shall:
- a. Keep all account books (checking and cash ledger) of the Commission
  - b. Present these annually to the Board of Directors and the state AFC office for audit
  - c. Provide the Board with a written report at each meeting
  - d. Accept further responsibilities as assigned by the Chair
  - e. Attend ADMINISTRATION COMMISSION Board meetings and functions
- f. The Public Relations Chair shall:
- a. Be responsible for keeping the official history of the Commission through photographs, web resources, social media, printed material and other items
  - b. Responsible for the collection of items and for placing them in a book and/or online which can be viewed at any ADMINISTRATION COMMISSION function

- c. Maintain the Commission's Web page with current and relevant information
  - d. Maintain the Commission's Facebook page accounts
  - e. Develop and maintain the Commission's book for the annual convention and submit it for consideration for Commission of the Year awards
  - f. Should the Public Relations Chair not be able to attend any function, a replacement should be appointed and briefed by the Public Relations Chair
  - g. Attend ADMINISTRATION COMMISSION Board meetings and functions
- g. The Parliamentarian shall:
- a. Work in consultation with the Chair to insure that all Commission proceedings are conducted according to proper parliamentary procedure
  - b. Should the Parliamentarian be unable to attend any meeting at which official business is conducted, the Chair shall appoint a qualified substitute
  - c. Attend ADMINISTRATION COMMISSION Board meetings and functions
- h. The Legislative Liaison shall:
- a. Stay in close contact and current with any bills or relative legislation that may influence or be of interest to the members of the ADMINISTRATION Commission and the members it represents
  - b. Will distribute this information through the ADMINISTRATION COMMISSION contact people at each campus in an effort to keep all of our members informed and up-to-date on the activity of the Florida State legislators
  - c. Take any legislative concerns that commission members would like to have researched and present them to the Commission Board of Directors to determine if the issue is valid
    - i. If the Board passes the issue by a majority, the Chair will forward the issue to the appropriate state level committees for review
    - ii. If at any time the issued is denied, the Commission Chair will have the opportunity to present the issue at the next AFC Board of Directors Meeting
    - iii. Legislative issues must be presented to the Commission Chair no later than April 1 of the year preceeding the next legislative session.
- i. The Immediate Past- Chair will
- a. Provide ongoing leadership for the incoming Chair
  - b. Provide historical context regarding issues when necessary at Board meetings
  - c. Attend ADMINISTRATION COMMISSION Board meetings and functions

## **ARTICLE VI: BOARD OF DIRECTORS**

### Section 1. Members

The voting members of the Board of Directors shall be the Chair, Chair-Elect, Vice Chair, Secretary, Treasurer, and Immediate Past Chair

Ex-Officio: Public Relations Chair, Parliamentarian, Legislative Liaison, and Immediate Past Chair. In addition, all standing committee chairs and regional representatives shall be voting members of the Board. Any voting member who is not able to attend a Board meeting may send a designee that shall be empowered to cast a vote for the absentee

## Section 2. Responsibilities

The Board of Directors shall:

- a. Approve an annual operating budget for the Commission
- b. Plan for the Commission's program for the annual convention
- c. Review committee recommendations
- d. Set annual goals
- e. Act on such other matters as may be necessary to the operation of the Commission.
- f. Attend ADMINISTRATION COMMISSION Board meetings and functions

## Section 3. Quorum

A quorum for all meetings of the Board of Directors shall be two-thirds of the voting members of the Board. If a voting member cannot attend a Board meeting, but sends a designee in his/her place, the designee shall be counted toward the quorum.

## Section 4. Alternate Voting Procedure

In cases where the Board needs to vote on an issue and it is not possible or practical to convene a Board meeting, the Board may vote by way of telephone, FAX, electronic mail or postal mail, provided that the number of votes cast by an alternate method satisfies the requirement for a quorum.

# ARTICLE VII: REGIONS

## Section 1. Regions

The following regions are established to carry out activities consistent with the purposes of the Commission as stated herein.

- a. Region I      Chipola, Gulf Coast, Okaloosa-Walton, Pensacola, Tallahassee
- b. Region II     Florida Community College at Jacksonville, Lake City, North Florida, St. Johns River, Santa Fe
- c. Region III    Brevard, Central Florida, Daytona Beach, Lake-Sumter, Seminole, Valencia
- d. Region IV    Edison, Hillsborough, Manatee, Pasco-Hernando, Polk, St.Petersburg, South Florida
- e. Region V      Broward, Florida Keys, Indian River, Miami-Dade, Palm Beach

## Section 2. Region Representatives

The Commission shall:

- a. Have five (5) region representatives appointed by the Commission Chair
  - a. The appointment must be approved by the voting members of the Executive Board
  - b. The responsibilities of the representative include, but are not limited to:
    - i. Distributing commission information to each ADMINISTRATION COMMISSION contact person in his/her region
    - ii. Contacting chapters within his/her region
    - iii. Coordinating information for the ADMINISTRATION COMMISSION newsletter
    - iv. Acting as liaison between his/her region and the Commission board
    - v. Attend ADMINISTRATION COMMISSION Board meetings and functions

## Section 3. Meetings

Regional meetings shall be held periodically during the year at a place and in a manner to be determined by each region.

## **ARTICLE VIII: COMMITTEES**

### Section 1: Executive Committee

- a. The Executive Committee shall be composed of the five (5) elected officers and the Immediate Past Chair.
- b. The Executive Committee shall:
  - a. Serve as the chief budget officers of the Commission
  - b. Develop an annual operating budget for submission to the Board of Directors for approval prior to the annual meeting
  - c. Monitor all Commission expenditures and shall propose such budget amendments as may be necessary to the Board of Directors for approval.
  - d. Submit a report of the receipts and expenditures for the preceding year to the Commission representatives at the annual meeting

### **Section 2: Standing Committees**

The Commission shall have five (5) Standing Committees: Proposals, Program, Nominating, Bylaws, and Awards. The Commission Chair shall appoint a chair for each Standing Committee. Each committee chair with the exception of the Proposals, shall then secure commission members to serve on his/her committee. Each committee with the exception of the Proposals shall have at least one representative from each region. The chair of each committee shall be included in the member count of the committee.



- a. Proposals Committee:
    - a. The Proposals Committee shall:
      - i. Consist of five (5) members
      - ii. Make recommendations for projects for the membership
      - iii. Be responsible for conducting activities designed to generate income for the Commission.
  
  - b. Program Committee:
    - a. The Program Committee
      - i. May consist of seven (7) members who shall:
        - 1. Make all arrangements for programs, conferences, etc., including site selection, for the year
          - a. All programs and functions shall be approved by the Board of Directors and the AFC Board of Directors
          - b. In addition to the region representatives, there may be one additional representative from the region hosting the annual workshop, and one additional representative from the region hosting the annual meeting.
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- c. Nominating Committee:
  - a. The Nominating Committee shall:
    - i. Consist of five (5) members
    - ii. Prepare a slate of candidates for the Commission's elected positions making every reasonable effort to secure at least two candidates for each position.
    - iii. Seek out candidates for positions.
    - iv. Verify that a nominee is willing, and has the approval of his/her college president to serve if elected before placing his/her name on the ballot.
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- d. Bylaws Committee:
  - a. The Bylaws Committee shall:
    - i. Consist of five (5) members
    - ii. Study and recommend revisions to the Bylaws on a yearly basis
    - iii. In accordance with ARTICLE X, the Committee shall submit any proposed revisions to the Chair at least 40 days before the annual Commission meeting.
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- e. Awards:
  - a. The Administration Commission in its attempt to recognize our outstanding employees will seek nominations and participation for the following awards:
    - i. President's Excellence Award, Academic Affairs' Award, Student Affairs' Award and Business Affairs' Award
  1. Each award is independent with a committee to determine each winner.
  2. The Vice Chair of the ADMINISTRATION COMMISSION will chair the President's Excellence of the Year Award committee (Recognition of Excellence).
  3. The current Administration Commission's chair will appoint the other 3 award committee chairs.

4. Each committee shall consist of minimum (5) members, with representation from each region
5. The determined winner of each award will receive recognition and a cash prize at the annual convention.
6. The ADMINISTRATION COMMISSION executive board will determine the amount of the awards depending on available funds.
7. These awards will be given only if it is determined that there is enough participation within the community college system. Information pertaining to each award shall be distributed through the ADMINISTRATION COMMISSION contact person at each college.

#### **ARTICLE IX: MISCELLANEOUS**

Except as if it conflicts with these Bylaws, Robert's Rules of Order-Newly Revised, shall govern procedure at all Commission meetings.

#### **ARTICLE X: AMENDMENTS**

These Bylaws may be amended at the regular annual meeting by two-thirds vote of the Commission representatives present and voting, provided that the proposed changes have been submitted in written form to the Commission Chair by a member at least forty (40) days before the Commission meeting. The Chair shall distribute such proposed changes in written form to all voting representatives at least thirty (30) days prior to the annual meeting.

Bylaws Revised 2014