

# **By-Laws of the Student Development Commission Association of Florida Colleges**

## **I. NAME**

The name of the organization shall be the Student Development Commission of the Association of Florida Colleges, hereinafter referred to as the Commission.

## **II. PURPOSE**

This group is organized to:

A. more actively involve individual members of the Student Affairs (Student Services) division in the community/state colleges in carrying out the goals and purposes of:

1. the Student Personnel philosophy of enhancing student development and providing student services, and
2. the Association of Florida Colleges (AFC).

B. promote communication among the Commission members,

C. provide a vehicle for professional development,

D. act as the representative of Student Affairs (Student Services) issues and concerns to the AFC Board of Directors, and provide the leadership in offering recommendations appropriate to the resolution of issues and concerns related to Student Affairs (Student Services).

## **III. MISSION**

The mission of the Association of Florida Colleges Student Development Commission is to provide professional development and leadership opportunities for student affairs practitioners and others throughout the state who actively encourage students to realize their fullest potential and reach their educational, life, and career goals.

## **IV. VISION**

The Association of Florida Colleges Student Development Commission is an inspirational, purposeful, and impactful commission that promotes community collaboration, fosters individual development, and engages a culture of excellence, while embracing the mission of the AFC.

## **V. GOALS**

The goals of the Commission will be developed annually by the Chair in conjunction with the Executive Board. They will be presented and distributed at the annual Spring Conference.

## **VI. WEBSITE**

The Commission will maintain a website that is part of the AFC Website.

## **VII. MEMBERSHIP**

Membership in the Student Development Commission shall be in accordance with the Association of Florida Colleges Bylaws and as defined in our Standing Rules.

## **VIII. OFFICERS**

### **A. Elected Officers**

The elected officers of the Commission shall be:

1. Chair
2. Chair-Elect
3. Five (5) Regional Representatives

### **B. Election of Officers**

1. Each year at the annual AFC convention, a Chair-Elect shall be elected to serve for a term of one (1) year. The Chair-Elect shall automatically succeed to the Chair at the end of his/her term and serve as Chair for a period of one (1) year.
2. Each year at the annual AFC Convention, Regional Representatives shall be elected to serve for a period of two (2) years. One Regional Representative shall be elected from each even numbered Region in even numbered years and one Regional Representative shall be elected from each odd numbered Region in odd numbered years.
3. Prior to the annual AFC Convention, the Chair shall appoint a nominating committee to present a slate of officers to the membership at the annual fall convention during the business meeting.

### **C. Appointed Officers**

1. The following officers may be appointed by the Chair:
2. Treasurer
3. Recording Secretary
4. Membership Development Chair
5. Public Relations Chair
6. Exemplary Practice Award Chair
7. Historian
8. Liaison to the Council of Student Affairs
9. Activities/Ways & Means Chair
10. Other officers as designated by the current Chair

### **D. Duties of the Officers**

1. The Chair shall:
  - a. preside at all business meetings
  - b. represent the Commission on the AFC Board of Directors
  - c. represent the Commission in all matters concerning the Commission
  - d. call meetings of the Executive Board and business meetings as necessary
  - e. establish committees and appoints committee members as necessary
  - f. appoint the Chair and judges to the Exemplary Practice Awards Committee in accordance with the Commission Standing Rules
  - g. appoint officers to the Executive Board as designated by these By-Laws
  - h. serve as an ex-officio member of each committee
  - i. host spring Student Development Commission Conference
  - j. submit to the Board, for their approval, any expense of \$1,000 or more
  - k. ensure that a minimum of \$ 2,000.00 is carried over to the next year, to meet the Commissions Awards obligations
  - l. attend all Executive Board meetings
2. The Chair-Elect shall:

- a. act as Chair in the absence or temporary disability of the Chair
  - b. succeed as Chair in the event the Chair resigns or is otherwise unable to continue to perform the duties of the office
  - c. coordinate the annual Spring Conference for the following year
  - d. be the chair of the Awards Committee which will judge all awards except the Exemplary Practice Award. Appoint the Award Committee members, advertise and coordinate the awards, obtain plaques/checks & conduct the presentations
  - e. review the Bylaws annually before the Board's Spring Conference Business Meeting
  - f. act as Parliamentarian for the Commission
  - g. attend all Executive Board meetings
3. The Immediate Past-Chair shall:
- a. chair the nominating committee for all elected officers for the following year
  - b. serve as an advisor for the Chair
  - c. coordinate sponsor relations for the spring conference
  - d. attend all Executive Board meetings
4. The Regional Representatives shall:
- a. represent his/her respective regions in all regional matters concerning student development, including but not limited to presenting at regional conferences and meetings
  - b. be responsible for coordinating with the AFC Regional Director of his/her region in assessing and addressing student development concerns
  - c. recruit new members to the Commission
  - d. be responsible for updating the list of student development practitioners in their region
  - e. communicate with region members
  - f. assist the Immediate Past-Chair and Chair-Elect in disseminating information, promoting and soliciting nominations for the Student Development Commission's recognition awards
  - g. attend all Executive Board meetings
5. The Treasurer shall:
- a. establish procedures for the accounting of Commission funds
  - b. safeguard and disburse Commission funds as necessary and as authorized by the Commission Chair and/or the Executive Board
  - c. prepare financial reports as directed by the Commission Chair and/or the Executive Board
  - d. arrange for an outside entity, approved by the Board, to yearly audit the Commissions financial books
  - e. presents the audit report to the November Business meeting of the Commission
  - f. work with the Chair to ensure that a minimum of \$ 2,000.00 is carried over to the next year, to meet the Commissions Awards obligations
  - g. prepare an end-of-the-year accounting report to include the Commission's financial activities and end-of-the year balance
  - h. attend all Executive Board meetings
6. The Recording Secretary shall:
- a. record and oversee the distribution of the minutes of all Commission and Executive Board Meetings
  - b. conduct other Commission business as assigned by the Chair
  - c. attend all Executive Board meetings

7. The Membership Development Chair shall:
  - a. maintain and update the database of all Student Development Commission members
  - b. coordinate the efforts of the Student Development Commission to increase membership
  - c. attend all Executive Board meetings
  
8. The Public Relations Chair shall:
  - a. edit and distribute the newsletter for the Commission
  - b. assist the Executive Board to communicate effectively with the membership
  - c. coordinate the website
  - d. attend all Executive Board meetings
  
9. The Exemplary Practice Award Chair shall:
  - a. coordinate the Exemplary Practice Awards process in accordance with the Commission's Standing Rules
  - b. obtain & present appropriate recognition to each of the judges
  - c. attend all Executive Board meetings
  
10. The Historian shall:
  - a. collect and preserve memorabilia of the Commission
  - b. display appropriate Commission History at the Spring Conference
  - c. arrange for photography at appropriate commission events
  - d. maintain, update, and distribute the Commission's Handbook
  - e. develop and maintain the commission binder for the annual state convention and submit it by the established deadline for inclusion in the "Outstanding Commission of the Year" program/competition
  - f. secure and maintain the Commission's camera
  - g. attend all Executive Board meetings
  
11. The Activities/Ways & Means Chair shall:
  - a. coordinate all efforts of the Commission to raise funds to support the work of the Commission and the work of AFC
  - b. coordinate Commission social activities for the Spring Conference and Fall Convention
  - c. attend all Executive Board meetings.
  
12. The Liaison to the Council of Student Affairs shall:
  - a. attend Council of Student Affairs meetings
  - b. update commission members regarding Council of Student Affairs issues
  - c. update commission members regarding legislative initiatives applicable to student development
  - d. student development
  - e. attend all Executive Board meetings
  
13. Other officers shall: perform special assignments/projects as assigned by the Chair

#### E. Removal of Officers

In the event that any officer is unable to attend two (2) consecutive Executive Board meetings, the Chair, with the concurrence of the Executive Board, may appoint a replacement to serve the remainder of the elected representative's term

### **IX. EXECUTIVE BOARD**

The Chair, Chair-Elect, Immediate Past-Chair, Membership Development Chair, Exemplary Practice Award Chair, Historian, Public Relations Chair, Recording Secretary, Treasurer, Activities/Ways and Means Chair, Liaison to the Council of Student Affairs and the five (5) Regional Representatives shall serve as the Executive Board of the Commission.

**A. Duties of the Executive Board**

The Executive Board shall:

1. select site of the annual Spring Conference
2. plan the annual Spring Conference
3. plan the programs to be presented at the annual AFC convention
4. encourage the various colleges to participate in the annual Exemplary Practice Awards Program as described in the Standing Rules
5. fill, by majority vote, any vacancies which may occur on the Executive Board due to resignation, illness or any other reason causing a vacancy
6. determine the recipient(s) of special recognition awards to be given

**X. MEETINGS**

- A. There will be at least two (2) business meetings of the Commission each year: one during the annual AFC convention and one during the annual Spring Conference.
- B. The Chair may call additional business meetings as necessary
- C. All Student Development Commission representatives present at the business meeting shall constitute a quorum and each member present shall have one vote. A simple majority shall be sufficient to act on any business brought before the membership by the Executive Board.
- D. The Executive Board shall meet as deemed necessary by the Chair upon request of any member of the Board.

**XI. REVIEW AND AMENDMENT OF THE BY-LAWS**

- A. Proposed By-Laws amendments shall be reviewed by the Executive Board prior to their presentation to the membership for approval.
- B. These By-laws may be amended by the membership at any business meeting by a simple majority.

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rule of Order, Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

By-Laws Revised: November 1983  
November 1987  
November 1989  
May 1992  
May 1993  
May 1994  
November 1997  
November 1998

November 1999  
May 2000  
May 2001  
May 2003  
May 2004  
November 2008  
May 2009 May  
2010  
May 2011  
May 2012  
November 2012  
February 2013  
May 2015