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113 East College Avenue • Tallahassee, FL 32301 • 850-222-3222 • Fax: 850-222-2327 • www.myafchome.org

## **Region II Bylaws**

### **Membership**

The State of Florida shall be geographically subdivided into five AFC regions. Region II shall consist of: Florida State College at Jacksonville, Florida Gateway College, North Florida College, Santa Fe College, and St. Johns River State College.

### **Mission**

The purpose of the AFC region is to provide coordination/communication by and between all community and state colleges in the region. This shall be accomplished by facilitating interaction among chapters as well as individual members through the region.

### **Goals**

Region II fulfills its mission by accomplishing the following goals:

- 1) Facilitate region and chapters goals and objectives
- 2) Nurture struggling chapters with support and ideas
- 3) Facilitate the flow of information between region chapters to the Association.
- 4) Promote membership development and activities
- 5) Maintain a fiscally sound organization

### **Officers**

- **Term of Office**

The officers of this region shall be a director and a director-elect. The director and the director-elect shall serve a one-year term from January 1 through December 31. Members may serve no more than two consecutive years in any one position.

- **Nominations**

The director-elect is elected on a yearly basis at the Region II meeting during the AFC Annual Conference held in October/November. The director-elect shall become the director in the year succeeding his/her election. The region will endeavor to rotate the position among the five colleges. If the director cannot fulfill his/her office for any reason, the director-elect will assume the role of director immediately, with no further action needed.

- **Vacancies**

If the director is unable to serve their full term, the director-elect will assume the responsibilities of the director. The new director may appoint a director-elect for

the remainder of the calendar year. If both the director and director-elect are unable to complete their terms of office, the vice president for regions and chapters may appoint replacements for the remainder of that calendar year.

### **Region Director Duties**

Some of the major responsibilities are to:

1. represent the region on the Association's Board of Directors
2. communicate actions and deliberations of the Board of Directors to the chapters within their regions through regional meetings and/or other means within three weeks following the date of each Board meeting
3. organize and supervise regional conferences and workshops
4. coordinate arrangements for and publicize professional activities within the region
5. conduct an annual evaluation of region activities following prescribed guidelines in the Leadership Manual
6. follow established Board policies for the disbursement of region funds
7. prepare a written annual report of the region which shall be submitted to the Associations' Awards Committee for judging in the Region of the Year competition.

- **Goals and Objectives:** The director is responsible for reporting all goals and objectives from their region (region and chapters) to the chair of the planning and development committee by or before March 31.
- **Board of Directors Meetings:** The AFC president designates the dates and sites for board of directors meetings at the beginning of the calendar year. The meetings are usually scheduled in conjunction with the state events such as the Leadership Conference, Membership Conference, and Annual Conference. A stand-alone pre-conference planning meeting is usually held in September.

The director, director-elect, or their designee should attend each meeting. The director will submit a report of chapter activities since the last meeting to be included on the agenda or bring copies for distribution at the meeting. The director may give a brief verbal report of the region's duties at the meeting.

- **AFC Meetings and Conferences:** The director and/or director-elect should attend all state held conferences, including: Leadership Development Conference and the AFC Annual Conference.
- **Chapter Presidents Meetings:** The director should meet with the director-elect and chapter presidents on a regular basis via email, webinar, teleconference, or in person. The meetings should be held in conjunction with the following events:
  - Leadership Conference
  - Region Conference
  - Pre-conference planning board meeting
  - Annual Meeting and Conference

- **Communications:** The director must distribute Association information to chapter presidents for distribution to their members.
  - The director is responsible for updating the region website in a timely manner. The director may appoint a website manager for this purpose.
  - The director may distribute information about region and chapter activities, news, state information, conference and workshop information, etc., via web blasts or the region website. The director is responsible for sending information to the AFC State office to use these methods.
  - The director may submit articles about region information and activities to be published in the AFC's official newsletter, the CURRENT.
- The region director is responsible for maintaining the region's social media websites. The region director is responsible to posting information about upcoming events, recaps of events, pictures from events, membership information, and other regional news in a timely manner on the social media pages. The region director may appoint a social media liaison for this purpose.
- Region Annual Report
  - The director will prepare the Region Annual Report according to the Leadership Manual and submit by the end of the year.

### **Director-elect Duties**

The region director-elect will serve in the absence of the region director and perform all other duties assigned by the region director. The region director-elect will assume the office of region director at the end of their term as region director-elect.

### **Region II Spring Conference**

The region director, director-elect, and the chapter presidents will determine the date and location of the Region II Spring Conference. The region will endeavor to rotate the hosting responsibility among the five region chapters. The date for the conference will be submitted to the AFC State office. The director may choose to appoint a committee to help with conference preparations. Other chapters may assist as needed.

A registration fee will be charged to cover conference expenses. Any proceeds from the conference will be split evenly between the host college and the Region II account. Professional Development opportunities must be a part of the agenda. There may also be a legislative component and an AFC component.

### **Region II Meeting at Annual Conference**

The director will facilitate the region meeting at the Annual AFC Conference and include the following items:

1. An agenda of all items to be covered at the meeting

2. Acknowledgement of the Chapter Presidents
3. Acknowledgement of Region Service Awards at the discretion of the Director (plaque, certificate, gift, etc.)
4. Acknowledgement of one unsung hero for each chapter (plaque, certificate, gift, etc.)
5. Acknowledgement of one Region Un-Sung Hero at the discretion of the Director (plaque, certificate, gift, etc.)
6. An end of the year financial report
7. Nominations from the floor for director-elect followed by voting for the director-elect
8. Facilitate reports from each chapter president introducing new officers and summarizing the years activities and expectations for the coming year
9. Conduct any outstanding region business
10. Passing of the region gavel to the incoming director
11. Time allotted for candidates for state office to address the region members

### **Region II Bank Account, Section VIII**

A region account has been established and is maintained by the AFC director of administration and finance in Tallahassee. All income will result in deposits to this account. All expenditures will result in checks being drawn on this account. All expenditures will be paid by check upon presentation of an invoice submitted to the AFC home office.

Adopted: 7/25/11. Revised: 05/14/18, 06/24/2019, 05/05/2022