**Association of Florida Colleges**

**Region III – Central Florida**

**Bylaws, Policies and Procedures**

# ARTICLE I – PURPOSE

SECTION 1. Composition

As established by the Association of Florida Colleges (AFC) bylaws (Article X, Section 3) Region III shall comprise six AFC chapters of the Central Florida Region—namely the College of Central Florida, Daytona State College, Eastern Florida State College, Lake-Sumter State College, Seminole State College of Florida, and Valencia College.

SECTION 2. Mission

The mission of Region III will be to facilitate interaction and collaboration among colleges, chapters, and individual members within the Central Florida Region.

# ARTICLE II – LEADERSHIP

SECTION 1. Region Board

Each year a Region Board will be established consisting of the Region Director, the Region Director-Elect, and the current Chapter Presidents of the six colleges comprising Region III.

SECTION 2. Board Meetings

1. The Region Board will convene at least four times annually to address present region business. These meetings will be organized and presided over by the Region Director, and may be conducted face-to-face, by telephone, or by other electronic means.
2. The Region Director or a designee will record and post minutes for all Region Board meetings.
3. If unable to attend a Chapter President may send a designee from the Chapter in his/her place.

# ARTICLE III – RESPONSIBILITIES

SECTION 1: Region Director

1. The Region Director will represent the Central Florida Region on the AFC Board of Directors. The Director or a designee will attend each AFC Board of Directors meeting and provide a written report of region and chapter activities to the Board. (S)he will communicate actions and deliberations made by the AFC Board of Directors back to the Region Board and chapters.
2. The Region Director will provide an annual report of the goals and objectives of the region and its chapters to the Chair of the Planning & Development Committee.
3. The Region Director will organize, supervise, and publicize regional activities, workshops, and fundraisers, including the Region III Spring Conference.
4. The Region Director will coordinate region-wide communications, including the publication of a quarterly newsletter and upkeep of the Region III website and social media accounts.
5. The Region Director will submit a Region End-of-the-Year Report to the Chair of the Awards Committee each year in accordance with the reporting period and deadlines established by that Committee.
6. The Region Director may appoint committees or task forces as needed, such as to audit financial accounts or to plan region activities.

SECTION 2. Region Director-Elect

The Region Director-Elect will serve in the absence of the Region Director and perform other duties as assigned by the Region Director. The Region Director-Elect will assume the office of Region Director at the end of his/her term as Region Director-Elect.

SECTION 3. Chapter Presidents

1. Chapter Presidents will represent the interests of their respective chapters on the Region Board and act as liaison between their members and the Region.
2. Chapter Presidents will provide a quarterly report of chapter activities to the Region Board ahead of each AFC Board of Directors meeting and will submit copies of their chapter’s goals and objectives annually, as requested by the Region Director.

# ARTICLE IV – ELECTIONS

SECTION 1. Terms of Office

1. The Region Director and Region Director-Elect shall serve a one-year term from January 1 through December 31. The Region Director-Elect will assume the office of Region Director in the following calendar year.
2. Members may serve no more than two consecutive years in any one position.

SECTION 2. Eligibility

1. A candidate for appointment to the position of Region Director-Elect must be an active AFC member in good standing at one of the six chapters comprising Region III.
2. To be eligible, the candidate for Region Director-Elect must also have previously served in an officer role for an AFC chapter, region or commission.

SECTION 3. Nominations

1. Each year the Chapter Presidents shall comprise a nominating committee and will solicit nominations for Region Director-Elect from their respective memberships.
2. Each chapter may forward one candidate for the ballot.
3. The Chapter Presidents must report their chapter’s nominee to the Region Director at least two weeks prior to the Region III Business Meeting at the AFC Annual Conference.

SECTION 4. Voting

1. Prior to the AFC Annual Conference, the Region Director will prepare a ballot for the Region Director-Elect position listing all candidates nominated by their chapters (alphabetically by last name) and space for one write-in.
2. Ballots will be distributed for voting during the Region III Business Meeting at the AFC Annual Conference. Eligibility requirements will be reiterated, and additional recommendations will be permitted from the floor.
3. The Region Director shall commence the vote, collect and tally the ballots. (S)he may appoint a committee to serve this function, but it may not contain any of the ballot candidates.
4. A candidate receiving the plurality of votes will be selected as the new Region Director-Elect.
5. If for some reason the newly elected Region Director-Elect can no longer accept the office, the candidate with the second highest total of votes will be selected.

SECTION 5. Vacancies

1. If a Region Director is unable to serve his/her full term, the Region Director-Elect shall assume the responsibilities of Region Director through that term’s completion. Thereafter the Region Director-Elect will continue as Region Director for his/her duly elected term.
2. The Region Director may appoint a new Region Director-Elect should a vacancy occur. Appointments must be approved by a 2/3 vote of Chapter Presidents on the Region Board.
3. If both the Region Director and the Region Director-Elect are unable to complete their terms of office, then the Vice President for Regions & Chapters may appoint replacements for the remainder of that calendar year.

# ARTICLE V – REGION MEETINGS

The Region Director will conduct at least two general business meetings per year at the Region III Conference in spring and at the AFC Annual Conference in fall. Additional meetings may be called as needed and with approval of the Region Board. These may be conducted face-to-face, by telephone, or by other electronic means.

# ARTICLE VI – REGION CONFERENCE

SECTION 1. Location

1. Typically, the current Region Director’s home college will host the Region III Spring Conference.
2. If the Region Director’s college is unable to host the Conference, a new location may be selected by the Region Director (or Director-Elect) pending confirmation by the Chapter President whose college will host the conference and approval by 2/3 of the Chapter Presidents overall.

SECTION 2. Planning

The Region Director may establish a committee to assist with planning the Region III Conference, including selecting its theme, date(s) and schedule. Other chapters may be called upon to assist as needed.

SECTION 3. Registration Fees

1. Attendees must pay a conference registration fee, which shall be determined by the Region Director (or Director-Elect) and approved by the Region Board.
2. Any profits from the conference will be split between the host college, the Region III account, and any partnering commissions according to an agreement established in advance of the event.

# ARTICLE VII – FINANCIAL ACCOUNTS

SECTION 1. Record-Keeping

1. The Region Director will act as custodian of the Region Financial Account and maintain a journal of invoices, registrations, itemized receipts and disbursements as outlined in the Association of Florida Colleges (AFC) bylaws (Standing Rule XIII, Articles 5-7).
2. The Region Director will provide a report of the Region’s receipts and expenditures at each meeting of the Region Board and during the Region III Business Meeting at the AFC Annual Conference.

SECTION 2. Expenses & Reimbursements

1. Reimbursements may be made to individuals or organizations for Region III expenses upon submission of a formal request with itemized receipts and with approval by the Region Director (or Director-Elect) and 2/3 of Chapter Presidents on the Region Board.
2. Registration fees for the current Region Director to attend the AFC Board of Directors meetings will be covered by the Region budget. Reimbursement for associated travel costs may be approved based on the availability of funds and approval by the Region Board.

# ARTICLE VIII – BYLAWS

SECTION 1. Review

The Region III bylaws will be reviewed annually by the Region Board and may be revised, as necessary. A copy of the most recent edition will be filed with the AFC State Office.

SECTION 2. Amendment

1. All proposed amendments to the region bylaws must be presented in writing to the region membership at least one week prior to deliberation and voting.
2. If the vote will be conducted online and not during a regularly scheduled business meeting, the polls must be open for at least two weeks.
3. A proposed amendment must receive approval by 2/3 of all votes in order to pass.

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