BYLAWS
DAYTONA STATE COLLEGE CHAPTER
ASSOCIATION OF FLORIDA COLLEGES

ARTICLE I

(Name)

The name of this organization is the Daytona State College Chapter of the Association of Florida Colleges. (AFC)

ARTICLE II

(Mission Statement)

The purposes of this Chapter are to: 1) promote the best possible conditions for professional service; 2) encourage professional growth; 3) improve communication and cooperation among the public colleges of Florida and other levels of education; 4) improve communication and cooperation among Administrators, Career Employees, Faculty, Professionals, and Trustees, and; 5) advocate the interests of public colleges at the local and state level.

ARTICLE III

(Membership)

Membership in this Chapter is open to all full and regular part-time employees of Daytona State College and retirees of Daytona State College. The Daytona State College Board of Trustees is given automatic membership and is not required to pay AFC membership dues. Membership runs on an annual basis with the anniversary date being a year from first payment of the members AFC dues. All members are accorded the right to vote and hold office.

ARTICLE IV

(Officers)

Section 1. The officers of the chapter are: President, President-Elect, Immediate Past President, Secretary, Treasurer, and Membership Chair

Section 2. The Immediate Past President shall appoint a Nominating Committee (see Article VIII) to present a slate of candidates for each chapter office. The ballot shall provide for a write-in vote for each office. All candidates must have given their permission for their names to have been placed in nomination. The ballots may be sent electronically.
The officers shall be elected by simple majority of the members who voted. The ballot must be sent to the members at least two weeks prior to a called meeting in September/October. The committee will count the votes and publish the list of the new officers.

Section 3. The offices may be filled by any current member of the chapter.

Section 4. The officers will serve for one year, beginning January 1.

Section 5. If the office of the President becomes vacant, the President-Elect will become President for the remainder of the unexpired term. The Executive Committee will fill other vacancies through appointment.

Section 6. The newly elected officers should attend the annual statewide AFC Leadership Training Seminar.

Section 7. Duties of the Officers:

A. The President will:
   1. Preside at chapter meetings.
   2. Represent the chapter.
   3. Authorize expenditures and payment of chapter funds.
   4. Appoint Standing and Ad Hoc Committee members.
   5. Act as liaison between the AFC Executive Committee and the chapter members.

B. The President-Elect will:
   1. Assume the office of President at the end of the term of President-Elect.
   2. Perform the duties of the President during her/his absence or disability.
   3. Perform duties assigned by the President.

C. The Membership Chair will:
   1. Maintain a current chapter membership roster.
   2. Be responsible for the recruitment and retention of chapter members.
   3. Perform duties assigned by the President.

D. The Secretary:
   1. Record the minutes of chapter meetings.
   2. Maintain the chapter historical file.

E. Treasurer
   1. Maintain the chapter treasury.
   2. Collect and forward dues as directed by the President to the Tallahassee AFC office.
   3. Safeguard and distribute chapter funds as authorized by the President.
   4. Present a financial report at each regular meeting.
F. Immediate Past President  
   1. Chair Nominating Committee  
   2. Other duties as assigned by the President

The Executive Committee consists of President, President-Elect, Immediate Past President, Secretary, Treasurer, and Membership Chair and they will coordinate chapter activities.

ARTICLE V

(Meetings)

Section 1. The President will call meetings. There shall be at least one meeting per year. September through May.

Section 2. The President or President-Elect may call a special meeting upon written request of at least five members.

Section 3. All chapter members will be given at least two working day’s notice of an upcoming chapter meeting.

Section 4. Four members (not including the Executive Board) of the chapter in attendance will constitute a quorum.

Section 5. A simple majority vote of those members present and voting shall constitute a majority for conducting business.

ARTICLE VI

(AFC Annual Convention)

Section 1. The assembly of delegates to the AFC Annual Conference will be the Daytona State College President, the Chapter President, President-Elect, Immediate Past President, Membership Chair, Secretary, Treasurer and an appointed number of delegates.

Section 2. The delegates, with the exception of those who are selected in accordance with Section 1 above, will be appointed by the Executive Committee. Priority will be given to those who hold State office, followed by those who have assisted the Chapter the most for that year.
ARTICLE VII

(Commission Representatives)

Section 1. All voting Commission Representatives will be appointed by the President from the pool selected to attend the State Convention.

Section 2. The Commissions are:

1. Administration
2. Adult and Continuing Education
3. Career and Professional Employees
4. Communications & Marketing
5. Curriculum
6. Equity
7. Faculty
8. Global Initiatives
9. Healthcare Education
10. Institutional Effectiveness, Planning and Professional Development
11. Instructional Innovation
12. Learning Resources
13. Occupational and Workforce Education
14. Student Development
15. Rural Campuses
16. Retirees
17. Technology
18. Trustees

Section 3. All commission representatives must be chapter members and shall serve on the commissions as outlined in the bylaws of the commission to which they are elected or appointed.

ARTICLE VIII

(Committees)

Section 1. A Nominating Committee, Chaired by the Immediate Past President, should be composed of at least one of each chapter member representing the faculty, administration, professionals and career employees for the purpose of submitting nominations for each chapter office.
Section 2. The Chapter President will appoint other committees, as the membership deems necessary to carry on the work of the chapter. The President and President-Elect shall be ex-officio members of all committees.

ARTICLE IX

(Parliamentary Authority)

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, will govern the chapter in all cases to which they are applicable, and to which they are not inconsistent with these bylaws or the AFC Bylaws and Standing Rules, or any special rules or order that the chapter may adopt.

Section 2. These bylaws may be amended at any meeting of the chapter provided the proposed amendment has been submitted in writing to the Bylaws Committee. This committee will submit the change to the members at least one week prior to the meeting in which amendments are to be introduced. Adoption will be by simple majority.

Section 3. These bylaws should be reviewed annually by the chapter membership.

Rev: September 2011