

## Summary of Items Included in Prior Standing Rules

*Last published in 2022 Leadership Manual*

*Suspended by Board of Directors on 8.12.2024, by unanimous vote of those present\**

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\*NOTE: The Standing Rules were suspended at the Board of Directors Meeting of 8.12.2024, pending final vote on amendments to Articles of Incorporation and Bylaws at Assembly of Delegates meeting, scheduled for November 6, 2024.

**STANDING RULES OF THE  
ASSOCIATION OF FLORIDA COLLEGES**

**RULE I: ELECTION PROCEDURES for STATE-WIDE OFFICERS**

**SECTION 1 -- Nominating Committee**

- (1) The Nominating Committee shall be chaired by the Immediate-Past President. The committee shall be comprised of one member from each region, if available, and the President-Elect.

**SECTION 2 – Duties**

- (1) The report of the Nominating Committee shall be approved by the Board of Directors and circulated to the membership not later than forty-five (45) days prior to the annual conference.
- (2) The Nominating Committee shall function as the Election Oversight Committee with authority to resolve unforeseen conflicts or concern that may arise during the election process.
- (3) The Nominating Committee shall prepare the annual slate of statewide officer nominations for the offices of Vice President-Elect for Commissions, Vice President-Elect for Regions and Chapters, and President-Elect. The slate shall be approved by the Board of Directors, and prepared and submitted to the Chief Executive Officer no later than July 1 annually.

**SECTION 3 -- Campaign Guidelines**

All guidelines for election will be approved by the Board of Directors. The Chief Executive Officer shall distribute such campaign guidelines in written form to all AFC members seeking elective office no later than May 1 annually.

**SECTION 4 – AFC Statewide Executive Offices**

- (1) AFC Executive Offices Open Annually

Annually, the AFC elects executive officers to fill the positions of President-Elect, Vice President Elect for Commissions, and Vice President-Elect for Regions and Chapters. Each Executive Officer-Elect will assume the full office at the end of the term as Officer-Elect but immediately begins service on the AFC Executive Committee.

- (2) Duties of the Executive Committee

Members of the Executive Committee are the primary governing body of the AFC. All matters come through the Executive Committee before being brought to the Board of Directors. The Executive Committee also serves as the Finance and Human Resources committee of the Association and approves the annual operating budget in collaboration with the CEO, prior to ratification by the Board of Directors. The Executive Committee approves the engagement of legal counsel as needed to represent the Association for any and all matters that require such assistance. Often the Board of Directors will delegate authority to the Executive Committee to act on its behalf when the Board of Directors is not in session provided all such actions are brought to the Board of Directors for ratification.

- (3) Expectations for AFC Executive Officers

The AFC Executive Officers together shall serve as a whole in the best interests of the organization, its mission, established strategic goals, and its membership. Each officer has a clear and overriding expectation to engage in the advancement and promotion of the AFC and membership recruitment activities. Officers are expected to demonstrate initiative both individually and as a whole in meeting annual goals and supporting activities of the AFC. Specifically, this expectation involves the following:

- (a) Commit the requisite time, energy, and knowledge to fulfill duties;
- (b) Demonstrate a mindset to present ideas and opportunities for AFC programs and member services;
- (c) Demonstrate and model leadership for recruiting other members to become executive officers;
- (d) Participate in all AFC statewide events annually.
- (e) Attend all AFC Executive Committee and Board of Directors meetings.

(4) Executive Officer Code of Conduct

AFC Executive Officers are expected to:

- (a) Listen carefully and respect the opinions of all members of the Executive Committee, Board of Directors, and members.
- (b) Respect and support the majority decisions of the Executive Committee and Board of Directors.
- (c) Participate actively during all meetings and engage proactively in your role.
- (d) Alert the Executive Committee and Board of Directors to any issues that may have an adverse effect on the Association or its members.
- (e) Refer any member complaints through the chain of command.
- (f) Work in partnership with the Chief Executive Officer to carry out the AFC's annual work plan.
- (g) Ensure that the Association is well maintained, growing, and always operating in the best interest of its members.
- (h) Strive to learn more about executive office responsibilities and how to do the job better.
- (i) Declare any conflicts of interest with issues that may come before the Board of Directors and avoid voting on such issues.
- (j) Adhere to all AFC policies.
- (k) Maintain confidentiality business, financial, human resources, and other discussions and proceedings of the AFC.
- (l) Do not use any part of the Association for their own personal advantages or for the personal advantages of their friends and/or relatives.
- (m) Respect the established communication protocols with the President, Standing Committee Chairs, and the Chief Executive Officer.

(5) Vice President-Elects

The Vice President-Elects serves one year. To facilitate learning their role and the transition to becoming a Vice President, he/she assists the respective Vice President and performs such other functions as assigned by the President.

(6) Executive Officer Commitment

Recognizing that the official term of office for each elected office is one year, the following officers will serve the following commitments as an Executive Officer:

- (a) President-Elect. 3 years. This officer will serve one (1) year as Elect, one (1) year as President and one (1) year as Past-President
- (b) Vice President Elect for Commissions. 2 years. This officer will serve one (1) year as Vice President-Elect for Commissions and one (1) year as Vice President for Commissions
- (c) Vice President-Elect for Regions and Chapters. 2 years. This officer will serve one (1) year as Vice President-Elect for Regions and Chapters and one (1) year as Vice President for Regions and Chapters.

**SECTION 5 – Certification of Eligible Voters**

The Chief Executive Officer shall assure that all members in good standing are properly notified and certified to vote in the manner consistent with Article IV, Section 3 of the Association bylaws, at least 30 days prior to the start of the voting process.

## SECTION 5 -- Vacancies in State-Wide Offices

Except as otherwise provided in the Bylaws or these Standing Rules, if a state-wide office is vacated for any reason, the Executive Committee shall recommend and the Board of Directors shall approve a replacement to serve the balance of the current term.

## SECTION 6 - ELECTIONS AND VOTING PROCEDURES

### (1) Formation of the Election Committee:

The AFC Nominations Committee, chaired by the immediate Past-President, serves as the Elections Oversight Committee in consultation with the Executive Committee exclusive of anyone who is a candidate for an executive office. Members of the Nominations Committee should be representative of each of the five regions and approved by the President.

### (2) Duties of the Nominations Committee Chair:

The duties of the Nominations Committee Chair include, but are not limited to, the following:

- (a) Review Candidate Eligibility Forms and accompanying materials and ensure verification of membership prior to approval of candidates.
- (b) Ensure candidates review the *AFC Executive Officer Election Guidelines*. (Article V, Sect. 4)
- (c) Submit names of nominees to the Executive Committee for approval.
- (d) Provide guidance to committee members as needed.

### (3) Powers of the Nominations Committee:

- (a) The Nominations Committee has the authority to determine the initial eligibility of any declared candidates.
- (b) Determine candidates' eligibility status within five business days of receipt of Candidate Eligibility Form.
- (c) Review complaints of candidate misconduct and make recommendations for resolution to the Executive Committee.
- (d) Review candidate appeals of elections misconduct and render final recommendation to Executive Committee.

### (4) Candidate Eligibility Notifications Procedure

- (a) Candidates identified as not eligible shall be notified within 10 days of determination, by the Chief Executive Officer.
- (b) Candidates may appeal ineligibility in writing to the Chief Executive Officer within five (5) days of receiving notice of ineligibility.
- (c) Ineligibility appeals will be reviewed by the Nominations Committee with recommendations to the Executive Committee for final action.

### (5) Voting Process:

- (a) The executive officers of the Association shall be elected by a vote of the eligible membership in good standing. Members in good standing are those who have paid their dues in full or in part through payroll deduction and are otherwise in good standing as of seven (7) calendar days before the commencement of the voting period.
- (b) Members will be notified of their voting eligibility no less than thirty (30) calendar days prior to the start of the voting period. Chapters will be notified of their voting eligible members. Ineligible voting members must correct their standing prior to seven (7) calendar days before the commencement of the voting period.
- (c) The voting period shall be no less than fourteen (14) calendar days or more than thirty (30) calendar days and shall end no later than the day before the AFC annual business meeting.

- (d) Voting may be conducted using web-based technology or systems, or other balloting system as determined by the Chief Executive Officer, in consultation with the Executive Committee. Votes cast shall be verified, counted, and securely stored by the Association or its designated elections services provider.
- (e) No ballots other than the official Association ballots and no write-in candidate votes will be counted.
- (f) Any irregularities, questions, or concerns arising from the receipt of any ballot or vote identified by the Association, or its designated election services provider shall be promptly referred to the Nominations Committee for resolution consistent with Association bylaws, policies, and procedures.
- (g) Candidates for executive office who receive a majority of the votes cast for their respective office shall be considered duly elected.
- (h) A tie in the vote count for any executive office shall be resolved by a coin toss between the two tied candidates, or the drawing of a name in the case of three or more tied candidates, to be conducted by the Chief Executive Officer and the Chair of the Nominations Committee, in the presence of the affected candidates when possible, before the commencement of the Annual Business Meeting.
- (i) Newly elected officers shall be announced no later than the conclusion of the Association annual conference.

## **RULE II: DUTIES OF STATE-WIDE OFFICERS**

### **Duties and Terms of the Executive Officers**

- **President.** ~~The President is the Chief Elected Officer of the AFC and~~ represents the AFC in matters pertaining to the Association. The president presides at all meetings of the Board of Directors and Executive Committee of the Board and coordinates agenda material with the Chief Executive Officer. The President appoints the Parliamentarian and members of Standing Committees and other committees as authorized by the bylaws. He/She works with the Chief Executive Officer to see that basic policies and programs which will further the goals of the Association are planned, formulated, and conducted annually. The President also promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and the Association to members by means of letters, publications, or speeches and presents a report at the annual conference. With the Chief Executive Officer, he/she acts as spokesperson for the Association to the press, the public and legislative bodies. In conjunction with the Chief Executive Officer, the President helps, recommends, and seeks approval for an annual budget and sees that the finances of the Association are audited annually. The President is responsible to the Board of Directors and to the membership, ensuring that the programs and policies of the Association reflect the needs and aspirations of the membership, and consulting and advising with the Chief Executive Officer on all matters pertaining to Association policies. The President is the ultimate spokesperson on all matters on behalf of the Association. The President serves one year.
- **President-Elect.** The President-Elect performs the duties of the President during the President's absence. Additionally, the President-Elect coordinates the activities of the Standing Committees and shall serve as liaison between those committees and the Executive. The President-Elect shall accompany and/or assist the President as he/she carries out the duties of that office. The President-Elect shall serve as the Chair of the Nominating Committee and perform those, and other duties as assigned by the President. The President-Elect serves one-year and assumes the office of President at the end of his/her term.
- **Vice President for Commissions:** The Vice President for Commissions serves one-year and manages commission activities and as a liaison between the commissions and the Executive Committee. He/She shall advise persons seeking commission leadership of their responsibilities prior to accepting office, shall advise those who are elected of their responsibilities throughout their term of office, and shall work with those commissions who need assistance. In addition, this officer shall perform other duties assigned by the President.
- **Vice President for Regions and Chapters:** The Vice President for Regions and Chapters serves one year and manages region-based activities. He/She shall serve as a liaison among Region Directors, Chapter Presidents, and the Executive Committee. He/She shall advise persons seeking regional directorships of their responsibilities prior to accepting their offices, remind those who are elected of their responsibilities

throughout their term of office, review the annual goals and objectives of the regions, and work with those regions that need assistance. In addition, this officer shall perform other duties assigned by the President

- **Immediate-Past President:** The Immediate-Past President serves for one year following his/her presidency, chairs the Nominating Committee, and may perform other duties as delegated by the President.
- **Vice President-Elects:** The Vice President-Elects serve one year. To facilitate learning their role and the transition to becoming a Vice President, he/she assists the respective Vice President and performs such other functions as assigned by the President.

- (1) **Parliamentarian:** The Parliamentarian shall perform such duties as prescribed by Robert's Rules of Order, Newly Revised.
- (2) **Chief Executive Officer:** Upon the recommendation of the Executive Committee, the Chief Executive Officer shall be hired by the Board of Directors on an annual or multi-year contract basis. He/She shall not take part in any enterprise or association which is in competition with the Association or in direct conflict with the employee's duties without consent of the Board of Directors.

**General:** The Chief Executive Officer shall be responsible for the general administrative supervision of the affairs of the Association. He/She shall attend all meetings, shall serve as ex-officio secretary of the Board of Directors and the Executive Committee of the Board, shall assume the management duties and the administrative functions of the Association on a day-to-day basis, and shall perform such duties as assigned by the Board of Directors. The Chief Executive Officer shall attempt to express the views of the Association as reflected through the President of the Association, the Executive Committee, the Board of Directors, and the Association at large. **COP management duties under current new structure.**

**Job Duties:** The Chief Executive Officer assumes responsibility for coordinating all activities and functions of the Association; attends to the concerns of all constituent elements in the Association to develop a strong and cohesive state-wide organization; plans, formulates, and recommends the approval of the Board of Directors basic policies and programs which will further the objectives of the Association; prepares the agendas for the Executive Committee and Board of Directors meetings and the programs for the conference and special conferences; administers the work of the Association's central offices and assigns the duties of staff members; works with the Executive Committee in preparing an annual operating budget for submission to the Board of Directors; assumes responsibility for the collection of dues and for custody of funds of the Association and makes payments there from in accordance with the authorizations and directions of the Board of Directors; promotes interest and active participation in the Association's activities on the part of the membership and reports activities to the Board of Directors and the Association through the communications media of the Association; represents the Association during the Florida Legislative Session, and informs the membership of all significant legislative developments; maintains effective communication with the Department of Education, the Council of Presidents, the Division of Florida Colleges, and other appropriate agencies; maintains effective relationships with other organizations, both public and private, and ensures that the position of the Association and its members is enhanced in accordance with the policies and procedures of the organization; establishes communication with other similar associations in the nation and with the American Association of Community Colleges; assists in developing education programs to advance the professional skills of the membership, operating within budget and program objectives approved by the Board of Directors; maintains, manages, and inventories the properties of the Association; and carries out such other general responsibilities as may be delegated by the Board of Directors or the President of the Association.

### **RULE III: DUTIES OF THE BOARD OF DIRECTORS**

In addition to those duties specified in the Bylaws, the Board of Directors shall plan the annual conference; review recommendations of any AFC committee, commission, or chapter/region; implement and act on such resolutions as adopted by the Assembly of Delegates; ratify overall financial policy and for accepting gifts, grants, or other income from appropriate sources as recommended by the Executive Committee; approve all member dues levels; initiate a referendum by the Assembly of Delegates (in lieu of a special meeting); recommend Bylaw revisions to the

Assembly of Delegates; recommend establishment of a new commission to the Assembly of Delegates, following adopted procedures; and act on such other matters as may be germane to the operation of the Association. The Board of Directors, represented by the President, shall refer major policy matters to the Assembly of Delegates for their action. The Board may recommend action on matters referred to the Assembly of Delegates.

#### **RULE IV: COMMITTEES**

##### **SECTION 1 – STANDING COMMITTEES**

The following standing committees are established. Unless otherwise provided for in these Bylaws or Standing Rules, each committee shall consist of no fewer than five (5) members appointed, in accordance with this section, one of whom shall be designated chair. All standing committee members shall serve one-year terms subject to re-appointment annually by the president. In addition to those duties enumerated below, each committee shall perform such other functions as determined by the President acting in consultation with the Board of Directors.

- (1) **Legislative Committee:** This Committee recommends the annual Legislative Agenda for the Association in coordination with the Policy and Advocacy Committee for distribution to the Board of Directors; seeks input from AFC Regions, Commissions, Chapters, Committees, the various councils of the Council of Presidents, including the Council of Business Affairs (COBA), Council on Instructional Affairs (CIA), Council of Student Affairs (CSA), Florida Council for Resource Development (FCRD) and the Florida College System Student Government Association (FCSSGA), on matters of legislative concern; reviews current legislative matters affecting the Florida college system and recommends program changes and improvement; maintains a college network among Regions, Commissions, Chapters, and Committees; provides information on legislation to Chapter legislative representatives, follows a Board-adopted, long-range, on-going series of activities, falling within certain time frames, for the operation and support of this committee. Is an active and regular participant in the legislative process throughout the year both in Tallahassee and in the College Districts for purposes of communicating legislative concerns and issues to members of the Florida Legislature, the Governor and the Department of Education, as appropriate.
  - a. **Membership:** Membership of this committee shall be composed of Association members employed or contracted in positions that have responsibilities for Governmental Relations or similar activities and that are active in Tallahassee during the regular and special sessions and interim committee weeks of the Florida Legislature: the Chair, shall be elected from among the members. Chapter legislative liaisons are not members of this committee (unless otherwise qualified), however, the committee, via the Chief Executive Officer, shall provide legislative information to those individuals upon request. Legislative liaisons are expected to communicate legislative concerns from the chapter level to the committee and from the committee to the chapter. The Chair of the Policy and Advocacy Committee is an ex officio member of the Committee.
  - b. **Terms:** Members shall serve continually so long as they remain otherwise eligible for membership and employed or contracted in a governmental relations position.
  - c. **Duties:** This committee shall develop the annual Legislative Agenda for the Association in coordination with the Policy and Advocacy Committee; review current legislative matters affecting the Florida college system and recommend program changes and improvements; maintain a college network among Regions, Commissions, Chapters, and Committee; provide information on legislation to Chapter legislative liaisons; work closely with COBA, CIA, CSA, FCRD and FCSSGA to develop legislative issues and requests for inclusion on the Association agenda; perform legislative and executive lobbying duties as appropriate and ensure that each Region, Commission, Chapter, and Committee has had an opportunity to suggest legislative issues for consideration for inclusion in the AFC Legislative Agenda.
  - d. To ensure that each Region, Commission, Chapter, Committee and other stakeholders has had an opportunity to suggest legislative issues for inclusion in the AFC Legislative Agenda, the Chief Executive Officer and Chair of the Legislative Committee will solicit, on an on-going basis,

- recommendations from each of the stakeholders. It will be the responsibility of each stakeholder subdivision to provide a forum for each stakeholder to discuss potential legislative issues for inclusion in the AFC Legislative Agenda, and to submit to the Chief Executive Officer and Chair of the AFC Legislative Committee any potential legislative issues approved by the stakeholders.
- e. Legislative issues proposed to the Legislative Committee Chair will be considered for inclusion in the AFC Legislative Agenda. The Legislative Committee will staff each issue submitted, provide any additional support materials needed for an analysis of the issue, and make a recommendation to the Policy and Advocacy Committee on the issue. Should the Legislative Committee not recommend that a particular issue be included in the AFC Legislative Agenda, the Legislative Committee must provide a rationale for this recommendation to the Policy and Advocacy Committee and the respective stakeholder. The recommendations of the Legislative Committee are not binding on the Board of Directors. Regions, Commissions, Chapters, Committees or other stakeholders may appear before the Board of Directors to refute the recommendations of the Legislative Committee. Stakeholders may be asked to assist the Committee in lobbying efforts through testimony, provision of supporting documentation and other means and are expected to provide such assistance as is requested by the Committee.
- (2) **Bylaws Committee:** This committee shall review the Association's needs and, if necessary, make recommendations to the Board of Directors regarding changes in the Bylaws and Standing Rules. This committee shall review all resolutions submitted in accordance with Rule X and recommend appropriate action to the Board of Directors. The Bylaws Committee Chair is responsible for presenting Bylaws and Standing Rules revisions and Resolutions to the Assembly of Delegates at the annual conference.
- (3) **Member Services Committee:** This committee shall review all member benefits prior to review by the Board of Directors. Regional input may be solicited to ensure the recommended benefits are appropriate and desired by the membership.
- (4) **Finance and Human Resources Committee:** This committee shall comprise the Executive Committee and a Chair appointed by the President. It shall develop an annual budget in conjunction with the Chief Executive Officer for approval by the Executive Committee prior to forwarding to the Board and provide guidance on financial matters that affect the Association; assist with the development of personnel policies and procedures to promote the maximum utilization of the Association's human resources; The chair shall be appointed by the President for a term of one calendar year and should be a person who has expertise in the areas of finance and/or human resources.
- (5) **Planning and Development Committee:** The committee shall be appointed by the President and shall be comprised of the Chair, the immediate past Chair, and one member from each Region. Members at large, a representative from the Trustees Commission, the Chair of the Council of Presidents, and a representative from the Division of Florida Colleges as recommended by the Chancellor may be added at the discretion of the AFC President. The Planning and Development Committee Chair may be appointed up to a two-year term of office at the discretion of the AFC President. This committee shall be responsible for updating and monitoring the Association's "Strategic Long Range Plan" with particular emphasis given to the Association's structure, functions, and effectiveness to determine if the needs of members are met. The committee will also be responsible for recommending action to be taken by the Board of Directors to meet the short- and long-range plans of the Association.
- (6) **Membership Development Committee:** This committee shall comprise the Chair, and one member from each of the five regions. When possible, a member of the Retirees Commission shall be added. All members shall be appointed by the President approved by the Board. Members shall serve one-year terms beginning in January of each year. It will be the responsibility of the Membership Development Committee to develop and implement the AFC Membership Development Plan.
- (7) **Policy and Advocacy Committee:** This committee shall be comprised of the 28 College Presidents. The AFC Legislative Committee Chair, AFC President, and AFC Trustee Commission Chair will serve "ex-officio" as non-voting representatives to aid the committee in fulfilling its responsibilities. The committee will, based on



the work of the Council of Presidents and its sub-groups, and with input from AFC and others, develop and affect public policy for the achievement of the mission and goals of Florida's colleges. The Policy and Advocacy Committee will strive to impact policymaking by promoting the near and long-term college policy agenda and the Florida College system legislative agendas.

- (8) **Nominating Committee:** The nominating committee shall be chaired by the Immediate Past President. The committee shall be comprised of one member from each region, and the President-elect. This committee shall be appointed by the President on an annual basis to nominate a slate of officers for presentation to the AFC Board of Directors for approval and then to the membership for voting. The committee shall be responsible for compiling the annual slate of candidates for state-wide offices.
- (9) **Awards Committee:** This committee is established to design, develop, and implement a delivery system that will focus on process as well as categories, procedures, and guidelines for award selections and presentations. This committee shall be appointed by the President on an annual basis. The committee shall coordinate with the various commission chairs and the Chief Executive Officer concerning the designated recipients of awards. The committee shall also plan and administer the selection process, and presentation of particular awards as approved by the Board of Directors of AFC.
- (10) **Service Projects Committee:** This committee chair shall be appointed by the President on an annual basis to be responsible for determining and implementing state-wide service projects.
- (11) **Certified College Professional Program Committee:** This committee chair shall be appointed annually by the president. The committee will work closely with AFC staff and serve to provide oversight and make policy recommendations for the on-going offering, maintenance, and operation of the Certified College Professional Program.

#### SECTION 2 -- Special Committees, Councils and Affiliate Groups:

- (1) **Tellers and Credentials Committee:**  
Role: This committee shall be appointed annually by the President prior to the annual conference for the express purpose of examining and verifying credentials of representatives to the Assembly of Delegates. The committee shall assure that no AFC chapter has more or less representation than that to which it is entitled.
- (2) **AFC Past Presidents Council (PPC)**  
  
Role: Provide commentary, guidance, and expert advice with regard to vital AFC business. Help informing the strategic development of the Association. Serve as conduit for the organization and execution of special projects, including without limitation, community service initiatives. The Council is chaired by the Immediate Past President of the AFC. The chair reports Council activities to the AFC's Executive Committee. The Council is encouraged to have at least two annual meetings, a virtual meeting in spring, and a face-to-face meeting at the annual AFC conference. The Council can conduct additional meetings as needed.

#### **RULE V: GUIDELINES/PROCEDURES FOR AWARDS**

All members of the Association are eligible for nomination/selection for an award. Nominations should be selected from each of the five regions, if available. All nominations/selections submitted must follow the established criteria for award presentations. Nominations/selection proposals (vitae) should be brief while including sufficient detail to be clearly informative. Proposals will be sent directly to the Awards Committee Chair who will duplicate copies for his/her committee. The committee will select a recipient. Awards will be presented at the annual conference.

#### **RULE VI: COMMISSIONS- (Knowledge Groups or Networking Group or Career Cohort)**

All commission meetings, whether at the conference or during the year, may be attended by any interested AFC member.

**SECTION 1 – Commission Chairs:** At the annual conference, each commission shall at a minimum elect a chair and a vice-chair (or chair-elect) to serve in those capacities for no more than two (2) consecutive years, beginning on January 1 following the annual conference. Beginning January 2016, no commission chair shall serve more than one (1) term within a six-year period for a specific commission. However, an individual may chair another commission within the same six-year period. The Chair will represent the commission on the Association’s Board of Directors, assume full responsibility for planning and coordinating all activities organized by that commission during the Chair’s term of office, and communicate information about such activities to the Board of Directors.

**SECTION 2 – Responsibilities:** Commission responsibilities shall include promoting and supporting effective practices within the commission’s areas of interest; articulating among AFC members at the various colleges; planning the annual conference program for the individual commissions; planning state-wide and /or regional conferences and workshops annually; follow established Board policies for the receipt and disbursement of commission funds; and conduct the annual election of commission officers.

**SECTION 3 – Commission Bylaws:** Each commission shall adopt bylaws and review its bylaws on a yearly basis, ensuring that a clear statement of purpose or mission is included; articulating the method of determining voting representatives to the annual conference; establish procedures for managing the fiscal affairs of the commission; may appoint or elect additional officers; or may create additional organizational structures provided that all such actions conform to the AFC Bylaws and Standing Rules.

**SECTION 4 – Commission Financial Accounts:**

- (1) A commission account will be established at the beginning of the calendar year.
- (2) The account may be operated by the commission ~~with a local financial institution or~~ through the AFC state office.
- (3) All revenue shall be deposited into the commission’s account within 30 days of receipt.
- (4) All expenditures will be documented upon withdrawal from the account. No expenditures will be paid without presentation of an invoice or supporting documents.

**SECTION 5 – Procedures for Managing the Fiscal Affairs of Conferences and Workshops:**

- (1) If a commission needs startup funds, a request may be made in writing to the Chief Executive Officer. These funds may be used for marketing or other purposes related to the commission’s mission. These startup funds must be repaid to the Association.
- (2) Each commission shall designate one member annually to be the financial liaison to the AFC state office

**SECTION 6 - Fiscal Activities**

- (1) A general journal will be kept by the custodian of the commission funds showing:
  - a. Receipts—itemized
  - b. Disbursements—itemized
- (2) Cash receipts must balance with the cash received
- (3) Source documents will be retained for audit purposes and will include:
  - a. Registration lists
  - b. Bank deposit slips (if available)
  - c. Duplicate cash receipts
  - d. Invoices
  - e. Other supporting documents

## **SECTION 7 –Year-End Procedure**

Annually each Commission shall forward the following to the AFC office upon request:

- (1) A copy of the commission bylaws and standing rules and the date of last review.
- (2) A summary of the commission's professional development and/or other activities including conference participants and program presented.
- (3) A list of all awards presented by the commission and the names and winning programs (where applicable) of the award winners.
- (4) Each commission shall review and approve a financial summary provided by the AFC office.

## **SECTION 8 – New Commissions**

- (1) Criteria – New commissions may be granted a provisional status by a majority vote of the AFC Board of Directors if they meet the following criteria:
  - a. They must prove a need for its organization by establishing that its mission is not being addressed by any existing AFC active commission.
  - b. They must provide a list of no less than 50 potential members which includes participation from no fewer than 10 colleges.
- (2) Provisional Status – New commissions must serve a provisional year beginning with the annual conference and concluding at the succeeding conference. During the provisional year the commission must:
  - a. Operate under the direction of the Vice President for Commissions
  - b. Establish a mission statement and bylaws and standing rules
  - c. Establish an exemplary practice award
  - d. Provide a minimum of one career development conference/workshop either on their own or in cooperation with an active commission.

## **SECTION 9 – New Commission Approval**

The Executive Committee will approve all new commissions. A Commission may be rejected for cause or continued for a second probationary year. Upon Board approval, Bylaw changes reflecting the new commission will be prepared for approval by the Assembly of Delegates.

## **SECTION 10 – Commission Vitality**

If the commission has been returned to provisional status for not meeting the Commission Vitality criteria, it must do the following:

- (1) Fill the Chair and Vice-Chair board positions within the Commission. Other officers might include secretary, treasurer, and chair-elect.
- (2) Conduct a minimum of one board meeting, not including the Commission business meeting which may be held during the annual conference. These meetings can be conducted electronically, by phone or in person.
- (3) Host at least one professional development conference/workshop in addition to the annual conference program. This meeting may be hosted individually or in conjunction with other commissions or entities of AFC

- (4) Provide/Establish an exemplary practice award. The criteria and selection method to be determined by the bylaws and standing rules of the individual commission.
- (5) Maintain a website under the commission page on the AFC website.
- (6) If these requirements are met during the provisional period, the Vice President for Commissions may recommend to the AFC Board of Directors that the commission be fully reinstated.

#### **SECTION 11 – Commission Forms**

Application and petition forms are available through the state AFC office. See Appendix I and II.

#### **RULE VII: CHAPTERS**

**SECTION 1 – Officers:** Each chapter shall elect a president and as many officers as shall be indicated in the chapter bylaws, and such election will be held in the fall prior to the annual conference with the terms of office to run concurrently with those of the state officers. Each chapter shall also appoint or elect at least one person to fill the positions of Membership Chair and Legislative Representative.

- (1) **President:** The president shall call and preside at chapter meetings, make appointments of chapter officials, notify the Association's office in writing of any change in officers or status of the chapter, represent the chapter in official matters, and perform such additional responsibilities as may be outlined in the chapter bylaws. A president-elect position should be filled at each chapter to facilitate continuity of leadership.
- (2) **Membership Chair:** The membership chair and his/her committee shall be responsible for organizing and coordinating the annual AFC membership campaign and for providing to the AFC Chief Executive Officer a current listing of all AFC members at the college or campus.
- (3) **Legislative Representative:** The legislative representative shall provide a communication link between the AFC Legislative Committee and the chapter membership on all matters pertaining to legislation affecting the colleges. The legislative representative shall disseminate all pertinent legislative information to the membership when necessary, serve as the official chapter spokesperson to the college's legislative delegation, and coordinate any chapter activities concerned with informing the delegation about legislation affecting the colleges. The Division of Florida Colleges shall be exempt from the requirements of this paragraph.

**SECTION 2 -- Purposes and Responsibilities:** The purpose of a chapter of AFC shall be to involve more actively individual members in carrying out the goals and purposes of the Association at the local level. Therefore, the chapter shall endeavor to do the following:

- (1) To promote increased communications and interaction among all employees and board members.
- (2) To provide a forum for the discussion of issues which are of interest or importance to the entire college family, including, but not limited to, legislative concerns.
- (3) To assist the membership chair with the organization and execution of the annual membership campaign.
- (4) To establish the election procedure for the selection of delegates to the Assembly of Delegates and voting representatives to each commission as provided in the AFC Bylaws and Standing Rules.

**SECTION 3 – Representatives:** When a college, a campus, or the Division of Florida Colleges does not have a chapter, the representatives shall be responsible for the following:

- (1) Calling general meetings of the membership when necessary.
- (2) Serving as a membership committee of the AFC.
- (3) Providing a communications link between the Association and the individual AFC members.

- (4) Appointing a membership chair and a legislative representative who will serve the membership in a manner similar to their counterparts in an organized campus chapter.

## **RULE VIII: REGIONS**

### **SECTION 1 – Purpose:**

The purpose of the AFC regions is to facilitate and encourage interaction among colleges, chapters, and individual members within each region through professional activities of a regional nature.

### **SECTION 2 – Election of Region Directors:**

- (1) Nominations: The current Region Director from each region shall appoint a nominating committee consisting of one member from each chapter in the region to solicit nominations from each Chapter to vote on a Region Director-Elect no later than the conclusion of the AFC annual meeting.
- (2) Term of Office: The Region Director and Region 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.
- (3) Vacancies: If the Region Director is unable to serve his/her full term, the Region Director-Elect will assume the responsibilities of the Region Director. The Region Director may appoint a Region Director-Elect for the remainder of the calendar year if a vacancy should occur. If both the Region Director and the Region Director-Elect are unable to complete his or her terms of office, the Vice President for Regions and Chapters may appoint replacements for the remainder of that calendar year.
- (4) A Region may adopt alternate procedures for selecting a Region Director. Any alternate procedure must be submitted in writing to the Chief Executive Officer to be approved by the Board of Directors.

### **SECTION 3 – Duties**

#### **Region Director:**

The Region Director shall represent the region on the Association's Board of Directors; 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; identify specific requirements or interests of colleges, chapters, or other identifiable group members within the region; determine the value of regional conferences; organize and supervise regional conferences and workshops other than those sponsored by various commissions; coordinate arrangements for and publicize professional activities within the region; conduct an annual evaluation of region activities following prescribed guidelines; follow established Board policies for the disbursement of region funds; prepare a written annual report of the region which shall be submitted to the Association's office no later than December 1 each year; and appoint a special committee to audit internally the financial accounts of the region.

#### **SECTION 4 -- Region Director-Elect:**

The responsibilities of the Region Director-Elect are to 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.

#### **SECTION 5--- Region Financial Account:**

- (1) A region account will be established at the beginning of the calendar year.
- (2) The Account may be operated by the commission with ~~a local financial institution or through~~ the AFC state office.
- (3) All revenue shall be deposited to the region's account within 30 days of receipt.
- (4) All expenditures will be documented upon withdrawal from account. No expenditure will be paid without presentation of an invoice or supporting documentation.

## **SECTION 6 -- Procedures for Managing the Fiscal Affairs of Conferences and Workshops:**

- (1) If a region needs start-up funds, a request may be made in writing to the Chief Executive Officer. These funds may be used for marketing or other purposes related to the region's mission. These funds must be repaid to the Association.
- (2) Each region shall designate one member annually to be the financial liaison to the AFC office.

## **SECTION 7 -- Fiscal Activities:**

- (1) A general journal will be kept by the custodian of the funds showing:
  - a. Receipts—itemized
  - b. Disbursements - itemized
- (2) Cash receipts and must reconcile with the cash received.
- (3) Source documents will be retained for audit purposes and will include:
  - a. Registration lists
  - b. Bank deposit slips (if available)
  - c. Duplicate cash receipts
  - d. Invoices
  - e. Other supporting documents

## **SECTION 8 -- Year-end Procedure:**

Annually, the treasurer for each region shall forward the following to the Association's office upon request:

- (1) A copy of the region bylaws and standing rules and the date of last review.
- (2) A summary of the region's professional development and/or other activities including conference participants and program presented.
- (3) A list of all awards presented by the commission and the names and winning programs (where applicable) of the award winners.
- (4) Each region shall review and approve a financial summary provided by the AFC state office.

## **RULE IX: THE ASSOCIATION**

### **SECTION 1 --Annual Business Meeting:**

- (1) A business meeting will be held at the annual conference by the Association to elect officers and to approve bylaw changes and resolutions. The date, site, and agenda of the annual conference will be approved by the Board of Directors.
- (2) All voting at the conference is done by the Assembly of Delegates, which is the official legislative body with responsibility to fulfill the purposes of AFC. Membership of the Assembly of Delegates consists of the presidents of the colleges or their respective designates and a number of delegates selected in a manner consistent with Article IV, Section 1 of the Association's Bylaws.
- (3) Any member in good standing may attend the business meeting.
- (4) New officers will be announced at the final function of the conference.
- (5) The Chief Executive Officer, with the aid of the staff, shall have the responsibility for planning and carrying out arrangements for the annual conference.

**SECTION 2 – Attorney:** The Association does not retain legal counsel on a permanent basis but may hire such legal services as needed, in accordance with Article VII Section 1 of the AFC Bylaws.

**SECTION 3 – Financial Reporting and Annual Audit:** A financial statement shall be prepared and presented to the Board of Directors for ratification at its scheduled meetings. In addition, a fiscal year audit and management report is prepared by a Certified Public Accountant and is distributed to members of the Board.

**SECTION 4 – Budget:** The Chief Executive Officer, working with the Finance and Human Resources Committee, is responsible for the preparation of an annual budget for presentation to and approval or modification by the Board of Directors.

**SECTION 5 – Contracts:** All contracts must be approved and signed by the Chief Executive Officer and copies of said contracts filed in the Association's office.

**SECTION 6 -- Gifts and Memorial Contributions:** All gifts and memorial contributions must be authorized by the Chief Executive Officer and approved by the Board of Directors.

**SECTION 7 – Headquarters:** The Association shall maintain office headquarters in Tallahassee.

**SECTION 8 – Publications:** The Association publishes *Current*. The purpose of *Current* is to provide information on AFC, its activities, and activities of its member institutions. Material contained in *Current* is solely for informational purposes and is not necessarily the policy of the Association unless it has been adopted by the AFC Board of Directors or its Assembly of Delegates. Advertising rates for this publication are set by the Chief Executive Officer. The Association also publishes *Capitol Perception*, a bulletin designed to keep members and others informed on the status of legislation of importance to the community and state colleges. *Capitol Perception* is distributed during the Legislative Session and as needed during the remainder of the year.

*Visions: The Journal of Applied Research for the Association of Florida Colleges, Inc.* is also published periodically by AFC. This journal provides a professional forum to showcase exemplary programs and to report issues that have implications for Florida's community and state colleges.

**SECTION 9 -- Waiver of Fees:** Registration or other fees are waived for the AFC staff and the Executive Committee at all commission, region, or other Association-sponsored functions. Commissions and regions may request up to a 50% re-imbursalment of registration fees to the AFC for any Executive Committee attendees. Upon the request, a credit will apply to any AFC entity holding a custodial account with the AFC. A check shall be disbursed to any entity holding an external account under the AFC's name.

**SECTION 10 -- Tax Status:** AFC is a nonprofit Association and has a Federal 501(c) (6) tax status.

## **RULE X: RESOLUTIONS**

- (1) Proposed resolutions of intent or of substance will be submitted to the Chief Executive Officer no later than fifty (50) days prior to the first day of the annual conference except that commissions and the Chapter Presidents may submit proposals generated during regular commission or region meetings at the annual conference.
- (2) Such proposed resolutions will be presented to the Assembly of Delegates as proposals from the originating commission or region.
- (3) Proposed resolutions from the commissions and regions must be submitted to the Bylaws Committee no later than midday of the day prior to the general business meeting of the annual conference.
- (4) Resolutions will be submitted to the Assembly of Delegates at the Business Meeting of the annual conference and shall be approved by a two-thirds vote of those delegates present.

## **XI. GUIDELINES for CANDIDATE ELIGIBILITY and CAMPAIGNING**

### **Eligibility**

Any candidate for the offices of Vice President-elect must meet the following eligibility criteria:

1. Be an AFC member in good standing for not less than three (3) consecutive years.
2. Has performed a leadership role in a Chapter, Commission, Standing Committee, or Region.
3. Demonstrates a record of active participation in Chapter, Commission, Region, and/or AFC statewide activities and events.

4. Obtains letters of approval from his/her supervisor and college president.
5. Obtains letter of support from his/her chapter, region, and/or commission

Any candidate for the office of President-elect must meet the following eligibility criteria:

1. Be an AFC member in good standing for not less than 3 consecutive years;
2. Served as a member of the AFC Board of Directors (Executive officer, Commission Chair, or Region Director) for at least one-year within the immediate three years prior to running;
3. Demonstrates a record of active participation in Chapter, Commission, Region, and/or AFC statewide activities and events.
4. Obtains letters of approval from his/her supervisor and college president.
5. Obtains letter of support from his/her chapter, region, and/or commission

### **Candidate Filing and Campaigning**

- **Candidate filing deadline:** Your Candidacy Eligibility Form with all required approvals and evidence of support must be submitted to the CEO no later than **5:00PM, June 15 annually**. The candidate **MUST** provide all supervisory approvals and required support evidence prior to the deadline. No exceptions.
- Candidates are encouraged to declare candidacy status as early as possible to utilize the Winter/Spring meeting cycle to advance your candidacy.
- Candidate names will be posted on the AFC website upon approval of the Nomination Committee and Board of Directors.
- Candidates will be afforded the opportunity to promote their candidacy via the AFC web site and regular AFC statewide member communications. No email lists will be provided to any candidate.
- Candidates are encouraged to attend Region, Chapter, and Commission meetings, and or promote themselves at these and other college or regionally based member gatherings.
- Campaigns must be conducted positively, focusing on the candidates' strengths and platform. Negative campaigning is not permitted. The Nominations Committee reserves the right to determine if any candidate's campaign activity is negative in content.
- Propriety and decorum is expected at all times, when each candidate compares themselves to other candidates.
- Candidate literature, posters, promotional materials, and novelties can be distributed at any AFC chapter, region, or statewide events or meetings
- Candidates shall be responsible for placement and removal of campaign materials, otherwise these materials will be discarded.
- Campaign paraphernalia, which may include but is not limited to T-shirts, hats, pins, buttons, and stickers, may be worn by candidates and their supporters.
- A Chapter may financially support a candidate for executive office not to exceed \$2000.

### **RULE XII: AMENDMENT AND SUSPENSION**

**SECTION 1 – Amendments:** These Standing Rules may be amended at any regular or called meeting of the Board of Directors by a vote of two-thirds of those board members present.

**SECTION 2 – Suspension:** These Standing Rules may be suspended at any regular or called meeting of the Board of Directors by a vote of two-thirds of those board members present.

Revised Nov. 1996

Revised Nov. 1997

Revised Nov. 1998

Revised Nov. 1999

Grammatical Corrections 12/13/99

Revised Nov. 2000

Revised Oct. 2001

Revised Nov. 2002

Revised Oct. 2003

Revised Nov. 2005

Revised Nov. 2007

Revised Nov. 2008

Revised Nov. 2009

Revised Nov. 2011

Revised Oct. 2014

Revised January 2015



## Appendix I

### APPLICATION FOR CONSIDERATION AS A COMMISSION OF THE ASSOCIATION OF FLORIDA COLLEGES

Please type or print in the information requested. Use additional paper as needed.

1. Date of Initial Request:  
Proposed Commission Name:  
Spokesman for Group (give name, job title, college):
2. Have you familiarized yourself with the responsibilities of a commission, as found in the AFC Bylaws and Standing Rules?
3. REASON FOR REQUEST. What is your reason for seeking recognition as a commission in AFC?
4. Are the commission's potential members currently represented by any other state organization, i.e., FACRAO, FASFAA, FCPA, FDEA, Division of Florida Colleges, etc.? (Please list name(s).)
5. Have you ever asked a particular commission now a part of the AFC structure to address your concerns or special interests? What was the response?
6. What is your potential membership, in numbers?  
From where do you anticipate drawing these commission members?  
(Give examples by job title below.)

The Executive Committee and Board of Directors will consider the following questions before approving the request for any new commissions. Any input that you would like to provide will be taken into consideration.

- (a) How can this commission best serve the Association?
- (b) Will the effectiveness of the Board be diminished, or the conduct of its business be hampered in any way by the addition of another commission?
- (c) Should every community and state college interest area be represented through formation of a commission?
- (d) Will the addition of another commission make it more difficult to find adequate conference facilities?
- (e) Will the number of commissions eventually make it prohibitive for a college to send two representatives to each conference or commission activity?
- (f) Will the Association be hurt in any way by not recognizing this commission?
- (g) What alternatives are there to establishing the new commission?

**Appendix II**

**PETITION**

**FOR COMMISSION RECOGNITION**

The following persons certify that they are current members of the Association of Florida Colleges, Inc., and respectfully petition the Association for recognition through a commission to be known as. A minimum of ten names is required. Use additional pages as needed.

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Job Title

Signature

COLLEGE  
Job Title

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Suspended 8.12.24, Pending Update