HILLSBOROUGH COMMUNITY COLLEGE
ASSOCIATION OF FLORIDA COLLEGES’ CHAPTER BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Hillsborough Community College Chapter of the Association of Florida Colleges.

ARTICLE II: PURPOSE

The purpose of this Chapter shall be to promote the development and advancement of Hillsborough Community College, as it involves actively individual members in carrying out the goals and purposes of the Association at the local level by:

1. Promoting increased communication and interaction among all employees and college trustees.
2. Providing a forum for discussion of issues which are of interest or importance to the entire college community, including, but not limited to legislative concerns;
3. Assisting the membership chair with the organization and execution of the annual membership campaign;
4. Establishing an election procedure for the selection of delegates to the Assembly of Delegates and voting representatives to each commission, as provided by the AFC Bylaws and Standing Rules.

ARTICLE III: MEMBERSHIP

Membership in this chapter is open to both full and part-time employees and retirees of HCC upon payment of the annual dues. Members of the HCC Board of Trustees are automatically classed as contributing members.

ARTICLE IV: MEETINGS

A. Chapter meetings will be held when called by the President. There shall be monthly meetings of the Chapter’s Executive Board; and at least one General Assembly meeting unless otherwise designated.
B. A special meeting may be called by the President or by the President-elect; or upon written request by five (5) members of the Chapter to the President or President-elect.
C. AFC Chapter members shall be given written notice at least two (2) weeks prior to meetings.
D. Five (5) members of the chapter, including a majority of the chapter officers, shall constitute a quorum.
E. A simple majority of those members present and voting shall constitute a forum for conducting business.

ARTICLE V: CHAPTER OFFICERS’ & EXECUTIVE BOARD

A. Officers of the Chapter shall be elected or appointed.

1. Elected officers: President, President-Elect, Secretary, and Treasurer.
2. Appointed officers: Legislative Representative, Publications Representative, Membership Chair, and Social Activities Chair, AFC/VP of Brandon Campus, Dale Mabry Campus, District, Plant City Campus, Southshore Campus and Ybor City Campus (6).
B. Executive Board: The above officers and the Immediate Past President shall serve as the Chapter's Executive Board. Duties of the Executive Board:

1. Provide advice and consultation to the President on matters of interest to the Chapter.
2. Assist President in planning an agenda for regular meetings of the Chapter.
3. Review proposals from the state organization and develop and recommend policies pertaining to the Chapter as appropriate.
4. Develop other policy recommendations concerning Chapter affairs and submit them to the Chapter as appropriate.
5. Approve expenditures exceeding $100.00.
6. Vote on pertinent Chapter proposals and issues.
7. Select an auditing committee consisting of at least two members to review Chapter expenditures.
8. Approve the Annual Budget, proposed by the Treasurer.

C. Term of Office: The officers (elected and/or appointed) shall serve for a (2) two year term beginning July 1. The President – Elect assumes the office of President at that time. The term of office shall be on a calendar year from July 1 to June 30.

D. Vacant Offices: If the office of the President becomes vacant, the President-Elect will become President for the remainder of the unexpired term. If the office of the President-Elect becomes vacant, a special election will be held. Other vacancies will be filled by appointment by the Chapter President, until the next scheduled election.

E. Election of Officers:
1. A bid for nominations for officers shall be sent to the general membership in the first week of the spring term.
2. Elections shall be held in the first week of June.
3. Elections will be conducted using an online closed balloting system chosen by the Chapter’s Executive Board or an Appointed Nomination Committee. Those nominees receiving the majority of votes will be elected to their respective positions.

F. Removal and replacement of officers: An officer may be removed from office for nonperformance of duties, with consensus of the Executive Board, replacement to be appointed by the Executive Board until next election.

G. Duties of Officers:

The President shall:
a. Call and preside at chapter meetings and executive board meetings.
b. Make appointments of chapter officials.
c. Represent the chapter on the Council of Chapter Presidents.
d. Represent the chapter in official matters.
e. Authorize expenditures from Chapter treasury of $100 or less if not already in approved Chapter budget.
f. Request expenditures for region and state travel expenditures.
g. Coordinate and approve all Chapter FSPD funds for travel by chapter members, submitting a year-end report to administration and monthly reports to the membership on FSPD funds.
h. Appoint AFC/VP’s for each Campus (6).
i. Appoint Standing Committees to include: Legislative, Publication, Fundraising, Membership, and Social Activities/Awards.
j. Appoint Ad-hoc Committees as needed to include but not limited to the: Service Project Committee, Ron York Scholarship Committee, (Outline duties of committee in writing, once established).
k. Serve as ex-officio on all appointed committees.
l. Collect and disseminate all chapter correspondence to specific chapter officers, committee chairs,
AFC/VP’s of each Campus within 7 to 10 days of received, follow up to see that all records (financial, minutes, reports, and travel requests) are posted in public folders and in the College records for viewing by membership.

m. Perform such additional responsibilities as may be outlined in the chapter bylaws and for the good of the Chapter.

n. Act as liaison between the AFC Executive Board and the chapter members.

o. Notify the Association’s office in writing of any change in officers or status in the chapter.

p. Maintain a notebook listing duties, responsibilities and procedures to be transferred to succeeding President.

**The President-Elect shall:**

a. Perform the duties of the President during his/her absence or disability.

b. Coordinate fund-raising activities.

c. Perform duties assigned by the President.

d. Provide for an independent audit of the chapter funds at the expiration of the term of office of the Treasurer.

e. Collect materials for and create Annual Chapter Book for submission to the State, by appointed deadline.

f. Maintain a notebook listing duties, responsibilities and procedures to be transferred to succeeding President-Elect.

**The Secretary shall:**

a. Record the minutes of the meetings of the chapter and provide minutes to the Chapter President within 5-7 business days.

b. Work with the Publications Representative to distribute chapter information to Chapter and prospective members.

c. Maintain a notebook listing duties, responsibilities and procedures to be transferred to succeeding Secretary.

d. Assist in developing the master calendar for the chapter, annually and work with the executive board to schedule activities, meetings, etc.

e. Conduct correspondence as necessary.

f. Perform other duties as assigned by the President.

**The Treasurer shall:**

a. Collect and forward dues, as directed, to the AFC Associate Executive Director for Membership and Professional Development in Tallahassee.

b. Collect and deposit all monies received by the chapter.

c. Propose an annual budget for Executive Board’s approval.

d. Safeguard and disburse any other chapter funds as authorized by the AFC Bylaws.

e. Report to the President on a monthly basis on the status of chapter funds, all accounts. The report shall include information showing income and costs associated with all financial transactions of the chapter.

f. Shall be responsible for the storage and security of all chapter financial records, to include all hard copies and electronic files, with records accessible to all elected officers of the chapter upon request.

g. Maintain a notebook listing duties, responsibilities and procedures to be transferred to succeeding Treasurer.

**The Legislative Committee shall:**

a. Provide a communication link between the AFC Legislative Committee and the chapter membership on all matters pertaining to legislation affecting the colleges.

b. Serve on the regional legislative committee.

c. Disseminate all pertinent legislative information to the chapter membership.

d. Serve as the official chapter spokesperson to the college’s legislative delegation.

e. Coordinate any chapter activities concerned with informing the delegation about legislation affecting the College.

f. Chair the college’s AFC Legislative network.
g. Perform other duties as assigned by the President/Executive Board.

**The Membership and Member Care Committee shall:**

a. Organize and coordinate the annual AFC membership campaign.

b. Establish a membership committee, consisting of AFC/VP’s from each campus, with purpose of holding recruitment events throughout the year.

c. Provide to the AFC Chief Executive Officer a current listing of all AFC members at the college and/or per campus.

d. Work with the AFC Member Information and Database Manager to ensure accuracy of Chapter membership list.

e. Provide the AFC state office, in July prior to the Membership Conference and in October prior to the Annual Convention; with an official number of full-time college employees (this information is available from the college HR Dept.)

f. Ensure membership benefits information is provided to all members.

g. Ensure members receive information on commissions of interest.

h. Get monthly report from Payroll for Payroll deductions to update membership database.

i. Produce and distribute new member packet as needed.

j. Perform other duties as assigned by the President/Executive Board.

**The Publications/History Committee shall:**

a. Receive all copies of AFC Publications for distribution to the members of the college.

b. Deliver copies of AFC publications to each member, via e-mail.

c. Work with the Secretary to distribute campus mailings, to include chapter flyers for announcing Chapter activities & meetings.

d. Ensure Chapter news and information is published on the AFC-HCC Chapter website.

e. Perform other duties as assigned by the President/Executive Board.

**The Social Activities/Awards Committee shall:**

a. Organize all social functions for the Chapter.

b. Create and plan end of year chapter leadership awards ceremony.

c. Perform other duties as assigned by the President/Executive Board.

**AFC/VP’s of each Campus (6) shall:**

a. Work with the Membership chair as a recruitment team on their campus.

b. Relay information from AFC/HCC president to campus members.

c. Holds a position on the executive board and serve as a voting delegate.

d. Facilitate the AFC/HCC functions at the campus level.

e. Empowered to solicit members and non-members to assist with campus projects and activities.

f. Empowered to solicit chapter funds for campus membership drives and seed funds for campus fundraising and social events.

g. Empowered to come up with creative ideas, meet with campus members and follow thru with campus activities to meet the chapter membership drives and fundraising objectives.

h. Perform other duties as assigned by the President/Executive Board.

**ARTICLE VI: COMMITTEES**

The Chapter President shall appoint Ad-Hoc committees on an as-needed basis and seek to represent all campuses and levels.

**ARTICLE VII: COMMISSION REPRESENTATIVES**

A. All voting Commission Representatives shall be appointed by the deadline set by the State AFC office.

B. All Commission Representatives must be AFC members and shall serve on the Commissions as outlined in the Bylaws of the Commission to which they are appointed.
C. Voting Representatives to the Faculty Commission shall be appointed by the Chapter Teaching Faculty or by the Chapter Executive Board, if the Chapter Teaching Faculty makes no appointments.

D. Voting Representative to the Student Development Commission shall be appointed by the Chapter Student Development members or by the Chapter Executive Board, if the Chapter Student Development members make no appointments.

E. Voting Representatives to the Career Employees Commission shall be appointed by the Chapter Career Employees or by the Chapter Executive Board, if the Chapter Career Employees make no appointments.

F. Voting Representatives to the Trustees Commission shall be determined by the Chapter Trustees membership.

G. The following commissions are established to carry out activities consistent with the Purposes of AFC:
   1. Administration
   2. Adult and Continuing Education
   3. Career & Professional Employees
   4. Communications and Marketing
   5. Equity
   6. Faculty
   7. Facilities
   8. Global Initiatives
   9. Institutional Effectiveness, Planning and Professional Development
   10. Instructional Innovation
   11. Learning Resources
   12. Occupational and Workforce Education
   13. Retirees
   14. Student Development
   15. Technology
   16. Trustees
   17. Health Care Commission

H. Commission representatives will be elected as necessary at the regular September meetings in accordance with the AFC Bylaws. The exception will be the appointment of the Trustee representatives who will be appointed by the President of the College.

I. Disseminate information to the Chapter membership as appropriate.

J. Organize a Chapter commission, as interests of employees deem necessary.

ARTICLE VIII: FINANCES

A. The amount of individual membership dues shall be established by the AFC Assembly of Delegates at the annual state convention.

B. The Chapter Executive Board shall request an FSPD account designed to cover expenses incurred by the members. These expenses shall include travel, lodging, and registration fees for AFC functions. This account shall be coordinated through the Chapter President.

C. Chapter President shall designate ideally 50% of the total FSPD account to cover travel to the annual convention. The percent can be revised up to 60% with executive board approval. If no, or limited, FSPD money is available, members should request funding from their budgetary unit first. The chapter will attempt to fund necessary lodging and registration fees in an amount not to exceed 20% of chapter funds for the fiscal year for AFC functions for the Executive Board Members, State Officers, State Committee Officers, and State Commission Officers.

D. The chapter shall encourage fund-raising activities to be held on each campus. Proceeds from these activities shall be given to the chapter Treasurer. The chapter Treasurer shall maintain a record of fund raising proceeds by campus or commission. Chapter activities such as socials, gifts, and donations shall be covered by monies raised through fund-raising activities.
E. Members who meet the criteria listed in Hillsborough Community College AFC Chapter Process for Selection of Annual Convention Delegates shall be able to request funding from the chapter to cover lodging and registration fees for attendance at AFC events.

ARTICLE IX: DELEGATES TO AFC STATE CONVENTION

A. HCC chapter delegates to the AFC Assembly of Delegates shall be the College President, the Chapter President, and Chapter President-elect. The remainder of delegate slots shall be determined through a chapter appointment process based on the State AFC Bylaws.

B. Delegates who are relying on funding to travel will be selected as outlined below:

Hillsborough Community College AFC Chapter Process for Selection of Annual Convention Delegates:

1. The Chapter President will be responsible for organizing and supervising the Process for selection of the Annual Conferences and Annual Convention Delegates.

2. A memo requesting interest in attending conferences and/or the annual convention will be sent to the appropriate membership no later than four weeks in advance of the meeting. The memo will include relevant forms to be filled out by AFC members interested in attending the convention or meeting.

3. The AFC Executive Board shall appoint the remaining delegates or attendees to the convention. Appointments will be made based on how many of the criteria noted below that the AFC member meets.

4. Criteria to be considered, in order of priority, are as follows:
   a. Current member of AFC in good standing who is active in the chapter. (Committee work, attending meetings, chapter activities, special projects)
   b. Past or present Chapter officer.
   c. Past regional and/or state offices held.
   d. Length of continuous membership (one year minimum).
   e. Enlistment of new Chapter Members.
   f. All completed forms shall be returned to the President for submission for signatures and submission for payment.
   g. Members who are appointed as delegates or attendees must be willing to make oral and written reports of conference or annual convention activities to fellow College employees upon their return from the conference or annual convention.
   h. Members who are not appointed as delegates who wished to attend conferences or the annual convention will be placed on an alternate list in order of priority. They will be selected if spaces become available.

C. General members who are able to fund their own travel may attend the conference. If they wish to be delegates, they will be selected as outlined above. Delegates to the Annual AFC Convention shall be selected by the deadline set by the State AFC office. Attempts will be made to appoint delegates to the Annual AFC Convention in proportion to the number of HCC chapter members in each category (Administration, Faculty and Career Service/Professional, etc…).

ARTICLE X: AMENDMENTS

A. These Bylaws can be amended by the majority of those present at meetings called to review and amend the bylaws providing that the notice of the meeting has been submitted in writing to the membership at least two (2) weeks prior to a vote.

B. These Bylaws shall be reviewed annually by the Chapter Executive Board and sent to chapter members for passing.

ARTICLE XI: PARLIAMENTARY AUTHORITY
A. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the chapter in all cases to which they are applicable and to which they are not inconsistent with these Bylaws or the AFC Constitution or any special rules of order that the Committee may adopt.