

**BYLAWS
MIAMI DADE COLLEGE CHAPTER**



ARTICLE 1 – NAME

The name of this organization shall be the Miami Dade College Chapter of the Association of Florida Colleges (AFC).

ARTICLE II – PURPOSE

This Chapter is organized to carry out the purpose of the Association of Florida Colleges as stated in its Bylaws and to represent the members of the Chapter. The Miami Dade College Chapter includes all campus locations.

This is a professional organization, comprising several categories of professional people employed by a non-profit, public educational institution. These employees are dedicated to the professional principles of:

- A. The exchange of ideas and principles through discourse between students and fellow professionals
- B. Independence of thought and analysis
- C. Self-discipline
- D. Public obligation and interest
- E. An ethical code of conduct

ARTICLE III – MEMBERSHIP

- A. Membership (voting) in this Chapter is open to all employees, retirees, and trustees of Miami Dade College.
- B. Associate membership (non-voting) is open to interested persons who support the purposes and goals of the Miami Dade College AFC Chapter.

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ARTICLE IV – OFFICERS

A. The officers/representatives of this Chapter shall be:

1. MDC Chapter President (one elected position)
2. MDC Campus Vice Presidents (one elected per campus)
3. Treasurers (one elected per campus)
4. Secretaries (one elected per campus and one elected for the Executive Board)
5. Membership Chair (one elected per campus and one elected for the Executive Board)
6. Legislative Representative (one appointed per campus)
7. Commission Representatives (one per commission college-wide)

B. Selection of Officers:

1. President, Vice Presidents, Treasurers, Secretaries, and Membership Chair shall be elected by the membership for a term of two years, commencing January 1st of every other year. Elections will be held during the month of September of the corresponding election year. A Nominating Committee consisting of chapter members appointed by the Chapter President shall propose to the general membership a nominee for each position. A call for nominations from the membership will be made before the election ballot is prepared.
2. Voting shall occur for each office in the following sequence: President, Vice President (by campus), Treasurer (by campus), Secretary (by campus and for the Executive Board), Membership Chair (by campus and for the executive board), and Treasurer (by campus).

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ARTICLE IV – B. (continued)

3. Electronic voting and/or a plurality of chapter members present and voting shall be sufficient for election.
4. If electronic voting is not used an absentee ballot shall be accepted in lieu of presence at the voting session only if emailed to the Nominating Committee Chairperson.
5. The Nominating Committee Chairperson will supervise elections.

C. Duties of the Officers/Representatives:

1. *President shall:* preside at meetings of the Executive Board and the Chapter; represent the Chapter in all matters; call meetings of the Executive Board; call meetings of the chapter – three meetings per year; authorize expenditures from Chapter/Campus funds; establish and appoint a Nominating Committee and Chair for elections; establish and maintain the Campus AFC account for his/her campus; conduct a yearly review and update of Chapter Bylaws; establish and appoint members to other committees, as necessary, and serve as an ex-officio member of such committees. Report all election results to the AFC office in Tallahassee in a timely manner. The President shall also process and maintain an accurate record of the travel expenditures from Chapter/Campus members reimbursed from the District Account for MDC and maintaining a working relationship with District Leadership, providing monthly membership totals while maintaining accurate membership accountability.
2. *The Vice Presidents shall:* Perform duties assigned by the President; serve as assistant chairperson of the membership committee for each of their respective campuses; keep all campus records as pertaining to AFC; assist in the organization of a minimum of three activities per year for his/her campus (including one fundraising activity); and assist

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the membership chair with the organization and direction of membership drives.

3. *The Treasurer shall:* Perform duties assigned by the President/Vice President; receive all monies of the Chapter/Campus (i.e. membership dues, fundraising, etc.): forward these funds through College procedures for the Campus' account; disburse Chapter/Campus funds upon authorization for the Executive Board and/or general membership; submit a quarterly financial report to the Chapter/Campus; provide a paid membership list to the Chapter/Campus Secretaries, and the Chapter President; and provide membership cards, if available, to all members on their Campus.
4. *The Secretary shall* record all meetings of the Chapter/Campus and of the Executive Board; maintaining lists and contact groups of the membership; maintain the general records of the Chapter/Campus; act in the absence of the Vice Presidents; maintain a membership database by Campus/Chapter; work in coordination with other campus secretaries and with the Chapter Secretary to keep the membership data current.
5. *The Membership Chair shall:* establish membership recruitment criteria; maintain a list of new hires and retirees for recruitment/retention purposes; notify the AFC Secretaries with names of new members; assist with the maintenance of the AFC membership database; and coordinate with all Chapter/Campus Membership Chairs and AFC to make sure the database is current at all times.
6. *The Legislative Representatives shall:* act as liaison between the College Legislative Liaison, Chapter President and Chapter/Campus meetings; disseminate information to chapter memberships via the Chapter President and/or Vice President as appropriate; establish and maintain a legislative networking system through the College as the need arises.
7. *The Commission Representative shall:* attend all meetings of their particular commission at the annual AFC Convention; attend other State meetings during the year as necessary to represent their particular commission as financial resources

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permit; disseminate information to the Chapter President and Campus Vice President as appropriate.

8. Awards Outstanding Committee shall:
 1. Be composed by the Campus VPs college-wide (one representative from each campus).
 2. Additional assigned members would be selected as alternates when the Committee member is applying for the Award.
 3. All the requirements for the Award MUST be revised thoroughly by all members of the Committee.
 4. MUST be officially advertise to all members of the Commission by the appropriate Commission and by the MDC Campus VP with an established pre-deadline.
 5. Self-nominated or designated candidates from nominations should be scrutinized to make sure that they comply with all the requirements of the Award.
 6. The nominations MUST be received by the Awards Committee at least a month in advance prior to the deadline.
 7. A voting or consensus on the selection of the best candidate(s) MUST be reached prior to submitting the Award.
 8. If the Award requires the signature of the MDC President, the Committee MUST move forward with the nomination directly through the President's office.
 9. Selected Nomination(s) MUST be submitted to the AFC Tallahassee Award's Committee Chair by the deadline.

D. Removal and Replacement of Officers:

1. An officer may be removed from office for non-performance of duties if absent from at least three Executive Board and/or Chapter/Campus meetings or for failure to perform duties outlined in the Chapter Bylaws. A simple plurality of chapter members present and voting shall be sufficient for removal.
2. An officer may be impeached by petition. The petition must be signed by one-third of the paid Chapter/Campus membership. Said petition will be presented to the Executive Board for action.

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3. In the event of a vacancy in an elected office, the Executive Board shall appoint a replacement to serve the balance of the current term.

ARTICLE V – EXECUTIVE BOARD

A. Composition

1. President, Vice Presidents, Treasurer, Secretary, Membership Chair, and the immediate past President of the Chapter. All of the aforementioned will be known as the Executive Board members.

B. Duties of the Executive Board:

1. Be available to provide advice and consultation to the College Provosts, the College/Campus Presidents of matters of interest to the Chapter/Campus; plan the agenda for the regular meetings of the Chapter/Campus; review proposals from AFC, and develop as well as recommend policies pertaining to the Chapter/Campus.
2. Develop other policy recommendations concerning Chapter/Campus affairs and submit them to the Chapter/Campus.
3. Authorize expenditures of the Chapter/Campus funds (limit of \$100) when it is not convenient to obtain Chapter/Campus authorization.
4. Assist the Membership Committees.

ARTICLE VI – COMMISSION REPRESENTATIVES

- A. The Chapter/Campus representatives to the State Commission will conform to the current structure as established by the State Bylaws. A maximum of two active representatives are appointed by the Chapter President for each of the following commissions: Administration; Adult and Continuing Education; Careers and Professional Employees; Communications and Marketing; Equity; Faculty (shall be a faculty member); Healthcare Education; Institutional Effectiveness, Planning, and

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Professional Development; Instructional Innovation; Learning Resources; Occupational and Workforce Education; Student Development (shall be from the student development area); Technology; and Trustees.

ARTICLE VII – DELEGATES TO THE ASSEMBLY OF DELEGATES

- A. Delegates to the Assembly of Delegates will be selected each year by or before October 10th. The elected officers will be delegates by virtue of their previous election and recognition by the Chapter, but only one pre-approved candidate would be selected to represent the Chapter college-wide. The rest of the delegates can attend the Conventions and the AFC Conferences on their own.
- B. The remaining delegates to the Assembly of Delegate shall be elected or appointed in accordance with Article IV of the AFC Constitution by October 10th of each year.
- C. Five alternate delegates shall also be elected or appointed by October 10th. These alternates may be able to attend the State Delegate Assembly meeting held at Convention, funding resources permitting (1) in the event of increased Chapter membership prior to the State Convention, or (2) if another delegate is unable to attend. Commission alternate representatives will automatically receive delegate status in the event that the elected representatives cannot attend:
- D. The following is the order in which Assembly of Delegates are selected for the State Convention:
 - 1. Active members of the Executive Board
 - 2. Active past President
 - 3. Active newly elected board members for following year
 - 4. Active Chairperson of Committees
 - 5. Active members of committees
 - 6. Active members in attendance of selection of delegates

ARTICLE VII – AMENDMENTS TO CHAPTER BYLAWS

- A. Amendments may be offered in writing at any meeting of the Chapter, but may not be voted upon until the next succeeding Chapter meeting. Proposed Chapter Bylaw amendments will be

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distributed with the regular notice of Chapter meeting. The chapter Bylaws may be amended by a two-thirds vote of the Executive Board.

ARTICLE IV – MISCELLANEOUS

- A. Robert's Rules of Order, Revised, shall be used as a guide for matters not covered herein.
- B. Meetings of the Chapter shall be announced to the membership at least two weeks in advance of the meeting, except in the case of an emergency, and upon a majority vote of the Executive Board.
- C. There shall be a least three chapter meetings per year, and four campus-based meetings per year.

ARTICLE X – FINANCE

- A. All expenses paid by the College will be in accordance with the current College Policies and Procedures Manual.
- B. The Chapter President will be responsible for adhering to the established signature authority routing procedure for approval of leave papers for out of county travel and reimbursement request as established by the College Provost. The Treasurer will maintain a current balance sheet of expenditures and maintain such records accordingly.
- C. Individual dues shall be sent directly to the AFC office who will disburse the minimum sum to the Chapter President's Campus Treasurer. The Campus Treasurer will be responsible for completing the appropriate College paperwork to disburse the appropriate funds to each individual Campus.
- D. There shall be an annual report of financial records made by the Treasurer of each campus.
- E. The Chapter/Campus new accounts must be maintained and funds disbursed by the Chapter President, Vice President or Treasurer.