

Association of Florida Colleges

Campus Safety Commission By-Laws

ARTICLE I: NAME

The name of this organization shall be The Campus Safety Commission of the Association of Florida Colleges.

ARTICLE II: PURPOSE

The purpose of this organization is to bring in all aspects of campus safety to improve services, educate our communities, and mentor those tasked with providing these various safety components.

ARTICLE III: MEMBERSHIP

Memberships shall consist of the duly elected members from the Florida's public community and state colleges. Current membership in the AFC shall be a prerequisite to membership in the Campus Safety Commission. Each College shall elect two voting representatives to the Campus Safety Commission. In the absence of a voting Campus Safety Commission member, an alternative member from the same college or campus may be designated as a voting member.

ARTICLE IV: MEETINGS

1. There will be at least two (2) business meetings of the Commission each year: one during the AFC convention and one during the annual spring conference.
2. The Chair may call additional business meetings as necessary.
3. All Campus Safety commission representatives present at the business meeting shall constitute a quorum and each member present shall have one vote. A simple majority of those members present and voting shall act on any business brought before the membership by the Executive Board
4. The Commission Executive Board shall meet as deemed necessary by the Chair upon any member of the Board. Likewise, the Executive Board shall develop the agenda for the annual meeting, giving priority in terms of time, items of major or universal interest, motions, or resolutions from studies, work of subcommittees, etc.

Article V: Officers

A. Elected Officers

The elected officers of the Commission shall be:

1. Chair
2. Chair-elect
3. Five (5) Regional Representatives

B. Election of Officers

1. Each year at the annual AFC convention, a Chair-Elect shall be elected to serve for a term of two (2) years. The Chair-Elect shall automatically succeed the Chair at the end of his/her term and serve as Chair for a period of two (2) years.
2. Each year at the annual AFC Convention, Regional Representatives shall be elected to serve for a period of two (2) years. One regional Representative shall be elected from each even numbered Region in even numbered years and one Regional Representative shall be elected from each odd numbered Region in odd numbered years.
3. Prior to the annual AFC Convention, the Chair shall appoint a nominating committee Chaired by the immediate past chair to present a slate of officers to the membership at the annual fall convention during the business meeting.
4. The offices of the Campus Safety Commission may be filled by a commission member who is an individual member in good standing of the AFC.

C. Appointed Officers

The following officers may be appointed by the chair:

1. Treasurer
2. Secretary
3. Best Practice Chair
4. Other officers as designated by the current Chair

D. Duties of Officers

1. Commission Chair shall:
 - a. preside at all Commission Executive Board Meetings
 - b. preside at all business meetings
 - c. represent the Commission on the AFC Board of Directors
 - d. represent the Commission in all matters concerning the Commission
 - e. notify the officers and Facilities representatives of meetings and shall publish an agenda
 - f. designate ad hoc committees and appoint individual members to perform such tasks as deemed necessary
 - g. shall appoint a Nominating Committee of not less than three members. The committee shall present a slate of nominees for the offices of Chair,

and Region Representatives. Nominations from the floor will not be accepted at the annual convention

- h. maintain a file of Campus Safety commission minutes, ad hoc committee reports and approved resolutions and recommendations. This file will be transferred to the newly elected Chair at the annual convention
 - i. shall insure the activities of the Commission are properly organized and publicized to the membership in an advance and results reported to the membership through the use of current and such other vehicles as are, or they may become, available
 - j. welcomes all new members to the Campus Safety Commission
2. Chair Elect shall:
- a. preside over meetings when the Chair is absent or incapacitated
 - b. succeed as Chair in the event the Chair resigns or is otherwise unable to continue to perform the duties of the office
 - c. coordinate with Commission Chair the annual Spring Conference for the following year
 - d. review Bylaws annually before the Annual Business Meeting
 - e. act as parliamentarian for the Commission
 - f. attend and vote at all Executive Board meetings
3. Immediate Past-Chair shall:
- a. chair the nominating committee for all elected officers for the following year
 - b. serve as an advisor for the Chair
 - c. coordinate sponsor relations for the spring conference
 - d. assume duties of Chair and Chair-elect if they are incapacitated or unavailable
 - e. attend and vote at all Executive Board meetings
4. Regional Representatives shall:
- a. Represent his/her respective regions in all regional matters concerning Facilities.
 - b. recruit new members to the Commission
 - c. be responsible for updating the list of Campus Safety Commission members in their region
 - d. communicate with region members
 - e. assist the Immediate past-Chair and Chair-Elect in disseminating information, promoting and soliciting nominations for the Campus Safety Commission recognition awards
 - f. attend and vote at all Executive Board meetings

5. Treasurer shall:
 - a. safeguard and disburse Commission funds as necessary and as authorized by the Commission chair and/or Executive Board
 - b. manage all money's accumulated by or expended by the Commission as appropriate with general finance practices.
 - c. prepare financial reports as directed by the Commission chair and/or the Executive Board,
 - d. prepare an end-of-the-year accounting report to include the Commission's financial activities and end-of-year balance.
 - e. attend and vote at all Executive Board meetings

6. Secretary shall:
 - a. record and publish minutes of all meetings of the Commission and Executive Board
 - b. conduct other Commission Business as assigned by the Chair
 - c. attend and vote at all Executive Board meetings

7. Best Practices Award Chair shall:
 - a. coordinate the Best Practices Awards process in accordance with the award procedures.
 - b. review, recommend and implement changes to the Award procedures to the Commission's Executive Board.
 - c. create a ballot for member voting to determine 1st, 2nd, and 3rd place for Best Practice Awards.
 - d. distribute and collect ballots from the voting members
 - e. submit all completed ballots to Chair and Secretary for record.
 - f. represent Best Practice Award committee on the Executive Board
 - g. attend and vote at all Executive Board meetings

8. Other officers shall: perform special assignments/projects as assigned by the Chair

9. Vacancies
When a vacancy occurs, the Executive Board shall fill the vacant office by appointment until the election is held.

Article VI: EXECUTIVE BOARD

The Commission Executive Board shall be composed of the Commission Chair, Chair-Elect, Past-Chair, Best Practice Award Chair, Treasurer and Secretary.

1. Duties of the Executive Board
The executive board shall:

- a. select site of the annual spring conference
- b. plan the annual spring conference
- c. plan the programs to be presented at the annual AFC convention
- d. encourage the various colleges to participate in the annual Best Practice Awards program as described in the procedure
- e. fill, by simple majority vote of those in attendance, any vacancies which may occur on the Executive Board due to resignation, illness, or any other reason causing the vacancy
- f. determine the recipient(s) of special recognition award to be given

ARTICLE VII: PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order. Newly revised shall govern the organization in all cases to which they are not inconsistent with these bylaws and any special rule or order that this organization may adopt.

ARTICLE VIII: REVIEW AND AMENDMENT OF THE BY-LAWS

1. Proposed By-Laws amendment shall be reviewed by the Executive Board prior to their presentation to the membership for approval
2. These By-Laws' may be amended by the membership at any business meeting by a simple majority.