

# **By-Laws of the Healthcare Education Commission Association of Florida Colleges**

## **I. NAME**

The name of the organization shall be the Healthcare Education of the Association of Florida Colleges (AFC) Association of Florida Colleges, hereinafter referred to as the Commission.

## **II. MISSION STATEMENT**

The mission of the Healthcare Education Commission is to support the goals and objectives of the Association of Florida Colleges Association of Florida Colleges and to promote legislative awareness, professional development and recognition of best practice in Healthcare Education.

## **III. GOALS**

The goals of the Commission will be developed annually by the Chair in conjunction with the Executive Board. They will be presented and distributed at the annual Spring Conference. AFC

## **IV. WEBSITE**

The Commission will maintain a website that is part of the AFC Website.

## **V. MEMBERSHIP**

Membership in the Healthcare Education Commission shall be in accordance with the Association of Florida Colleges Bylaws and as defined in our Standing Rules.

## **VI. OFFICERS**

### **A. Elected Officers**

The elected officers of the Commission shall be:

1. Chair
2. Chair-Elect
3. Five 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 years. The Chair-Elect shall automatically succeed to the Chair at the end of his/her term and serve as Chair for a period of two years.
2. Each year at the annual AFC Convention, Regional Representatives shall be elected to serve for a period of two 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 to present a slate of officers to the membership at the annual Fall convention during the business meeting.

### **C. Appointed Officers**

The following officers may be appointed by the Chair:

1. Treasurer

2. Recording Secretary
3. Corresponding Secretary/Membership Development Chair
4. Public Relations Chair
5. Exemplary Practice Award Chair
6. Historian
7. CSA Liaison
8. Legislative Liaison
9. Activities/Ways & Means Chair
10. Other officers as designated by the current Chair

#### D. Duties of the Officers

1. The Chair shall:
  - a. preside at all business meetings
  - b. represent the Commission on the AFC Board of Directors
  - c. represent the Commission in all matters concerning the Commission
  - d. call meetings of the Executive Board and business meetings as necessary
  - e. establish committees and appoint committee members as necessary
  - f. appoint the Chair and judges to the Exemplary Practice Awards Committee in accordance with the Commission Standing Rules
  - g. appoint officers to the Executive Board as designated by these By-Laws
  - h. serve as an ex-officio member of each committee
  - i. host spring Healthcare Education Commission Conference
  
2. The Chair-Elect shall:
  - a. act as Chair in the absence or temporary disability of the Chair
  - 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 the annual Spring Conference for the following year
  - d. coordinate the student and faculty connection awards
  - e. attend all Executive Board meetings
  
3. The 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 awards
  - d. coordinate vendor relations for the spring conference
  
4. The Regional Representatives shall:
  - a. represent their respective regions in all regional matters concerning healthcare education
  - b. be responsible for coordinating with the AFC Regional Director of his/her region in assessing and addressing healthcare education concerns
  - c. recruit new members to the Commission
  - d. be responsible for updating the list of healthcare education practitioners in their region
  - e. communicate with region members
  - f. assist the immediate past-chair and chair-elect in disseminating information, promoting and soliciting nominations for the Healthcare Education Commission's recognition awards.
  
5. The Treasurer shall:
  - a. establish procedures for the accounting of Commission funds
  - b. coordinate with the Director of Administration & Finance @AFC office
  - c. prepare financial reports as directed by the Commission Chair and/or the Executive Board

- d. approve the end-of-the-year accounting report to include the Commission's financial activities and end-of-the year balance
  - e. attend all HEC business meetings.
6. The Recording Secretary shall:
- a. record and oversee the distribution of the minutes of all Commission and Executive Board Meetings
  - b. conduct other Commission business as assigned by the Chair
  - c. attend all HEC business meetings.
7. The Corresponding Secretary/Membership Development Chair shall:
- a. maintain and update the database of all Healthcare Education Personnel
  - b. coordinate the efforts of the Healthcare Education Commission to increase membership
  - c. attend all HEC business meetings.
8. The Public Relations Chair shall:
- a. edit and distribute the newsletter for the Commission
  - b. assist the Executive Board to communicate effectively with the membership
  - c. coordinate the website
  - d. attend all HEC business meetings.
9. The Chair of the Exemplary Practice Award shall:
- a. coordinate the Exemplary Practice Awards process in accordance with the Commission's Standing Rules
  - b. attend all HEC business meetings.
10. The Historian shall:
- a. collect and preserve memorabilia of the Commission
  - b. display appropriate Commission History at the Spring Conference
  - c. arrange for photography at appropriate commission events
  - d. maintain, update, and distribute the Commission's Handbook
  - e. attend all HEC business meetings.
11. The Activities/Ways & Means Chair shall:
- a. coordinate all efforts of the Commission to raise funds to support the work of the Commission and the work of AFC
  - b. coordinate Commission social activities for the Spring Conference and Fall Convention
  - c. be responsible for awards and plaques
  - d. attend all HEC business meetings.
12. Legislative Liaison shall:
- a. attend legislative meetings/conferences
  - b. update commission members regarding legislative initiatives applicable to Healthcare education
  - c. attend all HEC business meetings.
13. Other officers shall: perform special assignments/projects as assigned by the Chair

#### E. Removal of Officers

In the event that any officer is unable to attend two (2) consecutive Executive Board meetings, the Chair, with the concurrence of the Executive Board, may appoint a replacement to serve the remainder of the elected representative's term

### **VII EXECUTIVE BOARD**

The Chair, Chair-Elect, Immediate Past-Chair, Corresponding Secretary/Membership Development Chair, Chair of the Exemplary Practice Awards, Historian, Public Relations Chair, Recording Secretary,

Treasurer, Ways and Means Chair, Activities Chair, Legislative Liaison, and the five Regional Representatives shall serve as the Executive Board of the Commission.

**A. Duties of the Executive Board**

The Executive Board shall:

1. select site of the annual Spring Conference
2. plan the annual Spring Conference,
3. plan the programs to be presented at the annual AFC convention,
4. encourage the various colleges to participate in the annual Exemplary Practice Awards Program as described in the Standing Rules,
5. fill, by majority vote, any vacancies which may occur on the Executive Board due to resignation, illness or any other reason causing a vacancy,
6. determine the recipient(s) of special recognition awards to be given

**VIII MEETINGS**

A. There will be at least two (2) business meetings of the Commission each year: one during the annual AFC convention and one during the annual Spring Conference.

B. The Chair may call additional business meetings as necessary.

C. All Healthcare Education Commission representatives present at the business meeting shall constitute a quorum and each member present shall have one vote. A simple majority shall be sufficient to act on any business brought before the membership by the Executive Board.

D. The Executive Board shall meet as deemed necessary by the Chair upon request of any member of the Board.

**IX. REVIEW AND AMENDMENT OF THE BY-LAWS**

A. These By-Laws will be reviewed on an annual basis by an ad-hoc committee appointed by the chair.

B. These By-laws may be amended by the membership at any business meeting by a simple majority.

C. Proposed By-Laws amendments shall be reviewed by the Executive Board prior to their presentation to the membership for approval.

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rule of Order, Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

By-Laws Revised: [June, 2014]