

**BYLAWS OF THE AFC COMMISSION
INSTITUTIONAL EFFECTIVENESS, PLANNING, AND PROFESSIONAL DEVELOPMENT**

Reviewed and Approved by the Executive Board of the Commission: April 14, 2016

Approved by Commission Board/Membership: December 7, 2016

ARTICLE I: NAME

The name of this organization shall be the Institutional Effectiveness, Planning, and Professional Development Commission (IEPPD) of the Association of Florida Colleges (AFC).

ARTICLE II: PURPOSE

The purpose of this organization is to improve institutional effectiveness, research, planning, and professional development at Florida's public colleges and to encourage professional development of AFC members with a functional interest in improvement in these areas.

ARTICLE III: MEMBERSHIP

SECTION 1 - Membership is open to any AFC dues paying member.

SECTION 2 - Each member institution shall elect no more than two voting representatives to the IEPPD Commission. Each institution is encouraged have at least one professional and one clerical/technical representative.

SECTION 3 - In the absence of a voting IEPPD member, an alternative member from the same college or campus may be designated as a voting member.

ARTICLE IV: OFFICERS

SECTION 1 - Election of Officers

A. The Chair, Chair Elect, Vice Chair, Secretary and/or Treasurer shall be elected by the voting representatives of the IEPPD Commission at the Commission business meeting held in conjunction with the annual Association of Florida Colleges conference. The Chair and the Chair Elect shall be employed by different colleges and each shall serve a two-year term beginning January 1 and ending December 31.

B. The offices of the IEPPD Commission may be filled by a Commission member who is an individual member in good standing of AFC.

SECTION 2 - Duties of Officers:

A. Chair

1. The Chair shall preside at all Commission and Steering Committee meetings.
2. The Chair shall notify the officers and IEPPD representatives of meetings and shall publish an agenda.
3. The Chair may designate ad hoc committees and appoint individual members to perform such tasks as deemed necessary.

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4. The Chair 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 Chair Elect. Nomination from the floor will be accepted at the annual conference.

5. The Chair shall maintain a file of IEPPD Commission minutes, ad hoc committee reports and approved resolutions and recommendations. This file will be transferred to the newly elected Chair at the annual conference.

6. The Chair shall insure the activities of the Commission are properly organized and publicized to the membership in advance and results reported to the membership using the *Current* and such other vehicles as are, or may become, available.

B. Chair Elect

1. The Chair Elect shall preside over meetings when the Chair is unavailable.

2. The Chair Elect shall perform such duties as may be assigned by the Chair.

3. The Chair Elect shall preside over the Nominating Committee.

4. The Chair Elect shall automatically become the Chair on a temporary or permanent basis until the next election.

C. Vice Chair

1. The Vice Chair shall preside over meetings when the Chair and Chair Elect are unavailable.

2. The Vice Chair shall perform such duties as may be assigned by the Chair.

3. The Vice Chair shall automatically become the Chair Elect on a temporary or permanent basis until the next election.

D. Secretary and/or Treasurer

1. The Secretary and/or Treasurer will be elected by nomination and votes from the floor at the annual business meeting. These offices may be jointly held by one elected member or these offices may be held separately by two elected members.

2. The Secretary and/or Treasurer shall be a voting member(s) of the IEPPD Commission Executive Board.

3. The Secretary and/or shall record and have published minutes of all meetings of the IEPPD Commission Executive Board or meetings of the Commission.

4. The Treasurer shall maintain the IEPPD account in conjunction with the AFC office to pay all expenses by check and deposit all registration receipts so that an accurate record may be maintained for the Commission.

5. The Treasurer shall report fiscal activities to the Steering Committee and Commission.

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E. Historian/Reports Chair:

1. The Historian/Reports Chair may be appointed by the IEPPD Commission Executive Board at the annual business meeting.
2. The Historian/Reports Chair shall maintain the commission documents related to the End-of-the-Year Commission Reports, including monitoring the submissions from the Executive Board.
3. Together with the Executive Board, the Historian/Reports Chair will be responsible for ensuring the timely submission of this End-of-Year and any other required AFC reports.

F. Past Chair

1. The immediate past chair shall sit as an ex-officio member of the executive board.

G. Vacancies

1. When a vacancy occurs, the Commission Chair shall fill the vacant office by appointment until an election is held.
2. Officers who resign shall notify the Chair in writing.

ARTICLE V: MEETINGS

SECTION 1 - Annual meetings of the Commission and the IEPPD Executive Board shall be held during the annual conference of AFC. Additional meetings may be called by written notice to the Chair.

SECTION 2 - Members present at a regular or called meeting shall constitute a quorum.

SECTION 3 - At the annual conference, voting members of the Commission shall have some means of visible identification and, if necessary, be separated from others in attendance at Commission business meetings to facilitate voting.

SECTION 4 - The IEPPD Commission Executive Board shall develop the agenda for the annual meeting, giving priority in terms of time to items of major or universal interest, motions or resolutions from studies, work of subcommittees, etc.

ARTICLE VI: RESOLUTIONS

Resolutions or formal recommendations to be presented at the Commission meeting of the annual conference should follow the requirements listed below:

- A. be submitted in writing
- B. Submissions should be submitted to the Commission Chair thirty days before the annual conference.
- C. Submissions may be discussed at regional meetings if needed.

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ARTICLE VII: EXECUTIVE BOARD OF THE COMMISSION

SECTION 1 - The Executive Board of the Commission shall be composed of the Commission Chair, Chair-Elect, and Secretary and/or Treasurer.

SECTION 2 - This Executive Board may conduct business and hold votes by conference calls or online meetings as needed.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the organization in all cases, except when they are inconsistent with these bylaws and any special rule of order that the organization may adopt.

ARTICLE IX: FINANCES

The Executive Board of the Commission shall develop an annual budget to provide support to perform all its functions. Provision must be made for support from AFC in accordance with its bylaws.

ARTICLE X: AMENDMENTS

SECTION 1 - These bylaws shall be reviewed annually by the Executive Board of the Commission. The Executive Board may recommend amendments to these bylaws for consideration of the IEPPD Commission members at the annual meeting.

SECTION 2 – Proposed amendments to these bylaws shall become effective upon approval at the annual meeting by two-thirds (2/3) of the IEPPD Commission members present at the annual meeting.