

## **BYLAWS OF THE AFC - LEARNING RESOURCES COMMISSION**

Approved by Commission Membership 11/01/2017

### **ARTICLE I: NAME**

The name of this organization shall be the Learning Resources Commission of the Association of Florida Colleges.

### **ARTICLE II: PURPOSE**

The purpose of this organization is to represent the interests of Learning Resources personnel and those they serve throughout the Florida College System and to promote participation and professional development opportunities relating to all aspects of learning resources.

### **ARTICLE III: MEMBERSHIP**

SECTION 1 - Membership shall consist of the duly elected members from the Florida College System Libraries and LRCs. Currently membership in AFC shall be a prerequisite to membership in the Learning Resources Commission.

SECTION 2 - Each single campus college shall elect two voting representatives and each multi-campus shall elect one voting representative from each campus to the Learning Resources Commission. Each institution shall have at least one professional and one clerical/technical representative.

SECTION 3 - In the absence of a voting Learning Resources 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 and Vice Chair (Chair Elect) shall be elected by the voting representatives of the Learning Resources Commission at the Commission business meeting held in conjunction with the annual Association of Florida Colleges conference. The Chair and Vice Chair (Chair Elect) shall be employed by different colleges and shall serve a two-year term beginning January 1 and ending December 31.

B. The offices of the Learning Resources 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 Learning Resources 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.
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 Vice Chair. Nomination from the floor will be accepted at the annual conference.
5. The Chair shall maintain a file of Learning Resources 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 through the use of Current and such other vehicles as are, or may become, available.

B. Vice Chair /Chair Elect

1. The Vice Chair shall preside over meetings when the Chair is unavailable.
2. The Vice Chair shall perform such duties as may be assigned by the Chair.
3. The Vice Chair shall preside over the Nominating Committee.
4. The Vice Chair shall automatically become the Chair on a temporary or permanent basis until the next election.

C. Secretary/Treasurer/Webmaster

1. Secretary/Treasurer/Webmaster will be elected by nomination and votes from the floor at the annual business meeting.
2. The Secretary/Treasurer/Webmaster shall be a voting member of the Steering Committee.
3. The Secretary/Treasurer/Webmaster shall record and have published minutes of all meetings of the Steering Committee and the Commission.
4. The Secretary/Treasurer/Webmaster shall maintain the LRC 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 Secretary/Treasurer/Webmaster shall report fiscal activities to the Steering Committee and Commission.
6. The Secretary/Treasurer/Webmaster shall maintain the commission website in conjunction with the AFC office on the statewide AFC website.

D. Past Chair

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

F. 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 Steering Committee 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 Steering Committee shall, in developing the agenda for the annual meeting, give priority in terms of time, 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:

- A. Should be in writing.
- B. Should be submitted to the Commission Chair thirty days before the annual conference.

C. May be discussed at regional meetings if possible.

ARTICLE VII: STEERING COMMITTEE

The Steering Committee (also known as Executive Board) shall be composed of the Commission Chair, Vice Chair /Chair-Elect, and Secretary/Treasurer/ Webmaster.

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 to which they are not inconsistent with these bylaws and any special rule of order that the organization may adopt.

ARTICLE IX: FINANCES

The Steering Committee 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 may be amended at the annual meeting by two thirds (2/3) of the members present.

SECTION 2 - These bylaws shall be reviewed annually by the Steering Committee of the Commission.