

**ASSOCIATION OF FLORIDA COLLEGES
REGION ONE
BYLAWS**

Membership

The State of Florida shall be geographically subdivided into five AFC regions. Region I shall consist of Chipola College, Gulf Coast State College, Northwest Florida State College, Pensacola State College, Tallahassee Community College and the Division of Community Colleges.

The purpose of the AFC region is to provide coordination/communication by and between all community/state colleges in the region. This shall be accomplished by facilitating interaction among chapters as well as individual members throughout the region.

Officers.

A. *Term of Office*

The Director and the Director-Elect shall serve a one-year term from January 1 through December 31. Members may serve no more than two consecutive years in any one position.

The Secretary and the Treasurer will be appointed by the Director to serve a one-year term from January 1 through December 31.

B. *Nominations*

The Director-Elect is elected on a yearly basis at the AFC Annual Conference held in October/November. The Director-Elect position will rotate among the five colleges making up Region 1. The succession should be: Chipola College – Gulf Coast State College - Tallahassee Community College - Pensacola State College – Northwest Florida State College. The Director-Elect shall become the Director in the year succeeding his/her election as the Director-Elect. If for any reason the Director cannot fill his/her office, the Director-Elect will assume the role of Director immediately, with no further action needed.

C. *Vacancies*

If the Director is unable to serve his/her full term, the Director-Elect will assume the responsibilities of the Director. The next college in the succession will be asked to name a Director-Elect. If a Director-Elect should not be able to serve, the college of the Director-Elect will first have the opportunity to replace the position. If they are unable to offer a replacement, the next college in the succession will be asked to nominate a new Director-Elect.

Region Director Duties

Some of the major responsibilities are to represent the region on the Association's Board of Directors; communicate actions and deliberations of the Board of Directors to the chapter's within their regions through regional meetings and/or other means within three weeks following the date of each Board meeting; organize and supervise regional conferences and workshops; coordinate arrangements for and publicize professional activities within the region; conduct an

annual evaluation of region activities following prescribed guidelines; follow established Board policies for the disbursement of region funds; prepare a Region of the Year notebook which shall be submitted to the Associations' Awards Committee for judging in the Region of the Year competition.

A. *Goals and Objectives*

The Director is responsible for reporting all goals and objectives from their region (region and chapters) to the Chair of the Planning and Development Committee by or before the annual AFC Leadership Conference.

B. *Chapters*

The Director should nurture struggling chapters with support and ideas.

C. *Board of Director's Meetings*

The number of meetings of the Board of Directors is determined at the beginning of the calendar year, usually three per year. The AFC President designates the dates and sites for said meetings. When matters require action prior to the next meeting of the Board of Directors, the President (or designate) may poll the members of the Board to affirm what action shall be taken.

The Director, Director-Elect, or their designee should attend each meeting. The Director should bring a written report (approximately 50 copies) of Region activities since the last meeting for dispersal at the meeting or submit the report to the state office for online publication prior to the meeting. The Director will give a brief verbal report of the region's duties at the meeting.

D. *AFC Workshops and Conferences*

The Director should attend all state held AFC workshops and conferences.

E. *Chapter Presidents' Meeting*

The Director should schedule a minimum of four meetings of the chapter presidents each year. While the dates of the meetings are flexible, the meetings should be held to coincide with workshops and conferences when applicable.

F. *Communications*

1. **Distribution of Information**

The Director must distribute Association information to chapter presidents for distribution.

2. **Region Report**

The Region Report (submitted at each Board of Director's meeting) can be distributed to all campus employees as an AFC recruitment tool, unless the college has a policy against this. A copy should also be emailed to the AFC Chief Operating Officer and the Chief Executive Officer.

The region report should include, but not be limited to: Chapter activities as submitted by chapter presidents, Region I activities and news, and state information: i.e., conference and workshop information, membership drive information and service opportunities.

3. *Current* Articles

The Director will submit an article to the AFC state newsletter, *Current*, prior to each publication date (four times per year). The article should represent region information or activities. Sample articles could include a list of all the chapters' activities, information concerning the Region I Conference, and the announcement of the Region I Chapter of the Year.

Director-Elect Duties

The Director is assisted in all aspects of Region business by the Director-Elect. The responsibilities of the Director-Elect are to serve in the absence of the Director and perform all other duties assigned by the Director. The Director-Elect will assume the role of secretary for Chapter President Meetings. The Director-Elect will assume the office of Director at the end of the term as Director-Elect.

Region One Spring Conference

The Director's home campus will host the Region I Spring Conference. The date for the conference should be decided and communicated to chapter presidents no later than the first presidents' meeting and published to all chapters as well as the Tallahassee office. The director may choose to appoint a committee to help with conference preparations. Other chapters may assist as needed.

A registration fee will be charged to pay for all conference expenses. Any profits from the conference will be split evenly between the host college and the Region I account. The host college may donate their portion of the proceeds back to the Region I account. All chapters, including the host chapter, must pay a registration fee for each of their conference attendees.

Each chapter will bring two or more door prizes to the conference.

Professional Development opportunities must be part of the agenda. There should also be a legislative component and an AFC component.

The outgoing Director will be recognized at the Region I Spring Conference immediately following their term of office and at the AFC Annual Conference.

Region One Meeting at Annual Convention

It is the Director's responsibility to facilitate the region meeting at the Annual AFC Conference and include the following:

1. An agenda of all items to be covered at the meeting.
2. Acknowledgement of the Chapter Presidents, also known as the Lifesaver Awards (plaque, certificate, gift, etc.).

3. Acknowledgement of Region Lifesaver Awards at the discretion of the Director (plaque, certificate, gift, etc.).
4. Acknowledgement of one Un-Sung Hero for each chapter at the discretion of each chapter president (plaque, certificate, gift, etc.)
5. Acknowledgement of one Region Un-Sung Hero at the discretion of the Director (plaque, certificate, gift, etc.).
6. Financial report for the year.
7. Voting for Region Director-Elect
8. Facilitate reports from each chapter president introducing new officers and summarizing the years activities and expectations for the coming year.
9. Conduct any outstanding region business
10. Facilitate a program/speaker offering professional development opportunities for the members.
11. Closing comments by the incoming Director-Elect.
12. Allot time for candidates for state officers to address the region members.

Secretary Duties

The Secretary shall:

- a. Record the minutes of the annual meeting and all other official meetings of the Commission, Board of Directors, and the Executive Committee
- b. Accept further responsibilities as assigned by the Chair

Chapter of the Year Competition

The Director should encourage each chapter to submit a notebook entry for the Chapter of the Year competition. The notebooks should be created within the criteria established by AFC and published in the Leadership Manual. Notebooks should be submitted to the AFC Awards Committee representative by the deadline date also published in the criteria.

Region of the Year Competition

The Director should submit a notebook entry for the Region of the Year competition. The notebook should be created within the criteria established by AFC and published in the Leadership Manual. The notebook should be submitted to the AFC Awards Committee representative by the deadline date also published in the criteria.

Region One Website and Social Media Accounts

The Director should appoint a website/social media representative for Region 1.

Treasurer Duties

The Treasurer shall:

- a. Keep the checking and cash ledger of the Commission
- b. Present for review, the checking and cash ledgers to the Board of Directors and the state AFC office for an annual audit
- c. Provide the Board with a written report at each meeting
- d. Accept further responsibilities as assigned by the Chair

Region Bank Account.

A region account is established through the AFC state office who will act as custodian of the account. All income will result in deposits to this account. All expenditures will result in checks being drawn on this account. All expenditures will be paid by check upon presentation of an invoice to the AFC State office in Tallahassee. The Region Director may approve expenses of \$500.00 or less. Any purchases over \$500 will require majority approval from the Region 1 Chapter Presidents. Approval may be obtained electronically.

Revised March 29, 2021