

AFC Region IV By-Laws

Membership Section I

Section I A: Membership

The State of Florida shall be geographically subdivided into five AFC regions. Region IV shall consist of colleges on the south central west coast of Florida: Florida SouthWestern State College, Hillsborough Community College, Pasco Hernando Community College, Polk State College, St. Petersburg College; South Florida State College and State College of Florida, Manatee-Sarasota.

Section I B: Purpose

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 Section II

Section II 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.

Section II B: Nominations

The Director-Elect is elected on a yearly basis at the AFC Annual Convention held in October/November. The Director-Elect position should rotate among the seven colleges making up Region IV. A rotation of the participating colleges for the nominating of the director elect should be established and maintained. The rotation is as follows: Florida SouthWestern State College, Hillsborough Community College, Pasco Hernando Community College, Polk State College, St. Petersburg College; South Florida State College and State College of Florida, Manatee-Sarasota. The Director-Elect shall become the Director in the year succeeding his/her election as the Director – Elect. The nominations for director –elect can include current chapter presidents or commission chairs.

Section II C: Vacancies

- 1) Director succession:** If for any reason the Director cannot fulfill his/her office, the Director-Elect will assume the role of Director immediately, with no further action needed. The newly appointed director will complete the current term ending December 31st and continue to serve as director for the duly elected term.
- 2) Procedures for officer succession:** The appointing of the Director or Director - Elect mid- year term, due to resignation or otherwise vacant position will be applicable for the current term only. If the newly appointed director-elect is from the college which originally vacated the position, the newly appointed director-elect can assume the position of regions director for the following year.
- 3) Director- Elect appointment:** The regions members are to recommend the names of candidates to their chapter presidents. Chapter presidents are to submit recommendations to the regions director. The regions director meets with chapter presidents to develop a final recommendation to the state office. If a consensus is not obtained by the chapter presidents, then the regions Director will make a recommendation from the candidates recommended by the chapter presidents.
- 4) Qualification requirements:** The recommended candidate for appointment as Director- Elect must be from region IV and an AFC member in good standing for no less than one year. An individual recommended for appointment to Director-Elect shall not be chapter presidents or commission chairs at the time as the Director-Elect.

Region Director Duties & Responsibilities, Section III

Section III A: Duties

Some of the major duties are to represent the region on the Association's Board of Directors; communicate actions and deliberations of the Board of Directors to the chapters within their regions through regional meetings and/or other means; 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 written annual report of the region which shall be submitted to the Associations' Awards Committee for judging in the Region of the Year competition.

Section III B: The Director's Responsibilities

1) 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.

2) AFC State 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 Board of Director's Meetings are held the day before each of the following:

*Leadership Development Workshop

*Membership Development Workshop

*The AFC Annual Convention

The Director, Director-Elect, or their designee should attend each meeting. The Director should bring a written report of Region activities since the last meeting for dispersal at the meeting. The Director will also give a brief verbal report of the region's duties and activities at the meeting.

a. The Travel Budget of the Region IV Director, only, to the Board of Director's Meetings, will depend upon the funds available in the Region's account. However, the cost of the Board of Director's Meetings Registration fee will be the responsibility of the Region. Other cost such as hotel, mileage, will depend upon the availability of funds in the Region's account. If none available the Director's College is responsible for the Director's travel to the required Board of Director's meetings.

3) Director's attendance required at AFC Workshops and Conferences:

a. The Director should attend all state held workshops and conferences, including:

*Leadership Development Workshop,

*Membership Development Workshop,

*The AFC Annual Convention

b. The Director's College is responsible for the Director's travel to the required workshop and conference meetings.

4) Chapter President Meetings: 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 in conjunction with the following events:

1st meeting – Leadership Conference/Region Conference Planning

2nd meeting – Region Conference

3rd meeting – Membership Conference

4th meeting – Chapter of the Year Competition /Annual Convention

5) Distribution of Information: The Director must distribute association information to chapter presidents for distribution to their members.

6) Communications: The Director should develop a monthly system for communication with the chapter presidents. Possible recommendations: conference calls, newsletters, emails.

7.) Appoint Standing or Ad Hoc Committees as deemed necessary.

Region Director-Elect Duties & Responsibilities, Section IV

Section IV Duties & Responsibilities

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 office of Director at the end of the term as Director-Elect.

1 Duties of the Director –Elect

- a. Record the minutes of the Region IV meetings, secure an alternate if can't be present at the meeting.
- b. Assist the Director in developing a master calendar for the Region annually.
- c. Work with the Region IV Director to propose an annual budget for the Region IV Executive Board's Review.
- d. Maintain a notebook listing procedures to be passed on to the succeeding Director –Elect.

Region IV Spring Conference, Section V

Section V A: Spring Conference location

The Director's College will host the Region IV 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. If the Director's College is unable to host the Region's Spring Conference, then a new location can be selected and voted on by the chapter presidents.

Section V B: Conference Registration Fees

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 IV account.

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

Region IV Meeting at Annual Convention, Section VI

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

1. An agenda of all items to be covered at the meeting.
2. Acknowledgement of the Chapter Presidents.
3. Acknowledgement of Region Service Awards at the discretion of the Director (plaque, certificate, gift, etc.)
4. Acknowledgement of one Un-Sung Hero for each chapter (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. (Chapter Presidents Meeting).
10. Facilitate a program/speaker offering professional development opportunities for the members.
11. Closing comments by the incoming Director (currently Director-Elect).
12. Allot time for candidates for state officers to address the region members.
13. Recognize the outgoing Director at the state convention immediately following their term of office.

Region IV Website, Section VII

The Director should appoint a website manager for the Region IV website. The Director is responsible for sending the manager information to be updated on the site. The manager is responsible for updating the site in a timely manner.

Region IV By-Laws, Section VIII

Section VIII A: AMENDMENTS

1. These bylaws may be amended at any meeting of the Region, provided that the amendment has been submitted in writing to the membership at least one week prior to the meeting in which it is introduced. A two-thirds vote of those members present shall be required to change the By-Laws.
2. These By Laws shall be reviewed annually and revised as necessary by the Region. A copy of the revised or reviewed Region IV By-Laws shall be submitted to the AFC State office annually.

Section VIII B: PARLIAMENTARY AUTHORITY

Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be recognized as the authority.

Region IV Bank Account, Section IX

A region account will be established at the beginning of the year. 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.