



Association of Florida Colleges  
REGION V BYLAWS  
(Policies and Procedures)

## **Membership**

The State of Florida shall be geographically subdivided into five regions. Region V shall consist of Broward College, College of the Florida Keys, Indian River State College, Miami Dade College and Palm Beach State College.

The purpose of the AFC region V is to provide coordination/communication by and between all community colleges, colleges, and 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 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.

B. **Nominations**

The Director-Elect is elected on annual basis at the AFC Annual Conference held in October or November. 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 fulfill his/her office, the Director-Elect assumes 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 Director may appoint a Director-Elect for the remainder of the calendar year if a vacancy should occur. If both the Director and Director-Elect are unable to complete his or her terms of office, the Vice President for Regions and Chapters may appoint replacements for the remainder of that calendar year.

## **Region Director Duties**

The major responsibilities are to present 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 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 written annual report of the region

which shall be submitted to the Association's Award 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/Legislative Conference.

B. **Chapters**

The Director should nurture struggling chapters with support and ideas.

C. **Board of Director's Meeting**

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 designee) may poll members of the Board via email, survey, conference call or other medium.

The Director, Director-Elect, or their designee should attend each meeting. The Director should bring detailed written report and send the email copy of the report to the Tallahassee office to be distributed by email to all members of the board of region activities since the last meeting. The Director will also give a brief verbal report highlighting the region's activities.

D. **AFC Workshops and Conferences**

The Director should attend all state held AFC workshops, conferences, including: Leadership/Legislative Conference, Membership Development Conference, and the AFC Annual Conference.

E. **Chapter President's 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 prior to or if possible, in conjunction with the following:

1<sup>st</sup> Meeting - Leadership/Legislative Conference/Region Conference Planning

2<sup>nd</sup> Meeting- Region Conference

3<sup>rd</sup> Meeting - Membership Development Conference

4<sup>th</sup> Meeting - Annual Conference/Chapter of the Year Competition

In light of current resources available, meetings may be conducted via Telephone conference calls, Skype, Facetime or any other on-line method.

F. **Communications**

1. Distribution of Information

The Director must distribute Association information to chapter presidents and Director-Elects for distribution to their members.

2. Newsletters

A region Newsletter should be published at least quarterly. The newsletter may be transmitted in an email format to each chapter president for distribution at their chapter. A copy should also be sent via email to [publications@myafchome.org](mailto:publications@myafchome.org) and to the current Chief Operating Officer. The newsletter can also double as the Directors written board report. The newsletter should include, but not limited to: Chapter activities as submitted by chapter presidents, region activities and news, and state information i.e., conference and workshop information, membership drive information and service opportunities.

3. Current Articles

The Current is published and emailed five times each year including:

**Emailed Deadlines**

Pre-Legislative (March) February 4

Post-Legislative (June) May 4

Membership (September) August 20

Pre-Convention (October) September 21

Post-Convention (December) November 9

In light of current resources available, meetings may be conducted via Telephone conference calls, Skype, Facetime or any other on-line method.

The Director will submit an article to the AFC state newsletter, Current, prior to at least two of the publication dates. The article should represent region information or activities conducted by the chapters.

**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 shall get a copy of all Region V Spring/Summer Conferences from the Director prior to the Annual Conference month (October/November). The Region should pick a location and date for the next Region V Conference and have it posted to the AFC website calendar before the Director-elect becomes Director (December).

**Region V Spring/Summer Conference**

The Region Director and Chapter Presidents should pick a date for the next Region V Conference and have it posted to the AFC website calendar. The Director may choose to appoint a committee to help with conference preparations. The Director may choose to ask other chapters for assistance as needed.

The Region Director and Chapter Presidents shall agree on a registration fee that will be charged to pay for all conference expenses. Any profits from the conference will be put into the Region V Account. Accurate records and receipts will be kept and forwarded to [EJohnson@myafchome.org](mailto:EJohnson@myafchome.org). Each chapter will bring three or more door prizes to the conference. Professional development opportunities must be part of the agenda. There should also be a legislative and AFC component.

### **Region V Meeting at Annual Conference**

It is the Director's responsibility to facilitate the region meeting at the annual AFC conference to 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 Award(s) at the discretion of the Director (Plaque, certificate, gift, etc.).
4. Acknowledgement of one Unsung Hero for each chapter (Plaque, certificate, gift, etc.) at their discretion.
5. Acknowledgement of one Region Unsung Hero at the discretion of the Director (plaque, certificate, gift, etc).
6. Financial report for the year.
7. Nomination and voting for the Director-Elect<sup>1</sup>
8. Facilitate reports from each Chapter President summarizing the year's activities and expectations for the coming year.
9. Conduct any outstanding region business.
10. Closing comments by the incoming Director (Currently Director-Elect)
11. Allot time for candidates for state officers to address the region members.

### **Chapter of the Year Competition**

Each college is encouraged to submit a chapter book entry for the Chapter of the Year competition. The chapter books should be created and sent directly to the Awards Committee Chairperson. All chapter books should follow the criteria and deadline established by the AFC's Awards Committee. Chapter books are judged by the awards committee and every college will receive acknowledgement for their efforts.

### **Region of the Year Competition**

The Director is encouraged to submit a Region book entry for the Region of the Year competition. The Region book should be created within the criteria and by the deadline established by AFC's Award Committee and published in the Leadership Manual.

**Region V website and Other Electronic Communications**

The Director should appoint a website manager for the Region V website, twitter, and/or Facebook accounts. The Director and website manager are responsible for updating the sites in a timely manner and the sites will be maintained at the current director's college, but the link will be on the AFC Region V site.

**Region V Bank Account**

A region account will be established at the beginning of the year. The AFC office 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 [EJohnson@myafchome.org](mailto:EJohnson@myafchome.org).