



Association of Florida Colleges Region V Bylaws

I. Purpose

The State of Florida shall be geographically subdivided into five AFC 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 AFC Region V is to provide coordination and communication by and between all community and state colleges in the South Florida region. This shall be accomplished by facilitating interaction and collaboration among colleges, chapters, and individual members within the region.

II. Officers

The officers of this region are region director, director-elect, and the current chapter presidents of the colleges in Region V.

A. Elections

1. 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.

2. Nominations

The director-elect is elected on annual basis at the Annual Conference held in October or November. The director-elect shall become the director in the year after serving 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.

3. 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 their terms of office, the vice president for regions and chapters may appoint replacements for the remainder of that calendar year.

B. Region Director

Some 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 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.

1. Goals and Objectives

The director is responsible for reporting on the progress of annual goals and objectives from their region (region and chapters) to the chair of the Planning and Development Committee by the deadline.

2. Chapters

The director should nurture struggling chapters with support and ideas.

3. Board of Director's Meetings

The number of meetings of the Board of Directors is determined at the beginning of the calendar 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 designee should attend each meeting. The director should submit a written region report to the state office, including region activities, and chapter activities submitted by the chapter presidents, in advance of the scheduled board meeting so it may be posted and available for review prior to the meeting.

4. AFC Meetings and Conferences

The director and/or director-elect should attend all state held AFC conferences such as Leadership Conference and Annual Conference.

5. Chapter President's Meetings

The director should schedule a minimum of four meetings of the chapter presidents each year. Meetings may be in person, by telephone or video conference calls, or other electronic means. While the meeting dates are flexible, they should be held before or around the time of state and region workshops and conferences when applicable.

6. Communications

a) The region director will share Association information with chapter presidents and may also arrange to distribute information about region and chapter activities to region members.

- b) 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.
- c) The director may appoint someone to manage the region's website, Facebook, or other social media accounts. The director and/or website/social media manager are responsible for updating the sites in a timely manner.

C. Director-Elect

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 region director at the end of their term as director-elect.

D. Chapter Presidents

Chapter presidents will represent the interests of their respective chapters on the Region Board and act as liaison between their members and the Region. Additionally, chapter presidents will provide a quarterly report of chapter activities to the region director ahead of each AFC Board of Directors meeting and will submit copies of their chapter's goals and objectives annually, as requested by the region director.

III. Region Conference

The region director, director-elect and chapter presidents should decide on a date and location for the next region conference as early as possible, then communicate it to the chapters, the state office, vice president of regions and chapters, and have it posted to the AFC website calendar. The director may choose to appoint a committee to help with conference preparations. Chapters other than the host chapter may be called upon to assist as needed. A registration fee will be agreed on and charged to pay for conference expenses. Any profits from the conference will be put into the Region V account or may be split with the host chapter and/or partnering commissions according to an agreement established in advance of the event. Accurate records and receipts will be kept and forwarded to the state office. 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 and an AFC component.

IV. Region Meeting at Annual Conference

It is the director's responsibility to facilitate the region meeting at the annual AFC conference to include the following:

- An agenda of all items to be covered at the meeting.
- Acknowledgement of the chapter presidents, also known as the Lifesaver Awards (plaque, certificate, gift, etc.).
- Acknowledgement of Region Lifesaver Award(s) at the discretion of the director (plaque, certificate, gift, etc.).
- Acknowledgement of one Unsung Hero for each chapter (plaque, certificate, gift, etc.) at their discretion.
- Acknowledgement of one region Unsung Hero at the discretion of the director (plaque, certificate, gift, etc.).
- Financial report for the year.
- Nomination and voting for the director-elect.
- Facilitate reports from each chapter president summarizing the year's activities and expectations for the coming year.
- Conduct any outstanding region business.
- Closing comments by the incoming director (currently director-elect)
- Allot time for candidates for state officers to address the region members.

V. Chapter and Region of the Year Competitions

Each college is encouraged to submit a chapter book entry for the Chapter of the Year competition. Chapter books should follow the criteria and deadline established by the AFC Awards Committee and published in the Leadership Manual. The chapter books should be submitted directly to the Awards Committee chairperson. Chapter books are judged by the Awards Committee and every college will receive acknowledgement for their efforts.

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 submitted by the deadline established by the AFC Award Committee and published in the Leadership Manual.

VI. Region Bank Account

A region account has been established and maintained through the AFC state office, which acts as custodian of the account. All income results in deposits to this account. All expenditures will result in checks being drawn on this account. Expenditures will be paid by check upon presentation of an invoice to the state office.

Revised June 2022