

**BYLAWS
OF THE
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES, INC.**

ARTICLE I: NAME

The name of this organization shall be the Florida Association of Community Colleges, Inc., hereinafter referred to as FACC.

ARTICLE II: MISSION AND GOALS

The Florida Association of Community Colleges is the professional association of Florida's 28 public community colleges, the Division of Community Colleges, their Boards, employees, retirees, and associates. The mission of the Association is to promote actively and represent, support, and serve democratically members and institutions in their endeavors to provide their students and the citizens of Florida the best possible comprehensive community college educational system.

SECTION 1 -- Goals. The Association fulfills its mission by accomplishing the following goals:

- (1) To promote legislation that is beneficial to the Association's institutional and individual members.
- (2) To advocate and provide professional training, education, and development opportunities for the Association's members.
- (3) To define critical community college public policy and legislative issues and to engage in cooperative research activities on those issues.
- (4) To enhance public awareness and public understanding of the mission, purpose, and accomplishments of Florida's community colleges.
- (5) To recognize and showcase exemplary programs, practices, activities, and individuals.
- (6) To enhance and encourage communication, cooperation, professionalism, and camaraderie among individual and institutional Association members.
- (7) To provide membership development and services that ensures an active and vital Association and promotes membership growth.
- (8) To maintain a fiscally sound organization that is efficiently and effectively managed.

SECTION 2 -- Collective Bargaining. In view of these goals and in order to further promote these goals, the Association is hereby precluded from becoming involved in the collective bargaining process. The divergent groups represented by FACC and the legal and professional obligations of these groups mandate that the Association (meaning either the state-wide organization or a local campus chapter) cannot and will not participate in collective negotiations as a representative of either management or labor. Neither will the Association advocate or oppose participation by any group of college employees in collective negotiations with their employer.

ARTICLE III: MEMBERSHIP

SECTION 1 -- Classes. Ten classes of membership are established -- Individual, Contributing, Institutional, Affiliate, Associate, Retiree, Life, Sustaining, Adjunct Faculty/Part-time Employee and Honorary Life.

- (1) Individual membership is open to any college employee or to any employee of the Division of Community Colleges formerly known as the State Board of Community Colleges.
- (2) Contributing membership is automatic for the Chief Executive Officer, Chief Operating Officer and any member of a District Board of Trustees whose college holds institutional membership in the Association.
- (3) Institutional membership is open to any college.

- (4) Affiliate membership is open to institutions and organizations, including student groups whose activities are recognized by the Board of Directors as being closely related to the functions and purposes of the colleges. Individual and associate memberships are not a prerequisite for members of affiliated organizations.
- (5) Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of the Association and to any individual who, in the opinion of the Board of Directors, exhibits interest in supporting the aims and activities of the Association.
- (6) Retiree membership is open to any person who has retired from a Florida community college or the Division of Community Colleges.
- (7) Life membership is available to individuals employed fulltime and retired members.
- (8) Sustaining membership is open to any community college employee or to any employee of the Division of Community Colleges who desires to support the work of the association through this category of membership and the payment of the appropriate dues.
- (9) Adjunct Faculty/Part-time Employee membership is open to any person who is employed less than full-time in an instructional, administrative or support position at a community college or the Division of Community Colleges..
- 10) Honorary Life membership is conferred on those persons who, in the opinion of the Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Awards Committee.

SECTION 2 -- Rights. Only Individual, Contributing, Retiree, Life, Sustaining, and Honorary Life members have full rights of membership which include voting and holding office.

SECTION 3 -- Prohibitions. No FACC member shall have more than one vote within the Assembly of Delegates, within the State Board of Directors, within a Committee, or within a Commission or other sub-element of the Association.

SECTION 4 -- Open Membership. Membership in FACC is open to all individuals who fall in the ten classes of membership without regard to race, color, religion, sex, age, disability, or national origin.

ARTICLE IV: ASSEMBLY OF DELEGATES

SECTION 1 -- Membership. The Assembly of Delegates shall consist of the presidents of the colleges or their respective designees and a number of delegates selected by the Individual, Adjunct Faculty/Part-time Employee, Contributing, Retiree, Life, Sustaining and Honorary Life FACC members at each college. The delegates shall be selected on a one-to-ten ratio, i.e., one delegate per ten (10) paid, Individual, Adjunct Faculty/Part-time Employee, Contributing, Retiree, Life, Sustaining, and Honorary Life members, or major fraction thereof in a manner deemed appropriate by the chapter. Each delegate must be a current member of FACC at least two weeks prior to the first day of the annual convention. FACC Executive Board members are automatically designated as delegates and shall not be counted in the one-to-ten ratio.

SECTION 2 -- Powers of Assembly. The Assembly of Delegates shall be the official legislative body with responsibility to fulfill the purposes of this organization.

SECTION 3 -- Voting. To be certified to vote on any matters before the Assembly of Delegates, the delegate must be registered for the annual convention or the special meeting of the Assembly of Delegates, must be selected in a manner consistent with Article IV, Section 1 of the Association's bylaws, and must be listed on the official delegate form submitted by each Chapter. Each member of the Assembly of Delegates shall have one independent vote on all matters brought before the Assembly. Issues voted upon will be decided by a simple majority of the votes cast.

SECTION 4 -- Quorum. A quorum of the Assembly of Delegates shall be defined as two-thirds of the delegates present at the annual convention or a special meeting of delegates, provided that a majority of the colleges be represented in the quorum.

SECTION 5 -- Meetings. The Assembly shall hold an annual convention. Location of the annual convention shall be set by the Board of Directors. The Board of Directors may call other meetings of the Assembly of Delegates as it deems necessary. A referendum may be initiated by the Board of Directors in lieu of a special meeting of the delegates.

ARTICLE V: OFFICERS

SECTION 1 -- Officers. The officers of FACC shall be classified as elected or appointed.

- (1) Elected Officers. The elected officers shall be the President, President-Elect, the Vice President for Commissions, the Vice President for Regions and Chapters, the Vice President-Elect for Commissions, and the Vice President-Elect for Regions and Chapters. The Vice Presidents shall have equal status, as will the Vice Presidents-Elect. The President-Elect will assume the office of President at the end of the term as President-Elect. The Vice President-Elect for Commissions will assume the office of Vice President for Commissions at the end of the term as Vice President-Elect for Commissions. The Vice President-Elect for Regions and Chapters will assume the office of Vice President for Regions and Chapters at the end of the term as Vice President-Elect for Regions and Chapters.
 - (a) A nominating committee shall be named by the Board of Directors. Its composition and duties are outlined in Standing Rule I.
 - (b) The officers shall be elected by the Assembly of Delegates at the annual convention. Election shall be by ballot with each delegate entitled to one vote. A plurality of delegates present and voting shall be sufficient for elections.
- (2) Appointed Officers. The appointed officers shall be the Chief Executive Officer and the Parliamentarian.
 - (a) The Chief Executive Officer shall be employed by the Board of Directors under terms and conditions to be determined by the Board.
 - (b) The Parliamentarian shall be appointed by the incoming President, and if he/she is an individual, contributing, retiree, or life member in good standing, he/she shall have all the rights of individual, contributing, retiree, life, or honorary life membership. The Parliamentarian shall perform such duties as prescribed in Standing Rule I.

SECTION 2 -- Duties of the Officers.

- (1) President. The President shall preside at meetings of the Assembly of Delegates, the Board of Directors, and the Executive Committee of the Board. The President shall authorize the expenditure and payment of any FACC funds which have not been accounted for in the approved budget of the Association. The President shall perform such other duties as prescribed in Standing Rule I.
- (2) President-Elect. The President-Elect shall perform the duties of the President during the President's absence and perform such other duties as prescribed in Standing Rule I. The President-Elect will assume the office of President at the end of his or her term as President-Elect.
- (3) Vice Presidents. The Vice President for Commissions and the Vice President for Regions and Chapters shall perform such duties as prescribed in Standing Rule I.
- (4) Vice President-Elects. The Vice President-Elect for Commissions shall perform the duties of the Vice President for Commissions in his or her absence and such other duties

as prescribed in Standing Rule 1. The Vice President-Elect for Regions and Chapters shall perform the duties of the Vice President for Regions and Chapters in his or her absence and such other duties as prescribed in Standing Rule 1. The Vice President-Elects will assume their respective Vice Presidents' offices at the end of their terms as Vice President-Elects.

- (5) Chief Executive Officer. The Chief Executive Officer shall submit to the Assembly of Delegates at the annual convention a report of the receipts and expenditures of the preceding year. Chief Executive Officer shall perform such other duties as prescribed in Standing Rule I.

SECTION 3 -- Term and Vacancy.

- (1) In case of a vacancy in the office of President-Elect, the Assembly of Delegates shall elect a President at the next regular meeting of the Assembly of Delegates. Until a new President is elected, the Immediate Past-President shall assume the responsibilities assigned to the President.
- (2) In case of a vacancy in an elected office other than as prescribed above, the Board of Directors may appoint a replacement to serve until the next annual meeting.
- (3) The elected and appointed officers shall assume office on January 1 following the annual convention and serve until December 31st of that year.
- (4) Recognizing that the official term of office for each elected and appointed office is one year, the following officers will serve for multiple years due to the succession of their positions to the next higher office as per the requirements of the position:
 - (a) President-Elect. This officer will serve one (1) year as Elect, one (1) year as President and one (1) year as Past-President
 - (b) Vice President Elect for Commissions. This officer will serve one (1) year as Vice President-Elect for Commissions and one (1) year as Vice President for Commissions.
 - (c) Vice President-Elect for Regions and Chapters. This officer will serve one (1) year as Vice President-Elect for Regions and Chapters and one (1) year as Vice

President for Regions and Chapters.

ARTICLE VI: BOARD OF DIRECTORS

SECTION 1 -- Voting Members. The voting members of the Board of Directors shall be the President, President-Elect, Vice President for Commissions, Vice President for Regions and Chapters, the Vice President-Elect for Commissions, the Vice President-Elect for Regions and Chapters, the Immediate Past President, the chairs of the FACC commissions (or designees), and the directors of each of the regions (or designees).

SECTION 2 -- Non-Voting Members. Non-voting, ex-officio members of the Board of Directors shall be the Chief Executive Officer of the Association, the Parliamentarian, the Chancellor of the Division of Community Colleges (or designee), the Chairperson of the Community College Council of Presidents (or designee), the chairs of the FACC Standing Committees, and the FACC Foundation Chairperson.

SECTION 3 -- Duties. The duties of the Board of Directors shall be to set the policies of the Association, represent the membership at large, approve an annual operating budget for the Association as well as any subsequent budgetary amendments which it deems necessary, and employ the staff of the Association. Additional duties and responsibilities shall be prescribed in Standing Rule II.

SECTION 4 -- Meetings. Meetings of the Board of Directors are open to all members of FACC. The number of meetings to be held by the Board of Directors as a whole is determined at the beginning of the calendar year. The FACC 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. A record of such polls shall be maintained and the action duly ratified at the next meeting of the Board.

SECTION 5 -- Recall. Any member of the Board of Directors may be recalled through due process provided three-fourths of the Board of Directors shall concur.

ARTICLE VII: COMMITTEES

SECTION 1 -- Executive Committee.

- (1) **Membership:** The Executive Committee of the Board of Directors shall be composed of the six elected officers, the Immediate Past President, and the Chief Executive Officer of the Association.
- (2) **Duties:** Members of the Executive Committee shall serve as chief budget officers of the Association and shall develop an annual operating budget for submission to the Board of Directors for its approval no later than the June meeting. The Executive Committee shall monitor all Association expenditures during the fiscal year; the Executive Committee shall conduct an annual evaluation of the work of the Chief Executive Officer; in the case of a vacancy on the Executive Committee, the Board of Directors may appoint a replacement to serve until the next annual meeting; and the Committee shall propose such budgetary amendments as may be necessary to the Board for its approval. The Board of Directors may delegate authority to the Executive Committee to act on its behalf when the Board of Directors is not in session provided all such actions are brought to the Board of Directors for ratification.
- (3) **Vote:** The Chief Executive Officer shall serve without vote.
- (4) **Records:** The committee will ensure that the Chief Executive Officer maintains accurate records and presents a report of all receipts and expenditures to the Assembly of Delegates at the annual convention.
- (5) **Meetings:** Meetings of the Executive Committee are called by the FACC President.

SECTION 2 -- Standing Committees. The following Standing Committees are established. The method of appointment, composition, and duties are prescribed in Standing Rule III.

- (1) Legislative Committee
- (2) Bylaws Committee
- (3) Member Services Committee
- (4) Retirement Issues and Planning Committee
- (5) Planning and Development Committee
- (6) Membership Development Committee
- (7) Finance and Human Resources Committee
- (8) Policy and Advocacy Committee

SECTION 3 -- Special Committees. Ad hoc committees may be appointed by the President as needed. Duties of the Awards, Nominating, Tellers/Elections, and Credentials Committees are prescribed in Standing Rule III.

ARTICLE VIII: COMMISSIONS

SECTION 1 -- Commissions. As part of the membership application, individual, retiree, life, honorary life, or associate members of FACC may choose to affiliate with one or more commissions. All FACC-sponsored or commission-sponsored activities are open to all members. The following commissions are established to carry out activities consistent with the purpose of FACC.

- (1) Administration
- (2) Adult and Continuing Education
- (3) Career and Professional Employees

- (4) Curriculum
- (5) Equity
- (6) Faculty
- (7) Global Initiatives
- (8) Institutional Advancement
- (9) Institutional Effectiveness
- (10) Learning Resources
- (11) Occupational and Workforce Education
- (12) Retirees
- (13) Student Development
- (14) Technology
- (15) Trustees

SECTION 2 -- Voting Representatives and Commission Officers. Determination of voting representatives and commission officers are contained in Standing Rule IV.

ARTICLE IX: CHAPTERS

All FACC members at a college, campus, or the Division of Community Colleges may organize a chapter of FACC. Each chapter shall adopt a set of bylaws which shall describe the chapter's organizational structure and procedures. These bylaws shall be filed at the FACC office in Tallahassee. In the event that a college, campus, or the Division of Community Colleges does not have a chapter of FACC, the individual members shall elect at least four (4) representatives who shall be broadly representative of the college community. The responsibilities of this group are given in Standing Rule V.

ARTICLE X: COUNCIL OF REGION DIRECTORS

The Council of Region Directors shall consist of the Region Director and Region Director-Elect for each region. The organization and responsibilities of the Council are prescribed in Standing Rule VI.

ARTICLE XI: COUNCIL OF CHAPTER PRESIDENTS

The Council of Chapter Presidents shall consist of the chapter president of each chapter or one representative from those units that have no chapter.

The organization and responsibilities of the Council are prescribed in Standing Rule VII.

ARTICLE XII: REGIONS

The State of Florida shall be geographically subdivided into five FACC regions as listed below. The purpose and coordination of regions are prescribed in Standing Rule VIII.

SECTION 1 -- Region I. Chipola ~~Junior~~ College, Gulf Coast Community College, Okaloosa-Walton ~~Community~~ College, Pensacola Junior College, Tallahassee Community College, and the Division of Community Colleges.

SECTION 2 -- Region II. Florida Community College at Jacksonville, Lake City Community College, North Florida ~~Junior~~ Community College, St. Johns River Community College, and Santa Fe Community College.

SECTION 3 -- Region III. Brevard Community College, Central Florida Community College, Daytona Beach Community College, Lake-Sumter Community College, Seminole Community College, and Valencia Community College.

SECTION 4 -- Region IV. Edison ~~Community~~ College, Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College, St. Petersburg College, and South Florida Community College.

SECTION 5 -- Region V. Broward Community College, Florida Keys Community College, Indian River Community College, Miami-Dade ~~Community~~ College, and Palm Beach Community College.

ARTICLE XIII: FINANCE

SECTION 1 -- Dues.

- (1) Individual Membership Dues: The Assembly of Delegates shall establish the annual Individual membership dues. Dues for Individual and Associate members will be as follows:
Annual earnings less than \$30,000 pay - \$35 per year;
Annual earnings equal to or greater than \$30,000 but less than \$75,000 pay - \$40 per year
Annual earnings equal to or greater than \$75,000 but less than \$100,000 pay - \$50 per year
Annual earnings equal to or greater than \$100,000 pay - \$60 per year.
Community college presidents' dues will be \$250.00 per year.
Local chapters will retain the following amounts based upon the dues paid:
Local chapters will retain \$1.50 for each member paying \$60 or less and \$10 for each member paying \$250.00.
The membership is on an annualized basis from time of enrollment.
- (2) Associate Membership Dues: Associate dues shall be the same as individual dues.
- (3) Institutional Membership Dues: Institutional dues shall be established by the Board of Directors.
- (4) Affiliate Membership Dues: Affiliate membership dues shall be established by the Board of Directors. Dues for Affiliate members are \$100 per year.
- (5) Contributing Membership Dues: In recognition of their service to Florida's public community colleges, there shall be no dues charged to persons who are contributing members. Contributing members shall have the same rights and privileges as individual members.
- (6) Retiree Membership Dues: Annual dues for retired members are \$10 per year.
- (7) Life Membership Dues: Dues for full-time individual members desiring Life membership shall be equivalent to ten (10) times the current individual annual dues remitted to the Association prior to June 30 during any membership year. Dues for retired members desiring Life membership shall be equivalent to five (5) times the current retiree annual dues remitted to the Association prior to June 30 during any membership year.
- (8) Honorary Life Membership Dues: Honorary Life members are exempt from paying dues.
- (9) Adjunct Faculty/Part-time Employee Membership Dues: Annual dues for adjunct faculty and part-time employees of community colleges and the Division of Community Colleges are \$10 per year.
- (10) Sustaining Membership Dues: Affiliate membership dues shall be established by the Board of Directors. Dues for sustaining members are \$500 per year.

SECTION 2 -- Membership Year.

- (1) Institutional Membership. The membership year for the institutional members shall begin July 1 of each year and end June 30.
- (2) Other Membership. The membership year for all other classes of membership shall begin on the first day of the month in which application is made and end the last day of the preceding month of the following year. Membership is renewable during the month in which original application was made.

SECTION 3 -- Fiscal Year. The Association's fiscal year shall be from July 1 through June 30.

SECTION 4 -- General Financial Policy. The Assembly of Delegates invests in the Board of Directors full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources. There shall be an annual independent audit of the financial records, and it shall be distributed to the presidents of the campus chapters through the regional directors.

ARTICLE XIV: AMENDMENTS

These bylaws may be amended at the annual convention or at a special meeting of the Assembly of Delegates by a two-thirds vote of the delegates present and voting, provided that the proposed change has been submitted in written form to the Chief Executive Officer by a member at least fifty (50) days before such meeting. The Chief Executive Officer shall distribute such proposed changes in written form to all FACC members at least thirty (30) days prior to the annual convention or the special meeting.

These bylaws may also be amended by a two-thirds vote of a quorum of the Assembly of Delegates, provided that prior notice of the proposed amendment has been given to the Assembly of Delegates in writing and/or by special announcement at the previous meeting having at least a quorum of the Assembly of Delegates.

ARTICLE XV: PARLIAMENTARY AUTHORITY

Rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

- Revised 11/96
- Revised 11/97
- Revised 11/98
- Revised 11/99
- Grammatical Corrections 12/13/99
- Revised 11/00
- Revised 10/01
- Revised 11/02
- Revised 10/03

**STANDING RULES
OF THE
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES**

RULE I: STATE-WIDE OFFICERS

SECTION 1 -- Nominating Committee.

- (1) The Nominating Committee with a maximum of nine members shall be recommended by the President and named by concurrence of the majority of the Board of Directors no later than January 31 of each year. The nominating committee shall be chaired by the Immediate-Past President and be comprised of the prior year's regional directors with at least one member from each region. In the event the prior year's region director cannot serve, the President of the Association shall appoint a replacement from the same region. Faculty, administrators and career employees will be represented on the nominating committee.
- (2) The Nominating Committee shall place in nomination one or more candidates for the statewide offices of President-Elect, Vice President-Elect for Commissions, Vice President-Elect for Regions and Chapters, and if the current President-Elect position is vacant, President. The Vice President-Elect for Commissions will become the Vice President for Commissions in the year succeeding his or her election as Vice President-Elect for Commissions. The Vice President-Elect for Regions and Chapters will become the Vice President for Regions and Chapters in the year succeeding his or her election as Vice President-Elect for Regions and Chapters. The Vice President for Commissions and the Vice President for Regions and Chapters elected for the year 2002 will also serve as the Vice President for Commissions and the Vice President for Regions and Chapters for the 2003 year.
- (3) If the Vice President-Elect for Commissions position is vacant, the Nominating Committee shall place one or more names in nomination for the position of Vice President for Commissions. If the Vice President-Elect for Regions and Chapters position is vacant, the Nominating Committee shall place one or more names in nomination for the position of Vice President for Regions and Chapters
- (4) The report of the Nominating Committee shall be circulated to the membership not later than thirty (30) days prior to the annual convention.
- (5) Nominations may be made from the floor provided the consent of the nominee and the consent of the nominee's college president has been secured in advance.

SECTION 2 -- Campaign Guidelines. All guidelines for election campaigns held at the annual convention will be approved by the Board of Directors. The Chief Executive Officer shall distribute such campaign guidelines in written form to all FACC members at least (30) days prior to the annual convention. Unforeseen concerns that arise at the convention shall be decided upon by a majority vote of the Tellers/Election Committee.

SECTION 3 -- Tellers/Election Committee. A Tellers/Election Committee of five, one from each region, will be appointed by the President each year to oversee the campaign and election process and to ensure that each delegate is certified to vote in the manner consistent with Article IV, Section 3 of the Association bylaws, prior to voting.

SECTION 4 -- Duties of State-Wide Officers.

- (1) President. In addition to those duties enumerated in the bylaws, the President represents FACC in matters pertaining to the Association; calls and presides at all meetings of the Board of Directors and Executive Committee of the Board and coordinates agenda material with the Chief Executive Officer; appoints the Parliamentarian and members of such committees as authorized by the bylaws; sees that the Board of Directors, the Executive Committee, and the officers are kept fully informed on the conditions and operations of the Association; works with the Chief Executive Officer to see that basic

policies and programs which will further the goals of the Association are planned, formulated, and presented to the Board of Directors; appoints chairs of Association committees and task forces (often with approval of Board); outlines the purpose and duties of these committees and monitors progress; sees that the organizational structure and policies of the Association are reviewed annually with the Chief Executive Officer; supports and defends policies and programs adopted by the Board of Directors and Executive Committee; promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and the Association to members by means of letters, publications, or speeches; presents an annual report at the annual convention or at other appropriate meetings; with the Chief Executive Officer, acts as spokesperson for the Association to the press, the public, and legislative bodies and sees that objectives of the Association are planned, formulated, and presented to the Board of Directors; with the cooperation of the Chief Executive Officer, helps, recommends, and upon approval, operates within an annual budget and sees that the finances of the Association are audited annually; appoints ad hoc committees as needed; and with the approval of the Board of Directors, designates such additional functions and performs such other tasks as are deemed essential to the welfare of FACC. The President is responsible to the Board of Directors and to the membership, ensuring that the programs and policies of the Association reflect the needs and aspirations of the membership, and consulting and advising with the Chief Executive Officer on all matters pertaining to Association policies. The President of the Association shall be the ultimate spokesperson on all matters on behalf of the Association as set forth in the bylaws.

- (2) President-Elect. In addition to those duties enumerated in the bylaws, the President-Elect shall serve as coordinator of the activities of Standing Committees and shall serve as liaison between those committees and the Executive Committee of the Board. The President-Elect, to ease the transition to becoming President, shall accompany and/or assist the President as he/she carries out the duties of that office. In addition, this officer shall perform those duties assigned by the President.
- (3) Vice President for Commissions. The Vice President for Commissions shall serve as coordinator of commission activities and serve as a liaison between the commissions and the Executive Committee. He/She shall advise persons seeking commission leadership of their responsibilities prior to accepting office, shall advise those who are elected of their responsibilities throughout their term of office, shall review the annual evaluations of the commissions, and shall work with those commissions who need assistance. In addition, this officer shall perform those duties assigned by the President.
- (4) Vice President for Regions and Chapters. The Vice President for Regions and Chapters shall serve as coordinator of region activities and is designated chair of both the Council of Region Directors and the Council of Chapter Presidents. He/She shall serve as a liaison among Region Directors, Chapter Presidents, and the Executive Committee. He/She shall advise persons seeking regional directorships of their responsibilities prior to accepting their offices, remind those who are elected of their responsibilities throughout their term of office, review the annual evaluations of the regions, work with those regions that need assistance, and conduct all meetings of the Council of Chapter Presidents. In addition, this officer shall perform those duties assigned by the President.
- (5) Vice President-Elect for Commissions. The Vice President-Elect for Commissions, to ease the transition in becoming the Vice President for Commissions, shall assist the Vice President for Commissions, shall serve as the liaison between the Board of Directors and special committees, and perform such other functions as assigned by the President.
- (6) Vice President-Elect for Regions and Chapters. The Vice President-Elect for Regions and Chapters, to ease the transition in becoming the Vice President for Regions and Chapters, shall assist the Vice President for Regions and Chapters, shall serve as the liaison between the Board of Directors and special committees, and perform such other functions as assigned by the President.
- (7) Parliamentarian. The Parliamentarian shall perform such duties as prescribed by *Robert's Rules of Order, Newly Revised*.

- (8) Chief Executive Officer. The Chief Executive Officer shall be responsible for the general administrative supervision of the affairs of the Association. He/She shall attend all meetings, shall serve as ex-officio secretary of the Board of Directors and the Executive Committee of the Board, shall assume the management duties and the administrative functions of the Association on a day-to-day basis, and shall perform such duties as assigned by the Board of Directors. The Chief Executive Officer shall attempt to express the views of the Association as reflected through the President of the Association, the Executive Committee, the Board of Directors, and the Association at large.
- (a) Job Duties: The Chief Executive Officer assumes responsibility for coordinating all activities and functions of the Association; attends to the concerns of all constituent elements in the Association to develop a strong and cohesive state-wide organization; plans, formulates, and recommends the approval of the Board of Directors' basic policies and programs which will further the objectives of the Association; prepares the agendas for the Executive Committee and Board of Directors' meetings and the programs for the Convention and special conferences; administers the work of the Association's central offices and assigns the duties of staff members; works with the Executive Committee in preparing an annual operating budget for submission to the Board of Directors; assumes responsibility for the collection of dues and for custody of funds of the Association and makes payments there from in accordance with the authorizations and directions of the Board of Directors; promotes interest and active participation in the Association's activities on the part of the membership and reports activities to the Board of Directors and the Association through the communications media of the Association; represents the Association during the Florida Legislative Session, and informs the membership of all significant legislative developments; maintains effective communication with the Department of Education, the Council of Presidents, the State Board of Community Colleges, and other appropriate agencies; maintains effective relationships with other organizations, both public and private, and ensures that the position of the Association and its members is enhanced in accordance with the policies and procedures of the organization; establishes communication with other associations of community colleges in the nation and with the American Association of Community Colleges; assists in developing education programs to advance the professional skills of the membership, operating within budget and program objectives approved by the Board of Directors; maintains, manages, and inventories the properties of the Association; and carries out such other general responsibilities as may be delegated by the Board of Directors or the President of the Association.
- (b) General: Upon the recommendation of the Executive Committee, the Chief Executive Officer shall be hired by the Board of Directors on an annual or multi-year contract basis. He/She shall not take part in any enterprise or association which is in competition with the Association or in direct conflict with the employee's duties without consent of the Board of Directors.
- (9) Immediate-Past President. The Immediate-Past President shall serve as the Chair of the Nominating Committee and perform such duties as delegated by the President.

SECTION 5 -- Vacancies in State-Wide Offices. Except as otherwise provided in the bylaws or these Standing Rules, the Board of Directors shall appoint a replacement to serve the balance of the current term.

RULE II: BOARD OF DIRECTORS

In addition to those duties specified in the bylaws, the Board of Directors shall plan the annual convention; review recommendations of any FACC committee, commission, or chapter/region; carry out such activities and implement and act on such resolutions as adopted by the Assembly of Delegates; have full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources; establish institutional dues; initiate a referendum by the Assembly of Delegates (in lieu of a special meeting);

recommend bylaw revisions to the Assembly of Delegates; recommend establishment of a new commission to the Assembly of Delegates, following adopted procedures; and act on such other matters as may be germane to the operation of the Association. The Board of Directors, represented by the President, shall refer major policy matters to the Assembly of Delegates for their action. The Board may recommend action on matters referred to the Assembly of Delegates.

RULE III: COMMITTEES

SECTION 1 -- Standing Committees. The following standing committees are established. Unless otherwise provided for in these Bylaws or Standing Rules, each committee shall consist of no fewer than five (5) members appointed by the President, one of whom shall be designated chair. In addition to those duties enumerated below, each committee shall perform such other functions as determined by the President acting in consultation with the Board of Directors.

(1) Legislative Committee. This Committee recommends the annual Legislative Agenda for the Association in coordination with the Policy and Advocacy Committee for approval by the Board of Directors; seeks input from FACC Regions, Commissions, Chapters, and Committees on matters of legislative concern; reviews current legislative matters affecting the community college system and recommends program changes and improvement; assists the Association staff in lobbying duties as needed; maintains a community college network among Regions, Commissions, Chapters, and Committees; provides information on legislation to Chapter legislative representatives, follows a Board-adopted, long-range, on-going series of activities, falling within certain time frames, for the operation and support of this committee.

- (a) Membership. This committee shall be composed of seven (7) members: the Chair, selected by the President; the Chair Designate, selected by the President-elect; and one member from each of the five Regions appointed by the President and approved by the Board from a slate of nominees recommended by the chapters. Community college legislative liaisons not on the Legislative Committee and the immediate past-Chair of the Legislative Committee shall be non-voting, ex-officio members
- (b) Terms. Members shall serve a one-year term beginning July 1. The Chair Designate shall be named Chair in the succeeding year.
- (c) Duties. This committee shall (a) develop the annual Legislative Agenda for the Association in coordination with the Policy and Advocacy Committee; (b) review current legislative matters affecting the community college system and recommend program changes and improvements; (c) assist the Association staff in lobbying duties as needed; (d) maintain a community college network among Regions, Commissions, Chapters, and Committee; (e) provide information on legislation to Chapter legislative representatives; and, (f) ensure that each Region, Commission, Chapter, and Committee has had an opportunity to suggest legislative issues for consideration for inclusion in the FACC Legislative Agenda.
 - 1) To ensure that each Region, Commission, Chapter, and Committee has had an opportunity to suggest legislative issues for inclusion in the FACC Legislative Agenda, the Chair of the Legislative Committee will solicit once annually recommendations from each of the Region Directors, Commission Chairs, Chapter Presidents, and Committee Chairs. It will be the responsibility of each Region Director, Commission Chair, Chapter President, and Committee Chair to provide a forum for each Region, Commission, Chapter, and Committee to discuss potential legislative issues for inclusion in the FACC Legislative Agenda, and to submit to the FACC Legislative Committee, on the form approved by the FACC Legislative Committee, any potential legislative issues approved by a majority of the Region, Commission, Chapter, or Committee members at a duly called meeting of the Region, Commission, Chapter, or Committee at which a quorum is present.
 - 2) Legislative issues which have been approved by a majority of Region,

Commission, Chapter, or Committee members at a duly called meeting at which a quorum is present, and which are submitted on the approved form to the Legislative Committee Chair, will be considered for inclusion in the FACC Legislative Agenda. The Legislative Committee will staff each issue submitted, provide any additional support materials needed for an analysis of the issue, and make a recommendation to the Board of Directors on the issue. Should the Legislative Committee not recommend that a particular issue be included in the FACC Legislative Agenda, the Legislative Committee must provide a rationale for this recommendation to the Board of Directors and the respective Region Director, Commission Chair, Chapter President, or Committee Chair. The recommendations of the Legislative Committee are not binding on the Board of Directors, and Regions, Commissions, Chapters, and Committees may appear before the Board of Directors to refute the recommendations of the Legislative Committee.

- (2) Bylaws Committee. This committee shall review the Association's needs and, if necessary, make recommendations to the Board of Directors regarding changes in the Bylaws and Standing Rules. This committee shall review all resolutions submitted in accordance with Rule X and recommend appropriate action to the Board of Directors. The Bylaws Committee Chair is responsible for presenting Bylaws and Standing Rules revisions and Resolutions to the Assembly of Delegates at the annual convention.
- (3) Member Services Committee. This committee shall review the benefit package and FACC insurance program and recommend, as necessary, action to be taken by the Board of Directors to improve services to the membership. The Member Services Committee Chair is appointed to a two-year term of office in order to better serve the Association through this continuity. Chapter membership chairs are encouraged to participate in all committee activities.
- (4) Finance, Human Resources and Retirement Issues Committee. This committee shall assist the Chief Executive Officer and Board of Directors with the development of an annual budget and provide guidance on financial matters that affect the Association; assist with the development of personnel policies and procedures to promote the maximum utilization of the Association's human resources; review the effects of retirement legislation enacted; continually review state retirement plans available to college employees; notify FACC members of retirement benefits and legislation allowed; and work with the Retirees Commission to disseminate retirement information through the print media and sponsor/promote local, regional, and/or state in-service activities on retirement issues and retirement planning. The committee shall be appointed by the President for a term of one calendar year and shall be comprised of five members who possess expertise in the areas of finance, retirement and/or human resources.
- (5) Planning and Development Committee. This committee shall be responsible for updating and monitoring the Association's "Strategic Long Range Plan" with particular emphasis given to the Association's structure, functions, and effectiveness to determine if the needs of members are met. The committee will also be responsible for recommending action to be taken by the Board of Directors to meet the short- and long-range plans of the Association. The committee shall be appointed by the President and shall be comprised of the Chair, the immediate past Chair, one member from each Region, members at large, a representative from the Trustees Commission, the Chair of the Council of Presidents, and a representative from the Division of Community Colleges as recommended by the Chancellor. The Planning and Development Committee Chair shall be appointed to a two-year term of office in order to better serve the Association through this continuity.
- (6) Membership Development Committee.
 - (a) Membership. This committee shall be composed of eleven members: the Chair; two members at large, one who shall serve as Vice-Chair and one who shall be a member of the Retirees Commission; one member from each of the five regions; two ex-officio members, one each from the Member Services Committee and the Planning and Development Committee; and one FACC staff member. All

members shall be appointed by the President as expeditiously as possible and approved by the Board.

- (b) Terms. Members shall serve one- or two-year terms beginning in January of each year. The regional members and the at-large member shall serve two-year terms. In odd-numbered years, the odd-numbered regional members shall rotate off, and in even-numbered years, the even-numbered regional members shall rotate off. The at-large member shall rotate with the even-numbered years. The ex-officio members shall serve one-year terms. The FACC staff person responsible for membership marketing will serve continuous one-year terms.
 - (c) Duties. It will be the responsibility of the Membership Development Committee to develop and implement the FACC Membership Marketing Plan.
- (7) Policy and Advocacy Committee. This committee shall be comprised of the 28 Florida community college presidents. The FACC Legislative Committee Chair, FACC President, and FACC Trustee Commission Chair will serve “ex-officio” as non-voting representatives to aid the committee in fulfilling its responsibilities. The committee will, based on the work of the Council of Presidents and its sub-groups, and with input from FACC and others, develop and affect public policy for the achievement of the mission and goals of Florida’s community colleges. The Policy and Advocacy Committee will strive to impact policymaking by promoting the near and long-term community college policy agenda and the community college legislative agendas.

SECTION 2 -- Special Committees.

- (1) Awards Committee: This committee is established to design, develop, and implement a delivery system that will focus on process as well as categories, procedures, and guidelines for award selections and presentations. The process will hopefully determine that when an award is presented, for whatever reason, it should identify and reflect an individual or group that is distinguished through some outstanding achievements and/or contributions.
 - (a) Goals: The goals are to cooperate and coordinate with the various commission chairs and the Chief Executive Officer concerning the designated recipients of traditional awards and to give necessary consideration to the process, initiation, and presentation of particular awards as approved by the Board of Directors of FACC.
 - (b) Guidelines/Procedures: All members of the Association are eligible for nomination/selection for an award. Nominations submitted will be selected from each of the five regions. This means that the committee will end up with five (5) candidates, one candidate from each region. The award recipient will be selected from these candidates. All nominations/selections submitted must follow the established criteria for award presentations. Nominations/selection proposals (vitae) should be brief while including sufficient detail to be clearly informative. Proposals will be sent directly to the regional representative who will duplicate copies for his/her committee. The committee will select a recipient and forward that selection to the Awards Committee Chair. Awards will be presented at the annual convention.
- (2) Nominating Committee: This committee shall be appointed by the President on an annual basis to nominate a slate of officers for presentation to the FACC Board of Directors for approval and then to the Association's Assembly of Delegates for voting.
- (3) Tellers/Elections Committee: This committee shall be appointed by the President prior to the annual convention for the express purpose of counting ballots cast by the Assembly of Delegates during annual elections. Additionally, this committee shall provide help to the Executive Committee in overseeing the campaigning and balloting processes at the convention site.

- (4) Credentials Committee. This committee shall be appointed by the President prior to the annual convention for the purpose of examining credentials of representatives to the Assembly of Delegates to be certain they are qualified to be members of that body and to be certain that no FACC chapter has more or less representation than that to which it is entitled.

RULE IV: COMMISSIONS

All commission meetings, whether at the convention or during the year, may be attended by any interested FACC member.

SECTION 1 -- Determination of Voting Representatives and Commission Officers.

- (1) Selection. Prior to the annual convention, each single-campus college shall designate no more than two voting representatives to each commission. Each multi-campus college shall designate no more than one voting representative from each campus to each commission represented on that campus. Multi-campus colleges whose district personnel are in a separate location shall consider such personnel as a separate campus for selection of commission representatives. Only members of FACC are eligible to participate in the selection process for commission representatives.
- (2) Duties. Voting representatives or their designees shall officially represent their colleges when voting on commission business and during the period between conventions shall act in liaison capacity with their respective chapters and the commission chair.
- (3) Specific Commissions.
 - (a) Administration Commission. Voting representatives to the Administration Commission shall be two (2) members from the non-teaching staff of member institutions and shall be elected to staggered two-year terms by their respective institution.
 - (b) Career and Professional Employee Commission. Voting representatives to the Career and Professional Employees Commission shall be chosen by each member institution in a manner of its own determination. Voting representatives shall be career and professional employees who are current members of the association.
 - (c) Equity Commission. Voting representatives to the Equity Commission shall be equal opportunity/equity coordinators/officers, sex equity coordinators, disabled/handicapped student coordinators, minority student recruiters, retention counselors, or other personnel who have equity-related responsibilities at their respective institution.
 - (d) Faculty Commission. Voting representatives to the Faculty Commission shall be members of the college faculty and shall be elected by the faculties of their respective institution.
 - (e) Institutional Advancement Commission. Voting representatives to the Institutional Advancement Commission shall be community college employees whose occupational responsibilities include but are not limited to the following: alumni relations, public relations, foundation, publications, liaison activities, grants/development, media relations, media productions (non-instructional), information services, resource development, government services, and/or staff and program development at their respective institution.
 - (f) Learning Resources Commission. Voting representatives to the Learning Resources Commission shall be one professional and one clerical/technical representative at their respective institution.

- (g) Occupational and Workforce Education Commission. Voting representatives to the Occupational and Workforce Education Commission shall be chosen from the faculty, occupational education administrators, or support staff at their respective institution.
 - (h) Retirees Commission. Voting representatives to the Retirees Commission shall be retired members of a public Florida community/junior college or the Division of Community Colleges.
 - (i) Student Development Commission. Voting representatives to the Student Development Commission shall be members of the student development staff of the college and shall be elected by the student development staff of their respective institution. The interests of those previously represented by the Financial Aid Commission shall be represented by this commission.
 - (j) Technology Commission. Voting representatives of the Technology Commission shall consist of one professional and one clerical/technical representative from their respective institutions.
 - (k) Trustees Commission. Voting representatives to the Trustees Commission shall be trustees of their respective institution.
- (4) Other Commissions. Voting representatives to the remaining commissions shall be chosen by each college in a manner of its own determination.
 - (5) All Commissions. Selection of voting representatives shall be made in the fall prior to the annual convention. Voting representatives to each commission must be current members of FACC.

SECTION 2 -- Commission Chairs. At the annual convention, each commission shall elect a chair and a vice-chair (or chair-elect) to serve in those capacities for no more than two (2) consecutive years, beginning on January 1 following the annual convention. The Chair will represent the commission on the Association's Board of Directors, assume full responsibility for planning and coordinating all activities organized by that commission during the Chair's term of office, and communicate information about such activities to the Board of Directors.

SECTION 3 -- Responsibilities. Commission responsibilities shall include promoting and supporting effective practices within the commission's spheres of interest; articulating among FACC members at the various colleges; planning the annual convention program for the individual commissions; planning state-wide and regional conferences and workshops as needed during the year; conducting a written annual evaluation of their programs and activities and submitting it to the FACC President no later than December 1st each year; developing and evaluating annual goals and objectives; developing a budget for activities to be held during the year, with same submitted to the Board for its review and approval; following established Board policies for the receipt and disbursement of commission funds; conducting the annual election of commission officers; appointing a special committee to audit internally the financial accounts of the commission and making recommendations to the Vice President for Commissions for review before presentation to the Board of Directors.

SECTION 4 -- Commission Bylaws. Each commission shall adopt bylaws and review its bylaws on a yearly basis, ensuring that a clear statement of purpose or mission is included; may appoint or elect additional officers; or may create additional organizational structures, provided that all such actions conform to the FACC Bylaws and Standing Rules.

SECTION 5 -- Commission Bank Accounts.

- (1) A commission account will be established at the beginning of the year.
- (2) All income will result in deposits to this account.
- (3) All expenditures will result in checks being drawn on this account. All expenditures will be paid by check upon presentation of an invoice.

SECTION 6 -- Budget. Each Commission Chair will develop a budget for activities to be held during the

year and will submit such a budget to the Board of Directors for review and approval.

- (1) The budget is to be submitted to the FACC Chief Executive Officer prior to the first Board meeting of the year outlining the following:
 - (a) Anticipated revenues -- itemized
 - (b) Anticipated expenditures -- itemized
 - (c) Beginning cash balance
 - (d) Anticipated year-end cash balance
- (2) This budget is an estimate, not a binding contract.

SECTION 7 -- Procedures for Managing the Fiscal Affairs of Conferences and Workshops.

- (1) If a commission needs start up funds, a draft may be made from monies set aside in a contingency fund in the Association's budget by writing the Chief Executive Officer. This "seed" money may be used to print programs, pay consultants, or pay for any other needed purpose prior to the conference or workshop. This "seed" money must be repaid to the Association.
- (2) The designated treasurer should open an account to pay for all expenses by check and deposit all registration receipts so that an accurate record may be maintained for the conference or workshop.

SECTION 8 -- Fiscal Activities.

- (1) A general journal will be kept by the custodian of the funds showing:
 - (a) Receipts -- itemized
 - (b) Disbursements -- itemized
- (2) A sequentially numbered receipt book is to be used for cash receipts and must balance with the cash- receiving receipts.
- (3) Source documents will be retained for audit purposes and will include:
 - (a) Registration lists
 - (b) Bank deposit slips
 - (c) Duplicate cash receipts
 - (d) Invoices
 - (e) Canceled checks
 - (f) Bank statements
 - (g) Other supporting documents

SECTION 9 -- Year-end Procedure.

- (1) Annually the treasurer for each Commission shall forward the following to the Association's office.
 - (a) A statement of operations indicating:
 - 1) Details of all revenues
 - 2) Details of all expenditures
 - 3) Excess of revenues over receipts
 - 4) Beginning cash balance
 - 5) Ending cash balance
 - (b) Copies of monthly bank account statements
 - (c) All canceled checks
 - (d) All invoices
 - (e) A list of program registrants
 - (f) All deposit tickets
 - (g) All cash receipt tickets
 - (h) Written explanations of any outstanding receivables or payables
 - (i) Cash journals
 - (j) Vouchers for petty cash disbursements

- (2) The above items will be reviewed by the Association's accountant.

SECTION 10 -- NEW COMMISSIONS.

- (1) Criteria -- New commissions may be approved if they meet the following criteria:
 - (a) They must have a potential membership of no less than 35 members.
 - (b) They must prove a need for its organization.
 - (c) They must serve a provisional year beginning with the annual convention and concluding at the succeeding convention.
 - (d) They must operate under the direction of the Vice President for Commissions during the provisional period.
 - (e) The Executive Committee will recommend the new commissions as either accepted, rejected for cause, or continued for a second probationary year to the Board of Directors at the September Board meeting. If the Board of Directors accepts the new commissions, bylaw changes will be prepared for publication, and acceptance will be discussed at the Rap Session at the annual convention and will be voted on by the Assembly of Delegates at the Business Meeting at the annual convention where 3/4 of the voting delegates in attendance will be needed to pass the new commission.
 - (f) The Board of Directors may also choose to reject for cause or continue the new commissions for an additional provisional year.
- (2) Forms -- Application and petition forms are available through the state FACC office. See Appendix I and II.

RULE V: CHAPTERS

SECTION 1 -- Officers. Each chapter shall elect a president and as many officers as shall be indicated in the chapter bylaws, and such election will be held in the fall prior to the annual convention with the terms of office to run concurrently with those of the state officers. Each chapter shall also appoint or elect at least one person to fill the positions of Membership Chair, Legislative Representative, and Publications Representative.

- (1) President. The president shall call and preside at chapter meetings, make appointments of chapter officials, notify the Association's office in writing of any change in officers or status of the chapter, represent the chapter in official matters, and perform such additional responsibilities as may be outlined in the chapter bylaws.
- (2) Membership Chair. The membership chair shall be responsible for organizing and coordinating the annual FACC membership campaign and for providing to the FACC Chief Executive Officer a current listing of all FACC members at the college or campus.
- (3) Legislative Representative. The legislative representative shall provide a communication link between the FACC Legislative Committee and the chapter membership on all matters pertaining to legislation affecting the colleges. Each chapter legislative representative shall serve on the regional legislative committee. The legislative representative shall disseminate all pertinent legislative information to the membership, serve as the official chapter spokesperson to the college's legislative delegation, and coordinate any chapter activities concerned with informing the delegation about legislation affecting the colleges. The Division of Community Colleges shall be exempt from the requirements of this paragraph.
- (4) Publications Representative. The publications representative shall receive all copies of FACC publications and shall be responsible for distributing a copy to each member. He/She shall provide the FACC Chief Executive Officer with the current number of publications that is needed for each college or campus.

SECTION 2 -- Purposes and Responsibilities. The purpose of a chapter of FACC shall be to involve more actively individual members in carrying out the goals and purposes of the Association at the local level. Therefore, the chapter shall endeavor to do the following:

- (1) To promote increased communications and interaction among all employees and board members.
- (2) To provide a forum for the discussion of issues which are of interest or importance to the entire college family, including, but not limited to, legislative concerns.
- (3) To assist the membership chair with the organization and execution of the annual membership campaign.
- (4) To establish the election procedure for the selection of delegates to the Assembly of Delegates and voting representatives to each commission as provided in the FACC Bylaws and Standing Rules.

SECTION 3 -- Chapter Definition.

- (1) A campus is defined as a major subdivision of the college directed by an administrator directly responsible to the college president or executive vice president. The title of the campus administrator is usually vice president or provost. A multi-campus college with a chapter at each campus may choose one representative for each commission from each campus instead of two per college.
- (2) Centers, or smaller divisions, whose administrator is under the direction of a campus or similar level administrator, will be considered an integral part of the campus responsible for the operation of the center.
- (3) College-wide (district) members are considered part of the campus on which the activity is located.
- (4) College-wide (district) offices physically separated from a campus and operating under the general supervision of the college president or one of his/her immediate subordinate administrators may be designated as a campus if it will facilitate the organization and administration of FACC activities.

SECTION 4 -- Representatives. When a college, a campus, or the Division of Community Colleges does not have a chapter, the representatives shall be responsible for the following:

- (1) Calling general meetings of the membership when necessary.
- (2) Serving as a membership committee of FACC.
- (3) Providing a communications link between the Association and the individual FACC members.
- (4) Appointing a membership chair, a legislative representative, and a publications representative who will serve the membership in a manner similar to their counterparts in an organized campus chapter.

RULE VI: COUNCIL OF REGION DIRECTORS

SECTION 1 -- Membership. The Council shall consist of the Region Director and the Region Director-Elect for each region.

SECTION 2 -- Role. The role of the Council shall be to coordinate professional activities and to facilitate and encourage interaction among regions, campus chapters, and individuals within each region and within the state.

SECTION 3 -- Chairperson. The Vice President for Regions and Chapters shall serve as chair of the Council. This officer shall preside at all meetings and serve without a vote.

SECTION 4 -- Meetings. The Council shall meet a minimum of twice annually: at the annual convention and in the spring.

SECTION 5 -- Voting. The Region Directors shall represent the voting members of the Council of Region Directors. Directors-Elect may vote in the absence of their respective Region Directors.

RULE VII: COUNCIL OF CHAPTER PRESIDENTS

SECTION 1 -- Membership. The Council shall consist of the president of each chapter.

SECTION 2 -- Role. The role of the Council shall be to promote professional activities and to facilitate and encourage interaction among colleges, campus chapters, and individuals within each region and within the state.

SECTION 3 -- Chairperson. The Vice President for Regions and Chapters shall serve as Chair of the Council. This officer shall preside at all meetings and serve without vote.

SECTION 4 -- Meetings. The Council shall meet a minimum of twice annually: at the annual convention and in the spring.

RULE VIII: REGIONS

SECTION 1 -- Purpose.

The purpose of the FACC regions is to facilitate and encourage interaction among colleges, chapters, and individual members within each region through professional activities of a regional nature.

SECTION 2 -- Elections.

- (1) **Nominations.** The current Region Director from each region shall appoint a nominating committee consisting of one member from each chapter in the region. This committee shall submit a slate for the position of Region Director-Elect to the state office through the current Region Director, no later than fifty (50) days prior to the annual convention. Chief Executive Officer shall publish the nominations at least thirty (30) days prior to the annual convention. Nominations may also be taken from the floor.
- (2) **Term of Office.** The Region Director and Region 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.
- (3) **Voting.** The current Region Director shall appoint an election committee of five (5) members from chapters who do not have members running for elections. Printed ballots with additional write-in slots shall be provided by the Region Director. After collection of the ballots, the election committee will retire from the room to count the ballots. Each member of the election committee will verify the tally, and a report will be given as to the winners before the regional business meeting may be adjourned.
- (4) **Vacancies.** If the Region Director is unable to serve his/her full term, the Region Director-Elect will assume the responsibilities of the Region Director. The Region Director may appoint a Region Director-Elect for the remainder of the calendar year if a vacancy should occur. If both the Region Director and the Region 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.

SECTION 3 -- Region Directors.

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 chapters within their regions through regional meetings and/or other means within three weeks following the date of each Board meeting; identify specific requirements or interests of colleges, chapters, or other identifiable group members within the region; determine the value of regional conferences; organize and supervise regional conferences and workshops other than those sponsored by various commissions; 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 office no later than December 1 each year; and appoint a special committee to audit internally

the financial accounts of the region.

SECTION 4 -- Region Director-Elect.

The responsibilities of the Region Director-Elect are to serve in the absence of the Region Director and perform all other duties assigned by the Region Director. The Region Director-Elect will assume the office of Region Director at the end of their term as Region Director-Elect.

SECTION 5 -- Region Bank Account.

- (1) A region account will be established at the beginning of the year.
- (2) All income will result in deposits to this account.
- (3) All expenditures will result in checks being drawn on this account. All expenditures will be paid by check upon presentation of an invoice.

SECTION 6 -- Budget. Each Regional Director will develop a budget for activities to be held during the year and will submit such a budget to the Board of Directors for review and approval.

- (1) The budget is to be submitted to the FACC Chief Executive Officer prior to the first Board meeting of the year. The following shall be included in the budget:
 - (a) Anticipated revenues -- itemized
 - (b) Anticipated expenditures -- itemized
 - (c) Beginning cash balance
 - (d) Anticipated year-end cash balance
- (2) This budget is an estimate, not a binding contract.

SECTION 7 -- Procedures for Managing the Fiscal Affairs of Conferences and Workshops.

- (1) If a region needs start-up funds, a draft may be made from monies set aside in a contingency fund in the Association's budget by writing the Chief Executive Officer. This "seed" money may be used to print programs, pay consultants, or pay for any other needed purpose prior to the conference or workshop. This "seed" money must be repaid to the Association.
- (2) The designated treasurer should open an account to pay for all expenses by check and shall deposit all registration receipts so that an accurate record may be maintained for auditing purposes.

SECTION 8 -- Fiscal Activities.

- (1) A general journal will be kept by the custodian of the funds showing:
 - (a) Receipts -- itemized
 - (b) Disbursements - itemized
- (2) A sequentially numbered receipt book is to be used for cash receipts and must reconcile with the cash receipts.
- (3) Source documents will be retained for audit purposes and will include:
 - (a) Registration lists
 - (b) Bank deposit slips
 - (c) Duplicate cash receipts
 - (d) Invoices
 - (e) Canceled checks
 - (f) Bank statements
 - (g) Other supporting documents

SECTION 9 -- Year-end Procedure.

- (1) Annually, the treasurer for each region shall forward the following to the Association's office:
 - (a) A statement of operations indicating:
 - 1) Details of all revenues
 - 2) Details of all expenditures
 - 3) Excess of revenues over receipts
 - 4) Beginning cash balance
 - 5) Ending cash balance
 - (b) Copies of monthly bank account statements
 - (c) All canceled checks
 - (d) All invoices
 - (e) A list of program registrants
 - (f) All deposit tickets
 - (g) All cash receipt tickets
 - (h) Written explanations of any outstanding receivables or payables
 - (i) Cash journals
 - (j) Vouchers for petty cash disbursements
- (2) The above items will be reviewed by the Association's accountant.

RULE IX: THE ASSOCIATION

SECTION 1 --Annual Business Meeting.

- (1) A business meeting will be held at the annual convention by the Association to elect officers and to approve bylaw changes and resolutions. The date, site, and agenda of the annual convention will be approved by the Board of Directors.
- (2) All voting at the convention is done by the Assembly of Delegates, which is the official legislative body with responsibility to fulfill the purposes of FACC. Membership of the Assembly of Delegates consists of the presidents of the colleges or their respective designates and a number of delegates selected in a manner consistent with Article IV, Section 1 of the Association's Bylaws.
- (3) Voting for State Officers shall be conducted by secret ballot by the official delegates. An official delegate is any delegate who is registered for the annual convention or the special meeting of the Assembly of Delegates, is selected in a manner consistent with Article IV, Section 1 of the Association's bylaws, and is listed on the official delegate form submitted by each Chapter. It is the duty of the FACC staff to provide the ballot forms and the receptacle for the deposit of such ballots.
- (4) All persons properly registered will be allowed to attend the business meeting.
- (5) New officers will be announced at the final function of the convention.
- (6) The Chief Executive Officer, with the aid of the staff, shall have the responsibility for planning and carrying out arrangements for the annual convention.

SECTION 2 -- Attorney. The Association does not retain legal counsel on a permanent basis but with approval by the Board of Directors may hire such legal services as needed.

SECTION 3 -- Audit. A monthly financial statement is prepared for the Association by the Association's staff. Such statements are presented to the Board of Directors for review. In addition, a fiscal year audit and management report is prepared by a Certified Public Accountant and is distributed to members of the Board.

SECTION 4 -- Budget. The Chief Executive Officer, working with the Finance and Human Resources Committee, is responsible for the preparation of an annual budget for presentation to and approval or modification by the Board of Directors.

SECTION 5 -- Contracts. All contracts must be approved and signed by the Chief Executive Officer and copies of said contracts filed in the Association's office.

SECTION 6 -- Gifts and Memorial Contributions. All gifts and memorial contributions must be authorized by the Chief Executive Officer and approved by the Board of Directors.

SECTION 7 -- Headquarters. The Association shall maintain office headquarters in Tallahassee.

SECTION 8 -- Publications. The Association publishes *Current*. This newspaper is for its members, legislators, news media representatives, and others who might be influential in aiding the cause of community college education. Advertising rates for this publication are set by the Association's office. The purpose of *Current* is to provide information on FACC, its activities, and activities of its member institutions. Material contained in *Current* is solely for informational purposes and is not necessarily the policy of the Association unless it has been adopted by the FACC Board of Directors or its Assembly of Delegates. The Association also publishes *Perceptions*, a bulletin designed to keep members and others informed on the status of legislation of importance to community colleges. *Perceptions* is distributed during the Legislative Session and as needed during the remainder of the year. *Visions: The Journal of Applied Research for the Florida Association of Community Colleges* is also published periodically by FACC. This journal provides a professional forum to showcase exemplary programs and to report issues that have implications for Florida's community colleges.

SECTION 9 -- Waiver of Fees. Registration or other fees are waived for the FACC staff and the Executive Board at all commission, region, or other Association-sponsored functions.

SECTION 10 -- Tax Status. FACC is a nonprofit Association and has a Federal 501(c) 6 tax status.

RULE X: RESOLUTIONS

Proposed resolutions of intent or of substance will be submitted to the Chief Executive Officer no later than fifty (50) days prior to the first day of the annual convention except that commissions and the Council of Chapter Presidents may submit proposals generated during regular commission or council meetings at the annual convention.

Such proposed resolutions will be presented to the Assembly of Delegates as proposals from the originating commission or Council of Chapter Presidents.

Proposed resolutions from the commissions and Council of Chapter Presidents must be submitted to the Bylaws Committee no later than midday of the day prior to the general business meeting of the annual convention.

Resolutions will be submitted to the Assembly of Delegates at the Business Meeting of the annual convention and shall be approved by a two-thirds vote of those delegates present.

RULE XI: AMENDMENT AND SUSPENSION

SECTION 1 -- Amendments. These Standing Rules may be amended at any regular or called meeting of the Assembly of Delegates by a vote of two-thirds of those delegates present.

SECTION 2 -- Suspension. These Standing Rules may be suspended at any regular or called meeting of the Assembly of Delegates by a vote of two-thirds of those delegates present.

Revised Nov. 1996

Revised Nov. 1997

Revised Nov. 1998

Revised Nov. 1999

Grammatical Corrections 12/13/99

Revised Nov. 2000

Revised Oct. 2001

Revised Nov. 2002

Revised Oct. 2003

Appendix I

APPLICATION
FOR CONSIDERATION AS A COMMISSION OF THE
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

Please type or print in the information requested. Use additional paper as needed.

1. Date of Initial Request:
Proposed Commission Name:
Spokesman for Group (give name, job title, college):
2. Have you familiarized yourself with the responsibilities of a commission, as found in the FACC Bylaws and Standing Rules?
3. REASON FOR REQUEST. What is your reason for seeking recognition as a commission in FACC?
4. Are the commission's potential members currently represented by any other state organization, i.e., FACRAO, FASFAA, FCPA, FDEA, Division of Community Colleges, etc.? _____ (Please list name(s).)
5. Have you ever asked a particular commission now a part of the FACC structure to address your concerns or special interests? What was the response?
6. What is your potential membership, in numbers?
From where do you anticipate drawing these commission members?
(Give examples by job title below.)

The Executive Board and Board of Directors will consider the following questions before approving the request for any new commissions. Any input that you would like to provide will be taken into consideration.

- (a) How can this commission best serve the Association?
- (b) Will the effectiveness of the Board be diminished or the conduct of its business be hampered in any way by the addition of another commission?
- (c) Should every community college interest area be represented through formation of a commission?
- (d) Will the addition of another commission make it more difficult to find adequate convention facilities?
- (e) Will the number of commissions eventually make it prohibitive for a college to send two representatives to each convention or commission activity?
- (f) Will the Association be hurt in any way by not recognizing this commission?
- (g) What alternatives are there to establishing the new commission?

PETITION
FOR COMMISSION RECOGNITION

The following persons certify that they are current members of the Florida Association of Community Colleges and respectfully petition the Association for recognition through a commission to be known as .
A minimum of ten names is required. Use additional pages as needed.

COLLEGE _____
Job Title _____

Signature _____

COLLEGE
Job Title

Signature

COLLEGE _____
Job Title _____

Signature _____

COLLEGE
Job Title

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COLLEGE
Job Title

Signature