

# BYLAWS

## *Florida Community College at Jacksonville Chapter*

### Florida Association of Community Colleges

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#### **ARTICLE I: NAME**

The name of this organization shall be “Florida Community College at Jacksonville Chapter (FCCJ Chapter) of the Florida Association of Community Colleges,” hereinafter referred to as “FACC/FCCJ Chapter.”

#### **ARTICLE II: MISSION AND PURPOSE**

##### **SECTION 1: MISSION**

The mission of the FACC/ FCCJ Chapter is to strengthen the position of Florida’s community college system by supporting the Association’s legislative agenda and to foster camaraderie among all College employees by expanding participation in professional development, service projects and other College activities.

##### **SECTION 2: PURPOSE**

The purposes of the FACC/FCCJ Chapter are to:

1. Carry out the goals and purposes of the state organization of FACC at the local level.
2. Play an active role in promoting legislation beneficial to the college system and to disseminate information to members regarding pertinent legislation.
3. Facilitate communication and cooperation among the employees of the College.
4. Provide forums for the purpose of discussing and improving such matters as College educational programs, curriculum development, innovative administrative and instructional procedures, and the general professional environment.
5. Play an active role in promoting legislation beneficial to FCCJ and disseminating information regarding pertinent legislation through the legislative representative.
6. Raise funds in keeping with the goals of the College and the state organization.

#### **ARTICLE III: MEMBERSHIP**

##### **SECTION 1: GENERAL MEMBERSHIP**

###### **A. Categories**

Membership is open to any College employee, retiree, or any of the District Board of Trustees upon payment of dues as specified in the State FACC Bylaws. The eight classes of membership available to employees and/or retirees are: Individual, Contributing, Affiliate, Associate, Retiree/Retiree Life, Life, Sustaining and Adjunct Faculty/Part-time Employee.

Each FACC member may select affiliation with the Commission(s) of his/her choice at the time of payment of annual dues. The Commissions are as follows:

- Administration
- Adult & Continuing Education
- Career & Professional Employees
- Curriculum
- Equity
- Facilities
- Faculty
- Global Initiatives
- Institutional Advancement
- Institutional Effectiveness
- Learning Resources
- Occupational & Workforce Education
- Retirees
- Student Development
- Technology
- Trustees

Information on each committee is available on the FACC webpage: [www.facc.org](http://www.facc.org).

## **B. Voting Rights**

Only Individual, Contributing, Retiree, Life, Sustaining and Honorary Life members have full rights of membership including voting and holding office.

## **C. Membership Year**

The membership year for the individual, contributing, associated and retired members shall begin upon dues payment and end twelve (12) months later.

## **SECTION 2: BOARD MEMBERSHIP**

The Full Board shall consist of all elected and appointed officers. All board members must be FACC members in good standing.

### **A. Categories**

1. The elected officers are: President, Vice President/President-Elect, Secretary, Treasurer, and Campus Representatives. The campus designations and number of representatives shall be as follows:

Downtown Campus/Advanced Technology Center	2
Kent Campus/Cecil	2
Martin Center for College Services	2
North Campus/Nassau Center	2/1
Open Campus/Urban Resource Center	2
South Campus/Deerwood Center	2/2

2. The President is authorized to appoint as needed the following officers: the Legislative Representative, Parliamentarian, Commission Chairs, Publications Representative, and Committee Chairs.

### **B. Voting Rights**

The Voting Board shall consist of the President, Vice President/President Elect, Secretary, Treasurer, Immediate Past President, and one representative from each campus.

### **C. Terms of Office**

The President and Vice President/President-Elect shall serve a one-year term. The Secretary and Treasurer shall serve a one-year term with the option to be re-elected.

Campus Representatives shall be elected for staggered two-year terms with the option of being re-elected for additional terms. Appointed officers shall serve at the pleasure of the President, with concurrence of the Voting Board.

All officers shall take office on January 1 and serve through December 31. Campus Representatives, who are elected for staggered two year terms, shall take office in January and serve until the term expires.

### **D. Vacancies**

1. If the office of President becomes vacant, the Vice President/President-Elect shall become President and call a Board meeting as soon as possible to elect a new Vice President/President-Elect.
2. When a vacancy occurs in any other office, the Executive Committee shall fill the vacancy upon the recommendation of the Chapter President.
3. Campus representatives who are transferred to another campus shall resign as elected representatives of the campus from which elected. The Executive Committee shall fill the vacancy upon the recommendation of the Chapter President.

### **E. Removal of Officers**

Any officer may be removed from office at the request of the President with concurrence of a majority of the Voting Board. This action must be documented and placed on file with the Chapter Secretary.

## **ARTICLE IV: DUTIES OF OFFICERS**

### **SECTION 1: ELECTED OFFICERS**

#### **A. President**

1. Preside at the Executive Committee meetings and all other official meetings.
2. Call meetings.
3. Act as the liaison between the Chapter and the College President
4. Represent the membership.
5. Authorize expenditures and payment of Chapter funds.
6. Co-sign all Chapter minutes with the Secretary.
7. Appoint Ad Hoc Committee and Standing Committee members and other appropriate officers.
8. Serve as a voting delegate to the annual convention.
9. Act as the liaison between FACC's Executive Director and the Chapter.
10. Serve as the caucus chair of the chapter delegates elected to the State FACC Assembly of Delegates.

## **B. Vice President/President-Elect**

1. The Vice President/President-Elect shall serve as a Vice President for one year, then automatically assume the office of the President the next year.
2. Perform the duties of the President during the President's absence or disability.
3. Serve as a voting delegate to the annual convention.
4. Assist Commission Chairs with their duties as needed.
5. Coordinate the compilation of the list containing the official FCCJ representatives to the annual convention and serve as the caucus chair of the chapter delegates selected to serve as a member of the State FACC Assembly of Delegates.
6. Assist in the verification and certification of FCCJ's voting delegates to the FACC Assembly of Delegates.
7. Serve as Chair of the Nominating Committee for Chapter elections.

## **C. Secretary**

1. Prepare and distribute the agenda for all meetings.
2. Record and distribute the minutes for all official meetings.
3. Handle all correspondence.
4. Serve as a voting delegate to the annual convention.

## **D. Treasurer**

1. Collect dues from campus members and forward as required by the Association.
2. Safeguard and disburse funds as approved by the President and Executive
3. Committee.
4. Maintain an official file of all Chapter financial transactions.
5. Serve as voting delegate to the annual convention.
6. Oversee a periodic audit of Chapter financial records.

## **E. Campus Representatives**

1. Coordinate Chapter activities at the campus level.
2. Distribute correspondence and information, bulletins on chapter, regional and statewide activities.
3. Coordinate membership drives at the campus level.
4. Serve as a voting delegate to the annual convention.

## **SECTION 2: APPOINTED OFFICERS**

### **A. Legislative Representative**

1. Serve as the liaison between the State Legislative Committee and the Chapter.
2. Keep the membership informed of all legislative matters.
3. Marshal support for the college's legislative program.
4. Represent the Chapter at the college sponsored legislative activities.
5. Serve as a voting delegate to the annual convention.

### **B. Parliamentarian**

1. Serve as a resource for questions pertaining to Robert's Rules of Order.

### **C. Commission Chairs**

1. Coordinate commission activities at the chapter level.
2. Distribute correspondence and information bulletins on Chapter, Regional and Statewide commission activities.
3. Act as the liaison between the Chapter and the commission at the state level.
4. Solicit nominations for exemplary practices awards.
5. Serve as voting delegate to the annual convention.

### **D. Publications Representative**

1. Distribute FACC publications to the membership.
2. Distribute other FACC information as assigned by the Chapter President.
3. Prepare a Chapter newsletter and submit articles to the Region and State for inclusion in those newsletters.
4. Serve as a voting delegate to the annual convention.

### **E. Membership Committee Chair**

1. Responsible for organizing and coordinating the annual FACC/FCCJ Chapter membership campaign.
2. Maintain a current listing of all FACC members at the college and provide it to the Chapter President and the FACC Executive Director.
3. Serve as a voting delegate to the annual convention.

### **F. Social Committee Chair**

1. Coordinate activities related to the Annual FACC Holiday Party and other events as requested by the Executive Committee.

## **ARTICLE V: COMMITTEES**

### **SECTION 1: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice President/President-Elect, Secretary, Treasurer, and Immediate Past President.

### **SECTION 2: NOMINATING COMMITTEE**

The Nominating Committee shall be composed of five (5) FACC/FCCJ Chapter members, to include at least one (1) faculty member, one (1) administrator/professional and one (1) career employee, appointed by the President. The Vice President/President-Elect shall chair the committee.

### **SECTION 3: OTHER COMMITTEES**

Other committees shall be identified as needed by elected or appointed officers, with the approval of the President and the Voting Board.

## **ARTICLE VI: MEETINGS**

### **SECTION 1: ANNUAL MEETING**

An annual meeting shall be held in the fall for the purpose of organizing the Chapter's activities and carrying out other necessary business. A quorum shall be declared with the presence of a majority of the Voting Board. See article III, Section 2.B. This meeting will be a chapter-wide meeting and open to any FACC/FCCJ Chapter member who wishes to attend. All members shall be given at least five (5) working days notice of the meeting.

### **SECTION 2: BOARD MEETINGS**

There shall be a meeting of the Full Board on a regular basis. A majority of the Voting Board shall constitute a quorum. These meetings shall be open to any FACC/FCCJ Chapter member who wishes to attend but those who wish to address the Board will need to notify the Secretary and President in advance.

The schedule for these meetings will be determined in January and be made available to all Chapter members. All Board members shall be given written notice of meetings at least five (5) working days prior to the meetings.

### **SECTION 3: NON-SCHEDULED BOARD MEETINGS**

Meetings not provided for under Article VI, Sections 1 and 2, may be called by the President or at the request of any board member. A majority of the Voting Board shall constitute a quorum.

### **SECTION 4: CAMPUS MEETINGS**

Campus meetings shall be called by the Campus Representatives as needed.

### **SECTION 5: CAUCUS MEETINGS**

At least one (1) Caucus Meeting shall be called by the President prior to the General Assembly of the Annual State Convention.

## **ARTICLE VII: FINANCIAL MANAGEMENT OF THE CHAPTER**

### **SECTION 1: GENERAL FINANCIAL POLICY**

The chapter membership invests in the Voting Board full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources. There shall be an annual summary of the financial records, and it shall be made available to the membership through the Campus Representatives.

### **SECTION 2: FISCAL YEAR**

The fiscal year shall coincide with the terms of office of the Chapter officers, with the exception of matters pertaining to the college assigned revenues.

### **SECTION 3: ANNUAL BUDGET**

The amount of revenue required for the Chapter shall be estimated by the Voting Board at the first meeting of the year in January. The Voting Board shall establish an annual budget detailing proposed activities for the year. The budget shall be made available to the general membership in February.

## **ARTICLE VIII: ASSEMBLY OF DELEGATES**

### **SECTION 1: DETERMINATION OF VOTING REPRESENTATIVES (DELEGATES) TO CONVENTION**

- A. Primary delegates to the FACC Assembly of Delegates shall include all elected and appointed officers, as well as a Retirees Liaison.
- B. The remaining delegates to the Assembly of delegates (Secondary) shall be selected by the Voting Board in accordance with Article IV of the FACC Constitution, on a one-to-ten ratio, i.e., one delegate per ten (10) paid members.
- C. To the greatest extent possible, Delegates to the Annual Convention will be identified in a manner that will ensure appropriate representation of all commission interests and geographic locations of the College.
- D. Voting representatives are responsible for officially representing the Chapter on Commission business at the annual convention.
- E. Voting representatives to the Faculty Commission shall be members of the College faculty and shall be appointed by the Voting Board with input from faculty who are FACC/FCCJ members in good standing.
- F. Voting representatives to the Student Development Commission shall be members of the student development staff of the College and shall be appointed by the Voting Board with input from the student development staff of the college who are FACC/FCCJ members in good standing.

### **SECTION 2: SELECTION OF DELEGATES**

The Voting Board will determine the number of delegates needed. Twenty (20) working days prior to the Annual Convention, the Vice President/President-Elect will solicit campus members and present the list of members desiring to attend. The Vice President/President-Elect and a representative from each campus and center will review the list and will divide the slots according to the representation of each campus/center as outlined in Article III, Section 2, A.

### **SECTION 3: REPLACEMENT OF DELEGATES**

In the event that a delegate declines to participate in the Annual Convention, the President, with concurrence of the Voting Board shall appoint a replacement.

## **ARTICLE IX: AMENDMENTS**

### **SECTION 1: AMENDMENTS**

Amendments to the FACC/FCCJ By-Laws may be proposed to the membership by the Voting Board or by a Chapter member's written petition to the Voting Board. Such a petition must be received at least ten (10) working days prior to the ratification date. A summary of the recommended Bylaws changes will be made available to each FACC/FCCJ Chapter member. Copies of the current Bylaws and proposed Bylaw changes will be available to any member wishing to view them by contacting one of the Voting Board members.

### **SECTION 2: VOTING**

Voting to amend Bylaws shall be by written or electronic ballot.

### **SECTION 3: RATIFICATION**

Amendments of the Bylaws shall be considered as ratified when two-thirds of the members voting cast affirmative votes.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

Rules contained in Robert's Rules of Order shall govern the Association.

**NOTE: THESE BYLAWS WERE ADOPTED AT THE MEETING OF THE FACC/FCCJ CHAPTER ON JANUARY 11, 2007.**