ARTICLE I: NAME

The name of this organization shall be the Northwest Florida State College Chapter of the Florida Association of Community Colleges.

ARTICLE II: PURPOSE AND GOALS

The Northwest Florida State College Chapter of the Florida Association of Community Colleges represents the common interest of the career employees, faculty, staff, administrators, and trustees as follows:

1. To actively promote a unified and respected voice at the regional and state level for the community.

2. To promote the growth and advancement of community/junior college education in Florida.

3. To facilitate communication at all levels of education.

4. To encourage participation in development, welfare, and morale matters affecting faculty and career employees.

5. To participate in the association through its components and provide specific enrichment for all NWFSC employees.

6. To promote communication and interaction among all employees and board members.

In view of these goals and in order to further promote them, the Chapter is hereby precluded from becoming involved in the collective bargaining process. The divergent groups represented by NWFSC/FACC and the legal and professional obligations of these groups mandate that the Chapter cannot and will not participate in collective negotiations as a representative of either management or labor. Neither will the Chapter advocate, nor will it oppose, participation by any group of college employees in collective negotiation with their employer.

ARTICLE III: MEMBERSHIP

Section 1. Voting membership in this Chapter is open to all employees, full and part-time, retirees, trustees and Northwest Florida State College District employees who are assigned elsewhere other than on the Niceville campus.
Section 2. Non-voting associate membership is open to individuals whose professional or educational activities are closely related to the functions of NWFSC.

Section 3. Honorary life membership may be conferred on those who have made an outstanding contribution to the college Chapter by a two-thirds vote in the affirmative by the members present at a regular meeting.

Section 4. The membership year shall begin on the first day of the month in which application is made and will end on the last day of the preceding month of the following year.

ARTICLE IV: OFFICERS

Section 1. The elected officers are President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. The appointed officers are the Legislative Representative and Publications Representative.

A. The immediate Past-President shall serve as the Legislative Representative and shall perform such duties as prescribed in section 4.

B. The Publications Representative shall be appointed by the incoming President and shall perform such duties as prescribed in section 4.

Section 3. Selection of officers:

A. The President-Elect shall be elected by the membership for a term of one year, commencing January 1 of each year. The Vice President Secretary and Treasurer shall be elected by the membership for a term of two years, commencing January 1 of the initial year. Elections will be held annually at the regular September meeting. The President shall appoint a Nominating Chair. The Nominating Chair shall appoint a Committee, consisting of Chapter members representing the faculty, administration, and career service employees.

B. President-Elect shall begin the term of office as President on January 1 of the year following service to the Chapter as President-Elect. No nomination or election is necessary as long as the previous year’s President-Elect is able to serve.

C. Voting shall occur for each office in the following sequence: President-Elect, Vice President, Secretary, and Treasurer. Voting shall be by written ballot.
D. A plurality of Chapter members present and voting shall be sufficient for election. An absentee ballot shall be accepted and delivered by a Nominating Committee member or his designee, if a member is unable to be present at the voting session.

E. The Nominating Committee shall supervise elections.

Section 4. Duties of officers

A. The President shall:

1. Preside at meetings of the Executive Board and the Chapter.
2. Represent the Chapter in all matters.
3. Call meetings of the Executive Board and the Chapter. Current President will decide and announce the meeting arrangements each January.
4. Authorize expenditures from Chapter treasury of $100 or less if not already in approved Chapter budget.
5. Request annual funding for region and state travel expenditures.
6. Approve and forward for administrative approval all Chapter travel requests. See article 12.
7. Establish and appoint members to committees, as necessary, and serve as an ex-officio member of such committees.
8. Maintain a notebook listing duties, responsibilities, and procedures to be transferred to succeeding President.
9. Maintain a notebook containing copies of all the officers’ duties, responsibilities, and procedures to be transferred to succeeding President.
10. Maintain a file of Association and Chapter bylaws, Chapter minutes, approved resolutions and recommendations to be transferred to succeeding President.
11. Work with the Historian and Past President to complete the Chapter of the Year Notebook and deliver it to the Region I Director by the required date in June.

B. The President-Elect shall:

1. Perform the duties of the President in his/her absence or disability.
2. Serve as coordinator of commission activities, serving as liaison between the commission representatives and the Executive Board.
4. Perform such other duties as the President may direct.
5. Maintain a notebook listing duties, responsibilities, and procedures to be transferred to succeeding President-Elect.
C. The Vice President shall:

1. Perform the duties of the President in the absence or disability of the President and President-Elect.
2. Perform duties assigned by the President.
3. Serve as chairperson of the Membership Committee. The Membership Chair shall be responsible for organizing and coordinating the FACC membership campaign and for providing to the FACC Executive Board a current listing of all FACC members.
4. Assist committee chairs in the performance and expedition of committee functions.
5. Serve as Chapter Parliamentarian or appoint a Parliamentarian.
6. Maintain a notebook listing duties, responsibilities, and procedures to be transferred to succeeding Vice President.

D. The Secretary shall:

1. Conduct correspondence as necessary.
2. Send meeting announcements one week prior to scheduled meeting day.
3. Record minutes of all Chapter and Executive Board meetings and distribute them within one week of designated meeting to all members. Copies of minutes are also sent to NWFSC President, Senior Vice President, Vice President of Instruction, and Chairman of the Board of Trustees.
4. Maintain the membership lists.
5. Maintain the general records of the Chapter.
6. Serve in the absence or disability of the Vice President.
7. Maintain a notebook listing duties, responsibilities, and procedures to be transferred to succeeding Secretary.
8. Maintain a file of minutes to transfer to succeeding Secretary.

E. The Treasurer shall:

1. Be the chief recorder and budget officer of the Chapter.
2. Monitor all Chapter expenditures during the calendar year in accordance with the Current College Policies and Procedures Manual.
3. Disburse Chapter funds upon authorization of the President, Executive Board or general membership.
4. Submit a quarterly and annual financial report to the Chapter.
5. Serve in the absence or disability of the Secretary.
6. Maintain a notebook listing duties, responsibilities, and procedures to be
transferred to succeeding Treasurer.

7. Maintain a General Journal and Ledger to be turned over to the auditing committee at the end of the fiscal year and then transferred to succeeding Treasurer.

8. Report the Chapter's current balance at each Chapter and general membership meeting.

9. Propose the annual budget.

F. The Legislative Representative (Past-President) shall:

1. Provide a communication link between the FACC Legislative Committee and the Chapter membership on all matters pertaining to legislation affecting the college.
2. Disseminate all pertinent legislative information to the membership.
3. Insure each issue of FACC's Perception (legislative updates) is distributed to all Chapter members.
4. Attend the FACC Legislative Workshop in January.
5. Insure that the appreciation gifts given to the staff of NWFSC's legislative delegation in Tallahassee during the legislative session are prepared and delivered.
6. Coordinate a legislative luncheon or other activity on campus.
7. Insure FACC plaques and awards nameplates are updated and displayed on the Wall of Honor.
8. Maintain a notebook listing duties, responsibilities, and procedures to be transferred to succeeding Past-President.

G. Publication Representative shall:

1. Receive all copies of FACC publications for distribution to the members of the Chapter.
2. Responsible for news and informational notices in college publication and local news media.
3. Responsible for coordinating Chapter publicity and promotional campaigns to promote employee and public understanding of the Chapter.
4. Maintain a notebook listing duties, responsibilities, and procedures to be transferred to succeeding Publications Representative.

Section 5 Removal and replacement of officers

A. An officer may be removed from office for nonperformance of duties, providing that the officer was absent from at least three consecutive Executive Board and/or Chapter meetings and the Executive Board so elects by simple plurality.
B. An officer may be impeached by petition signed by one third of the paid Chapter membership and presented to the Executive Board for action. At the next Chapter meeting, to be held not later than 30 days thereafter, the question of removal will be put to the members present for decision by simple majority.

C. In the event of a vacancy in an elected office, the Executive Board shall appoint a replacement to serve the balance of the current term. All executive appointments will be subject to ratification by the general membership at the next regularly scheduled meeting.

ARTICLE V: MEETINGS

Section 1. Regular meetings

A. Meetings will be scheduled by the President or upon written request of at least four (4) members. Meetings will be announced one week prior to the scheduled meeting day.

B. There shall be at least four Chapter meetings per year, with one scheduled in September for elections.

C. A quorum at any scheduled meeting of the general membership shall consist of the paid chapter members present, providing that this number is not less than ten percent of the paid Chapter membership.

D. A simple majority of members present and voting is required for conducting business.

Section 2. Special meetings are to be called by the Executive Board as needed.

ARTICLE VI: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the current President, President-Elect, Vice President, Secretary, Treasurer, immediate Past-President of the Chapter, Publication Representative, Legislative Representative, and the Committee Chairpersons.

Section 2. Duties of the Executive Board

A. Provide advice and consultation to the President on matters of interest to the Chapter.

B. Plan an agenda for regular meetings of the Chapter as appropriate.

C. Review proposals from the state organization and develop and recommend policies pertaining to the Chapter as appropriate.

D. Develop other policy recommendations concerning Chapter affairs and submit them to the Chapter as appropriate.
E. Approve expenditures exceeding $100.00.
F. Assist the Membership Committee.
G. Vote on pertinent Chapter proposals and issues.
H. Select an auditing committee consisting of at least two members to review Chapter expenditures.

Section 3. A Quorum shall consist of at least a majority (51%) of those enrolled on the Executive Board. Informational meetings can take place in absence of a quorum, but no business can be transacted.

ARTICLE VII: COMMITTEES

The President shall appoint committees, standing or special, as he or the Executive Board deems necessary to carry on the work of the Chapter.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

*Robert's Rules of Order* (Revised), shall be used, as a guide for matters not covered herein or in the state by-laws.

ARTICLE IX: AMENDMENTS TO CHAPTER BYLAWS

Section 1. Amendments may be offered in writing to the Chapter secretary at any meeting of the Chapter, but may not be voted upon until the next succeeding Chapter meeting. Proposed Chapter bylaw amendments will be distributed with the regular notice of Chapter meetings.

Section 2. The Chapter Bylaws may be amended by a two-thirds vote of the members present at a Chapter meeting, provided 10 percent of the paid Chapter membership is present.

ARTICLE X: COMMISSION REPRESENTATIVES

Section 1. The following commissions are established to carry out activities consistent with the purposes of FACC:

A. Administration
B. Adult and Continuing Education
C. Career Employees
D. Curriculum and Instruction
E. Equity
F. Faculty
G. Institutional Advancement
H. Learning Resources
I. Occupational Education
J. Retirees
K. Student Development
L. Trustees

Section 2. Commission representatives will be elected as necessary at the regular September meeting in accordance with the FACC bylaws. The exception will be the appointment of the Trustee representatives who will be appointed by the President of the College. The rules involving delegates to the assembly in Article XI prevail.

Section 3. Duties of Commission Representatives:

A. The Elected Commission Representatives shall:

1. Attend all meetings of the particular commission at the annual FACC Convention as financial resources permit.
2. Attend other state meetings during the year as necessary to represent their particular commission as financial resources permit.
3. Disseminate information to the Chapter membership as appropriate.
4. Organize a Chapter commission, as interests of employees deem necessary.

ARTICLE XI: DELEGATES TO ASSEMBLY OF DELEGATES

Delegates to the Assembly of Delegates will be elected each year at the September regular meeting in accordance with FACC state bylaws. The newly elected officers will be delegates by virtue of election. Members holding state offices shall, likewise, serve as delegates. The Nominating Committee shall propose to the general membership a slate of nominees for the remaining convention delegates and five alternate delegates. Alternates will attend the state convention in the event of increase membership or if an elected delegate is unable to attend. Previous service to the Chapter shall be criteria for nomination to attend the convention. Each member of the Assembly of Delegates sent to the convention will have one independent vote on each matter. Members will be dedicated to a specific commission at the convention and will be empowered to act on behalf of the NWFSC Chapter.

ARTICLE XII: FINANCE
Before Travel funds are approved for an FACC event, a memo should be sent to the FACC President for approval. Travel funds should only be approved for active FACC participants.

Revised October 2004 by approval of the general membership.