

## ***BYLAWS OF THE AFC TECHNOLOGY COMMISSION***

### ARTICLE I: NAME

The name of this organization shall be The Technology Commission of the Association of Florida Colleges.

### ARTICLE II: PURPOSE

The purpose of this organization is to represent the interests of Florida's College System personnel and to provide and promote effective participation relating to all aspects of technology management, planning, information sharing and innovation.

### ARTICLE III: MEMBERSHIP

#### SECTION 1

Membership shall consist of the duly elected members from Florida's public community and state colleges. Current membership in the AFC shall be a prerequisite to membership in the Technology Commission.

#### SECTION 2

Voting representatives shall be AFC Technology Commission members and AFC members in good standing.

### ARTICLE IV: OFFICERS

#### SECTION 1 Election of Officers:

Officers shall be elected by the voting representatives of the Technology Commission at the Commission Business Meeting held in conjunction with the annual Association of Florida Colleges Conference. The Chair and the Vice-Chair (Chair-Elect) shall be employed by different colleges.

The offices of the Technology Commission must be filled by a Technology Commission member who is an individual member in good standing of AFC.

#### SECTION 2 Duties of the Officers:

##### All Officers:

- Shall serve a term of two-years during any calendar year (January 1st. - December 31st).
- Must attend all meetings of the Steering Committee, the Fall General Meeting and the Spring Conference, in addition to attending all other meetings as called by the Chair. □ Are voting members of the Steering Committee?

##### Chair

- The Chair shall preside at all Commission and Steering Committee meetings.
- The outgoing Chair will remain one year to assist the incoming Chair.
- The Chair shall notify the officers and Technology Commission representatives of meetings and shall publish an agenda.
- The Chair may designate ad hoc committees and appoint individual members to perform such tasks as s/he deems necessary.
- The Chair shall appoint a Nominating Committee of not less than three members. The Nominating Committee shall present a slate of nominees for all offices to the members at the Fall meeting
- The Chair shall maintain a file of the Technology Commission minutes, ad hoc committee reports and approved resolutions and recommendations. This file will be transferred to the newly elected Chair at the annual conference.
- The Chair shall insure that the activities of the Commission are properly organized, publicized to the membership in advance and results reported to the membership through the use of the Current and such other vehicles as are, or may become, available.

- The Chair, or the Chair's designee, shall serve as the Technology Commission's representative to the AFC Board of Directors, and as such must attend all Board of Director's meetings.
- The Chair shall verify the finances of the Commission including: the annual "End of Year" report and all financial transactions submitted by the Treasurer.

#### Vice-Chair (Chair-Elect)

- The Vice-Chair shall preside over meetings when the Chair is absent or incapacitated.
- The Vice-Chair shall perform such duties as may be assigned by the Chair
- The Vice-Chair shall automatically become Chair on a temporary or permanent basis until the next election.
- The Vice-Chair shall plan and coordinate the Spring Conference with guidance from the Chair.

#### Secretary

- The Secretary shall record, present at meetings, and have published minutes of all meetings of the Commission and the Steering Committee.
- The Secretary shall maintain and submit a Commission book to Awards Committee Chairperson.
- The Secretary shall initiate, communicate and keep record of all correspondence with all commission members, vendors, guest speakers, and the AFC Board of Directors.

#### Treasurer

- The Treasurer shall record and have published banking and financial transactions of the Commission.
- The Treasurer shall present an annual "End of Year" report, concluding October 31 of the current year, to the Commission members at the Fall meeting.
- The Treasurer shall present to the Chair, at the Fall meeting, along with the annual "End of Year" report, all verification of financial transactions for his/her approval.
- The Treasurer shall present a "Mid-Year" report to the Commission members at the Spring Conference.
- The Treasurer shall develop and present to the Steering Committee for approval, a budget for the Technology Commission by December 1 of each year.

#### Webmaster

- **The Webmaster shall maintain the Technology Commission webpage through the AFC Office in Tallahassee.**

To include a Co-Webmaster with the same duties and responsibilities as the Webmaster

#### Historian

- The Historian shall collect and preserve memorabilia of the Commission
- The Historian shall display appropriate Commission History at the Spring Conference
- The Historian shall arrange for photography at appropriate commission events
- The Historian shall maintain, update, and distribute the Commission's Handbook
- The Historian shall develop and maintain the commission binder for the annual state convention and submit it by the established deadline for inclusion in the "Outstanding Commission of the Year" program/competition
- The Historian shall attend all Executive Board meetings

#### Past-Chair

- The immediate past-chair shall advise the Steering Committee on activities, protocols and procedures.
- **\*To include an Honorary Member Jessie Clayton | Tallahassee Community College** starting in 2024.

#### Vacancies

- When a vacancy occurs, the vacancy shall be filled by appointment from the Steering Committee.
- Officers who resign shall notify the Chair in writing.

#### SECTION 3 Removal of an Officer:

Officers may be removed from their position by a majority vote of the Steering Committee at any called meeting. Officers may be removed from office for lack of attendance at meetings or failure to fulfill the responsibilities of their office.

## ARTICLE V: MEETINGS

## SECTION 1

Annual meetings of the Commission and the Steering Committee shall be held during the annual conference of AFC. Additional meetings may be called by written notice of the Chair in person or online.

## SECTION 2

Members present at a regular or called meeting shall constitute a quorum in person or online.

## SECTION 3

At the annual conference, voting members of the Commission shall have some means of visible identification and, if necessary, be separated from others in attendance at commission business meetings in order to facilitate voting in person or online.

## SECTION 4

The Steering committee shall, in developing the agenda for the annual meeting, give some priority in terms of time, items of major or universal interest, motions or resolutions from studies, work of subcommittees, etc.

## ARTICLE VI: RESOLUTIONS

Resolutions or formal recommendations to be presented at the Commission meeting of the annual convention:

1. Must be in writing.
2. Should conform to the format published by the AFC Resolutions Committee.
3. Should be submitted to the Commission Chair thirty days before the annual convention.
4. May be discussed at regional meetings if possible.

## ARTICLE VII: STEERING COMMITTEE

The Steering Committee shall be composed of all officers of the Technology Commission and shall meet at least twice per year.

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

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

## ARTICLE IX: FINANCES

The Treasurer, in collaboration with the Steering Committee, shall develop an annual budget by December 1 of each year to provide support necessary to perform all its functions. Provision must be made for support from AFC in accordance with its bylaws.

## ARTICLE X: AMENDMENTS

## SECTION 1

These bylaws may be amended at the annual business meeting.

## SECTION 2

These bylaws shall be reviewed annually by the Steering Committee.

Reviewed and revised November 17, 2005  
November 2, 2006  
November 15, 2007  
March, 2014  
November, 2014  
November 7, 2019  
November 12, 2020  
April 15, 2021  
May 29, 2022