

**BYLAWS LAKE-SUMTER COMMUNITY COLLEGE
CHAPTER OF THE FLORIDA ASSOCIATION OF
COMMUNITY COLLEGES**

Article I: Name

The name of this organization shall be Lake-Sumter Community College Chapter of the Florida Association of Community Colleges.

Article II: Purpose

The purpose of this chapter shall be to actively involve the individual members in carrying out the goals and purposes of the Association at the local level.

To this end, the chapter shall endeavor:

- A. To serve as a comprehensive professional organization for anyone employed, either full- or part-time, by or associated with Lake-Sumter Community College, hereinafter referred to as "LSCC";
- B. To democratically represent the interests of all members and to provide leadership in seeking solutions to matters of LSCC concern;
- C. To advocate and provide professional training, education, and development opportunities for members;
- D. To work for a continuing cooperative spirit among college trustees, administrators, faculty members, professional support and career service employees;
- E. To play an active role in promoting legislation beneficial to LSCC and to disseminate to all employees information regarding pertinent legislation; and
- F. To promote public understanding and support of LSCC and Florida's community colleges.

The LSCC Chapter of FACC supports the following statement from the FACC State Bylaws:

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 and Dues

Eight classes of membership are established within the chapter: Individual, Contributing, Associate, Retiree, Life, Sustaining, Adjunct Faculty/Part-time, and Honorary. Only individual, contributing and life members have full rights of membership which include voting and holding office. Membership is open to all individuals who fall in the eight classes of membership without regard to race, color, religion, sex, age, disability, or national origin.

Section 1. Membership Classes

- (1) Individual membership is open to any LSCC employee, full-time or part-time.
- (2) Contributing membership is automatic for any member of LSCC's Board of Trustees.
- (3) Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of LSCC; and to any other individuals who, in the opinion of the FACC Board of Directors, exhibit interest in supporting the aims and activities of the Association.
- (4) Retiree membership is open to any person who has retired from a Florida community college or from the Division of Community Colleges.
- (5) Life membership is available to individuals employed full-time and retired members.
- (6) Sustaining membership is open to any LSCC employee who desires to support the work of the association through this category of membership and the payment of appropriate dues.
- (7) 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 LSCC.
- (8) Honorary life membership is conferred on persons, who, in the opinion of the FACC 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: Membership Dues

(1) Individual Membership Dues: Annual individual membership dues are established by the FACC Assembly of Delegates. Dues for Individual and Associate memberships will be as follows: Annual earnings less than \$30,000 pay \$35 per year; Annual earning 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 per year. Local chapter will retain \$1.50 for each member paying \$60 or less and \$10 for each member paying \$250.

(2) 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 right and privileges as individual members.

(3) Associate Membership Dues: Associate dues shall be the same as individual dues.

(4) Retiree Membership Dues: Annual dues for retired members are \$10 per year.

(5) Life Membership Dues: Dues for individual full-time 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.

(6) Sustaining Membership Dues: Sustaining membership dues are established by the FACC Board of Directors. Dues for sustaining members are \$500 per year.

(7) Adjunct Faculty/Part-time Employee Membership Dues: Annual dues for adjunct faculty and part-time employees are \$10 per year.

Section 2: Membership Dues

(8) Honorary Life Membership Dues: Honorary life members are exempt from paying dues.

Section 3. 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.

Article IV: Officers

Section 1: Officers

The elected officers of the Lake-Sumter Community College Chapter shall be:

- (1) President
- (2) President-Elect
- (3) Three (3) Campus Vice-Presidents
- (4) Secretary
- (5) Treasurer
- (6) Publications/Legislative Representative
- (7) Historian

Section 2: Selection of Officers

The President (in the event there is no President-Elect to move into that position), President-Elect, Secretary, Treasurer, Publications/Legislative Representative, and Historian shall be elected by the membership at large, by a simple majority of votes cast. A plurality of members voting shall be sufficient for elections. Each campus will elect a Campus Vice-President. Campus election shall be by a simple majority of those campus members who vote.

Section 3: Term of Office

All elected officers shall serve for a period of one year, beginning January 1 after the Annual Convention. The President-Elect will assume the office of President at the end of the term of President-Elect.

Section 4: Elections

(1) Election of officers shall be in the Fall.

(2) A Nominating Committee (appointed by the Executive Committee) shall present a panel of candidates for elective officers. The names of the nominees shall be distributed to the membership by electronic mail two weeks prior to a regular monthly meeting noticed for the election of officers. Anyone wishing to make additional nominations may email their nominations to the chair of the Nominating Committee within one week. A final ballot will then be sent to all members by electronic mail to be returned prior to the meeting noticed for election of officers. All votes will be tallied at the regular meeting.

Section 5: Vacancies If the office of the President becomes vacant, the President-Elect will become President for the remainder of the unexpired term. If the office of the President-Elect becomes vacant, a special election will be held to allow the college membership to fill this vacancy. Other vacancies will be filled by appointment by the President with confirmation by the Executive Committee.

Section 6. Duties

(1) The President shall:

- . Preside at meetings of the general membership and the Executive Committee;
- . Represent the Chapter in all matters;
- . Authorize the expenditure and payment of Lake-Sumter Community College Chapter funds which have not been accounted for in the approved budget of the Chapter; and
- . Appoint Chapter standing and ad hoc committees, with the approval of the Executive Committee.

(2) The President-Elect shall:

- . Perform the duties of the President during the President's absence or disability;
- . Serve as Membership Chair for the Chapter; and
- . Perform other duties as assigned by the President.

Section 6. Duties (continued)

- (3) The Campus Vice-Presidents shall:
 - . Be the Association leader of their individual campus;
 - . Promote FACC membership and coordinate recruiting efforts with the President-Elect; and
 - . Perform other duties as assigned by the Chapter President.
- (4) The Secretary shall:
 - . Record the minutes of the meetings of the Chapter and the Executive Committee;
 - . Maintain a current Chapter membership roster and provide copies to the Chapter Executive Committee;
 - . Handle all correspondence of the Chapter and maintain a file for the chapter of such correspondence; and
 - . Perform other duties as assigned by the Chapter President.
- (5) The Treasurer shall:
 - . Collect and forward dues, as directed, to the state office of the FACC;
 - . Coordinate with the LSCC Payroll Department the renewal of membership of those members who participate in payroll deduction and payment of those dues to the state office of FACC; and
 - . Safeguard and disburse any other Chapter funds as authorized by these Bylaws.
- (6) The Publications/Legislative Representative shall:
 - . Provide a communication link between the FACC Legislative Committee and the Chapter membership on all matters pertaining to legislation affecting the college;
 - . Disseminate all pertinent legislative information to the membership and coordinate any Chapter activities concerned with informing the delegation about legislation affecting the college;
 - . Receive and distribute all literature from the Tallahassee Office and from the Chapter officers;
 - . Work with the Campus Vice-Presidents to attain and maintain communication links that will assure a well informed membership;
 - . Encourage participation by individual members in Association matters (i.e., solicit articles and/or pictures for publication in *Current*); and
 - . Distribute the *Current* to all members.
- (7) The Historian shall:
 - . Collect pertinent information relating to Chapter activities, such as meeting agendas and minutes, notices of activities, photos of activities, etc. and compile the Chapter Book in accordance with guidelines from FACC.
 - . Maintain a historical record of the Chapter by preserving the pages from the Chapter Book for each year in a cumulative notebook.

Section 1: Voting Members

The voting members of the LSCC Chapter Executive Committee shall be the President, President-Elect, Campus Vice-Presidents, Secretary, Treasurer, Publications/Legislative Representative, Historian, and the Immediate Past President.

Section 2: Recall of Members

Any member of the Executive Committee may be recalled through due process provided three-fourths of the Executive Committee shall concur.

Section 3: Ex-Officio Members:

The College President shall be a non-voting, ex-officio member of the Executive Committee.

Section 4: Duties:

The duties of the Executive Committee shall be to:

- (1) Approve an annual operating budget for the Chapter, as well as any subsequent budgetary amendments that it deems necessary;
- (2) Review recommendations of any Chapter committee or Commission representatives;
- (3) Serve as the Chapter Membership Committee;
- (4) Carry out such activities and implement and act on such resolutions as adopted by the local Chapter or the State Assembly of Delegates; and
- (5) Act on such other matters as may be germane to the operation of the Chapter.

Article VI: Committees

Section 1: Standing Committees

The following Standing Committees are established. The method of appointment, composition and duties are detailed in Standing Rule III.

- (1) Scholarship Committee
- (2) Adopt-a-Spot Committee
- (3) Fund Raising Committee
- (4) Activities Committee

Section 2: Special Committees

Ad hoc committees may be appointed by the Chapter President as needed.

Section 1: Meetings shall be held on call of the President.

Section 2: The President shall convene a special meeting whenever in receipt of a petition signed by five or more members requesting a special meeting. A petition or resolution requesting a special meeting will indicate the topic for disposition or the reason for the special meeting and will also indicate the date and place. The President will be bound thereby.

Article VIII: Delegates

Current Chapter officers and Commission Representatives will serve as delegates to the FACC Assembly of Delegates for the Annual Convention. Other delegates to the Annual Convention will be allocated in a manner as to give each campus representation. In the event a Chapter officer or Commission Representatives cannot attend the Annual Convention, an alternate will be selected by the Executive Committee.

Article IX: Commissions

Section 1: The local chapter will designate voting representatives to each commission in January for a term of one year.

Section 2. Voting representatives to each commission must be current members of FACC.

Section 3: Representatives to a commission will be selected from the area of employment most closely related to the area served by that commission (i.e., a faculty member will be selected to serve as representative to the Faculty Commission; the person selected as representative to the Career and Professional Employees Commission will be a Career Service or Professional Support employee, etc.)

Section 4: Commission representatives will serve as Delegates to the Annual Convention.

Section 5: Officers of the Chapter are eligible to be commission representatives.

Section 6. Duties of Commission Representatives:
(1) Officially represent the LSCC Chapter when voting on Commission business; and
(2) Act as liaison between the Chapter and the State Commission Chairperson during the period between conventions.

ARTICLE X: Bylaws Amendment and Adoption

Section 1: These Bylaws may be amended by the affirmative vote of two-thirds of the membership voting.

Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Chapter 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 Chapter may adopt.

STANDING RULES OF THE LSCC CHAPTER OF THE FACC

Rule I: Officers

Section 1: Nominating Committee

- (1) The nominating committee of three (3) members shall be named by concurrence of a majority of the Executive Committee.
- (2) The nominating committee shall place in nomination at least one candidate for each of the following offices: President (in the event there is no President-Elect to move into that office), President-Elect, Vice-President from each campus, Secretary, Treasurer, Publications/Legislative Representative, and Historian.
- (3) The nominating committee must obtain the consent of the nominee before placing that person's name in nomination.

Section 2: Other Nominations

Nominations from the floor will be accepted provided the consent of the nominee has been secured in advance.

Section 3: Duties of Officers

- (1) President - In addition to those duties enumerated in the Bylaws, the President shall represent the Chapter in matters pertaining to the Chapter; call meetings of the Executive Committee; and appoint members of such committees as authorized by these Bylaws. With the approval of the Executive Committee, the President shall designate such additional functionaries and perform such other tasks as are deemed essential to the welfare of the Chapter.
- (2) President-Elect - In addition to those duties enumerated in the Bylaws, the President-Elect shall serve as coordinator of the activities of the Standing Committees and shall serve as liaison between those committees and the Executive Committee. In order to ease the transition to becoming President, the President-Elect shall accompany and/or assist the President as he/she carries out the duties of that office.

Section 3: Duties of Officers (continued)

(3) Vice-Presidents (3) - The Vice-President of each campus shall serve as the coordinator of FACC activities on their campus, promote FACC membership, and coordinate recruiting efforts with the President-Elect.

(4) Secretary – The Secretary will be responsible for recording the minutes of all Executive Committee meetings and general membership meetings.

This office will also be responsible for all general correspondence between the Chapter and FACC state office as directed by the President of the Chapter.

(5) Treasurer – The Treasurer will be responsible for all financial record keeping and reporting. This office must have pertinent records updated and readily available to the Executive Committee.

(6) Publications/Legislative Representative – The Publications/Legislative Representative will be responsible for providing a communication link between the FACC Legislative Committee and the Chapter membership, and disseminating all pertinent legislative information to the membership and coordinating any Chapter activities concerned with informing the delegation about legislation affecting the college; and for receiving and distributing all literature from the Tallahassee Office and from the Chapter officers. This person will also be responsible for working with the Campus Vice-Presidents to attain and maintain communication links. Additional duties include soliciting articles and/or pictures for publication in the *Current* and distributing the *Current* to all members.

(7) Historian – The Historian will be responsible for collecting pertinent information relating to Chapter activities, such as meeting agendas and minutes, notices of activities, photos of activities, etc. and compiling the Chapter Book in accordance with guidelines from FACC. This person will also be responsible for maintaining a historical record of the Chapter by preserving the pages from the Chapter Book for each year in a cumulative notebook.

Section 4: Vacancies of Office

Except as otherwise provided in the Bylaws or these Standing Rules, the Executive Committee shall appoint a replacement to serve the balance of the current term.

The Executive Committee shall meet at any time deemed necessary by the President.

In addition to those duties specified in the Bylaws, the Executive Committee shall review recommendations of any Chapter committee; carry out activities and implement and act on such resolutions as adopted by the Chapter's general membership; and act on such other matters as may be germane to the operation of the Chapter. The Executive Committee, represented by the President, shall refer major policy matters to the Chapter's general membership for its action and may recommend action on matters referred to the general membership.

Rule III: Committees

Section 1: Standing Committees

(1) Scholarship Committee

This committee shall be composed of four (4) members appointed by the President and approved by the Executive Committee. The President may serve as one of the four members.

The committee will review all applications for scholarships and will recommend to the Executive Committee the appropriate number of names for the number of scholarships available for that particular semester (i.e., if the Chapter has determined that it can offer 2 full-time scholarships and 2 part-time scholarships for the Fall term, then the committee should recommend the names of two people who meet the criteria for a full-time scholarship and two people who meet the criteria for a part-time scholarship). The Executive Committee will then present the names to the full membership for approval.

(2) Adopt-a-Spot Committee

This committee shall be composed of three (3) members appointed by the President and approved by the Executive Committee.

This committee shall be responsible for overseeing the planning and maintenance of the landscaping of the plot on campus adopted by the Chapter under the College's Adopt-a-Spot Program. This responsibility would include planning workdays for all Chapter members to participate in working on this project.

(3) Fund Raising Committee

This committee shall be composed of three (3) members appointed by the President and approved by the Executive Committee.

Section 1: Standing Committees (continued)

(3) Fund Raising Committee (continued)

This committee shall be responsible for presenting to the Executive Committee ideas for fund raising projects. The Executive Committee will then determine which projects would be feasible for the Chapter to participate in and present those projects to the general membership for discussion and approval.

(4) Activities Committee

This committee shall be composed of three (3) members appointed by the President and approved by the Executive Committee.

This committee shall be responsible for presenting to the Executive Committee ideas for social activities, membership drive activities, community involvement, etc. The Executive Committee will then determine which activities they feel would be appropriate for the Chapter to conduct and present those ideas to the general membership for discussion and approval.

Section 2: Special Committees

The President may from time to time appoint an ad hoc committee to serve a particular purpose. Said committee will make recommendations concerning that purpose to the Executive Committee for action as needed.

Rule IV: Resolutions

Proposed resolutions of intent or of substance will be submitted to the Executive Committee by the Bylaws Committee no later than thirty (30) days prior to a planned general membership meeting.

Rule V: Amendment and Suspension

Section 1: Amendment

These Standing Rules may be amended at any regular or called meeting of the general membership by vote of two-thirds of those members present.

Section 2: Suspension

These Standing rules may be suspended at any regular or called meeting of the general membership by a vote of two-thirds of those members present.