

Standing Rules of the Student Development Commission Association of Florida Colleges

I. MEMBERSHIP

Active participants in the Commission represent the following Student Affairs (Student Development) service areas: Academic Advisement, Admissions, Assessment, Career Development, Chief Student Affairs Officer, Community Service Programs, Counseling, Enrollment Management, Financial Aid, Intercollegiate Athletics, Intramural & Recreational Sports, International Students, Job Placement/Co-op, Multicultural Students Programs, Orientation, Registration, Retention Programs/Recruitment, SLS Instruction, Special Populations Programs, Student Activities, Student Development, Student Health Care Center, Student Disabled Services, Student Judicial Affairs, Student Life, Student Wellness Programs, Testing, and any other area found within these Divisions.

II. ANNUAL SPRING CONFERENCE

The Student Development Commission will sponsor an Annual Conference in the spring of each year.

The Executive Board will select the site and/or host for the Annual Spring Conference. Invitations to participants in the Spring Conference may be sent to all institutions of higher education in the state including the state universities, independent colleges and universities, all community/state colleges, and other prospective sponsors.

Sponsors:

1. Institutions of higher education, accredited by one of the seven Regional Accreditation Agencies, may serve as sponsors.
2. Companies (including textbook publishers) or agencies that have worked effectively with AFC, SDC, SUS, or ICUF are invited to serve as sponsors.
3. Companies or agencies who openly disagree with the mission or vision of AFC and SDC may not be approved by SDC to serve as sponsors.
4. Other Sponsors must be approved by the SDC Executive Board in advance to serve as sponsors.

III. EXEMPLARY PRACTICE AWARDS

A. The annual Exemplary Practice Award competition will be held to:

1. Give recognition to exemplary practice of Student Development practitioners
2. Increase public understanding of and support for Student Personnel Services.

B. Exemplary Practice Committee

1. The Exemplary Practice Committee shall be composed of five judges representing each of the five regions and a chair.
2. The judges and the exemplary practice chair shall be selected by the Student Development Commission Executive Board Chair.
3. The judges shall serve at the annual Spring SDC Conference and the fall AFC Conference.

4. The Exemplary Practice Committee Chair, if possible, shall be selected from the outgoing judges to serve for a period of one year beginning at the conclusion of the annual fall AFC Convention.
5. Alternate judges may be appointed by the Exemplary Practice Committee Chair to serve as necessary.
6. In the event that a judge believes himself/herself to be in conflict of interest while judging an entry, that judge may choose to disqualify himself /herself. In the event of a disqualification, the Chair will vote in place of the disqualified judge.
7. The Exemplary Practice Committee Chair will establish, with the Executive Board concurrence, the guidelines and selection procedures, forms, timetable, etc. and will distribute the entry document to the appropriate Chief Student Personnel Officer(s) at each community college campus in an efficient and timely manner.

C. Program Submission and Competition Rules

1. Each community/state college campus may select one program for competition.
2. Any program which is the responsibility of the campus Chief Student Affairs Officer is eligible for competition.
3. The selection of a campus program shall be the responsibility of the Chief Student Affairs Officer of that campus.
4. Each campus will determine its own process for selection of the program entry.
5. The practitioners directly responsible for the program submitted as an exemplary practice program must be an AFC member(s) in good standing. The member(s) may join after the entry is submitted but must be an AFC member(s) prior to judging.

D. Selection Rules and Procedures

1. Exemplary Practice entries shall be judged at the annual Fall AFC State Convention by the Exemplary Practice Committee within the guidelines established by that committee.
2. The judges shall select four program finalists and one alternate program.
3. The Finalists of the Exemplary Practice Competition shall be announced at the Fall AFC Convention, as well as the guidelines used as the basis for selection.
4. The finalists shall present their programs at the annual AFC Spring Conference.
5. The State Exemplary Practice Award winner shall be selected from the program finalists and shall be announced at the close of the Spring Conference Award Luncheon.
6. Finalists will receive a gift card, a letter to their College, and a certificate from the Student Development Commission.
7. The winner's College Foundation will receive a check award up to \$500 from the Student Development Commission. This will be mailed to the school with a letter. The winner(s) will receive a certificate from the Student Development Commission at the annual Spring Conference. An award up to \$500 will be given (matching funds from the AFC Office) to the winner(s) at the AFC annual Fall Conference.

IV. RECOGNITION AWARDS

A. Cameron Hall Practitioner Award

1. Purpose: to recognize and honor a community/state college student affairs practitioner who has consistently demonstrated the highest levels of humanitarianism throughout his/her career.
2. Nominations, Submission, Selection Criteria and Award Process
 - a. Any currently employed full-time Student Affairs employee of a Florida community/state college may be nominated.

- b. Self-nominations will not be accepted.
- c. The nomination must be accompanied by a documentation package indicating demonstrated excellence in the following applicable areas:
 - i. demonstrated impact on students, programs or activities that directly or indirectly benefit students;
 - ii. commitment to student success;
 - iii. supportive, helpful and cooperative with co-workers, and
 - iv. evident support for the mission of Student Affairs.
- d. The nomination and documentation must be submitted to the Awards Committee by the second Friday of April each year.
- e. Depending on the budget, the award recipient will be presented with a check award up to \$300.00 from the Student Development Commission and a certificate at the annual Spring Conference.
- f. This award need not be given annually.

B. Dr. Debra J. Hay Distinguished Service Award

- 1. Purpose: to recognize those practitioners who are considered exceptionally effective and active in the AFC Student Development Commission.
- 2. Nominations Submission, Selection Criteria and Award Process
 - a. Any AFC Student Development Commission member with at least 10 years of documented participation in commission activities may be nominated.
 - b. Self-nominations will not be accepted.
 - c. The nomination must be accompanied by a complete narrative indicating:
 - i. nominees name,
 - ii. years of service to the AFC Student Development Commission with a description of services provided.
 - d. The nomination must be submitted by the second Friday of April each year.
 - e. The Awards Committee shall select the award recipient upon evaluation of demonstrated excellence in the following areas:
 - i. level of activity in the AFC Student Development Commission,
 - ii. effectiveness in the AFC Student Development Commission.
 - f. Depending on the budget, the award recipient will be presented with a check award up to \$300.00 from the Student Development Commission and a certificate at the annual Spring Conference.
 - g. This award need not be given annually.

C. Dr. Charles R. Dassance Student Development Advancement Award

- 1. Purpose: to honor individuals who have contributed outstanding services to the advancement of Student Development.
- 2. Nominations Submission, Selection Criteria and Award Process
 - a. Any individual who has contributed outstanding service to the advancement of student development may be nominated.
 - b. Self-nominations will not be accepted.
 - c. The nomination must be accompanied by a complete narrative indicating:
 - i. nominee's name, title and address,
 - ii. the contribution made to Student Development.
 - d. The nomination must be submitted by the second Friday of April each year.
 - e. The Awards Committee shall select the award recipient upon evaluation of demonstrated outstanding service to the advancement of Student Development on a state-wide basis.
 - f. Depending on the budget, the award recipient will be presented with a check award up to \$300.00 from the Student Development Commission and a

- certificate at the annual Spring Conference.
- g. This award need not be given annually.

D. Student Leader Connection Award

1. Purpose: to honor a student who has contributed to the work of student development activities on their campus.
2. Nominations Submissions, Selection Criteria and Award Process
 - a. Any student leader who has contributed to or participated in student development activities at their campus may be nominated.
 - b. Self-nominations will not be accepted.
 - c. The nomination must be accompanied by a complete narrative indicating:
 - i. Nominee's name, address, phone number, GPA
 - ii. Contributions made to student development activities on their campus
 - d. Nominations must be submitted by the second Friday of April each year.
 - e. The Awards Committee will evaluate the award based on campus and community involvement and the level to which the student participates in and promotes Student development activities at their campus.
 - f. Depending on the budget, the award recipient will be presented with a check award up to \$300.00 from the Student Development Commission and a certificate at the annual Spring Conference.
 - g. This award need not be given annually.

E. Faculty Connection Award

1. Purpose: To honor a faculty member who has contributed to the work of student development activities on his/her campus.
2. Nominations Submissions Selection Criteria and Award Process
 - a. Any faculty who has contributed to or participated in student development activities at their campus may be nominated.
 - b. Self-nominations will not be accepted.
 - c. The nomination must be accompanied by a complete narrative indicating:
 - i. Nominee's name, discipline, address, phone number.
 - ii. Contributions made to student development activities on their campus.
 - d. Nominations must be submitted by April 15 each year.
 - e. The Awards Committee will evaluate the award based on and community involvement and the level to which the faculty member participates in and promotes Student Development activities at their campus.
 - f. Depending on the budget, the award recipient will be presented with a check award up to \$300.00 from the Student Development Commission and a certificate at the annual Spring Conference.
 - g. The Faculty Connection Award need not be given annually.

Standing Rules Revised: November 1983
November 1987
November 1989
May 1992
May 1993
April 1994
April 1995
April 1997

November 1997
May 2001
May 2003
May 2004
November 2008
May 2011
October 2011
February 2013
May 2014
May 2016