

**UNIVERSITY OF SOUTH FLORIDA
ALUMNI ASSOCIATION
PINELLAS COUNTY CHAPTER BYLAWS**

Article I – Purpose

The purpose of this organization, to be known as the Pinellas County chapter of the USF Alumni Association, shall be to promote and maintain relationships among the community, alumni and friends of the University of South Florida. The Pinellas County Alumni Chapter shall preserve the best interests of the University of South Florida and the Alumni Association. It shall be governed by the Alumni Association’s Board of Directors, which shall be empowered to direct programming and serve as liaison to all chapters and societies.

Article II – Membership

Section 1. Persons holding any active classification of membership in the Alumni Association as provided in its bylaws, and residing in Pinellas County, shall be eligible for memberships in this chapter.

Section 2. The chapter shall not levy dues or require contributions as a condition of membership except as may be approved by the USF Alumni Association Board of Directors.

Article III – Officers/Board of Directors

Section 1. To be eligible to hold any elective or appointive chapter office, the officer or chairperson must be a dues paying member of the USF Alumni Association, must have attended 50% of the regular scheduled Pinellas County Chapter sponsored meetings and events, and served on the Board of Directors for a minimum of 12 continuous months.

- A. Elections will be held at each June meeting. The elected chapter officers shall serve a minimum of one full term which consists of two years running from July 1 thru June 30.
- B. Officers and Board Members will be elected by a majority vote of chapter membership in attendance at the June Meeting.
- C. Any Board member or officer can be removed by a majority vote of Chapter Members.

Section 2. The elected chapter officers and board members and their duties shall be:

- A. President: Will be elected by the chapter members present at the June meeting or event with at least 20 days notification of the meeting. When there is not a President, the USF Alumni Association Board of Directors may appoint an acting Chapter President until the membership body of the chapter

is able to hold an official election. The Chapter President shall serve a minimum of one full term and shall be the executive head of the chapter. There shall be no term limits. Duties of the Chapter President shall include:

Providing guidance and leadership for the chapter
Representing the chapter in its relations with the Alumni
Association
Serving on the President's Roundtable Committee
Scheduling and facilitating regular chapter meetings
Attending the Alumni Association Summit

- B. Vice-President: Will be elected by the chapter members present at the June meeting or event with at least 20 days notification of the meeting. When there is not a Vice-President, the Pinellas County Alumni Chapter President may appoint an acting Chapter Vice-President until the membership body of the chapter is able to hold an official election. The Chapter Vice-President shall serve a minimum of one full term. There shall be no term limits. Duties of the Chapter Vice-President shall include:

Assume the duties of the President in his/her absence
Assist with scheduling and facilitating regular chapter meetings

- C. Secretary: Will be elected by the chapter members present at the June meeting or event with at least 20 days notification of the meeting. When there is not a Secretary, the Pinellas County Alumni Chapter President may appoint an acting Chapter Secretary until the membership body of the chapter is able to hold an official election. The Chapter Secretary shall serve a minimum of one full term. There shall be no term limits. Duties of the Chapter Secretary shall include:

Keep accurate record of all business meetings and reports
Make minutes and reports available to chapter members
Maintain the Pinellas County Alumni Chapter webpage hosted by
the Alumni Association

- D. Expectations for Membership of the Board

- a. To remain on the board, members are expected to attend 50% of the regularly scheduled Pinellas County Chapter sponsored meetings and events and to be a dues paying member of the alumni association for their entire term.
 - i. If a member fails in these obligations he/she will be excused from the board by the President. In the case of the President he/she will be excused by a member of the Alumni Association's Board of Directors

- ii. A board member who is asked to be excused will have a chance to meet with the President and/or Vice-President to explain his/her absences.
- iii. The remaining officers and board members will appoint an eligible member to fill any vacant positions until the next scheduled election.

Section 3. Board Composition

Board members will consist of the President, the Vice-President, Secretary, eight other alumni members, and two non-voting student.

Section 4. Board Membership

- A. Voting Members: To be considered for a voting board member position, the member must have attended 50% of the Pinellas County Chapter sponsored regularly scheduled meetings and events in the prior twelve month period and be a dues paying member of the Alumni Association. These positions will have no term limits. Board Members will be nominated for membership by officers or current members of the board at the June meeting or Event. Board Members will be elected by a majority vote of chapter membership at the June Meeting.
- B. At the end of each term, the board member may run again and will be automatically re-instated if unopposed.
- C. Non-Voting Members: The two student positions shall be filled by the USF St. Petersburg Student Government President and the USF St. Petersburg Ambassadors President. If these individuals are unable to serve they may appoint another student to the position with the majority approval of the board. The student term will be from August to May.
- D. Board Member Expectations for Membership
 1. To remain on the board members are expected to attend 50% of the regularly scheduled meetings and events and to be a dues paying member of the alumni association for their entire term.
 - a. If a member fails in these obligations he/she will be excused from the board by the President.
 - b. A board member who is asked to be excused will have a chance to meet with the President and Vice-President to explain his/her absences.
 - c. The remaining officers and board members will appoint an eligible member to fill any vacant positions. In an event of a tie, it will be considered a “No” vote.

Article IV – Committees

Section 1. Standing committees may include, but are not limited to:

- ***Students and Young Alumni:*** This committee serves the chapter by assisting with convocation, Grad Stampede, Senior Send Off, and Commencement by providing outreach to students and recent graduates.
- ***Activities:*** This committee serves the chapter by working with athletics to promote USF spirit in Pinellas County through tailgates, watch parties, and other athletic related events. This committee is also responsible for social events and homecoming related activities.
- ***Community Outreach:*** This committee serves the chapter by keeping alumni living in Pinellas County engaged in the community by organizing service projects and coordinating campus based volunteer opportunities
- ***Special Events:*** This committee serves the chapter by organizing and facilitating chapter sponsored annual events including the Distinguished Alumni Awards and Community Luncheon.
- ***Membership:*** This committee serves the chapter by actively engaging Pinellas County alumni in chapter and alumni association activities. The committee communicates the benefits of being a member and promotes involvement and leadership opportunities.

Section 2. Committee Chairperson(s)

- A. Any dues paying member of the alumni association residing in Pinellas County who wishes to serve as a chairperson of a standing committee shall be appointed by the President and confirmed by a majority vote of the board members at the annual June meeting or event. In the event of a vacant Chairperson position, the Pinellas County Alumni Chapter President may appoint an acting Chairperson until the membership body of the chapter is able to hold an official election.

Article V – Conduct of Business

Section 1. The business and affairs of the chapter shall be vested in the chapter’s officers and Board of Directors unless otherwise provided for in these bylaws or those of the Association.

Section 2. All actions of the chapter shall be in accord with the bylaws of the USF Alumni Association.

Section 3. Meetings will be held throughout the fiscal year on a minimum of a quarterly basis, as determined by the officers and board of directors. The locations and times will also be determined on a meeting-by-meeting basis.

Section 4. The committees will meet a minimum of quarterly during the year. The chairperson will set the date, time and location. The chairperson of each committee, or designee, will report at the next scheduled board meeting.

Section 5. The board will convene at a minimum of once a year for an annual retreat.

Section 6. Any decision bound by a vote shall pass by a majority vote of the chapter officers and board members present at any regularly scheduled or special meeting.

Section 7. Quorum will be defined as one half the current board membership plus one.

Article VI – Amendments

These bylaws may be amended by a majority vote of the chapter board members and officers present at any regular meeting or any special meeting where such proposed actions shall have been proposed prior to said meeting. Any amendment to these bylaws must be approved by the USF Alumni Association Board of Directors.

Chapter Bylaws

Adopted this _____ day of _____, 20__ by the duly constituted membership of the Pinellas County Alumni Chapter of the USF Alumni Association.

Attest hereto:

Chairman, USF Alumni Association Board of Directors

President, USF Alumni Association

President, USF Alumni Association
Pinellas County Alumni Chapter