

# SAMPLE SEMINOLE CLUB<sup>®</sup> BYLAWS

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## I. Meetings

- a. Meetings will be run according to Robert's Rules of Order.
- b. The Seminole Club<sup>®</sup> shall hold at least one (1) general meeting per year in order to elect officers and directors. Only current **FSU Alumni Association** members and/or Seminole Boosters may vote on club matters. FSU Alumni Association joint memberships shall count as two (2) votes.
- c. Additional meetings may be held at the discretion of the President or by order of a majority of the Board of Directors.

## II. Officers and Directors

- a. Officers and directors shall be elected for a term of one (1) year, concurrent with the club membership and fiscal years. The President shall serve no more than two (2) consecutive terms.
- b. When a vacancy occurs among either officers or other directors of the Board, the President shall appoint a club member to fill the unexpired term of office with the consent of the majority of the Board of Directors. Should the club President not be able to serve out his or her term and less than six (6) months remain in that term, then the Board of Directors shall appoint an interim club president. If the club President is not able to serve his or her term and more than six (6) months remain in that term, there shall be a special election called by the Board of Directors to fill the vacancy.
- c. The President shall preside at all meetings and shall have general supervision of all affairs of the club. The President shall be the official representative of the club on all occasions except when otherwise designated.
- d. The Vice President shall perform the duties of the President in his or her absence.
- e. The Secretary shall keep an accurate record of all meetings as well as a list of the club's constituents with the address, telephone number and email address of each constituent. The Secretary also shall conduct the correspondence of the club, including overseeing the coordination of newsletters and other mailings.
- f. The Treasurer shall receive all monies of the club and deposit same in a bank approved by the Board of Directors. The Treasurer shall pay all club debts and submit a report at every business meeting.
- g. The immediate former President of the club will serve in an ex-officio capacity. The former President will have no voting status with the Board. All former club Presidents are welcome to serve in an ex-officio capacity, but shall have no voting status with the Board.

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## III. Board of Directors

- a. The Board of Directors shall consist of the above-named officers and any additional directors to be elected by the club membership during the general elections. In addition, the Board of Directors will have, as ex-officio members, any former President who serves by appointment of the Board.
- b. The government of the club and the direction of its activities shall be vested in the Board of Directors.
- c. The Board of Directors shall meet regularly during the course of the year. An agenda shall be distributed at least two (2) days prior to each meeting to allow for preparation. A sample agenda is as follows.
  - Call to order
  - Minutes of the last meeting
  - Treasurer's report
  - Officer reports
  - Committee reports
  - Unfinished business
  - New business
  - Adjournment
- d. The Board shall be called for special meetings on the order of the President, or on the order of any of the other three Board officers. Only such business of which the Board has been notified may be transacted at such a called meeting. Board members shall be notified immediately by phone or email of said meetings.
- e. A quorum is defined as five (5) voting members of the Board of Directors present.
- f. Should a quorum not be present, interim decisions must be reviewed and approved at the next Board meeting that a quorum is present.
- g. A regular meeting of the Board of Directors must be called by the President upon the written request of the members of the Board of Directors.

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## IV. Standing Committees and Special Committees

- a. The standing and special committees of the Board of Directors could include the following: Events, Membership Committee, Public Relations, Community Services, University Support and Nominating Committee. A minimum of one (1) Board member shall serve on each committee as Chair, or appoints a Chair, and be the liaison with the Board of Directors. All committee members shall serve at the discretion of the Board of Directors. The duties of the committees are:
- i. **Events Committee** – oversee the coordination of club events, including game watching parties, meeting, service and social events and ticket sales.
  - ii. **Membership Committee** – be the club liaison with the FSU Alumni Association and encourage membership in both the alumni association and Seminole Boosters.
  - iii. **Public Relations Committee** – to oversee updating the club’s website and coordinate publicity for all club-sponsored activities.
  - iv. **Community Service Committee** – to plan, coordinate and supervise the volunteer and community service events for the club.
  - v. **University Support Committee** – to promote, plan and coordinate local area events that involve officials for Florida State University or promotes Florida State University in the club geographic area.
  - vi. **Nominating Committee** – to compile a list of eligible candidates for Board positions, oversee the preparation of ballots to eligible member voters, count all votes taken at the general elections meeting and validate the results to the Board of Directors. The President shall appoint members of the Nominating Committee, consisting of no fewer than three (3) members and no more than five (5) members, and the Committee shall be approved by the Board of Directors, approximately three (3) months prior to the end of the Board’s current term. The committee shall be responsible for seeing that each step of the elections process is carried out in a timely manner so that the process is completed no later than one (1) month prior to the time the new Board of Directors takes office. The Chairperson will be appointed by the President.
- b. Special ad hoc committees shall be appointed at the discretion of the Board of Directors to coordinate special events and projects sponsored by the club.

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## **V. Removal of Directors, Officers and/or Members**

Any director, officer or member of the club, by a two-thirds majority vote of the full Board of Directors, may be removed whenever, in the judgment of the Board, the best interest of the club will be served thereby. This includes absences of any officer or director from regularly scheduled Board meetings that are deemed without merit by the majority of the other Board members.

## **VI. Membership**

There is no local Seminole Club® membership. For the purposes of Seminole Clubs®, “members” are current members of the FSU Alumni Association and/or Seminole Boosters.

## **VII. Amendments**

Bylaws may be amended at any regular meeting of the club by a simple majority vote of the constituents present and voting. The Seminole Club® Constitution cannot be amended at the local Seminole Club® level.

## **VIII. Scholarship**

Scholarships awarded by the club shall be awarded through an unbiased selection process.