



THE FLORIDA STATE UNIVERSITY  
ALUMNI ASSOCIATION

## **Seminole Club® Constitution**

### **Constitution of National and International Seminole Clubs®**

#### ARTICLE I

SECTION 1. NAME. The name of this club is "(city) Seminole Club®" OR "Seminole Club® of (city)," operating as a chapter of the FSU Alumni Association.

SECTION 2. LOCATION. The area of service for this Seminole Club® is the following geographic region: \_\_\_\_\_. (Inside of Florida: home county of operation – outside of Florida: agreed upon geographic region)

SECTION 3. PURPOSE AND OBJECTIVES. The Seminole Club® is organized to promote the welfare, development and advancement of Florida State University and its educational, scientific and programmatic purposes. Seminole Clubs® are organized groups of people throughout the nation who support and are dedicated to the Florida State University academic and athletic missions. Seminole Clubs® operate as official chapters of the FSU Alumni Association for accounting and tax compliance purposes. Clubs are responsible for providing a connection with the University to their members – they accomplish this by hosting strategic programming throughout the year such as community service, continuing education, networking and social events.

SECTION 4. LIMITATIONS. No club or club member will have any right, title or interest in any of the property or assets, including any earned or investment income of the Alumni Association, and all club property and assets shall be returned to the Alumni Association upon club dissolution.

SECTION 5. CONSTITUTION. The Seminole Club® Constitution cannot be amended at the local Seminole Club® level, and can only be amended by the FSU Alumni Association National Board of Directors



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SECTION 6. FISCAL YEAR. The fiscal year of the Florida State University Alumni Association and all Seminole Clubs® is July 1 through June 30, inclusive, unless otherwise defined.

SECTION 7: OFFICIAL LOGO. The official logo shall be kept on file by the club and shall be affixed to all legal documents or transactions as required. This logo must be approved through both the Florida State University Alumni Association and the FSU Office of Trademark Licensing and Affinity Marketing and cannot be altered without expressed written consent.

SECTION 8: CONFIDENTIALITY: Seminole Clubs® collect and are provided with confidential university information which is to be used exclusively for direct functions of the Seminole Club® and is to be shared only with Florida State University and its Direct Support Organizations (DSOs)

## ARTICLE II

### PARTICIPATION

SECTION 1. ALUMNI and BOOSTERS: All FSU Alumni, Seminole Boosters' members and fans and friends of Florida State University are automatically eligible to participate in a Seminole Club®. Only current dues-paying members of the FSU Alumni Association or Seminole Boosters are considered voting members.

## ARTICLE III

### MEETINGS

SECTION 1. GENERAL MEETINGS: Meetings shall be conducted according to the latest edition of Robert's Rules of Order Revised.

A. Annual Meetings. Each Seminole Club® shall hold a meeting of its members annually (the "Annual Meeting") as near the 30th of June as reasonably possible. This meeting shall be held at a convenient hour and place within the area of service, for the purposes of electing club officers, considering the Treasurer's report of the accounts of the club (subject to audit and adjustment) and any other reports that may be presented, and for the transaction of such other business as may properly come before the meeting. The Board shall fix a date not less than ten (10) nor more than thirty (30) days before the



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meeting as the record date for members entitled to vote at the Annual Meeting (voting members).

B. Notice of Meetings. Notice of the time, place, and purpose or purposes of the Annual Meeting and any special meetings shall be given by email to each record member of the club not fewer than fourteen (14) nor more than thirty (30) days before the meeting. Such notice may also appear in the regular newsletter circulated by the club.

C. Quorum. At any meeting of the members of the club, one-third of the club's voting members, or if one-third of the club's members be ten (10) or more, then such voting members present shall be a quorum. In the absence of a quorum, or when a quorum is present, a meeting may be adjourned from time to time by vote of a majority of the members present without notice other than by announcement at the meeting. At any adjourned meeting at which a quorum shall be present any business may be transacted which might have been transacted at the meeting as originally notified.

D. Voting. At every meeting of the members of the club, each voting member shall be entitled to vote, in person. Upon the demand by any voting member in attendance, the vote upon any question before the meeting shall be by ballot. Unless otherwise provided in these by-laws, all elections and motions shall be decided by a majority vote of the voting members present.

SECTION 2. REQUIRED MEETINGS: Apart from the Annual Meeting, the club shall meet as determined by the club's governing board. Minutes from all Seminole Club® Board meetings shall be forwarded to the Alumni Association.

SECTION 3. LEADERSHIP CONFERENCE. Each club should make every effort possible to have at least two club leaders in attendance at the Seminole Club® Leadership Conference hosted annually by the FSU Alumni Association

#### ARTICLE IV

Board of Directors – All Seminole Club board of directors members must be current, dues-paying members of the Florida State University Alumni Association.

SECTION 1. POSITIONS. Each Seminole Club® is required to maintain a governing board or council consisting of, **at a minimum**, the following officers: President, Vice President/President Elect, Treasurer, Secretary and At-Large Member. Officers shall be



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elected for a term of one (1) year. Immediate family members (spouses, partners, parents, children, siblings) cannot serve as officers during the same term, unless approval is granted by the Florida State University Alumni Association President due to extenuating circumstances. Current employees of the Florida State University or any of the FSU Direct Support Organizations cannot serve as officers

## SECTION 2. GENERAL RESPONSIBILITIES and DUTIES OF OFFICERS.

a. President - presides at all meetings of the club. The president appoints the standing committees and special committees; and exercises the powers generally associated with the president of a Seminole Club®. The president shall be the official representative of the club on all occasions except when otherwise designated.

b. Vice President/President Elect – takes on the responsibilities of the president in the event of the president’s absence. The vice president works with other officers and committee members, is an ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president.

c. Secretary - serves as the secretary to the governing body of the club and compiles the official minutes of each meeting hosted by the club. The secretary tracks and records participation and attendance information and forwards board meeting minutes and materials to the FSU Alumni Association. The secretary also shall conduct the correspondence of the club, including overseeing the coordination of newsletters and other mailings.

d. Treasurer - assists in the preparation of all budgets; assists in the direction of the development and maintenance of the financial accounts within QuickBooks and assists in the handling of scholarship funds.

e. At-Large Member – takes on the responsibilities of the secretary or treasurer in their event of either of their absence, and other duties as assigned by the president.

## SECTION 3. VOLUNTEER POSITION

a. All positions on the board of any Seminole Club®, including all officers and all general board members, are volunteer positions. Officers and general board members cannot be compensated in any manner for any services provided to the club.



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## ARTICLE V

### FUNDING

SECTION 1. SOURCE OF FUNDS. All Seminole Clubs® will maintain a non-dues structure, receiving their base from Florida State University, distributed by the FSU Alumni Association. While clubs are not permitted to collect local dues, they are encouraged to raise money in other ways, such as: charging on a per-event basis, securing sponsors (see sponsorship guidelines in SECTION 3) and other fundraisers.

SECTION 2. FINANCIAL DOCUMENTATION. Accurate financial records shall be kept for each club in compliance with this constitution and club requirements. The club treasurer shall prepare all requested budgets and reports for the FSU Alumni Association in accordance with the Seminole Club® Leadership Handbook. All supporting documents must be received by the FSU Alumni Association by January 15 and July 8, respectively; failure to do so will jeopardize Seminole Club® status as an officially recognized chapter of the FSU Alumni Association.

SECTION 3: SPONSORSHIPS. FSU Alumni Association Corporate Partners as listed on the FSU Alumni Association's web page may be recognized as sponsors of club events, but the Seminole Club® should contact the FSU Alumni Association representative if they wish to partner. The FSU Alumni Association marketing staff member will act as the liaison to fulfill the partnership of the club and corporate partner. Seminole Clubs® will be contacted as quickly as possible whether or not corporate partners choose to participate in the event, but under no circumstances should the Seminole Club® directly solicit corporate partners and/or request monetary compensation for a sponsorship.

## ARTICLE XI

### DISSOLUTION

#### SECTION 1. DISSOLUTION PROCEDURE

If a club is dissolved or inactive for a period of time not exceeding two (2) years:

1. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the



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federal government or to a state or local government, for public purposes. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organization as said Court shall determine which are organized and operated exclusively for such purposes.

2. All monies and materials will be returned to the FSU Alumni Association. If after a period of 1 year from the date the Director of Seminole Clubs declares the Seminole Club to be dissolved there are no actions taken to re-establish the club, the returned funds will be distributed equally between the Alumni Association's Legacy Scholarship, Ambassador Scholarship & 1<sup>st</sup> Generation C.A.R.E. scholarship.

3. The club must undergo the re-chartering process (Getting Started section of the Seminole Club® Leadership Handbook). Monies and materials can be returned to the club after this period of inactivity or dissolution at the discretion of the FSU Alumni Association.

3. If a Seminole Club® or chapter leaders have voted to dissolve or terminate their organization, a leader must notify the FSU Alumni Association within 48 hours about the organization's change in status.

4. Seminole Club® and chapter leaders must take down the club/chapter's website and remove all social media channels associated with the club/chapter within 30 days of dissolution.

The Florida State University Alumni Association National Board of Directors has the authority to vote for the dissolution of a Seminole Club or Chapter in the event of illegal or improper activity conducted by the clubs' governing board.

