

**University of South Florida Muma College of Business**  
**Alumni Advisory Council**  
**2022-2023 Bylaws**  
**Updated May 3, 2023**

**ARTICLE I – OBJECT**

**NAME:** The name of the advisory group shall be the Alumni Advisory Council.

**PURPOSE:** The purpose of the board shall be to:

- Advise the current dean on important matters
- Connect with alumni to increase alumni involvement with the Muma College of Business
- Engage with the current and prospective students
- Participate in and encourage others to support special events
- Support the activities for the Muma College of Business

**ARTICLE II – MEMBERSHIP**

**ELIGIBILITY:**

- Members have graduated from the USF Muma College of Business within the last 20 years. Exceptions will be made based on a member's dedication and commitment to the group and the Muma College of Business.
- Members may be alumni from undergraduate OR graduate programs (or both).
- Must pass 6-month Provisional period

**MEMBERSHIP TERMS:**

- The number of members to serve on the Alumni Advisory Council shall be determined by the group and the current dean. Our goal is to maintain an active group of 30 council members.
- Prospective members must fill out an application. Applications are accepted on a rolling basis, although membership is not guaranteed.
- Membership is for a two-year term and Active Status is to be re-evaluated annually
- Active membership status is based on Attendance Expectations and Financial Requirements listed below
- Upon approval of joining the Alumni Advisory Council, the new member will be placed on a Provisional period
  - This Provisional period will last for 6 months
  - Provisional members are expected to complete the following criteria to become full members
    - Attend at least 2 Alumni Advisory Council meetings for all members (in-person or virtually)
    - Attend at least 1 event hosted by the Muma College of Business or the Alumni Advisory Council
    - Fulfill the minimum financial requirements based on year of graduation from Muma and/or support the University in another capacity financially
  - Active Council members who cannot fulfill this set of minimum obligations within a year will be placed on Probation and asked to reaffirm their commitment to the Alumni Advisory Council.
  - Failure to complete the minimum obligations will result in the Council marking that member as Inactive and removed from all communications regarding the Council

**ATTENDANCE EXPECTATIONS:**

- Members can miss 50% of the meetings for all Council members. Not attending in-person or virtually counts as missing a meeting without notice to the Chairs. The dates for these meetings are provided far in advance to allow for members to block time on their calendars and attend as expected.
- Members are required to attend at least 2 Council meetings and at least one social/volunteer/special event hosted by the Muma College of Business each year
- If members fail to meet the required event/meeting attendance, they will be asked to reaffirm their commitment to the Alumni Advisory Council and will be placed on Probation.

## FINANCIAL REQUIREMENTS:

- If a member does not fulfill their annual financial requirement or contribute financially to the University of South Florida, they will receive a communication from the Chairs to understand their commitment to the Council
- If the member is giving to the University or Muma College of Business in other ways or capacities (such as scholarships outside the Council's specific fund), this will be considered as a contribution.
- The annual membership contribution is \$500 unless the member is already giving to the University of South Florida. If applicable, members can have employers match their gifts: <https://giving.usf.edu/how/matching-gifts>.
- Members can choose to pay their membership contribution in full *OR* select an annual payment plan spread out over the year.
- Members within 0 - 5 years of graduation can pay on a tiered system of \$100 per year out of school, up to \$500. Please see the table below for more details:

Most Recent Year Graduated	Minimum Financial Requirement
Graduation Year + 4 or more	\$500
Graduation Year + 3	\$400
Graduation Year + 2	\$300
Graduation Year + 1	\$200
Graduation Year	\$100

- Having your employer match your annual payment can help with meeting the minimum financial requirement.
- Membership dues are allocated to various council needs including operating funds, activities, and scholarships.
- The board will develop and propose a financial plan to the rest of the Council for the year.

## ARTICLE III – STRUCTURE

### STRUCTURE:

- The Alumni Advisory Council will have a board consisting of the Chair, the Chair Elect, Membership Chair, Student Engagement Chair and Alumni Chair.
- Each Chair can elect to have a Co-Chair for their specific Committee(s).
- Select board positions will oversee committees, including the Current Student Committee, the Prospective Student Committee, Membership Committee, and the Alumni Committee.
- All board positions are for a two-year term, but all positions must reaffirm their commitment to the position after the first year.
- All board positions will be responsible for developing KPIs to present to the Council and Muma College of Business outlining expectations.
- Any member being considered for a position must be Active and in current good standing.
- Board members will have the opportunity to rotate in sitting in on the Executive Advisory Council.

**The duties of the board members will be as follows:**

- **CHAIR:** The Chair will be the presiding officer who leads all member meetings and represents the entire Alumni Advisory Council to the public and Muma College of Business. The Chair will oversee the board and assist other board members as needed. The Chair will work closely with the Alumni Advisory Council advisor and the current dean to ensure the council is supporting the Muma College of Business to the best of its abilities. This position will also sit on the [Muma College of Business Executive Advisory Council](#) meetings for the duration of his/her term.
- **CHAIR ELECT:** The Chair Elect will shadow the Chair during their term and immediately step into the Chair position at the end of their term. This position will serve as a second opinion to all matters the Chair is involved in and work closely with the Alumni Advisory Council advisor and current dean to ensure the council is supporting the Muma College of Business to the best of its abilities. The Chair Elect will manage all financial matters related to the board funds and work with the advisor to finalize requests. The Chair Elect will carry out the duties of the Chair when the Chair is unavailable.
- **MEMBERSHIP CHAIR:** The Membership Chair will ensure that the member roster is accurate and up-to-date. This position will review good standing for each member and put into questioning necessary memberships. The Membership Chair will oversee the process of offering Alumni Advisory Council membership to selected candidates and review all applications. The Membership Chair will monitor the Active status of each member. This position will oversee the Membership Committee.
- **STUDENT ENGAGEMENT CHAIR:** The Student Engagement Chair will oversee the connections between Alumni Advisory Council members and students. This position will also oversee the Prospective Student Committee and Current Student Engagement Committee.
- **ALUMNI CHAIR:** The Alumni Chair will oversee connections between Alumni Advisory Council members, the Muma College of Business, and alumni. The Alumni Chair will look for ways to enhance alumni involvement and connections. This position will oversee the Alumni Committee.

# Alumni Advisory Council Fund Contribution


**Q:** Where do I contribute to the fund?

**A:** <https://giving.usf.edu/online/gift/f/200128/>

or

Search MCOB Young Alumni Advisory Council  
Fund #200128

Select your own gift amount and frequency.

 / How to Give / Give Online

Thank you for supporting the **University of South Florida**. Your generosity makes great things possible!

### My Gift Details

Select a gift amount

\$1,000

\$750

\$500

\$250

\$100

Or, enter a gift amount \*

\$

Gift Amount

Giving Frequency \*

One-Time

Monthly

Quarterly


Annually


I would like to support

MCOB Young Alumni Advisory Council

Fund #200128

or

 Search for a USF fund

 Add this gift.

# MATCHING GIFT

Find out if your company can match your gift to USF  
<https://giving.usf.edu/how/matching-gifts>

## Corporate Matching

Many employers sponsor matching gift programs and will match charitable contributions made by their employees. Some companies also match retirees' or spouses' gifts. To find out if your company has a matching gift program, please enter your employer's name in the box below. If you can't access your company's form directly through the search box, please contact your Human Resources office.

Please email completed matching gift forms to [annualgiving@usf.edu](mailto:annualgiving@usf.edu).

To mail your form, please send to this address:

USF Foundation, Inc.  
University of South Florida  
4202 E. Fowler Avenue, ALC100  
Tampa, FL 33620

If you have any questions, please [contact us](#).

## Search for Your Employer

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## Your Impact



USF is home to 50,577 students from over 145 countries!