

The USF Club

By-Laws

Revised 1994-1995

Addendum – Revised 2012/2013

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The University of South Florida Club Bylaws
Approved by the Board of Directors
October 18, 1994

Article I
Name and Purpose

Section 1, Name

The name of the Club shall be the University of South Florida Club, also referred to as the USF Club.

Section 2, Purpose

The purpose shall be to encourage and promote social contact, good fellowship, the exchange of ideas, and cordial cooperation among its members.

Article II
Membership

Section 1, Classifications

Membership in the Club shall be classified as Founding, University, Retired, Alumni, and Friends. Membership is not transferable. Eligibility: 21 years and older.

Founding: Any member listed as “Founding” on the first year’s membership list and whose name appears on the plaque listing these members. These members have life-time membership eligibility. Upon Payment of the annual membership dues, membership will be granted regardless of affiliation with the University.

Retired: Any officially retired member from USF or the widow or widower of such retired member.

Alumni: Any alumnus of University of South Florida.

University: Faculty, Staff and any employee (full or part-time) of the university may become member for the duration of their appointment at USF.

Friend: Any individual or member of a group associated with the University as recommended and approved by the Executive board.

Section 2, Voting and Office-Holding Privileges

Founding, University, Retired, Alumni, and Friend members may vote and hold office. All members enjoy the privileges of the Club.

The Board of Directors shall determine on a case-by-case basis the voting and office-holding privileges of members in the Friend category.

Article III Board of Directors

Section 1, Responsibilities

The Board of Directors' responsibilities are to govern the affairs of the Club and its membership which include, but are not limited to, collecting membership fees, disbursing payments for the Club expenses, promoting membership, and planning programs and activities which further the purposes of the Club as outlined in these bylaws.

Section 2, Members of the Board of Directors

The Board of Directors shall consist of nine elected, dues-paying members with *one, two, or three* year staggered terms.

The **Board of Directors** consists of:

- President
- Vice-President
- Treasurer
- Secretary
- Web-Master
- Membership Chair
- Tailgate Coordinator
- Two other members

A majority of the Board will consist of members from the University membership category. Three members will be retired on August 31 of each year and replaced by three elected members whose terms shall begin on September 1st. Members are eligible for reelection to the Board. The immediate Past President of the USF Club is an ex-officio member.

Section 3, Election of the Board of Directors

In March, the President shall appoint a two or three-member Nominating/Election Committee who will present a slate of nominations at the May meeting. Other responsibilities of this committee shall be confirming the consent and eligibility of the nominees to serve prior to placing the names in nomination, communicating the nominations, preparing, and emailing ballots, and notifying the new Board members of their election.

Those dues-paying eligible members receiving the highest number of votes shall be considered elected to the Board of Directors.

The Nominating/Election Committee shall dissolve upon completion of the elections.

Section 4, Election of Officers

The Board shall arrange and conduct election of Officers of the Club. There shall be four elected officers: President, Vice President, Treasurer, and Secretary. The officers shall be elected by the board of Directors from among the nine elected members of the Board of Directors in accordance with the term of office dates.

Section 5, Duties of Officers

The duties of the officers, except as herein otherwise stated, shall be such as usually given to such positions and may be regulated and prescribed from time-to-time by the Bylaws or Resolutions of the Board of Directors.

The President shall be responsible for, but not limited to overseeing the operations of the Club in accordance to its mission and by-laws.

The Vice President shall be responsible for, but not limited to, preparing bylaw changes and serving as Acting President in the absence of the President.

The Treasurer shall be responsible for, but not limited to, maintaining records of the fiscal operations of the Club, which include: depositing membership dues, paying Club bills, monthly reports to the Board on revenue and expenditures, and preparing an annual financial statement on May 1 of each year.

The Secretary shall be responsible for, but not limited to, preparing the meeting summaries, setting up meetings of the Board, distributing meeting materials to the Board members, preparing meeting agendas and necessary correspondence for the business of the Board and the Club.

Section 6, Vacancies on the Board

Vacancies on the Board shall be filled by the Board appointment for the remainder of the unexpired term. If a vacancy should occur in the Presidency of the Club, the Vice President shall succeed to this office.

Section 7, Attendance

Missing three unexcused consecutive Board meetings may be grounds for removal from the Board. The decision to remove a Board member for non-attendance shall be made by a vote of the Board members.

Article IV Standing and Special Committees

Section 1, The Executive Committee

The Executive Committee shall be comprised of the President, Vice President, Treasurer, and Secretary. The President may appoint additional Club members to assist the Executive Committee on specific tasks.

Section 2, The Membership Committee

The President shall appoint a Chair of the Membership Committee from the Board of Directors. The Membership Committee Chair may appoint members representing a broad representation of membership categories to the Committee. The Membership Committee shall be responsible for the solicitation of new members. This committee shall work in cooperation with the Treasurer of the Club.

Section 3, Additional Committees

The President from time-to-time may appoint any special committees that are appropriate.

Section 4, Committee Reports

The chairs of the committees shall make such reports as required by the Board of Directors and may make supplemental reports as necessary to keep the Board and membership apprised of

activities and status. Chairs of each committee will prepare an annual budget and submit it to the Board of Directors for approval before June 20 of each year.

The term of all standing committee members ceases on August 1st of each year; reappointments are at the discretion of the President.

Article V Meetings

Section 1, Annual Meeting

The annual meeting of the Club will be held on a date set by the Board of Directors.

Section 2, Quorum for Annual Meeting

Twenty members in person or by written proxy will constitute a quorum at annual meeting.

Section 3, Notice of Annual Meeting

Notice of the annual meeting will be placed on the Club Webpage. Other additional notices may be made at the discretion of the Board.

Section 4, Other Meetings

The President, with the approval of the Board, may call any other general membership meetings as deemed appropriate.

The President and the Board shall determine the frequency, date, time and location of the other meetings necessary to carry out the business of the Board and the Club.

Article VI Membership Dues

Section 1, Dues

Reasonable annual dues for membership in the Club may be established by the Board of Directors.

Section 2, Change in the Amount of Dues

The Board of Directors may recommend a reduction or an increase in the amount of such dues whenever the financial condition of the Club may warrant it. There shall be no specific assessment levied except by a majority vote of the membership of the Club. The vote is to be taken by a electronic/email ballot.

Article VII Rules of Order

Section 1

The rules contained in Robert's Rules of Order Revised for Deliberative Assemblies shall govern the Club in all cases to which they are applicable, provided they are not inconsistent with the Club's Bylaws.

Article VIII Approval and Amendments to the Bylaws

Section 1, Approval of the Bylaws

Initially, the Bylaws of the Club shall be developed and approved by the Board of Directors.

Section 2, Amendments to the Bylaws

A proposed amendment to these Bylaws shall be made in writing, and filed with the Club Secretary or other person designated by the Club President at least 30 days before being acted upon by the Board of Directors. A proposed amendment shall be approved by two-thirds of the voting Board of Directors before it can be submitted to the membership of the Club. The amendment requires the majority of the voting membership participating in a electronic/email ballot. The amendment shall become effective upon adoption unless a different effective date is specified in the amendment.

USF Founding Club Members

Jimetta Anderson
Mel W. Anderson
Francis T. Borkowski
Louis E. Bowers
Fertie A. Brand
John Lott Brown
Randall S. Cain
George R. Card
Carol J. Cargill
Constance J. Durkin
Wayne F. Echelberger
Ronald F. Federspiel
Rickard C. Fender
Charles E. Fisher
Liana F. Fox
Paul E. Givens
Phyllis S. Hamm
Marylou B. Harkness
Harold (Gene) Hart
James B. Heck
John S. Hodgson
Marson H. Johnson
Milton D. Johnston
Steven D. Kapplin
Robert M. Keith
Paula N. Knaus
Michael G. Kovac
Michael R. LaPan
Lee B. Leavengood
Guillermo Lopez
Phyllis P. Marshall
James E. Matthews
Linda L. McAlister
Peter P. McKeown
Gerry G. Meisels
Marc Mitchell

Humberto Nagera
George B. Newkome
Mark T. Orr
James L. Pappas
Jeanette M. Pipkin
Anothony Reading
Bobbie J. Rittall
J. James Rowsey
Harriet C. Seligsohn
David V. Sheehan
Barbara R. Sherman
John L. Smith
Barbara Sparks-McGlinchy
Kenneth D. Stanton
Willie J. Stokes
Jon V. Straumfjord
Ted J. Sugarman
Joyce B. Swarzman
Richard N. Taylor
Dan R. Walbolt
Mary Frances Waugh
David K. Williams