

# **Seminole Club of Greater Washington DC Bylaws**

## **I. Participation and Membership**

In accordance with the DC Seminole Club Constitution Article II, Section 1, all Florida State University (“FSU”) Alumni, Seminole Boosters members and fans, and friends of FSU are automatically eligible to participate in a Seminole Club. Active Members (“Active Members”) of the Seminole Club of Greater Washington DC (“DC Seminole Club”) are current Alumni Association members and/or current Seminoles Boosters members.

## **II. Meetings**

1. DC Seminole Club meetings shall run in accordance with Robert’s Rules of Order<sup>1</sup>.
2. The DC Seminole Club shall hold not less than one general membership meeting per year in order to elect DC Seminole Club Board of Directors and Executive Officers as defined in Sections III and IV herein.
3. Additional meetings may be held at the discretion of the President or by order of a majority of the Board of Directors.

## **III. Board of Directors**

1. The Board of Directors (“Board”) will consist of the Executive Officers as defined in Section IV herein, and at least five (5) and but no more than fifteen (15) additional members (“Board Members”) to be elected by Active Members during the general elections. In addition, the Board will include, as ex-officio members, any former President, who serves by appointment of the Board.
2. The government of the club and the direction of its activities shall be vested in the Board.
3. The Board 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 may include, but is not limited to the following:
  - a. Call to order
  - b. Minutes of the last meeting
  - c. Treasurer’s report
  - d. Officer reports
  - e. Committee reports
  - f. Unfinished business
  - g. New business
  - h. Adjournment
4. The Board shall be called for special meetings on the order of any of the Executive 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 telephone or e-mail of said meetings.

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<sup>1</sup> *Robert’s Rules of Order Newly Revised*, 11th ed. (Da Capo Press, 2011).

5. A quorum is defined as a simple majority of Board Members. Should a quorum not be present, interim decisions must be reviewed and approved at the next board meeting that a quorum is present.
6. The President, upon the written request of Board Members, must call a regular meeting of the Board.

#### **IV. Executive Officers**

1. There shall be four (4) elected Executive Officers of the Board (“Executive Officers”):
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
2. 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.
3. The Vice President shall perform the duties of the President in his or her absence.
4. The Secretary shall keep an accurate record of all meetings as well as a list of the club’s membership with the address and telephone number of each member. The Secretary also shall conduct the correspondence of the club, including overseeing the coordination of newsletters and other mailings.
5. The Treasurer shall receive all monies of the club and deposit same in a bank approved by the Board. The Treasurer shall pay all club debts and submit a report at every business meeting.
6. 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.

#### **V. Board Of Directors Elections, Eligibility and Terms**

1. Board Members shall be elected for a term of one (1) year, concurrent with the Board year cycle beginning July 1st and ending June 30th each year (“Term”).
2. To be eligible to serve as an Executive Officer, Active Members must have served a minimum of one (1) Term as a Board Member with the DC Seminole Club.
3. The President shall serve no more than two (2) consecutive Terms.
4. Board Members and Executive Officers must be Active Members for the Term during which they serve on the Board.
5. An incumbent Board Member or Executive Officer running for a subsequent, consecutive Term shall have obtained at a minimum of five (5) DC Seminole Club Participation Points (“Participation Points”) and attended at least seventy-five percent of (75%) DC Seminole Club Board Meetings (collectively “Incumbent Board Member Participation Requirements”) during the previous Term:
  - a. Participation Points may be obtained by an Active Member participating in sanctioned DC Seminole Club Activities.

- b. Participation in a DC Seminole Club Activities will count as one Participation Point unless otherwise noted. Participation in DC Seminole Club Activities is defined as:
    - I. Staffing DC Seminole Club Game Watching Events
      - A. Staffing two (2) DC Seminole Club Game Watching Events will count as one (1) Participation Point.
      - B. No more than two (2) Participation Points may be obtained by Staffing DC Seminole Club Game Watching Events
    - II. Attending DC Seminole Club Community Service Events
    - III. Attending DC Seminole Club Fundraising Events
    - IV. Attending DC Seminole Club Scholarship Events
    - V. Attending other DC Seminole Club events, which the Board has designated, by vote.
  - c. Participation in DC Seminole Club Board Meetings is defined as attendance at regular or special meetings of the Board.
  - d. Failure to meet the Incumbent Board Member Participation Requirements shall result in the ineligibility of the incumbent Board Member or Executive Officer to run for a subsequent Term as a Board Member or Executive Officer for a period of one (1) year.
  - e. The Board may, by vote, waive Incumbent Board Member Participation Requirements
6. 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. Should the President not be able to serve out his or her Term and less than six months remain in that Term, the Vice President shall assume the office of President and an interim Vice President shall be elected, from eligible candidates on the Board, by a special election by the Board. In the event the elected interim Vice President is an Executive Officer, that Executive Officer's position shall be filled by election, from eligible candidates on the Board, by a special election by the Board. If the President is not able to serve his or her Term and more than six months remain in that Term, there shall be a special election called by the Board to fill the vacancy.
7. Only Active Members will be eligible to vote in DC Seminole Club Board elections.

Each Active Member will be permitted to contribute up to one vote per Board Member and Executive Officer vacancy in each election cycle.

## **VI. Standing Committees and Special Committees**

1. The standing committees of the Board may include but are not limited to the following: Events, Membership, Public Relations, Community Services, University Support, and Nominating Committee. A minimum of one Board Member shall serve on each committee as Chair, or appoints a Chair, and be the liaison with the Board. All committee members shall serve at the discretion of the Board. The duties of the committees may include but are not limited to:

- a. The Events Committee will oversee the coordination of club events, including game-watching parties, meeting, service and social events and ticket sales.
  - b. The Membership Committee will be the club liaison with the FSU Alumni Association and encourage membership in both the national association and coordinate club member recruitment and retention.
  - c. The Public Relations Committee will oversee updating the club's Website and coordinates publicity for all club-sponsored activities.
  - d. The Community Service Committee will plan, coordinate, and supervise the volunteer and community service events for the club.
  - e. The University Support Committee will promote, plan, and coordinate local area events that involve officials for the Florida State University or promotes the Florida State University in the club geographic area. The committee will oversee the selection of the Spycher Scholarship and/or other academic scholarship recipients.
  - f. The Nominating Committee will compile a list of eligible candidates for Board positions, oversee all election procedures, including the preparation of ballots (via paper or electronic means, at the Board's discretion) to eligible member voters, providing voting instructions, counting all votes taken at the general elections meeting and validating the results to the Board. The President shall appoint members of the Nominating Committee, consisting of no fewer than three (3) Board Members and no more than five (5) Board Members, and the Committee shall be approved by the Board approximately three 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 month prior to the time the new Board takes office. The Chairperson will be appointed by the President.
2. Special ad hoc committees shall be appointed at the discretion of the Board to coordinate special events and projects sponsored by the club.

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

Any Board Member, Executive Officer, Active Member, or participating member of the club may, by a two-thirds majority vote of the full Board, be removed whenever, in the judgment of the Board, the best interest of the DC Seminole Club will be served.

## **VIII. Amendments**

These Bylaws may be amended at any regular meeting of the club membership by a simple majority vote of the voting Board Members.

## **IX. Scholarship**

Scholarships awarded by the DC Seminole Club shall be awarded through an unbiased Selection Process. Criteria for scholarship selection processes will be developed by the Board and released along with scholarship announcements. Family members (spouse, parents, siblings and children)

of Board Members, Executive Officers, or trustees of the organization are not eligible to receive scholarship awards.

Effective with the 2015/2016 Board cycle