

BYLAWS OF THE MCKNIGHT ALUMNI ASSOCIATION

ARTICLE I. Name

The name of this organization shall be the McKnight Alumni Association.

ARTICLE II. Purpose

The purposes of the organization shall be: (1) to establish a formal communication network between alumni; (2) to establish a system which supports the interests of McKnight Fellows (including McKnight Doctoral Fellow Graduates and Junior Faculty Fellows); (3) to establish a mentoring system for matriculating fellows; and (4) to assist alumni and the Florida Education Fund with resource identification and proposal development for securing funds for matriculating fellows and alumni.

ARTICLE III. Membership

Section 1. Membership in the organization shall include all graduates of McKnight programs **and those** who subscribe to the purposes of the organization.

Section 2. A person shall be a voting member of the organization upon completion of his/her respective program and upon payment of annual dues.

Section 3. Annual dues shall be \$25.00. Dues shall be payable on or before **the start of the Annual Fellows Meeting.**

Section 4. Upon the signed recommendation of ten members, honorary membership may be conferred upon any person who has rendered notable service to the organization. An honorary member shall have none of the obligations of membership in the organization, but shall be entitled to all of the privileges except those of making motions, voting, or of holding office.

ARTICLE IV. Executive Board

Section 1. The Leadership of the organization shall be an Executive Board (Board). The Board shall consist of the officers of the organization which include: The Board Chair, Co-Chair, Secretary, Treasurer, Parliamentarian, and immediate past Chair.

The Board shall also consist of the chairs of each standing committee. The standing committees shall be: (1) Communications, (2) Graduate/Junior Faculty Support, (3) Mentoring, and (4) Philanthropy.

The Board shall also include an ex-officio member, **the FEF Alumni Liaison**, appointed by the President of the Florida Education Fund.

The Board shall govern from October 1 to September 30. The Board will present a budget at the annual meeting for approval by the membership.

Section 2. The Board shall be elected by ballot from the membership of the organization. The Board Chair shall serve for **one year**. The Board Co-Chair, Secretary, Treasurer, Parliamentarian, and Standing Committee Chairs shall serve for one year. Their terms shall begin at the close of the meeting at which they are elected. All Board members shall have one vote in matters before the Executive Board and the organization.

Section 3. The authority of Board shall be to develop policy, set direction, and approve all programmatic issues associated with the Association.

Section 4. Board members shall not serve in more than one office at a time. Board members shall not serve in anyone office for more than two consecutive terms. **Being a board member does not exclude a board member from being a committee chair.**

Section 5. The Board shall determine the organization's policies, the hour and place of meetings, make recommendations to the organization, and perform other duties as specified in these bylaws. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with actions taken by the organization.

Section 6. Unless otherwise ordered by the organization, regular meetings of the Board shall be held quarterly. Special meetings of the Board may be called by the Board Chair, by four (4) members of the Board, or upon the written request of one-third of the full membership of the organization.

Section 7. A special ad hoc committee shall be appointed by the Chair or Parliamentarian to consider impeachment charges. Their recommendations should be submitted for approval of the membership. Impeachable charges can be made and seconded by any voting member. The committee chair will be appointed by the Board Chair, unless the Board Chair is being impeached, at which time the Parliamentarian may appoint the Chair. The committee will review the impeachable allegations and make recommendations to the membership. Impeachable offenses are: embezzlement, derelict of duties, any immoral conduct relevant to the discharge of his/her duties.

ARTICLE V. Officers

Section 1. The officers of the organization shall be Board Chair (Chair), Board Co-Chair (Co-Chair), Secretary, Treasurer, Parliamentarian, and immediate past Chair. The officers of the organization shall constitute the Executive Board. Regular meetings of the Executive Board shall be held on a quarterly basis during the academic year with written reports submitted by each committee chair.

Section 2. The duties of the officers shall include, but not be limited to, the following:

A. The **Executive Board Chair**, acting under the authority of the organization shall direct the affairs of the organization. He/She shall preside over meetings of the organization and the Board, shall approve and authorize expenditures subject to the approval of the majority of the Executive Committee present and shall represent the organization in meetings with those outside of the alumni organization. His/her actions shall not conflict with those taken and/or expressed by the organization. The Executive Board Chair shall be the liaison between the organization and the Florida Education Fund. The Executive Board may appoint other special or standing committees as are necessary to carry out the work of the organization.

B. The **Executive-Board Co-Chair** shall assist the Chair in carrying out the work of the organization. He/she shall, in the absence of the Chair, serve as Chair.

C. The **Secretary** shall assist the Chair in carrying out the work of the organization. He/she shall keep records (minutes) of all meetings, shall maintain records of all committee reports, shall keep the official membership roll, shall make minutes and records available to members upon request, shall keep a copy of the bylaws, shall, provide notice of meetings and other activities of the organization, shall prepare meeting agenda, and may preside over meetings in the absence of the Chair and the Co-Chair.

D. The **Treasurer** shall assist the Chair in carrying out the work of the organization. He/she shall have custody of the funds of the organization, shall present a budget for the organization on behalf of the Board, shall be responsible for the collection and disbursement of funds, shall keep financial records and provide financial reports as requested, shall participate in all financial audits, and may preside over meetings in the absence of the Chair, Co-Chair and Secretary.

E. The **Parliamentarian** shall prepare rules of procedure for submission at the Annual Fellows Meeting and shall preside over rules disputes.

Section 3. Election of Officers. The duty of the Nominating Committee is to nominate candidates for the Executive Board. The Nominating Committee will consist of a

minimum of three and a maximum of five members. The committee must be formed by July 1. The immediate past Chair will chair the Nominating Committee and will distribute ballots by August 1. The ballots must be postmarked, faxed, or e-mailed to the chair of the Nominating Committee by August 31. No other members of the Board can serve on the Nominating Committee.

Additional nominations shall be permitted from the floor prior to the elections.

ARTICLE VI. Meetings

Section 1. The organization shall hold **at least one** yearly meeting during the annual and mid-year fellows meetings.

Section 2. The Board of the organization shall meet at a place agreed upon by the members of the Board, and at such additional times as the Board deems necessary. The quarterly meetings shall be for the purpose of supervising the affairs of the organization, preparing recommendations to be made to the general membership, and performing such other duties as specified in Articles IV and V of these bylaws. Meetings of the Board are open to any member of the organization in good standing as defined in Article III herein.

Section 3. Special meetings may be called by the Board of the organization or upon the written request of one-third of the full membership of the organization. The purpose of the meetings shall be stated in the call. Except in cases of emergency, at least two weeks written notice shall be given in advance of any meeting so called.

Section 4. Proxy votes shall be submitted in writing twenty-four hours prior to any meetings.

ARTICLE VII. Finances

Section 1. The fiscal year of the organization shall be from October through September.

Section 2. The financial records of the organization shall, upon request, be open for inspection to any voting member of the organization.

ARTICLE VIII.
Amendment of Bylaws

These bylaws may be amended at any annual meeting of the organization by a two-thirds vote, providing that the amendment has been submitted in writing to the Executive Board at its regular meeting prior to the annual meeting.

ARTICLE IX.
Bylaws Effective Date

These bylaws shall come into effect as soon as approved by a two-thirds vote of the members present at the next meeting of the organization.