



Bylaws

of the Seminole Alumni Foundation, Inc.

ARTICLE I — Offices

The principal office of the Seminole Alumni Foundation, Inc. (SAF) shall be located in the city of Tallahassee, county of Leon, in the state of Florida. SAF also may have regional offices in or out of the state as determined by the board of directors.

ARTICLE II — Members

1. The persons who signed the original Certificate of Incorporation are deemed the first members of SAF, unless they have resigned as members or unless membership has been terminated. For all subsequent members, the SAF constitution and bylaws shall prescribe eligibility and qualifications for membership. The board of directors may adopt policies, rules and regulations relating to membership when necessary. All such policies, rules and regulations relating to membership shall become part of the bylaws.

A. Policies, rules and regulations adopted by the board of directors may prescribe the amount and manner of imposing and/or collecting any SAF initiation fees and dues or other fees, assessments, fines and penalties.

B. The right or interest of a member shall terminate upon his death, resignation or expulsion, or because of the dissolution or liquidation of SAF.

C. The board of directors has the right to terminate membership of any member that does not meet the membership requirements set forth in the constitution and bylaws.

2. Any alumnus of Sigma Pi Fraternity, Eta Epsilon Chapter, who has met all of his financial and substantive obligations may obtain membership in SAF. An alumnus is defined as a brother who has graduated from college or otherwise terminated his college career and, if he did not graduate, is no longer affiliated with the active chapter of the fraternity.

3. The board of directors may issue certificates, cards or other instruments showing membership in SAF. Such membership certificate, card or other instrument shall be non-transferable, and a statement to that effect shall be noted on the certificate, card or other instrument. Membership certificates, cards or other instruments, if issued, shall bear at a minimum, the signature of one member of the board of directors.

ARTICLE III — Meetings

1. The annual meeting of members of SAF shall be held on such date or dates as determined by the board of directors. The annual meeting shall take place in Tallahassee, Florida during the fall semester.

A. Every two years, SAF will hold an annual meeting of members to include elections for a new board of directors.

B. Special meetings of members may be held on such date or dates as determined by the board of directors. Any special meeting of members may be held at any place in or out of the state as prescribed by the board of directors. In the event the board of directors fails to set a place or time, or in the event members are entitled to call or convene a special meeting in accordance with this section, the meeting shall take place at the principal office of SAF.

C. If instructed by the board of directors, a coordinator of SAF also may call an annual or special meeting of members.

D. Written notice stating the place, day and time shall be given to members for all meetings. Notice may be given by post mail or electronic mail. Such notice shall state the person or persons calling the meeting and the purpose or purposes for which the meeting is being called.

2. At each annual meeting of members, the board of directors shall present an annual report. The report shall be filed with the SAF secretary and entered in the minutes of the proceedings of each annual meeting.

3. Meetings of the members shall be presided over by the following officers, in the order of seniority - the director/president, director/vice-president, director/treasurer, and director/secretary. The board of directors may appoint any coordinator to preside over annual or special meetings. If no board members or coordinators are available or present, a presiding officer shall be chosen by a majority of the members in attendance.

4. The order of business at the annual meeting of members shall be as follows:

- A. Roll Call
- B. Reading of the minutes of the preceding meeting
- C. Directors' Reports
- D. Coordinators' Reports

- E. Old Business
- F. New Business
- G. Elections (every other year)
- H. Awards Presentation
- I. Conclusion

ARTICLE IV — Board of Directors

1. A board of directors shall manage SAF. Each director shall be at least 21 years old and shall be a member of SAF during his term in office. The initial board of directors shall consist of four persons. Thereafter, the number of directors constituting the entire board shall be no less than four.

2. The first board of directors shall consist of those persons elected by the Incorporators or named as the initial board of directors in the Certificate of Incorporation. Thereafter, at the annual meeting of members, the membership shall elect directors to hold office for a two-year period. The manner in which directors are elected to SAF are as follows:

A. All directors will be elected to serve two-year terms or until their successors are elected. Each director shall hold office until the expiration of the term for which he was elected, and until his successor has been duly elected and qualified, or until his resignation or removal as provided herein. Directors are elected by the members of SAF who are present at elections.

B. Elections are presided over by an election foreman. The foreman will be: 1) the director/president of SAF, unless he is unable to preside over the elections; otherwise 2) the director/vice president will serve as foreman, unless he is unable to preside over the elections; otherwise 3) the director/secretary will serve as foreman, unless he is unable to preside over the elections; otherwise 4) the director/treasurer will serve as foreman, unless he is unable to preside over the election. If no director will be present to preside over the elections, the board may appoint, by majority vote, a foreman from the membership of SAF to preside in the board’s place. The election foreman conducts the nomination and election process and rules on all points of order.

C. Members at the election meeting may nominate candidates in writing or vocally. Nominations must be seconded in order for a candidate to be put on the ballot. Only members who are present the day of the elections may second a nomination. Absentee “seconding” is not permitted. Nominees must accept their nominations with a written letter of acceptance or by voicing their acceptance at the election meeting.

D. When the nomination process closes, the election process will begin. The election process will consist of the candidates’ speeches and the casting of ballots. The position of director/treasurer will be elected first, followed by the positions of director/secretary, director/vice president and, finally, the director/president. Candidates will leave the election area and wait for their turn to be called back to address the members. The candidates for director/president

each will have five minutes to give their speeches. The candidates for the other positions each will have three minutes to give their speeches.

E. After the candidates have made their speeches, they may have up to two members speak on their behalf. These members will have 1 minute and 30 seconds to speak.

F. All members at the elections may vote once for each office. Absentee ballots are not permitted. The election foreman will ensure that the ballots used are appropriate for the election. After ballots have been cast, the election foreman and director/secretary will count the ballots cast for each office. If the director/secretary doesn’t attend the meeting, the election foreman may designate one member to assist him in the ballot process. The election foreman will announce the election results.

G. When three or more candidates run for an office, a 2/3 majority by one candidate is needed to win. If no candidate wins by the 2/3 majority vote, a run-off election will be held for the top two candidates. The top two candidates will leave the election area and wait for the run-off ballots to be cast. A simple majority vote (51%) is needed to win the run-off election.

3. Any or all of the board of directors may be removed with or without cause by a majority vote of SAF members. A director may resign at any time by giving written notice to the SAF membership.

4. Newly created directorships or vacancies in the board of directors may be filled by a majority vote of the SAF membership. A director elected to fill a vacancy caused by resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

5. Each director has independent duties and responsibilities over different aspects of Foundation business.

A. DIRECTOR/PRESIDENT

- Serves as presiding officer at all meetings
- Coordinates elections
- Maintains contact with Nationals
- Maintains contact with the chapter director
- Writes column for SAF Today
- Ensures that the board of directors properly executes its duties and responsibilities
- Ensures that the board of directors works together to formulate short- and long-range goals
- Works with the chapter director to arrange at least one meeting per semester or year to discuss the status of the chapter
- Completes an annual report and delivers it to the Division of Corporations of the Florida Department of State
- Completes the Annual Foundation Solicitation of Contributions report and delivers to the Florida Department of Agriculture and Consumer Services
- Countersigns checks and contracts with the director/treasurer
- Maintains contact with the Florida State University Office

of Greek Life and other pertinent FSU officials

B. DIRECTOR/VICE PRESIDENT

- Works with chapter sage to recruit graduating seniors as members
- Maintains content of graduation packets to give to graduating seniors
- Maintains an awards and recognition program and coordinates award presentations at the annual meeting
- Oversees the coordinator of events
- Oversees the coordinator of housing
- Oversees the coordinator of information technology
- Oversees the coordinator of scholarships

C. DIRECTOR/TREASURER

- Maintains all accounts, funds and investments
- Devises the annual budget
- Countersigns checks and contracts with the director/president
- Ensures that any money allocated for a specific purpose is used correctly
- Works to establish fund-raising events
- Pays annual dues to Nationals
- Drafts annual balance sheet to be published in SAF Today or on the Web site
- Coordinates advancement and development with the chapter
- Ensures annual fees are paid to the Florida Department of State and the Florida Department of Agriculture and Consumer Services
- Creates a quarterly financial report for the board of directors' review, to include: assets, liabilities and the current balance of assets and liabilities
- Oversees the coordinator of advancement and development

D. DIRECTOR/SECRETARY

- Works with director/president to establish an institutional message and graphic identity used in solicitation materials and SAF Today
- Mails organizational information to Nationals and the FSU Office of Greek Life annually, including, but not limited to, the current Constitution and Bylaws, a roster of officers and contact information, and copies of SAF Today
- Coordinates publication (writing, editing, designing, laying out and printing) of SAF Today
- Makes e-mail solicitations of personal and professional news from members for SAF Today
- Writes quarterly articles to be published in the Emerald
- Maintains contact with the director of alumni development at Nationals
- Sends Nationals an updated list of alumni addresses annually
- Contacts the FSU Alumni Association records department for help in locating lost alumni
- Maintains content of officer manuals
- Works with the chapter to obtain addresses of graduating seniors
- Works with coordinator of events to invite a representative

from Nationals to all SAF events

- Applies for alumni club awards sponsored by Nationals
- Records and keeps minutes of all meetings
- Serves as records custodian
- Coordinates mailing of information to the membership

6.A regular annual meeting of the board of directors shall be held immediately prior to the annual meeting of members. All other board of directors meetings shall be held at such time and place as determined by the board of directors.

A. No notice to members shall be required for regular meetings of the board of directors. Special meetings may be called by or at the direction of the director/president or by a majority of the directors in office.

B. Written, oral or other methods of notice may be given for special meetings of the board of directors in sufficient time for the convenient assembly of the board. The notice of any meeting need not specify the purpose of such meeting.

7.The director/president shall preside over all meetings of the board of directors. If the director/president is absent; any other director may preside over the meeting.

ARTICLE V — Coordinators

1.The board of directors may appoint coordinators and such other officers as necessary to carry out SAF business.

2.Each coordinator shall hold office for a period of two years or until a new board of directors is selected. The board of directors may remove any coordinator from office with or without cause at any time.

3.Each director has independent duties and responsibilities over different aspects of SAF business.

A. COORDINATOR OF ADVANCEMENT AND DEVELOPMENT (reports to director/treasurer)

- Works with the director/treasurer to collect donations from members of SAF
- Solicits funding and donations from local and statewide businesses
- Works with the director/secretary and the coordinator of information technology to market newsletters and Web site advertising through corporate sponsors
- Develops new ideas for fund raising

B. COORDINATOR OF EVENTS (reports to director/vice-president)

- Organizes and coordinates the annual meeting during the fall semester
- Plans, coordinates and organizes all meetings throughout the calendar year
- Notifies and invites all members, the chapter executive council, the chapter director and the executive director of Sigma Pi Fraternity, International, to

upcoming events by post mail or electronic mail

- Organizes and coordinates an annual golf tournament
- Organizes and coordinates the annual Founders Day event
- Arranges for appropriate facilities, refreshments and food for social functions
- Coordinates SAF's Tallahassee events with the chapter
- Establishes a contact alumnus from each pledge class to serve as a liaison between SAF and the pledge classes

C. COORDINATOR OF HOUSING (reports to director/vice-president)

- Implements a housing plan for the Eta Epsilon chapter
- Maintains contact with Florida State University officials regarding the planning and construction of a Greek Row
- Contracts with an individual or firm to conduct fund raising related to housing
- Oversees land acquisition and construction planning

D. COORDINATOR OF INFORMATION TECHNOLOGY (reports to director/vice-president)

- Maintains the SAF and chapter Web site, www.sigmapifsu.com
- Ensures the Web site's hosting services are secured annually
- Designs the Web site and updates its content as necessary or as instructed by the board of directors
- Makes recommendations to the board of directors regarding new technology and software available on the market
- Ensures that Nationals and university-related Web sites keep current any information they have on SAF

E. COORINATOR OF SCHOLARSHIPS (reports to director/vice-president)

- Maintains contact with the chapter's pledge educator regarding the grades and academic oversight of pledges
- Stays informed as to the chapter's overall grade point average
- Maintains contact with the chapter's executive council and the chapter director regarding overall academics
- Devises and implements an academic advising system within the chapter
- Creates one undergraduate scholarship available to an active member of the chapter
- Creates one graduate scholarship available to a recent alumnus of the chapter
- Encourages the chapter to keep its grade point average above the average Florida State University all men's grade point average on a semester basis

ARTICLE VI — Miscellaneous

1.SAF shall keep at its principal office complete and correct records and books of account to include: minutes of the meetings of the members and the board of directors, the member database, financial records, and various administrative documents.

2.The SAF seal shall be the crest of Sigma Pi Fraternity, International. The board of directors may prescribe a seal or logo for SAF.

3.The fiscal year for SAF shall be from January 1st until December 31st.

4.All bylaws of SAF shall be subject to alteration or repeal, and new Bylaws may be made by a majority vote of the members in attendance at the annual meeting. A special meeting of the members may be called for such purpose.

A. The board of directors shall have the power to make, alter, or repeal the bylaws of SAF, except that the board may not amend or repeal any bylaw in which control is vested exclusively in the members.