

UNIVERSITY OF NORTH FLORIDA
TRANSPORTATION & LOGISTICS SOCIETY
CHAPTER BY-LAWS

Established August 6th, 2000

By-Laws

ARTICLE I - NAME

Our organization shall be known as the University of North Florida Transportation & Logistics Society (hereafter referred to as TLS).

ARTICLE II - MISSION

The mission of TLS shall be:

1. To create a relationship network for T&L majors in the logistics community that will
 - create collaboration and exchange among T&L majors; and,
 - help create relationships with logistics professionals in the community;
2. To promote growth of the T&L program at UNF by:
 - reaching current students and expounding its' benefits; and,
 - by going into the community (jr high schools, high schools) and introducing younger students to the logistics profession
3. To enhance the membership with shared professional experiences by:
 - inviting distinguished professionals in the field for speaking engagements; and,
 - meeting local professionals in a social setting to create a professional networking experience
4. To encourage growth through personal experience enrichment by engaging in field studies

ARTICLE V - LEADERSHIP

Section 1 - Governance

The TLS Chapter Leadership will consist of 4 officers, which will include:

- ✓ ✓ ✓ The President,
- ✓ ✓ ✓ The Vice-President,
- ✓ ✓ ✓ The Treasurer,
- ✓ ✓ ✓ The Secretary

There will also be three appointed directors, which include:

- ✓ ✓ ✓ Marketing Director
- ✓ ✓ ✓ Recruiting Director
- ✓ ✓ ✓ Social Director

Directors will work hand-in-hand with Officers to achieve club goals. The Officers, The Directors and The Faculty Advisor, together, will comprise the TLS Board of Directors.

Section 2 - Term

Elected leaders shall serve one year annual terms, with returning members being eligible for re-election for the same or different office. The elected members shall begin their term of office the first meeting of the fall term, and continue through the end of the spring term. Activities will generally be suspended over the summer term, however, special functions are subject to occur. In the event of a special summer function, those elected to office in the spring will preside.

Section 3 - Vacancies

A vacancy that occurs in an office shall remain unfilled until the next regular meeting at which time a member shall be elected to fulfill the unexpired term. Officers elected to fill an unexpired term shall serve to the end of the spring term and shall be eligible for re-election. Vacancies in Director positions will be appointed by the Board of Directors.

Section 4 - Presiding Officer

The President of TLS shall preside at chapter meetings and at officer meetings. The Vice-President will preside in the absence of the President, and the further chain of command will be represented as Treasurer, Secretary, Marketing Director, Recruiting Director and Social Director.

Section 5 - Meetings

Meetings will be held as scheduled by the Board of Directors, with an attempt to meet at least every other week. Meeting times are subject to change at chapter meetings by group consensus.

Section 6 - Authority

All authority for TLS not otherwise specified in these by-laws shall reside with the Board of Directors. The Board may delegate authority as it chooses.

ARTICLE VI - OFFICERS

Section 1 - Duties of the President

The President shall preside at meetings of TLS and the Board of Directors. He/she shall appoint committees at the direction of the Board of Directors and he/she shall coordinate the activities of TLS.

Section 2 - Duties of the Vice-President

The Vice-President shall act for the President in his/her absence. The Vice-President shall serve as representative at university functions, and will assist the President in his/her duties.

Section 3 - Duties of the Treasurer

The Treasurer will be responsible for the handling of all club financial matters. His/her further responsibilities will include exploring fund raising possibilities, reporting to all members and the Board of Directors on the financial health of the organization and all duties to be performed by general members and officers of the club.

Section 4 - Duties of the Secretary

The Secretary will be responsible for recording all club business in an orderly and effective manner, distributing the materials in a timely manner to all members and keeping historical records on club minutes. This will include, but will not be limited to, recording minutes, distributing via e-mail to all members, creating hard copies for meeting agendas as prescribed by The Board of Directors, providing minutes to Marketing Director for posting on the web site. The Secretary will also be an active member of the chapter, performing all duties that are expected of club members and other officers.

Section 5 - Duties of the Marketing Director

The Marketing Director will be responsible for promotion of TLS activities through campus media, active promotion of guest speakers, updating of the web page, primary force in expanding knowledge of T&L program to undergraduates

Section 6 - Duties of the Recruiting Director

The Recruiting Director will be responsible for the active recruitment of members to TLS through the club fair, contacting T&L majors, etc to entice future members; assisting the Marketing Director in promoting the T&L program to undergraduates.

Section 7 - Duties of the Social Director

Assisting in the selection and coordination of guest speakers with the Faculty Sponsor and President; will act as host/hostess for all visiting speakers; will coordinate social activities for the club; will act as primary liaison to other clubs on a social level and coordinating inter- and intra-group activities

ARTICLE VII - ELECTIONS

Section 1 - Time

Elections shall be conducted by the President and shall be held during the spring term at an agreed upon time before the end of the term.

Section 2 - Officers and Directors

The following shall be elected annually: president, vice-president, secretary, treasurer. Directors shall be appointed by the Board of Directors.

Section 3 - Slate and Nominations

Open nominations for officers will be accepted at the first annual meeting

Section 4 - Voting

The voting shall take place at the first meeting following annual nominations. The voting will be on a closed ballot or open forum platform, whichever is decided on by the Faculty Advisor to be most practical.

ARTICLE VIII - MEETINGS

Section 1 - Annual Meeting

TLS shall have their primary meeting within two weeks of the start of the fall term for election of officers, handling of application fees and club orientation to new members.

Section 2 - Other Meetings

TLS shall hold meetings every other week, at an agreed upon time by membership. The day and/or time may be moved to best suit the needs of the membership. Other conferences, workshops, special functions, guest speakers may be called upon at short notice by the Board of Directors.

ARTICLE IX - PROMOTION

Section 1 - Web Page

TLS will maintain an active and updated web site which will contain all pertinent activities of TLS, and a resume database for all members with the primary purpose of promoting membership for placement to local corporations in the logistics field.

Section 2 - Other Publications

TLS may produce a newsletter or other publications at the direction of the Board of Directors.

ARTICLE X - AMENDMENTS

Section 1 - Vote

These by-laws may be amended by a two-thirds vote of all members present at any formal meeting of the TLS.

Section 2 - Proposed Changes

Members proposing by-law amendments shall present the proposed changes, in writing, to the Board of Directors, no later than one week prior to any meeting where the motion shall be called for a vote. Any motion called that is not submitted in writing must not be voted on until the next formal meeting.

Section 3 - Dissemination

Proposed amendments shall be available, in writing, on the day of any called vote.

