

# **BYLAWS Of the UNF Community Outreach Council**

## **ARTICLE I Name**

The name of this organization shall be the University of North Florida Community Outreach Council.

## **ARTICLE II Objectives of the Council**

The University of North Florida Community Outreach Council is established as a body of Jacksonville area representatives and UNF faculty and staff appointed by the UNF President and charged to expand opportunities for UNF outreach and community service.

Specifically, the Council shall have the following objectives:

- (A) Strengthen UNF's commitment to diversity and inclusiveness.
- (B) Maximize opportunities for faculty, staff and students to participate in community service projects.
- (C) Increase minority student, staff, and faculty populations at UNF.
- (D) Create opportunities for nontraditional and/or underrepresented populations to visit campus for cultural, educational, and athletic events.
- (E) Assist in the expansion of leadership development in the community and on campus.

## **ARTICLE III Membership**

**Section 1.** Membership on the Council shall be made up of individuals representing various departments or units of the University of North Florida and individuals representing designated external organizations. Subject to the appointment of the University President for UNF faculty and staff, and the appropriate authority for the designated external organizations represented on the Council, the Council members may include, but not be limited to the following:

JCCI representative  
Jacksonville Chamber of Commerce/Business representative

Mayor's Office representative  
Public Health representative  
Faith-Based Community representative  
Public Education representative (K-12)  
Florida Dept of Juvenile Justice representative  
Local social service non-profit representative(s)  
UNF Student Government representative  
UNF Faculty representative(s)  
Duval State Legislative Delegation representative  
Career Services representative  
UNF Division of Sponsored Research representative  
Jacksonville Transportation Authority representative  
Member, Inaugural Class *LeadershipUNF*

**Section 2.** The UNF Council Coordinator shall be an ex officio nonvoting member of the Council.

**Section 3.** Upon the recommendation of a majority of the Council membership, the University President may designate additional representative external organizations for membership on the Council. Additional UNF Council members may be appointed at the University President's discretion.

**Section 4.** Council members shall be appointed for a two-year term. Council members may be reappointed for additional 2-year terms at the discretion of the University President, in collaboration with the appropriate authority of the representative external organizations, without limitation.

**Section 5.** All UNF faculty and staff members shall be appointed by the University President and shall serve at the President's discretion.

**Section 6.** Members of the Council shall serve without additional compensation, but may be reimbursed for travel and per diem expenses in accordance with Florida law.

**Section 7.** Any member desiring to resign from the Council shall submit a resignation in writing to the Council Chair, who shall submit it to the University President for action.

**Section 8.** Vacancies may be filled at any time at the discretion of the Council Chair and the University President, but regular Council member appointments shall take place on a bi-annual basis in the month of August.

## **ARTICLE IV Officers**

**Section 1.** The officers of the Council shall be a Chair, a Vice Chair and a Secretary. All three officers shall be UNF employees.

**Section 2.** In consultation with the Council member from the inaugural class of *LeadershipUNF*, the University President shall appoint the Council Chair, Vice Chair and Secretary of the Council.

**Section 3.** The officers of the Council shall each serve a 2-year term and are eligible for re-appointment by the University President, without term limits.

**Section 4.** The Chair shall preside at all meetings of the Council, call special meetings of the Council when necessary, attest to the actions of the Council and serve as the official spokesperson concerning Council matters.

**Section 5.** The Vice Chair shall act as Chair and perform duties of the Chair during the absence or disability of the Chair. The Vice Chair should serve one term before succeeding the Chair.

**Section 6.** The Secretary shall be responsible for giving notice of all meetings of the Council, setting the agenda and compiling the supporting documents for meetings of the Council, in consultation with the Chair, and recording and maintaining the minutes of any Council meeting.

## **ARTICLE V Meetings**

**Section 1.** The Council shall meet at least quarterly.

**Section 2.** The Chair and the UNF Council Coordinator shall collaborate on setting dates, times and locations of all Council meetings.

**Section 3.** A simple majority vote of the Council members present at any meeting of the Council shall constitute a quorum.

**Section 4.** There shall be no proxy voting.

**ARTICLE VI  
Staff Support**

Staff support for the Council shall be provided by the UNF Office of Governmental Affairs. The Office of Governmental Affairs will be responsible for assisting the Council Secretary with all responsibilities described in Article IX, Section 6.

**ARTICLE VII  
Parliamentary Authority**

If need arises for reference to a parliamentary authority, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt. The Council's intent is that informality, good manners, and good sense shall determine procedures at Committee meetings.

**ARTICLE VIII  
Amendment of Bylaws**

These bylaws can be amended at any regular meeting of the Council by a two-thirds vote of all Council members, provided that the amendment has been submitted in writing at the previous regular meeting. All amendments must be submitted to the University President for approval.

**APPROVAL OF BYLAWS:**

Recommended unanimously by the University of North Florida Community Outreach Council on \_\_\_\_\_.

Approved by President John A. Delaney on \_\_\_\_\_.