



UNIVERSITY of NORTH FLORIDA.

Office of Alumni Engagement and Annual Giving

Terms of Office and Eligibility of Membership

Terms of office for all (5) executive committee members

A member in any one of the executive committee positions [President, Vice President, Secretary, Treasurer, and Marketing & Outreach Chair] may serve a **maximum of (2) consecutive (1) year terms**, concurrent with the fiscal year of the University of North Florida (July 1 – June 30). Upon completion of said terms, a former officer may participate in the Chapter or Club as a regular member.

Each executive committee must vote to elect or re-elect each of these executive committee members of the Chapter or Club during the **first week of June in each Fiscal Year**. A member shall become elected into office with a simple majority vote by the executive committee members; an individual needs at least 3 out of 5 votes to be elected into office.

Leadership selection process for new certified Chapters and Clubs:

The core group that has worked to establish the new Chapter or Club – and has been officially certified – shall choose its officers at its first official meeting. The core group members, as well as other qualifying alumni, have an opportunity to attend the official meeting, be nominated to one of the executive committee positions, and become elected through a simple majority vote of all members present.

Groups also have the option of hosting a meeting to nominate members to the executive committee and later voting online (via e-mail) so that absent core group members, or qualifying alumni participants, can participate in the leadership selection process.

New Chapters and Clubs that form should consult with the Office of Alumni Engagement and Annual Giving in order to determine the unofficial start date of the elected officers' terms; terms should begin each fiscal year. It is possible that terms may be extended to officially start on July 1 of the subsequent fiscal year.

Terms of office for optional or ad hoc committee positions

A member holding a programming chair, or any other ad hoc position not defined as one of the 5 core executive committee decisions, shall serve **a maximum of (2) consecutive (1) year terms**, concurrent with the fiscal year of the University of North Florida (July 1 – June 30). Each of the (5) core executive committee members, along with the other ad hoc or designated member, shall vote each year to elect, or re-elect these positions.

For groups that are becoming established: all groups must have all (5) executive committee members voted in before nominating and electing additional ad-hoc positions. Ad hoc positions are not executive committee members of the Chapter or Club and therefore do not have voting privileges in the decision-making processes of the group. Term-limited ad hoc members may be

elected to the executive committee, another ad hoc position, or become regular group members of the Chapter or Club.

Leadership succession process

While formal elections must occur, the suggested leadership succession model for Alumni Chapters and Clubs is as follows:

President < Vice President < Secretary < Treasurer < Marketing and Outreach Chair

Eligibility requirements and executive committee composition

- All Chapter or Club members, including the executive committee officers, shall be an alumnus of the University of North Florida. Alumni include any individual who attended (and completed) classes or graduated from UNF.
- All UNF Alumni Chapters and Clubs shall have an executive committee of (5) officers (positions listed above); these (5) officer positions are the only voting members of the Alumni Chapter or Club.
- Each of the (5) executive committee members shall make an annual gift to UNF during the Fiscal Year of the university (June 30 – July 1). All other members are encouraged to give to the university as well.
- No more than 25% of an Alumni Chapter or Club's executive committee shall be comprised of UNF Faculty/Staff members (No more than 1 of the 5 officer positions may include a UNF Faculty/Staff member).
- UNF Faculty/Staff members interested in joining an Alumni Chapter or Club executive committee shall not include employees of the UNF Division of University Development and Alumni Engagement (UDAE).
- UNF Faculty/Staff members that are non-officer Alumni Chapter/Club members are welcome to participate in all meetings and events as non-voting members of the Alumni Chapter/Club.

Release from duties

All Alumni Chapter and Club executive committee members (officers) are subject to release from duties by the Office of Alumni Engagement and Annual Giving and the UNF Alumni Association for non-compliance with the UNF Alumni Association Constitution & Bylaws, and/or the Alumni Chapters and Clubs Resource Guide. Alumni Chapter or Club Executive Committee members who engage in behavior and/or activities that do not represent the University of North Florida in a positive and professional manner are also subject to release from duties at the discretion of the Office of Alumni Engagement and Annual Giving and the UNF Alumni Association Board of Directors.

Note: These terms and conditions are subject to change by the Office of Alumni Engagement and Annual Giving and the UNF Alumni Association Board of Directors.