

# BYLAWS

## ARTICLE I Name

The name of this organization shall be the Legacy League, an Auxiliary of Samford University [LL].

## ARTICLE II Purpose

The purpose of this organization shall be to promote interest in and support of Samford University [SU], and to provide student scholarships.

## ARTICLE III Membership

Membership in the Legacy League shall be made available to any individual who subscribes to the purpose and whose dues are paid. Junior members are individuals under age 40.

## ARTICLE IV Dues and Finance

### *Section 1 Dues*

- A. Annual dues may be set each year by the board of directors.
- B. Dues must be received by September 15 for members to be included in the yearbook.
- C. Dues paid March 1 or later shall apply to the next fiscal year.
- D. Membership reminders shall be sent at least six weeks prior to the first fall meeting.

### *Section 2 Scholarship Endowment*

- A. Sources of Income
  1. Gifts
  2. Life membership dues
  3. Challenge membership dues
  4. Memorials
  5. Endowment earnings
  6. Transfers from Legacy League general fund
- B. Income shall be deposited with and invested by Samford University, the custodian of all Legacy League funds.

### *Section 3 Allocation of Dues*

- A. Legacy League operating expense
- B. Student scholarships
- C. Life and challenge membership endowment

### *Section 4 Budget*

- A. The treasurer, in consultation with the president, executive director and managing director shall recommend to the board an annual budget no later than the first meeting of the board of directors.
- B. The annual budget shall be adopted by the board of directors.

### *Section 5 Fiscal Year*

The fiscal year, July 1–June 30, shall coincide with the fiscal year of Samford University.

## ARTICLE V Officers

### *Section 1 Elected Officers*

The elected officers shall be a president, a president-elect, a vice president for communication, a vice president for membership, a vice president for programs, a vice president for student support and a treasurer.

### *Section 2 Appointed Officers*

- A. The appointed officers shall include the chairs of the following committees: birthdays, greeters, member care, newsletter, online promotion, recruitment, registration, scholarship, student care, social media and yearbook. Appointed officers shall also include the chairs of all fundraising event committees and no more than three members at large. Appointments shall be made no later than the first board meeting of the year.
- B. The committee chairs, excluding those of fundraising events, shall be selected by the designated vice president in consultation with the president, executive director and managing director.
- C. The committee chairs of fundraising events shall be selected by the president in consultation with the executive director and managing director.
- D. The member(s) at large shall be selected by the president in consultation with the executive director and managing director.

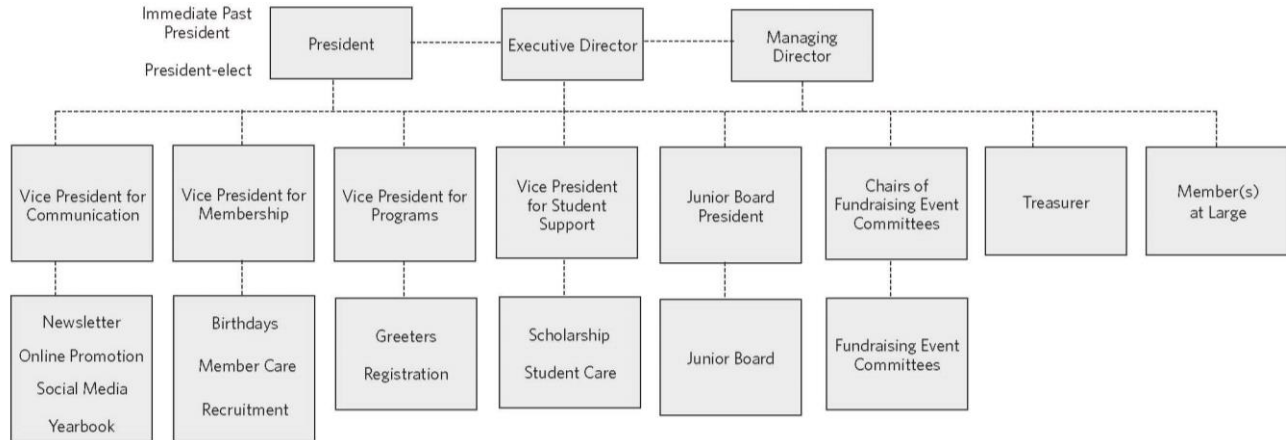
### *Section 3 Appointed Liaison Officers*

The appointed liaison officers shall be an executive director, traditionally the spouse of the president of Samford University, and a managing director to be employed by the Office of University Advancement.

#### Section 4 Junior Board Officers

- A. The junior board shall be composed of 10 to 15 Legacy League members under the age of 40.
- B. The president-elect shall be elected for a term of one year by junior members of the Legacy League no later than June 1 in odd-numbered years.
- C. The president-elect shall ascend to the presidency in even-numbered years and shall serve for a term of two years. During the first year of a president's term, there shall be no president-elect.
- D. Other members of the board, appointed by the junior board president in consultation with the Legacy League president, executive director and managing director (and appropriate staff representatives), shall include a secretary and chairs of committees to include, but not be limited to events, marketing and membership.

#### Section 5 Organizational Chart



#### Section 6 Qualifications

Only Legacy League members shall be eligible to hold office.

#### Section 7 Term of Office

- A. Elected officers shall assume their duties following adjournment of the last meeting or event in the spring. Officers other than president-elect shall serve for a term of two years; the president-elect shall serve for one year.
- B. The vice president for communication and the vice president for programs shall be elected in odd-numbered years. The president-elect, the vice president for membership, the vice president for student support and the treasurer shall be elected in even-numbered years.
- C. The president-elect shall ascend to the presidency in odd-numbered years. During the first year of a president's term, there shall be no president-elect.
- D. Elected officers may serve no more than two consecutive terms in the same position.
- E. Appointed officers shall serve for a term of one year and may be reappointed to their positions.

#### Section 8 Vacancy in Office

- A. A vacancy occurring in any elective office shall be filled by an appointee selected by the Executive Committee upon the recommendation of the president, executive director and managing director.
- B. A vacancy occurring in an appointed office shall be filled by the appropriate appointing power in consultation with the president, executive director and managing director (refer to Article V, Section 2).
- C. A vacancy occurring in the junior board presidency shall be filled by an appointee selected by the junior board upon the recommendation of the Legacy League president, executive director, managing director and appropriate staff representatives.
- D. A vacancy occurring on the junior board shall be filled by the appropriate appointing power in consultation with the Legacy League president, executive director, managing director and appropriate staff representatives (refer to Article V, Section 4).

#### Section 9 Duties of Elected Officers

- A. The president shall:
  1. Be the chief officer and official spokesperson of the Legacy League.
  2. Provide general leadership in all phases of the work of the Legacy League and be responsible for an effective, growing organization that supports the goals of the university.
  3. Preside at Legacy League meetings.
  4. Appoint special committee chairs in consultation with the executive director and managing director, subject to the approval of the Executive Committee.
  5. Appoint special committee members in consultation with the executive director and managing director.
  6. Issue notice of meetings and distribute minutes from Executive Committee and board of directors meetings.

7. Be an ex officio voting member of all committees except the Nominating Committee.
  8. Ensure that material pertaining to each office is delivered promptly to the new officers.
  9. Delegate such duties as desired.
- B. The president-elect shall:
1. Attend and participate in Legacy League planning, meetings and events in order to prepare for the role of president.
  2. Be an ex officio voting member of all committees except the Nominating Committee.
  3. In the absence of the president, perform the duties of that office.
  4. Assume the office of president after serving one year as president-elect or earlier if a vacancy occurs in the presidency.
- C. The immediate past president shall:
1. Serve as chair of the Nominating Committee.
  2. Fulfill such other duties as assigned by the president, the Executive Committee or the board of directors.
- D. The vice president for communication shall:
1. Coordinate communication activities.
  2. Appoint and oversee chairs for newsletter, online promotion, social media and yearbook committees in consultation with the president, executive director and managing director.
  3. Fulfill such other duties as assigned by the president, the Executive Committee or the board of directors.
- E. The vice president for membership shall:
1. Coordinate membership activities.
  2. Appoint and oversee chairs for birthdays, member care and recruitment committees in consultation with the president, executive director and managing director.
  3. Issue membership renewal notices, with the support of the managing director, at least six weeks prior to the first fall meeting.
  4. Promote enlistment of new members throughout the year, working with the managing director to collect the names of prospective members, distribute new membership information and plan a prospective member event.
  5. Encourage Legacy League membership and involvement of Samford University alumni, parents, employees and spouses, and members of the community.
  6. Fulfill such other duties as assigned by the president, the Executive Committee or the board of directors.
- F. The vice president for programs shall:
1. Secure program speakers and coordinate program arrangements for regular meetings.
  2. Appoint and oversee chairs for greeters and registration committees in consultation with the president, executive director and managing director.
  3. Fulfill such other duties as assigned by the president, the Executive Committee or the board of directors.
- G. The vice president for student support shall:
1. Coordinate student support activities.
  2. Appoint and oversee chairs for scholarship and student care committees in consultation with the president, executive director and managing director.
  3. Fulfill such other duties as assigned by the president, the Executive Committee or the board of directors.
- H. The treasurer shall:
1. Coordinate with the president, executive director and managing director to submit a proposed annual budget, including a recommendation of any money to be transferred from the operating fund to the endowed scholarship funds, to the board of directors, no later than the first board meeting of the year.
  2. Receive and review an accurate quarterly record of operating and event funds received and disbursed.
  3. Make a financial report to the board of directors meetings.
  4. Fulfill such other duties as assigned by the president, the Executive Committee or the board of directors.

*Section 10 Duties of Appointed Officers (listed alphabetically by committee name)*

- A. The Birthdays Committee chair shall engage members of the Birthdays Committee who shall acknowledge birthdays of members.
- B. The Greeters Committee chair shall engage members of the Greeters Committee who shall provide hospitality at meetings by welcoming members and visitors and fostering a warm, friendly atmosphere.
- C. The Member Care Committee chair shall engage members of the Member Care Committee who shall identify and coordinate opportunities for encouragement and assistance among members.
- D. The Newsletter Committee chair shall engage members of the Newsletter Committee who shall be responsible for writing and editing the semiannual newsletter.
- E. The Online Promotion Committee chair shall engage members of the Online Promotion Committee who shall be responsible for submitting pre- and post-event information for media outlets and community calendars.
- F. The Recruitment Committee chair shall engage members of the Recruitment Committee who shall be responsible for membership plans and enlistment; receive a current list of all members, their addresses and telephone numbers from University Advancement; and encourage membership and involvement of Samford University alumni, parents, employees

- and spouses, and members of the community.
- G. The Registration Committee chair shall engage members of the Registration Committee who shall keep a record of attendance and distribute nametags at meetings.
  - H. The Scholarship Committee chair shall cooperate with the Legacy League executive director and managing director, along with Samford University admission and financial aid officers in the selection of scholarship recipients.
  - I. The Student Care Committee chair shall engage members of the Student Care Committee who shall participate in opportunities to minister to Legacy League scholarship recipients.
  - J. The Social Media Committee chair shall engage members of the Social Media Committee who shall be responsible for promoting Legacy League events via social media.
  - K. The Yearbook Committee chair shall engage members of the Yearbook Committee who will be responsible for reviewing content of the yearbook and making necessary revisions.
  - L. The fundraising event committee chairs shall be responsible for planning, organizing and implementing details of the events, utilizing the task lists provided.
  - M. The member(s) at large shall provide support and leadership for the organization and fulfill event/program roles as assigned by the president or Executive Committee.

#### *Section 11 Duties of Appointed Liaison Officers*

- A. The executive director shall act in cooperation with the Legacy League managing director and president to:
  1. Promote all aspects of the Legacy League.
  2. Advance the work of all committees by serving as an ex officio voting member of all committees.
  3. Serve as liaison to the university, enlisting the assistance of other personnel as needed.
- B. The managing director shall act in cooperation with the Legacy League executive director and president to:
  1. Perform such duties as outlined in the university's job description for the position.
  2. Advance the work of all committees by serving as an ex officio voting member of all committees.
  3. Promote all aspects of the Legacy League, demonstrating the worthiness of the university as a volunteer cause and as a charitable entity deserving of gift support.
  4. Encourage wide membership enlistment and quality programs.
  5. Perform such other duties as may be assigned by the vice president for advancement and marketing.

#### *Section 12 Duties of Junior Board Officers*

The junior board shall work in consultation with the Legacy League president, executive director and managing director (and appropriate staff representatives) to plan programs and fundraising activities and shall provide a financial accounting at the conclusion of each program and event.

- A. The junior board president shall:
  1. Provide general leadership in all phases of the work of the junior board and be responsible for an effective, growing organization that supports the goals of the Legacy League.
  2. Preside at junior board meetings.
  3. Represent the junior membership on the Legacy League Executive Committee and board of directors.
  4. Appoint other members of the junior board in consultation with the Legacy League president, executive director and managing director (and appropriate staff representatives).
  5. Be an ex officio voting member of all junior board committees.
  6. Delegate such duties as desired.
- B. The junior board president-elect shall:
  1. Attend and participate in junior board planning, meetings and events in order to prepare for the role of president.
  2. Be an ex officio voting member of all junior board committees.
  3. In the absence of the president, perform the duties of that office.
  4. Assume the office of president after serving one year as president-elect or earlier if a vacancy occurs in the presidency.
- C. The junior board immediate past president shall serve as chair of the Junior Board Nominating Committee.
- D. The junior board secretary shall:
  1. Record the minutes of junior board meetings.
  2. Furnish a copy of minutes to the junior board president and appropriate staff representatives within 15 days of meetings.
- E. Other junior board members shall complete duties as assigned to ensure the success of junior member activities.

## **ARTICLE VI Nominations and Elections**

### *Section 1 Nominations*

- A. A Nominating Committee consisting of three to five members to serve with the executive director and managing director shall be appointed by the president in consultation with the executive director and the managing director no later than March 31.
  1. The immediate past president shall serve as chair of the committee.

2. At least one member of the Nominating Committee shall not have served on the committee during the prior year.
3. The committee shall submit at least one name for each elective office and report to the membership no later than April 15.
4. The consent of a nominee to serve shall have been secured.

B. Additional nominations may be made from the floor provided that consent of the nominee has been obtained.

#### *Section 2 Elections*

The slate of officers shall be elected by voice vote no later than April 15. However, if there is more than one nominee for any office, election for that office may be by ballot vote. A majority vote shall elect.

#### *Section 3 Junior Board Nominations*

A. A Nominating Committee consisting of at least three junior members to serve with the executive director and appropriate staff representative shall be appointed by the junior board president in consultation with the executive director, Legacy League president and managing director.

1. The immediate past junior board president shall serve as chair of the committee.
2. The committee shall submit one name for the office of junior board president-elect and report to the junior membership no later than May 15.
3. The consent of the nominee to serve shall have been secured.

B. Additional nominations may be made electronically provided that consent of the nominee has been secured.

#### *Section 4 Junior Board Elections*

The president-elect shall be elected electronically no later than June 1. A majority vote shall elect.

### **ARTICLE VII Meetings**

#### *Section 1 Regular*

Regular meetings of the Legacy League shall be held October through April unless otherwise directed by the Executive Committee.

#### *Section 2 Special*

Special meetings may be called by the president and shall be called at the request of a majority of the board of directors.

#### *Section 3 Postponement or cancellation*

In the event of a national, state or local emergency, the president, executive director or managing director may postpone or cancel a regular meeting. All members shall be notified if possible.

### **ARTICLE VIII Board of Directors**

#### *Section 1 Composition*

The members of the board of directors shall be:

- A. Elected officers
- B. Appointed officers
- C. Appointed liaison officers
- D. Junior board president
- E. The immediate past president of the Legacy League

#### *Section 2 Duties*

The board of directors shall:

- A. Transact necessary business between Legacy League meetings except modifying any action taken by the Legacy League.
- B. Provide oversight of the standing committees, utilizing task lists provided for the chairs.
- C. Adopt an annual budget.
- D. Perform such other duties as defined in the bylaws and as directed by the Legacy League.

#### *Section 3 Sessions*

- A. Regular meetings shall be called by the president in consultation with the executive director and managing director.
- B. Special sessions of the board may be called by the president or by any three members of the board, provided at least one member is an elected officer.
- C. Members of Legacy League committees may attend sessions of the board as observers. Non-board members shall have no vote but may have a voice upon consent of the board.

#### *Section 4 Quorum*

A majority of members of the board, three of whom shall be elected or liaison officers, shall constitute a quorum.

### **ARTICLE IX Executive Committee**

#### *Section 1 Composition*

Members of the Executive Committee shall be:

- A. Elected officers
- B. Chairs of all fundraising event committees
- C. Appointed liaison officers

- D. Junior board president
- E. The immediate past president of the Legacy League

#### *Section 2 Duties*

The Executive Committee:

- A. May transact urgent business between board meetings.
- B. Shall approve the president's appointments of chairs of special committees.
- C. Fill vacancies occurring in any elective office.

#### *Section 3 Meetings*

Meetings of the Executive Committee shall be at the call of the president. A special meeting of the committee may be called by any three members of the committee.

#### *Section 4 Quorum*

A majority of members of the Executive Committee shall constitute a quorum.

### **ARTICLE X Committees**

#### *Section 1 Standing committees*

The standing committees of the Legacy League shall be birthdays, greeters, member care, newsletter, online promotion, recruitment, registration, social media, student care, yearbook and one committee for each fundraising event.

#### *Section 2 Composition*

- A. Committee chairs, excluding those of fundraising events, shall be appointed by the designated vice president in consultation with the president, executive director and managing director.
- B. Additional members of the above committees shall be appointed by the appropriate committee chair in consultation with the designated vice president.
- C. Committee chairs of fundraising events and members of their committees shall be appointed by the president in consultation with the executive director and managing director.

#### *Section 3 Duties*

- A. Duties of individual committee chairs are as stated in Article V, Section 10, A-L.
- B. Committees, utilizing task lists provided for their chairs, shall plan their work in consultation with the designated vice president (as applicable), the president, the executive director and the managing director.
- C. Committee chairs, excluding those of fundraising events, shall notify the designated vice president in advance of meetings and report any action taken in the vice president's absence. The designated vice president shall notify the president, executive director and managing director of any action taken in the absence of said officers.
- D. Committee chairs of fundraising events shall schedule all meetings in consultation with the president, executive director and managing director.

#### *Section 4 Meetings*

Meetings of individual committees shall be held as necessary to accomplish the duties of that committee. Committee chairs will keep records of action items and decisions for all meetings held and submit them to the designated Executive Committee member(s).

#### *Section 5 Term of office*

The term for committee members shall be one year or until their successors are appointed.

#### *Section 6 Special committees*

- A. Special committees may be created as necessary by the president, Executive Committee or board of directors.
- B. The president shall appoint the members of special committees and shall fill vacancies with the approval of the Executive Committee.

### **ARTICLE XI Dissolution**

In the event of dissolution of the Legacy League, the assets shall be liquidated and distributed to Samford University after all liabilities and obligations have been paid, in accordance with governmental regulations, Section 501 (c) (3) of the Internal Revenue Code. None of the funds shall inure to the benefit of individuals.

### **ARTICLE XII Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings in the Legacy League in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order that the Legacy League may adopt.

### **ARTICLE XIII Amendment of Bylaws**

#### *Section 1 Amendment*

These bylaws may be amended at any meeting of the board of directors by a two-thirds vote, provided that the amendment:

- A. Shall have been submitted in writing at the previous meeting, or
- B. Shall have been sent to the members of the board of directors at least 10 days prior to the regular meeting.

*Section 2 Revision*

A revision may be made only upon order of the board of directors.

*Section 3 Committee*

- A. A Bylaws Committee may be appointed as needed by the president in consultation with the executive director and managing director.
- B. The committee shall consist of at least five members.
- C. The president, on behalf of the Bylaws Committee, shall submit proposed changes to the board of directors at least 10 days prior to the regular meeting.

February 20, 1992

**Bylaws Committee**

Louise Brigance	Marla Corts	Enid Whirley
Patti Donaldson	Zelpha Simmons	Elouise Williams

Revisions proposed by Bylaws Committee, presented June 29, 2010, approved August 11, 2010

Melissa Allphin	Patti Donaldson	Elouise Williams
Karen Bergquist	Penny Kimrey	
Anne Bishop	Jeanna Westmoreland	

Revisions proposed by Bylaws Committee, presented February 4, 2013, approved February 14, 2013

Karen Bergquist	Penny Kimrey	Jeanna Westmoreland
Patti Donaldson	Sharon Smith	

Punctuation, capitalization and parallel structure reviewed by Samford University creative services September 15, 2014

Revisions proposed by Bylaws Committee, presented December 18, 2015, approved January 7, 2016

Karen Bergquist	Penny Kimrey	Jeanna Westmoreland
Kathy Clay	Sharon Smith	Kathryn Woodruff

Revisions proposed by Bylaws Committee, presented January 27, 2018, approved February 6, 2018

Kathryn Woodruff, chair	Sharon Smith	Harriet Williams
Karen Bergquist	Allison Strickland	
Penny Kimrey	Jeanna Westmoreland	

Revisions proposed by Bylaws Committee, presented February 2, 2019, approved February 12, 2019

Kathryn Woodruff, chair	Sharon Smith	Harriet Williams
Kathy Clay	Allison Strickland	
Jane Lewis	Jeanna Westmoreland	

Revisions proposed by Bylaws Committee, presented May 19, 2021, approved June 24, 2021

Harriet Williams, chair	Paula Gossett	Jeanna Westmoreland
Kathy Clay	Lilla Bea McMullan	
Aimee Dykes	Sharon Smith	

Revisions proposed by Bylaws Committee, presented April 28, 2022, approved May 11, 2022

Kathy Clay	Paula Gossett	Julie Taylor
Aimee Dykes	Sharon Smith	Kathryn Woodruff

Revisions proposed by Bylaws Committee, presented January 7, 2023, approved January 19, 2023

Karen Carlisle	Paula Gossett	Kathryn Woodruff
Inga Clum	Sharon Smith	
Jan Cobb	Julie Taylor	