Bylaws
of the
Florida Coastal School of Law
Alumni Association

ARTICLE I

Authorization and Organization
The name of the organization shall be “Florida Coastal School of Law Alumni Association” (“The Association”). The Association is an unincorporated association and is a part of the Florida Coastal School of Law (“FCSL”) organizational structure organized by the authority of and under the auspices of the Board of Trustees of Florida Coastal School of Law and subject to the oversight of the Dean of Florida Coastal School of Law and the Board of Trustees.

ARTICLE II

Principal Office
The principal office of the Association is in the city of Jacksonville in the State of Florida.

ARTICLE III

Purpose and Objectives
The primary objectives and purposes of this Association is:

To provide continuing service to FCSL and its alumni by facilitating communication and relations between alumni and the FCSL community, and by managing the direction and progress of all alumni projects, events, and programs;

To actively support FCSL in its mission of training ethical, competent and compassionate lawyers who will use their training to creatively solve individual and societal problems;

To promote those principles of professionalism and cooperation within the legal community and to fostering a sense of community among the alumni and among the legal community as a whole;

To assist FCSL in furthering its mission of providing the finest legal education calibrated to the needs of its students, the community and the profession which is responsive to concerns about the state of legal education, attentive to technology, premised upon humanistic values, appreciative of multiculturalism, and grounded in real-world experience;
To promote and provide for fellowship among the alumni by establishing and maintaining a network wherein FCSL alumni can continue to develop and expand the relationships born at FCSL;

To provide a framework for the continued academic, professional and career development of its members;

To promote FCSL locally, nationally and internationally;

To support FCSL financially through contributions to its continuing fund-raising effort;

To assist FCSL Admissions & Career Services Offices in accomplishing their goals and objectives;

To set an example for and be a mentor to the students at FCSL;

To make a positive difference in all of the communities in which the Association becomes involved; and

To engage in any other affairs in the interest of the alumni of FCSL.

ARTICLE IV

Association Membership

Section 1 – Governing Authority --
The governing authority of the affairs of the Association shall be vested in its active members and shall be exercised, subject to their control, by a Board of Directors (the “Board”).

Section 2 -- Membership --
The Association has two classifications of membership.

Regular: any former student of FCSL's program for credit during regular academic sessions who has received an earned a degree from FCSL.

Honorary: members of FCSL community who do not otherwise meet the criteria established for membership can be designated honorary alumni with the approval of a majority of the Board. Selection shall be based on careful consideration of service performed by the individual to or on behalf of the Association, FCSL, or any active organizations that provide volunteer and financial support to FCSL. Honorary alumni shall have all the rights and privileges of membership with the exception of voting or holding a membership on the Association's Board.
ARTICLE V

Meetings of the Association

Section 1 – Annual Meeting –
Meetings of the Association will be held at the discretion of the Board. The President will designate a time and place for the meetings. Unless otherwise designated by the President, the annual meeting will take place at the alumni weekend.

Section 2 – Special Meetings –
The President or his/her designee as necessary may call special meetings of the Association.

Section 3 – Notice --
Notice of all meetings of the Association, whether annual or special, shall be given by letter or prominent notice in an alumni publication not less than ten (10) days prior to the date of the meeting. Publication shall include the FCSL website. Notice of any special meeting shall state the purpose of the meeting. No business shall be transacted at a special meeting that does not relate to the purposes stated in the notice.

Section 4 – Quorum –
The members present at any meetings shall constitute a quorum with the exclusion of honorary members so long as at least 50% of the Board members are present. Members are deemed present via teleconference, unless otherwise designated by the President.

ARTICLE VI

Board of Directors

Section 1 – Membership –
The membership of the Board shall consist of (1) thirty (30) members, not to exceed twenty-six (26) at-large members, (2) the Immediate Past President, the President, the President-Elect, if one has been elected, and the Vice President. Past Presidents, who are not current members of the Board, are lifetime ex-officio, non-voting members of the Board.

Section 2 – Director of Alumni Relations --
The Director of Alumni Relations shall be a voting, ex-officio member of the Board when he/she otherwise qualifies for membership in the association. In the absence of a Director of Alumni Relations, this section shall apply to the Director of Institutional Advancement.

Section 3 – Eligibility for Board Membership
Board members must otherwise qualify for membership in the Association. Honorary members of the Association are not eligible to serve on the Board. Board members are required to attend meetings of the Board and assigned committee meetings. Attendance may be by teleconference, except for the annual meeting of the association or the annual meeting of the board. Any Board member that is absent for more than two (2) consecutive meetings of the Board without reasonable explanation will be contacted by the Membership Committee and asked to renew
his/her commitment to the Board. Any Board member that is absent for more than three (3) consecutive meetings of the Board without reasonable explanation may be removed from the board upon the unanimous vote of the Membership Committee. Board attendance will be measured for the year beginning at the spring Alumni Board retreat. Failure to comply with the requirements of eligibility may constitute cause for removal from the Board.

Section 4 – Election and Term of Service –
The Membership Committee (Art. X, Section 4B) shall solicit nominations for Board membership from the Association who represent the professional, geographic, practice area and ethnic diversity of FCSL’s alumni constituency. All nominees recommended by the Membership Committee will be interviewed by a member of the committee and informed of the duties and responsibilities of Board membership. Members are elected for terms of three (3) years by a majority vote of the Board. No member can serve more than two (2) consecutive terms. Terms are renewable by majority vote of the Board. Terms of office commence at the presentation and approval of the slate of officers and members at large by the President at the annual Association meeting at the alumni weekend and at the annual meeting of the Board in May. Mid-term vacancies of members shall be filled by recommendation from the Committee chair and approved by a majority of the Board. An outgoing member of the Board may, at his/her discretion reapply for nomination to the Board following a one-year absence.

Section 5 – Removal of Board Members –
The President or the Membership Committee may recommend removal of a Board member. Board members may be removed by majority vote of the Board.

ARTICLE VII
Meetings of the Board of Directors
Section 1 – Regular Meetings –
The Board shall meet at such time and place as shall be designated by the President or his/her designee. The Board will hold no less than four (4) meetings annually, including the annual meeting in May.

Section 2 – Special Meetings –
Special meetings may be called by the President or by a majority of the Board. No business is transacted at a special meeting that does not relate to the purposes for which it was convened. Participation at special meetings may be by telephone where appropriate and to ensure maximum participation by members.

Section 3 – Annual Meeting –
The Board shall conduct an annual meeting in May of each year at a time and place designated by the President.

Section 4 – Notice –
Written or e-mail notice of a meeting must be posted to the Board members not less than ten (10) days prior to a regular or special meeting.
Section 5 – Quorum –
A majority of the current Board members at any meeting shall constitute a quorum with the exclusion ex-officio members and visitors.

ARTICLE VIII

Officers & Duties

Section 1 – Officers –
The officers of the Association shall consist of an Immediate Past President, President, President-Elect and the Vice President and up to three additional officers appointed by the President from the Board.

Section 2 – Election and Term of Officers –
Officers, except those appointed by the President, shall be elected from the Board by a majority vote prior to the annual meeting in May. Notification of the election of officers shall be presented to the Association in writing or posted on the current FCSL website at least ten (10) days prior to the annual meeting. Mid-term vacancies of officer positions require only Board approval to fill. All officers except the President-elect shall hold office for two years or until successors are elected and installed. The President-elect shall be elected one year prior to the end of the term of the President. Any officer may be removed from office by a two-thirds (2/3) vote of the Board.

Section 3 – President--
The President shall preside over all meetings of the Association and the Board. The President shall preside as the executive officer over all business matters of the Association and shall see that all goals of the Board are implemented. The President shall appoint any committees as necessary and shall be an ex-officio member of all committees.

Section 4 -- President-Elect --
The President-Elect is a current member of the Board who is nominated by the Membership Committee and confirmed by the Board. This individual shall be elected one year prior to succeeding to the Presidency of the Board. The purpose of the President-Elect position is to provide long-range stability, succession of the presidency and to provide a timeframe for gradual assumption of full responsibilities of the Presidency. The President-Elect may or may not be Vice-President of the Board. This individual shall preside over the Association or Board meetings in the absence of the President. During the President-elect’s term, he/she shall serve as the Chair of the Membership Committee and as a member of the Executive Committee of the Association.

Section 5 – Immediate Past President –
The Immediate Past President will serve on the Board and the Executive Committee and act as counsel in their deliberations. The Immediate Past President will serve for a term of (2) years.

Section 5 – Vice President --
The Vice President shall be responsible for carrying out the duties prescribed by the President of the Board. In the absence of the President and the President-Elect, The Vice President shall preside over the Association or Board meeting, and perform such duties as required.

**ARTICLE IX**

**Director of Alumni Relations**

Section 1 – Relationship to the Association --
The Director of Alumni Relations, or in the absence of this position, the Director of Institutional Advancement (the “Director”) shall be hired by FCSL and shall be responsible for carrying out the duties as prescribed by FCSL. The Director shall serve as the chief staff executive of the Association.

Section 2 – Rights and Duties –
The Director shall be a voting, ex-officio member of the Board when he/she otherwise qualifies for membership in the Association and shall be responsible for administering the daily business of the Association. The Director shall attend all meetings of the Board, the Association, and the standing Committees. The Director or his/her designee shall attend all ad hoc Committee meetings of the Board.

**ARTICLE X**

**Committees**

Section 1 – Membership –
Membership on Board committees shall consist of the Board members, officers and FCSL liaisons as set forth in Article X, Section 4 and as set forth under Article X, Section 5. Committee chairs are free to recruit additional committee members who are not members of the Board but are members of the Association. The Chairperson must be a board member.

Section 2 – Standing Committees –
The Board shall have the following standing committees: the Executive Committee and the Membership Committee. All other committees will be ad hoc committees.

Section 3 – Ad Hoc Committees –
At any Board meeting, the President may appoint ad hoc committees as necessary. The purpose and goals of these committees may be changed or the committees may be dissolved by the President.

Section 4 – Committee Meetings –
A committee shall meet at such time and place as shall be designated by the President or by the Chair of the committee. Participation at committee meetings may be by telephone where appropriate and to ensure maximum participation by members. A member of the staff or a designee by the presiding officer or committee chair shall be responsible for recording the
minutes of the meetings. Reasonable notice of committee meetings shall be given prior to committee meetings but in any case, no less than two (2) days prior to any meeting.

**Section 5 – Committee Goals** –
All committee and subcommittee goals and priorities will be set by the Board at the annual meeting or as directed by the President or Executive Committee.

**Section 6 – Standing Committee Descriptions and Duties** --

(A) **Executive Committee** -- shall consist of the Board officers. The Director shall be an ex-officio non-voting member of the Committee. The principle duties of the Committee shall be to set the agenda for all Board and Association meetings and establish goals for each committee (annual and long-term).

(B) **Membership Committee** – shall be chaired by the President-Elect for one year prior to assuming the Presidency. At all other times, the committee will be chaired by a Board member appointed by the President and shall serve until a President-Elect has been elected. The committee shall otherwise consist of the President, a member of the faculty or administration who is an alumna/us of FCSL, the Director and/or a non-voting FCSL liaison from Institutional Advancement, and any such other members as may be recruited by the chair. This committee shall be responsible for nominations of the members of the Board, officers of the Association, honorary members and any alumni awards or recognition approved and adopted by the Board to be awarded on behalf of the Board. The committee may also recommend to the Board the removal of any Board member.

**Section 7 – Ad Hoc Committee Descriptions and Duties** --
The President, based upon the needs of the Board at any specific time, may create an Ad Hoc Committee and any subcommittee and prescribe its function and duties. Current Ad Hoc Committee functions and duties are more fully described on Attachment A, which by this reference is made a part hereof.

**ARTICLE XI**

**Rules of Procedure**
The rules contained in the latest revision of Robert's Rules of Order shall govern all meetings of the Association and the Board except to the extent that the same may conflict with these bylaws.

**ARTICLE XII**

**Amendments**
These bylaws may be amended by the Board at any regular or called meeting. Notice of proposed amendments shall be given in the regular meeting notice.

| Bylaws adopted on 1-7-07, rev. 3-20-07, [rev. 5-31.14](#). |