

BYLAWS FOR THE FLORIDA STATE UNIVERSITY MARCHING CHIEFS ALUMNI (FSUMCA)

PREAMBLE

These Bylaws accompany the Charter document that establishes the Florida State University Marching Chiefs Alumni organization. These Bylaws detail the functions and operations of the organization as established in the Charter.

ARTICLE 1 – OFFICERS

Section 1. NUMBER AND TERM

- a. There shall be three (3) elected officers: an Executive Director, an Associate Director for Administration, and an Associate Director for Activities.
- b. Each of the officers shall serve a three (3) year term, with the terms staggered so that one new officer is elected each year.
- c. There is no limit to how many consecutive terms an individual may serve.

Section 2. EXECUTIVE DIRECTOR

- a. The Executive Director shall be the highest administrative officer of the organization and shall have ultimate responsibility for all activities and programs of the FSUMCA. Specific duties shall include, but not be limited to:
 - i. Planning and implementing programs to foster continued financial development of the organization;
 - ii. Planning and implementing programs to foster continued growth in the areas of membership and participation;
 - iii. Staying in close contact with the leadership of the FSU Band Department to be constantly aware of current needs of the department;
 - iv. Presenting proposals for new programs to the FSUMCA Board of Directors;
 - v. Presiding over the annual business meeting;
 - vi. Presiding over the Board of Directors meetings in the event the Chair and Vice Chair are not in attendance at the Board of Directors meeting;
 - vii. Being the spokesperson for the organization and coordinating timely and informative correspondence to the membership; and
 - viii. Other duties as appropriate.

Section 3. ASSOCIATE DIRECTOR FOR ADMINISTRATION

- a. The Associate Director for Administration shall report directly to the Executive Director with responsibilities that shall include, but not be limited to:
 - i. Recording minutes of the annual business meeting and meetings of the Board of Directors;

- ii. Keeping a record of all correspondence;
- iii. Supervising the up-to-date and accurate financial records of the organization, in conjunction with the FSU Foundation, Inc;
- iv. Coordinating FSUMCA expenditures through the FSU College of Music Fiscal Office;
- v. Supervising the up-to-date and accurate directory information of the FSUMCA membership;
- vi. Supervising the up-to-date and accurate amendments to, and revisions of, the Charter and Bylaws;
- vii. Filling in for the Executive Director in their absence from official FSUMCA and FSUMCA Board of Directors business; and
- viii. Other duties as appropriate.

Section 4. ASSOCIATE DIRECTOR FOR ACTIVITIES

- a. The Associate Director for Activities shall report directly to the Executive Director with responsibilities that shall include, but not be limited to:
 - i. Planning and implementing the annual Homecoming activities;
 - 1. Will collaborate with the Associate Director for Administration and the Chair of the Finance Committee to prepare a budget for Homecoming;
 - 2. Will recruit and appoint members of the Homecoming Committee to assist in the planning and implementation of Homecoming activities; and
 - 3. Will serve as the liaison to the FSU Athletics Ticket Office;
 - ii. Planning and implementing any activities sponsored by the FSUMCA;
 - iii. Filling in for the Executive Director and the Associate Director for Administration in their absences from official FSUMCA and FSUMCA Board of Directors business; and
 - iv. Other duties as appropriate.

Section 5. ELECTION PROCESS FOR OFFICERS

- a. The Chair or a Chair-designated representative, typically the Vice Chair, shall solicit nominations from the membership for one or more persons for each office as necessary.
- b. The Board of Directors shall review the proposed slate of nominees prior to presenting the ballot to the membership.
- c. The membership shall have an opportunity to vote for a nominee to fill each office position by a specified date.
 - i. The vote will take place electronically or through another data collection platform, typically in conjunction with Fall communications and Homecoming Registration.
 - ii. The Chair will establish the voting window to allow sufficient time for the membership to cast their ballots. Any ballots received after the established voting window deadline will not be counted.

- d. Each member shall vote for one nominee per office, and the nominee with the most votes shall be elected.
 - i. Any ballots with more nominees voted than available positions will be disqualified and not counted.
 - ii. In the event of a majority tie, a runoff election shall take place per the usual election procedures amongst the nominees who tied.
- e. In the event there is only one person running for an office, a simple majority of the voting membership approving the nominee shall be sufficient to elect.
 - i. If a nominee does not achieve the approval of a simple majority, they would not be confirmed to fill the officer position.
 - ii. In this circumstance, the Chair shall solicit new nomination(s), subject to Board approval, and a new election shall take place to fill the officer position.
- f. The results of the election shall be announced through established forms of communication as soon as results have been certified by the Board.
- g. An Officer's term begins as soon as they are notified of the results.
 - i. Predecessor Officers are expected to serve until their successor is duly elected.
 - ii. Predecessor Officers may be asked to serve in an advising role to provide guidance and support to their successor to ensure a smooth transition.
- h. In extraordinary circumstances, the Board may approve an alternative procedure for election of officers.

Section 6. NON-VOTING CAPACITY

- a. All three officers shall participate as non-voting members of the Board of Directors, except in the event of a tie vote as outlined in Article 3, Section 7 of these Bylaws.

Section 7. VACANCY OF OFFICE

- a. If a vacancy should occur in the office of Executive Director, the Associate Director for Administration shall succeed to the office of Executive Director and, if possible, shall select a Tallahassee area member to assist as interim Associate Director for Administration.
 - i. The Board of Directors shall be notified of the new interim Associate Director for Administration.
 - ii. The interim Associate Director for Administration will assume the duties as described in Article 1, Section 3.
 - iii. The interim Associate Director for Administration has the option to be confirmed by the membership at the next election to serve out the remainder of the office term.
 - 1. If the interim Associate Director for Administration does not choose to formally pursue the position, a different nominee will be presented to the membership per the usual election procedures as described above.

2. The candidate elected shall serve out the remainder of the term of office.
- b. If a vacancy occurs in the office of Associate Director for Administration or Associate Director for Activities, the Executive Director, if possible, shall select a Tallahassee area member to assist as interim Associate Director.
 - i. The Board of Directors shall be notified of the new interim Associate Director.
 - ii. The interim Associate Director will assume the duties as described in Article 1, Section 3, or Section 4 as appropriate.
 - iii. The interim Associate Director has the option to be confirmed by the membership at the next election to serve out the remainder of the office term.
 1. If the interim Associate Director does not choose to formally pursue the position, a different nominee will be presented to the membership per the usual election procedures as described in Article 1, Section 5.
 2. The candidate elected shall serve out the remainder of the term of office.

Section 8. REMOVAL OF AN OFFICER

- a. The Board must consider for removal from the Board any officer in the following circumstances: negligence in relation to the FSUMCA; misconduct in relation to the FSUMCA; neglect of duty in relation to their position as an FSUMCA Officer; permanent inability to perform their duty as an FSUMCA Officer; or, conviction of a crime involving moral turpitude.
- b. Any officer will be removed from the Board upon a two-thirds (2/3) vote of the full sixteen-member (16-member) Board.
 - i. Pursuant to Article 3, Section 4(a), the Chair shall call an electronic meeting to discuss a motion for removing the officer.
 - ii. The officer will be encouraged to attend the electronic meeting and will be given the floor for response/rebuttal.
 - iii. Minutes will be taken at this meeting and distributed to the Board members following the meeting.
 - iv. The vote to remove the officer will take place via email following the meeting at a time set by the Chair but no more than five (5) days after the meeting.
 - v. If the officer is removed by the vote, the position will be filled per the procedures described in Article 1, Section 7.

ARTICLE 2 – BOARD OF DIRECTORS

Section 1. NUMBER AND TERM

- a. There shall be a Board of Directors consisting of sixteen (16) voting members to oversee the affairs of the organization.

- b. Each Board member shall serve a four (4) year term of office. Four (4) Board members shall be elected each year.
- c. There is no limit to how many consecutive terms an individual may serve.

Section 2. ELECTIONS

- a. Nominations shall be solicited each year by the Officers and the Board. Nominations must be received prior to the date set by the Chair.
- b. The Board shall review the proposed slate of nominees prior to presenting the ballot to the membership.
 - i. The list of nominees should be based on geographical representation, class year, professional background, past participation, and other factors such as the Board determines to be relevant.
- c. The membership shall have an opportunity to vote for nominees to fill vacancies on the Board by a specified date.
 - i. The vote will take place electronically or through another data collection platform, typically in conjunction with Fall communications and Homecoming Registration.
 - ii. The Chair will establish the voting window to allow sufficient time for the membership to cast their ballots. Any ballots received after the established voting window deadline will not be counted.
- d. Each member shall vote for as many nominees as there are vacancies on the Board, and nominees with the most votes shall be elected.
 - i. Any ballots with more nominees voted than vacancies will be disqualified and not counted.
 - ii. In the event of a tie, a runoff election shall take place per the usual election procedures amongst the nominees who tied.
- e. In the event the number of nominees equals the number of open positions on the Board, a simple majority of the voting membership approving the nominee shall be sufficient to elect.
 - i. If a nominee does not achieve a simple majority vote approving, they would not be confirmed to fill one of the vacancies on the Board.
 - ii. In this circumstance, the Chair shall solicit new nominations, subject to Board approval, and a new election shall take place to fill the remaining vacancy.
- f. The results of the election shall be announced through established forms of communication as soon as results have been certified by the Board.
 - i. A Board member's term begins as soon as they are notified of the results.
 - ii. Board members are expected to serve until their successor is duly elected.
- g. In extraordinary circumstances, as determined by majority vote of the Board, the Board may approve an alternative procedure for election of Board members.

Section 3. CHAIR AND VICE CHAIR

- a. The Board of Directors shall elect from its members a Chair to preside at meetings of the board and a Vice Chair to preside in the absence of the Chair and assist the Chair as necessary.
- b. A simple majority of the voting Board members shall be sufficient to elect the Chair and Vice Chair.
- c. There is no limit to how long a Chair or Vice Chair can serve. However, every two years, a vote of confidence will take place for the Chair to continue serving in their position.
 - i. If the vote of confidence fails, with the approval of the majority of the Board present and voting, the Vice Chair will assume the position of Chair.
 - ii. If the vote for the Vice Chair to assume the position of Chair fails, a new Chair and Vice Chair shall be elected per the rules described in this Section.
- d. Responsibilities include but are not limited to:
 - i. Coordinating and presiding over Board meetings;
 - ii. Presiding over votes on new business (including electronic voting);
 - iii. Creating the agenda for Board meetings;
 - iv. Selecting a committee for Wall of Fame nominations;
 - v. Creating and assigning Board members to committees;
 - vi. The formal business practices of the FSUMCA including:
 - 1. Soliciting election nominees;
 - 2. Sending reminders to the Board; and
 - 3. Sending reminders to committees (e.g., Communications committee to post notice of the FSUMCA meetings).
 - vii. Being familiar with Robert's Rules of Order or having the book on hand to reference during Board meetings.
 - viii. Other duties as appropriate.

Section 4. VACANCY OF BOARD MEMBER POSITION

- a. If a vacancy should occur on the Board, the Chair shall solicit nominations from the Board for a replacement Board member.
- b. The Board shall vote among the nominees and the nominee with the most votes shall be elected to fill the vacancy per the term rules described in Article 2, Section 4(c), below. In the event of a tie, the person with the fewest votes shall be disqualified, and the Board will vote among the remaining nominees.
- c. Filled-vacancy term rules:
 - i. If the remainder of the term is greater than or equal to two years, the interim Board member must be confirmed by the membership in the next election.
 - ii. If the remainder of the term is less than two years, the interim Board member shall serve out the remainder of the term.
- d. The nominee with the most votes shall be notified of their appointment by the Board and the terms of their service.

- e. The membership shall be notified of the vacancy being filled, the name of the interim Board member filling the vacancy, and the terms of their service.

Section 5. REMOVAL OF A BOARD MEMBER

- a. The Board must consider for removal from the Board any Board member in the following circumstances: negligence in relation to the FSUMCA; misconduct in relation to the FSUMCA; neglect of duty in relation to their position as an FSUMCA Board member; permanent inability to perform their duty as an FSUMCA Board member; or, conviction of a crime involving moral turpitude.
- b. Any Board Member will be removed from the Board upon a two-thirds (2/3) vote of the full sixteen-member (16-member) Board.
 - i. Pursuant to Article 3, Section 4(a), the Chair shall call an electronic meeting to discuss a motion for removing the Board Member.
 - ii. The Board Member will be encouraged to attend the electronic meeting and will be given the floor for response/rebuttal.
 - iii. Minutes will be taken at this meeting and distributed to the Board members following the meeting.
 - iv. The vote to remove the Board Member will take place via email following the meeting at a time set by the Chair but no more than five (5) days after the meeting.
 - v. If the Board Member is removed by the vote, the position will be filled per the procedures described in Article 2, Section 4.

ARTICLE 3 – MEETINGS & VOTING/BOARD BUSINESS TRANSACTIONS

Section 1. NOTICE OF MEETINGS

- a. The dates, times, and location (in person and/or virtual meeting) of all Board meetings shall be communicated to the Board at least one (1) month prior.
- b. All meetings of the Board of Directors shall be open to any interested FSUMCA member and notice of the meetings shall be posted for the Membership on the FSUMCA website at least ten (10) days in advance of the meeting.

Section 2. FREQUENCY OF MEETINGS

- a. The Board of Directors shall meet as necessary, but at least once annually prior to the annual business meeting to receive a report from the officers on the affairs of the organization.
 - i. Generally, in-person Board meetings will take place at the FSU College of Music (COM) in Tallahassee, FL.
 - 1. In-person board meetings may take place outside the COM if a meeting space is not available at the COM.
 - ii. An electronic meeting option will also be available for Board members to attend.

1. A quorum, as defined in Article 3, Section 5, shall include both in-person and virtual attendees.
- iii. The Board may meet entirely in-person, entirely electronically, or in a hybrid in-person/virtual meeting to conduct Board business.
- b. There shall be an annual business meeting scheduled at Homecoming for transacting the business of the organization.
 - i. The first item of the day should be the Board meeting (at the start of rehearsal).
 - ii. If election results have been tabulated by the annual business meeting, newly elected Board Members should be introduced to the membership at this meeting.
 - iii. If election results have not been tabulated by the annual business meeting, results may be sent out in a communication following the meeting.
 - iv. In the absence of the Executive Director, the Associate Director for Administration shall preside at the annual business meeting.

Section 3. GOVERNANCE OF MEETINGS & ELECTIONS

- a. All meetings and elections shall be conducted in accordance with Robert's Rules of Order.

Section 4. ELECTRONIC MEETINGS

- a. In circumstances where the Board is called upon to transact business outside of regularly scheduled Board meetings, electronic meetings and/or electronic voting may be called by the Chair or a Chair-designated representative, typically the Vice Chair.
- b. Electronic meetings can include, but are not limited to, virtual meetings (e.g., Zoom, WebEx, Google Meet, or other available platforms), conference calls, and other electronic meeting platforms.
 - i. See Article 3, Section 5 for meeting quorum rules.
- c. Electronic voting can be conducted via email or other platform provided.
 - i. If a Board vote is conducted electronically, the Chair must establish a deadline by which votes must be submitted back to the Chair.
 - ii. See section Article 3, Section 5(d) for electronic voting quorum rules.

Section 5. QUORUM

- a. A quorum shall consist of nine (9) of the sixteen (16) voting Board members and shall be required at all meetings, including electronic meetings, for any business transactions.
- b. At least one (1) of the three (3) non-voting members (e.g., Executive Director) is required to be in attendance for voting purposes.
- c. In the event there is a tie among voting members, but no non-voting member is in attendance, the vote cannot be resolved. If/when this occurs, the vote will be tabled until a non-voting member is present or an appropriate quorum can be reached.

- i. See section Article 3, Section 7 for order of officer tie-breaking.
- d. If voting takes place electronically (e.g., email), a quorum is reached once nine (9) voting members have responded to the Chair's call to vote within the time frame established by the Chair.

Section 6. APPROVAL FOR MOTIONS

- a. A simple majority of the voting Board members present will be sufficient to approve motions, unless otherwise specified in these bylaws.

Section 7. RESOLUTION OF TIE VOTE

- a. In the event of a tie vote, the Executive Director shall cast the deciding vote.
- b. If the Executive Director is not present at the meeting, the Associate Director for Administration shall cast the deciding vote.
- c. If neither the Executive Director nor the Associate Director for Administration is present, the Associate Director for Activities shall cast the deciding vote.

Section 8. MINUTES

- a. The Associate Director for Administration, or their designated proxy, shall be responsible for recording minutes of meetings of the Board of Directors.
- b. At the beginning of each meeting, a vote shall be conducted to approve the minutes from the previous meeting.
- c. Approved minutes from each meeting shall be posted on the FSUMCA website.

Section 9. PARTICIPATION EXPECTATIONS

- a. Members of the Board of Directors are expected to participate in Board meetings, Committee meetings, and other events where FSUMCA Board of Directors representation is requested.
 - i. Absences from any of the above may be excused for unavoidable conflicts or in situations where attendance would cause an undue financial or personal hardship. The Board member must notify the Chair of an anticipated absence and provide documents, status reports, or other items for which they are responsible in order for the meeting to run smoothly.
- b. Members of the Board of Directors are expected to participate in Homecoming activities.
 - i. Absences from Homecoming activities may be excused for unavoidable conflicts or in situations where attendance would cause an undue financial or personal hardship. The Board member must notify the Associate Director for Activities of an anticipated absence and attempt to find a non-Board member to assist in the Board member's place.
- c. Board member attendance at Board meetings shall be included in all Board meeting minutes and shall be made public to the membership.

- d. The Chair shall advise all newly elected and appointed (interim) Board members of the expectations of service to the FSUMCA and will also ensure that such new Board members are provided a copy of the FSUMCA Bylaws and Charter, either physically or electronically.
- e. Having been made aware of the expectations of service to the FSUMCA, any Board member who is not meeting these expectations may be subject to the removal procedures as outlined in Article 2, Section 5.

ARTICLE 4 – COMMITTEES

Section 1. Committees are established per Article 2, Section 6 in the Charter.

Section 2. Committees shall meet at least once prior to each Board meeting to discuss matters relating to their jurisdiction and shall report in writing to the Board regarding their deliberations and recommendations.

- a. Due to Board member geographical differences, committees are encouraged to meet virtually, by conference call, or discuss via email.

Section 3. Committee Chairs are responsible for executing and delegating the responsibilities of their committees.

- a. If a Committee Chair decides to leave their position, it is their responsibility to notify the Board Chair so that a successor may be appointed.
- b. Departing Committee Chairs are responsible for passing on any materials, role and duties expectations, etc., to their successor and/or leaving these materials with the Board Chair to be transferred to the successor.

Section 4. Finance Committee:

- a. Executes the duties as described in Article 2, Section 6, Paragraph 2 in the Charter.
- b. This committee shall have two Co-Chairs, each responsible for Finance duties and Fundraising duties respectively.
- c. The Finance Chair is responsible for preparing and disseminating the FSUMCA budget, tracking expenditures, reconciling fundraising targets versus actuals, and any other financial reporting as necessary.
- d. The Fundraising Chair is responsible for coordinating fundraising events towards sustaining our funds to help the FSUMCA support the FSU Bands program.
- e. The committee will work with the Associate Director for Administration on managing scholarships. The committee will ensure all existing scholarships are getting utilized and will make recommendations on new scholarships should endowment funds allow.
- f. See Article 5 and Article 6 for additional details.

Section 5. Membership Committee:

- a. Executes the duties as described in Article 2, Section 6, Paragraph 3 in the Charter.
- b. Collaborates with the Associate Director for Activities to coordinate alumni events outside of Homecoming such as receptions, gatherings, etc. when financially feasible for the organization.
- c. Facilitates the FSUMCA's membership within national alumni band organizations; for example, the National Association of Alumni Bands (NAoAB).
- d. Shall nominate or propose a liaison to represent the FSUMCA Board in activities of any such organization described in Section 5(c) above.

Section 6. Archives Committee:

- a. Executes the duties as described in Article 2, Section 6, Paragraph 4 in the Charter.
- b. Maintains archival materials located within a designated space at the FSU College of Music.
 - i. Coordinates with the College of Music's Associate Dean of Operations for the location of and access to the space designated for archival materials.
- c. Maintains and regularly updates FSUMCA displays in the following location(s):
 - i. Opperman Music Hall
 - ii. Other display locations as may be appropriate or requested

Section 7. Communications Committee:

- a. Executes the duties as described in Article 2, Section 6, Paragraph 5 in the Charter.
- b. Operates and maintains the following FSUMCA media platform accounts: organization email address, website, and social media accounts.
 - i. The Associate Director for Administration should be made one of the administrators of all media accounts for continuity and troubleshooting.
 - ii. Various Board members may be granted access to media accounts to support the committee and content creation and distribution.
- c. Facilitates messages and posts on behalf of the FSUMCA across the different platforms described above.
- d. Assists the Chair in coordinating virtual meetings and electronic elections with guidance from the Chair and/or Officers.

Section 8. Homecoming Committee:

- a. The Associate Director for Activities shall lead this committee.
- b. The Associate Director for Activities shall be responsible for recruiting and appointing members to the committee. These committee members do not necessarily need to be members of the FSUMCA Board of Directors.
- c. Each member of the committee will have a specific responsibility as directed by the Associate Director for Activities.

- d. The Executive Director and the Associate Director for Administration shall be ex-officio members of the committee.

Section 9. Executive Committee:

- a. Consists of the Executive Director, Associate Director for Administration, Associate Director for Activities, the Chair, and the Vice Chair of the Board.
- b. Ensures the Officers and Chairs are prepared for Board and annual business meetings by discussing issues brought up by Committee Chairs and the membership at large.
- c. Reviews the agenda for each FSUMCA Board or annual business meeting.
- d. With assistance from the Communications Committee as appropriate, processes, disseminates, and responds to any and all external communication to the membership.
- e. Provides direction and mandates to all Committee Chairs.

Section 10. Charter and Bylaws Committee:

- a. Will be created no less than biannually to review these Charter and Bylaws documents for appropriate amendments, updates, and revisions.
 - i. The committee may be assembled on an ad hoc basis should proposed amendment(s) be submitted to the Chair and/or Executive Director as described in Article 8.
- b. Any amendments, updates, or revisions will be voted upon and implemented according to Article 8.
- c. The Associate Director for Administration shall be an ex-officio member of the committee.

Section 11. Ad Hoc/Other Committee Charges are created and developed as needed and appointed by the Board Chair with the consent of the Board.

ARTICLE 5 – FINANCES & SPONSORSHIPS

Section 1. Expenditures and reimbursements, including scholarships, are coordinated by the Associate Director for Administration with the FSU College of Music Fiscal Office.

- a. Approved requests are copied to the Finance Chair for budget tracking.

Section 2. Any expenditure in excess of the specific allocated amounts within the budget must be approved by the Board.

Section 3. Homecoming activities shall be financed by a fee assessed to FSUMCA Homecoming participants. The fee shall be such as to cover anticipated FSUMCA operating expenses only.

- Section 4. Other contributions may be solicited from the membership to support other FSUMCA expenditures.
- Section 5. Regular sponsorships provided by the FSUMCA include:
- a. The Marching Chiefs End of Season Banquet;
 - b. Marching Chiefs two-year and four-year awards; and
 - c. Other sponsorships as requested by the Director of Bands or as appropriate in support of the FSU bands (e.g., Marching Chiefs 5k).
- Section 6. If it is determined by the Chair or Executive Director that a sponsorship falls under the purview of a specific committee, the sponsorship will be deferred to said committee for further research, discussion, presentation, and/or other charges as determined by the Chair or Executive Director.

ARTICLE 6 – SCHOLARSHIPS

- Section 1. In addition to coordinating fundraisers, the Finance Committee should consider utilizing recognition merchandise as a method for encouraging donations to the FSUMCA funds.
- Section 2. The Finance Committee will work with the Communications Committee to promote the status of projects or fundraising efforts (for example: Marching Chiefs projects during the FSU Great Give), especially those that have been successfully funded or completed.
- Section 3. A donation page will be included on the FSUMCA website with links and information toward donating to the FSUMCA and Marching Chiefs funds through the FSU Foundation.
- Section 4. Scholarship disbursements to recipients are made according to agreements with Florida State University and the FSU Foundation and according to their respective policies.
- a. Scholarship disbursements are coordinated by the Associate Director for Administration with the FSU College of Music Fiscal Office.
- Section 5. Scholarships provided by the FSUMCA support the FSU Band Program and Marching Chiefs as described below. The following are the current scholarships provided by the FSUMCA:
- a. CHARLES (CHARLIE) E. CARTER SCHOLARSHIP
 - i. Awarded in honor of Charles Carter, Arranger and Associate Director for the Florida State University Marching Chiefs from 1953-1996.
 - ii. This award recognizes student(s) in the FSU College of Music with a major or emphasis in arranging or composing for wind instruments.
 - iii. Candidate(s) must be recommended by the FSU College of Music Faculty.

- iv. This award is intended to be granted annually.
- b. **MANLEY R. WHITCOMB SCHOLARSHIP**
 - i. Awarded in honor of Manley R. Whitcomb, Director of Bands of Florida State University from 1953-1970.
 - ii. This award of merit and achievement, granted annually to well-rounded sophomore or junior band student(s) majoring in Music, is intended as a reward for past experience or motivation for future experience.
 - iii. Candidate(s) must be recommended by the FSU Director of Bands.
- c. **ROBERT T. BRAUNAGEL SCHOLARSHIP**
 - i. Awarded in honor of Robert T. Braunagel (“Brownie”), Director of Bands from 1948-1953, Director of the Concert Band from 1963-1971, and Director of the Marching Chiefs from 1963-1971 at Florida State University.
 - ii. This award provides support to graduate student(s) within the FSU Band Program.
 - iii. Candidate(s) must be recommended by the Director of Bands.
- d. **COLOR GUARD SCHOLARSHIP**
 - i. This award is given to student(s) with a high level of skill in the Marching Chiefs Color Guard (flag/rifle).
 - ii. Candidate(s) are recommended by the Marching Chiefs Director and selected by an FSUMCA representative.
- e. **MAJORETTE/FEATURE TWIRLER SCHOLARSHIP**
 - i. This award is given to student(s) with a high level of skill in the Majorette or Feature Twirler areas.
 - ii. Candidate(s) are recommended by the Marching Chiefs Director and selected by an FSUMCA representative.
- f. **NEEDS-BASED SCHOLARSHIP**
 - i. This needs-based scholarship was established to support members of the Marching Chiefs who are undergoing financial hardship.
 - ii. This scholarship is awarded at the discretion of the Director of Bands.
- g. **ADDITIONAL SCHOLARSHIPS**
 - i. Extraordinary, one-time scholarships may be funded by the surplus of the spendable fund over the amounts necessary for two years’ standard scholarships.
 - ii. New, named scholarships can be created as the corpus allows.

ARTICLE 7 – WALL OF FAME

Section 1. PURPOSE

- a. The FSUMCA Wall of Fame exists to honor individuals who have made a significant contribution to the Florida State University Band program.
- b. Each honoree is presented with an award commemorating their induction into the FSUMCA Wall of Fame.

- i. In the event an individual is being honored posthumously, representative(s) from the honoree's family will be presented with the award.
- c. This award is typically presented in conjunction with Homecoming activities.
- d. Each honoree is recognized with a plaque displayed in the College of Music on the FSU campus in Tallahassee and on the FSUMCA website with a photograph and proclamation.
- e. Additionally, a perpetual plaque presenting the criteria for Wall of Fame selection and the names and dates of inductees is located in the College of Music.

Section 2. CRITERIA

- a. Nominees must have:
 - i. Had considerable participation as a student in the FSU Band Program; and/or
 - ii. Served as a member of the FSU College of Music faculty.
- b. All nominees will be considered for induction based on at least one of the following three (3) criteria:
 - i. Having made significant contributions to the FSU Marching Chiefs Alumni, through service and/or financial support over a sustained period of time, which reflect positively on FSU and its band program;
 - ii. Having attained accomplishments or made significant contributions to bands or band music, of the broader regional or national importance and over a sustained period of time, which reflect positively on FSU and its band program.
 - iii. Having attained accomplishments or made significant contributions in their chosen field, of national importance and over a sustained period of time, which reflect positively on FSU and its band program.
- c. Nominees may be nominated posthumously.

Section 3. NOMINATIONS

- a. Completed nomination forms must be electronically submitted to the Chair of the Board no later than December 31st for consideration at the next Spring Board meeting.
 - i. Nomination forms will be available via the FSUMCA website.
- b. Those submitting nominations should review the criteria closely and be aware of the levels of achievement and recognition the Wall of Fame represents.

Section 4. WALL OF FAME REVIEW AND NOMINATION COMMITTEE

- a. The Chair will appoint three to five (3-5) Wall of Fame members to an ad hoc committee, known as the Wall of Fame Review and Nomination Committee (WRNC).
- b. The WRNC will be charged with reviewing the completed nomination forms and making recommendation(s) to approve or not approve nominees to the Board of Directors at the Board of Directors Spring meeting.

- c. The WRNC will review the nomination(s) from January through March and may contact other sources for additional information and clarification to aid and support in selecting those to be recommended to the Board.
- d. No more than two (2) individuals will be inducted into the Wall of Fame in a given year.

Section 5. FINAL BOARD OF DIRECTORS APPROVAL

- a. During the Spring meeting, the Board of Directors will vote on nominee(s) presented by the WRNC.
 - i. Two-thirds (2/3) of the voting members present at the meeting will be sufficient to approve a nominee for the Wall of Fame.
 - ii. Nominees not approved by the Board will not be reconsidered for at least five (5) years.
- b. As soon as possible following the Spring meeting, the Chair will notify all nominee(s), or in the case of posthumous nominees, their families, of the decision of the Board of Directors.
 - i. The Chair will advise the approved nominees or their families that induction will take place during Homecoming or at another event designated by the Board.
 - ii. Board approval of a nominee may be delayed if the nominee or family representative cannot attend the designated event to accept the award.

Section 6. REMOVAL OF A WALL OF FAME RECIPIENT OR NOMINEE

- a. If the Board deems necessary to protect the reputation or integrity of the FSUMCA organization, an individual may be removed from being a member of the Wall of Fame.
 - i. The WRNC would be called upon to jury the process.
 - ii. Causes for removal may include moral turpitude, questionable ethical behavior, and/or other criminal activity.
- b. If, after a successful nomination process, information becomes available that would disqualify a pending award recipient, the nomination may be withdrawn.
 - i. If deemed appropriate for consideration in the future, the removed nominee must go back through entire process.

ARTICLE 8 – AMENDMENTS

Section 1. PROCEDURES TO AMEND THE CHARTER OR BYLAWS

- a. Proposed amendment(s) to the accompanying Charter or these Bylaws shall be submitted in writing to the Chair and/or Executive Director.
- b. Proposed amendment(s) shall be evaluated by a Charter and Bylaws ad-hoc committee appointed by the Chair.
 - i. If deemed an appropriate Charter or Bylaws amendment, the Charter and Bylaws committee shall present such amendment(s) at the

subsequent Board of Directors business meeting or sooner as appropriate.

- c. The Board of Directors may recommend an amendment, recommend an amendment with modifications, not recommend an amendment as presented, and/or refer an amendment to be further explored by a specific committee.
 - i. If deemed appropriate, the vote may take place electronically.
 - ii. For Charter amendment(s), a two-thirds (2/3) favorable vote of participating Board members present shall be required to recommend an amendment to the membership.
 - iii. For Bylaws amendment(s), a majority favorable vote of participating Board members present shall be required to recommend an amendment to the membership.
- d. Upon approval by the Board, the proposed amendment(s) shall be presented to the membership in conjunction with Fall communications and Homecoming registration.
- e. Voting may take place electronically or through another data collection platform.
 - i. Charter proposed amendment(s) or revision(s) shall be adopted by approval of at least two-thirds (2/3) of the membership voting.
 - ii. Bylaws proposed amendment(s) or revision(s) shall be adopted by approval of at least a majority of the membership voting.
- f. Upon approval by the membership, amendment(s) shall become effective immediately.

Section 2. SCRIVENER'S ERRORS

- a. The FSUMCA Board of Directors may make modifications to the Charter and Bylaws documents that are necessary due to scrivener's errors such as typographical errors, grammatical errors, formatting corrections, or any other minor errors, provided that such modifications do not change the core language of the Charter and/or Bylaws documents.
- b. These modifications will not be brought to the membership for formal approval.

ARTICLE 9 – MISCELLANEOUS

Section 1. The Charter and Bylaws shall be posted on the FSUMCA website and updated as they are amended.

Section 2. The FSUMCA organization is not recognized as an independent 501(c)3 organization because the FSUMCA operates under the Florida State University umbrella. See Article 2, Section 1 in the Charter.

Section 3. The FSUMCA organization is not an affinity network of the Florida State University Alumni Association. The FSUMCA thus is not considered an association to avoid confusion about our affiliation.