

CHARTER FOR THE FLORIDA STATE UNIVERSITY MARCHING CHIEFS ALUMNI (MCA)

PREAMBLE

This Charter shall establish the organization and structure of the Florida State University Marching Chiefs Alumni. The accompanying Bylaws detail the functions and operations as established in this Charter.

ARTICLE I — NAME, PURPOSE, AND MEMBERSHIP

- Section 1. The name of this organization shall be the Florida State University Marching Chiefs Alumni (“FSUMCA”). Prior to 2014, the organization was known as the Florida State University Band Alumni Association.
- Section 2. The FSUMCA shall exist to support, in any legal manner, the Florida State University (“FSU”) bands, either directly or indirectly, and to provide a forum through which members can express their concerns regarding the FSU band program. In addition, the FSUMCA shall provide opportunities for its membership to meet to conduct FSUMCA business and promote participation and support through social events.
- Section 3. Any person who participated in an FSU band and has graduated or, after participating in an FSU band, is no longer an active student at FSU is eligible to be a member of the FSUMCA. Once eligible for membership, the eligible person would need to register for either the FSUMCA database and/or register for an FSUMCA event, such as Homecoming, in order to be considered a member.

ARTICLE II — ORGANIZATION

- Section 1. The FSUMCA shall be an independent organization not formally affiliated with the FSU Alumni Association. The FSUMCA shall, however, conduct all fund-raising activities through The Florida State University Foundation, Inc. (“Foundation”), or any successor to the Foundation, in order to preserve tax advantages for contributors and the FSUMCA.
- Section 2. The FSUMCA shall be an unincorporated nonprofit organization with its home base within the State of Florida.
- Section 3. Officers
- Paragraph 1. There shall be three (3) elected officers — an Executive Director, an Associate Director for Administration, and an Associate Director for Activities — all of whom shall, if possible, reside in the Tallahassee area to facilitate planning the annual activities and programs of the

organization. These officers, under the direction of the Board of Directors, shall work together on all FSUMCA matters.

Paragraph 2. Each of the officers shall serve a three (3) year term, with the terms staggered so that one new officer is elected each year. There is no limit to how many consecutive terms an individual may serve.

Section 4. Board of Directors

Paragraph 1. There shall be a Board of Directors consisting of sixteen (16) voting members to oversee the affairs of the organization. Each director shall serve a four (4) year term of office. Four (4) Board members shall be elected each year. There is no limit to how many consecutive terms an individual may serve.

Paragraph 2. In addition to the sixteen (16) voting members, there shall be a non-voting Student Representative on the Board of Directors. The Student Representative shall be selected by the Director of Bands, or their appointed representative, and shall provide information and advice to the Board from the student perspective. Typically, the Student Representative is a Marching Chiefs drum major or other upper-class member within the FSU Band program. The Student Representative shall serve until graduated or a replacement is named.

Paragraph 3. All three officers shall participate ex-officio as non-voting members of the Board of Directors.

Paragraph 4. 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.

Section 5. Meetings and Transacting Business

Paragraph 1. There shall be an annual business meeting scheduled during the FSU fall semester, no later than Homecoming, for transacting the business of the organization. Notice of the meeting shall be posted on the FSUMCA site at least ten (10) days in advance of the meeting to provide members the opportunity to attend. If there is no business to transact, the meeting does not need to be conducted, although reports from the officers and the Chair of the Board may be distributed to the membership through established forms of communication. In the absence of the Executive Director, the Associate Director for Administration shall preside at the annual business meeting.

Paragraph 2. 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. Major policy decisions shall be approved by the Board as recommendations prior to being presented to the full membership for consideration and a vote to adopt or reject at the annual business meeting. All meetings of the Board of Directors shall be open to any interested FSUMCA member. The dates, times, and location (in person and/or virtual meeting) of all Board meetings shall be communicated to the Board at least one month prior. Notice of the meetings shall be posted on the FSUMCA site at least ten (10) days in advance of the meeting to provide members the opportunity to attend.

Paragraph 3. In circumstances where the Board is called upon to transact business outside of the regularly scheduled Board meeting, electronic meetings and/or electronic voting may be called by the Board Chair. Efforts will be made to contact each Board member and a vote will be approved by a majority of the Board.

Section 6. Committees

Paragraph 1. The Board of Directors shall be organized into committees, including but not limited to, Finance, Membership, Archives, and Communications. The Board Chair shall appoint committee members and committee chairs.

Paragraph 2. The Finance Committee shall oversee all financial matters of the FSUMCA, including fundraising, financial reporting and analysis, and overseeing, creating, and issuing scholarships.

Paragraph 3. The Membership Committee shall establish methods for effective recruitment of new members and the continuing engagement of existing members, maintain and update the membership roster, encourage participation in FSUMCA activities, and solicit feedback from the membership. The Membership Committee shall coordinate with the Student Representative for the FSUMCA to liaise with current FSU bands students.

Paragraph 4. The Archives Committee shall seek, collect, restore, preserve, and catalog archival material, display such material at appropriate occasions, and enhance appreciation among members and the public of FSU band program history.

Paragraph 5. The Communications Committee shall oversee regular communication with the membership and maintain and operate media platform accounts managed by the FSUMCA.

Paragraph 6. A standing committee entitled the Homecoming Committee shall report to the Associate Director for Activities and assist with the planning and implementation of the annual Homecoming event.

Paragraph 7. An Executive Committee consisting of all three officers, the Chair, and the Vice Chair shall convene for specific purposes as set forth in this Charter and the FSUMCA Bylaws.

Paragraph 8. Other committees may be created as necessary.

ARTICLE III — FINANCES

Section 1. There shall be an Operating Account maintained with the Foundation to which annual contributions will be solicited from members. Disposition of the funds in this account must be approved by the Board of Directors.

Paragraph 1. The proposed budget for the coming fiscal year as well as Operating Account Summary and the Statement of Financial Position from the prior fiscal year, shall be posted on the FSUMCA website, if available, at the earliest possible time prior to the beginning of the fiscal year on July 1.

Section 2. There shall be an Endowed Scholarship Fund maintained with the Foundation. The Endowed Scholarship Fund shall be governed by guidelines approved by the Foundation and adopted by the membership.

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. Other contributions may be solicited from the membership to support other FSUMCA expenditures.

ARTICLE IV — COMMUNICATION

Section 1. The FSUMCA shall communicate regularly with the membership via e-mails or other practicable forms of communication. The Communications Committee will assist with coordinating messages to the membership.

Section 2. The FSUMCA shall maintain and operate a website for the purposes of communicating with the FSUMCA membership as well as educating the general public of our purposes and activities.

ARTICLE V — SPECIAL PROCEDURES

- Section 1. If a vacancy should occur in the office of Executive Director, the Associate Director for Administration shall succeed to the office of Executive Director. If a vacancy occurs in the office of Associate Director for Administration or Associate Director for Activities, the Executive Committee, if possible, shall select a Tallahassee area member to serve as interim Associate Director.
- Section 2. If a vacancy should occur on the Board, the Board shall appoint a replacement to serve in accordance with these Charter and Bylaws.
- Section 3. The removal of any elected officer or Board member may occur in accordance with these Charter and Bylaws. The Board shall appoint a replacement per vacancy rules established in these Charter and Bylaws.
- Section 4. This Charter may be amended or rescinded in whole or in part upon (1) recommendation of the Board of Directors; and (2) at least two-thirds of the members who voted. All amendments shall be presented to the membership in conjunction with Fall communications and Homecoming registration. In extraordinary circumstances, the Board may approve an alternative procedure for approving amendments.