

BYLAWS

ARTICLE I Name

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

ARTICLE II Purpose

The purpose of this organization shall be to promote interest in and support of the vision, mission and core values of Samford University [SU], and to provide scholarships for students with significant financial need and challenging circumstances. The Legacy League seeks to engage its members and the broader community in meaningful volunteer opportunities, inspirational programs and caring relationships.

ARTICLE III Membership

Membership in the LL 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 and due date may be set each year by the board of directors.
- B. Dues paid March 1 or later shall apply to the next fiscal year.
- C. Membership renewal notices shall be sent annually.

Section 2 Scholarship Endowment

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

Section 3 Allocation of Dues

- A. LL operating expenses
- B. Student scholarships
- C. Life and challenge membership endowment

Section 4 Budget

The managing director or designated SU staff member in consultation with the executive director shall prepare and present the annual budget at the first meeting of 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 Leadership

Section 1 Leadership Team [LT]

The leadership team shall be the LL president, executive director and managing director, and the president-elect when applicable.

Section 2 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 and a vice president for student support.

Section 3 Appointed Officers

- A. The appointed officers shall include the chairs of the following committees: birthdays, greeters, member care, newsletter, online promotion, recruitment, registration, social media, student care 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 LT.

- C. The committee chairs of fundraising events shall be selected by the LT.
- D. The member(s) at large shall be selected by the LT.

Section 4 Samford University-appointed Liaison Officers

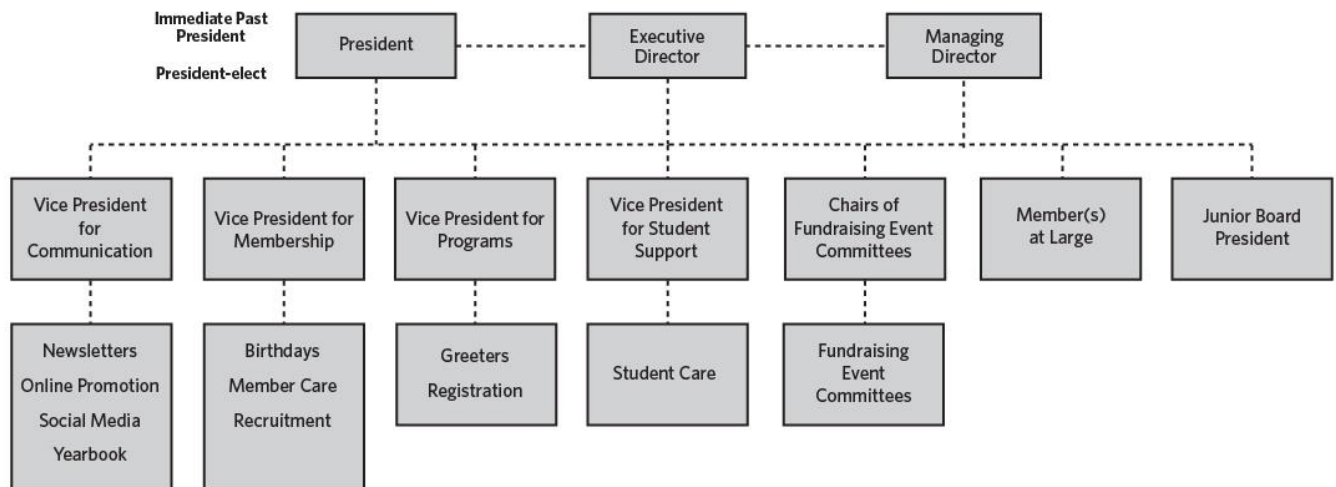
The appointed liaison officers shall be an executive director and a managing director to be employed by Samford University.

Section 5 Junior Board [JB] Officers

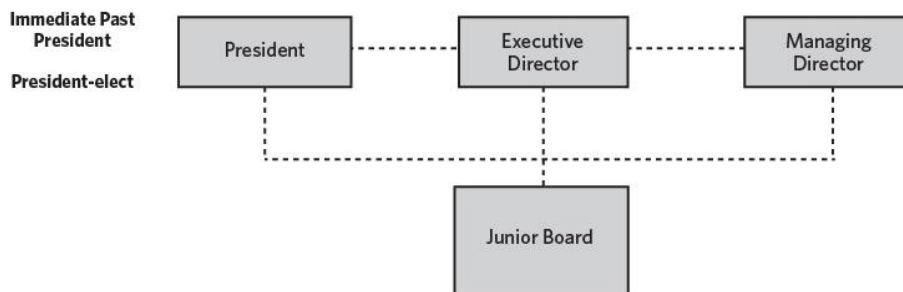
- A. The junior board leadership team [JBLT] shall be the JB president, the executive director and the managing director, and the JB president-elect when applicable.
- B. The junior board shall be composed of 10 to 15 Legacy League members under the age of 40.
- C. The elected officers shall be a president and a president-elect.
- D. 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.
- E. 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.
- F. Other members of the junior board shall be appointed by the JBLT and shall include a secretary and chairs of committees.

Section 6 Organizational Charts

Board of Directors



Junior Board



Section 7 Qualifications

Only current Legacy League members shall be eligible to hold office.

Section 8 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 and the vice president for student support 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 9 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 LT.
- B. A vacancy occurring in an appointed office shall be filled by the appropriate appointing power in consultation with the LT (refer to Article V, Section 3).
- 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 executive director and managing director.
- D. A vacancy occurring on the junior board shall be filled by the JBLT (refer to Article V, Section 5).

Section 10 Duties of Elected Officers (detailed in provided tasks lists and board responsibilities document)

- A. The president shall:
 - 1. Be the chief volunteer officer of the LL.
 - 2. Provide general leadership to the LL and promote it as an effective, growing organization that supports the vision, mission and core values of the university.
 - 3. Preside at LL meetings.
 - 4. Appoint special committee chairs and special committee members in consultation with the executive director and managing director.
 - 5. Issue meeting notices and distribute minutes from Executive Committee and board of directors meetings.
 - 6. Be an ex officio voting member of all committees except the Nominating Committee.
 - 7. Ensure that material pertaining to each office is delivered to the new officers in a timely manner.
 - 8. Delegate such duties as desired.
 - 9. Fulfill such other duties as requested by the executive director or managing director.
- B. The president-elect shall:
 - 1. Attend and participate in LL 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.
 - 5. Fulfill such other duties as requested by the LT.
- C. The immediate past president shall:
 - 1. Serve as chair of the Nominating Committee.
 - 2. Fulfill such other duties as assigned by the LT, the Executive Committee or the board of directors.
- D. The vice president for communication shall:
 - 1. Coordinate volunteer communication activities.
 - 2. Appoint and oversee chairs for newsletter, online promotion, social media and yearbook committees in consultation with the LT.
 - 3. Fulfill such other duties as assigned by the LT, the Executive Committee or the board of directors.
- E. The vice president for membership shall:
 - 1. Coordinate volunteer membership activities.
 - 2. Appoint and oversee chairs for birthdays, member care and recruitment committees in consultation with the LT.
 - 3. Encourage Legacy League membership and enlistment of Samford University alumni, parents, employees and spouses, and members of the community.
 - 4. Promote engagement of current and new members throughout the year.
 - 5. Fulfill such other duties as assigned by the LT, the Executive Committee or the board of directors.
- F. The vice president for programs shall:
 - 1. Coordinate program arrangements for regular membership meetings and serve as host for program guests.
 - 2. Appoint and oversee chairs for greeters and registration committees in consultation with the LT.
 - 3. Fulfill such other duties as assigned by the LT, the Executive Committee or the board of directors.

- G. The vice president for student support shall:
 1. Coordinate student support activities as requested by the LT.
 2. Appoint and oversee the student care committee chair(s) in consultation with the LT.
 3. Fulfill such other duties as assigned by the LT, the Executive Committee or the board of directors.

Section 11 Duties of Appointed Officers (detailed in provided task lists and board responsibilities document)

- 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 to encourage and pray for members.
- D. The Newsletter Committee chair shall engage members of the Newsletter Committee who shall participate in creating the semiannual newsletter.
- E. The Online Promotion Committee chair shall submit promotional information about designated events to community calendars.
- F. The Recruitment Committee chair shall engage members of the Recruitment Committee who shall 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 Social Media Committee chair shall engage members of the Social Media Committee who shall participate in promoting LL events via social media.
- I. The Student Care Committee chair(s) shall engage members of the Student Care Committee who shall participate in opportunities to minister to LL scholarship recipients.
- J. The Yearbook Committee chair shall participate in reviewing and revising content of the yearbook.
- K. The fundraising event committee chairs shall participate in planning, organizing and implementing details of the events.
- L. The member(s) at large shall provide support and leadership for the organization and fulfill event/program roles as assigned by the LT or Executive Committee.

Section 12 Duties of Samford University-appointed Liaison Officers

- A. The executive director shall act in cooperation with the LL managing director and president to:
 1. Serve as official spokesperson for the LL.
 2. Promote all aspects of the LL.
 3. Advance the work of all committees by serving as an ex officio voting member of all committees.
 4. Serve as liaison to the university, enlisting the assistance of other personnel as needed.
 5. Delegate such duties as desired.
- B. The managing director shall act in cooperation with the LL 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 LL, 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 SU vice president for advancement and marketing.
 6. Delegate such duties as desired.

Section 13 Duties of Junior Board Officers (detailed in provided task lists and junior board responsibilities document)

The junior board shall work in consultation with the JBLT to plan programs and fundraising activities.

- A. The junior board president shall:
 1. Be the chief volunteer officer of the junior board.
 2. Provide general leadership to the work of the junior board, supporting the goals of the Legacy League and the vision, mission and core values of Samford University.
 3. Preside at junior board meetings.
 4. Represent the junior membership on the LL Executive Committee and board of directors.
 5. Appoint other members of the junior board in consultation with the JBLT.
 6. Be an ex officio voting member of all junior board committees.
 7. Delegate such duties as desired.
 8. Fulfill such other duties as requested by the executive director or managing director.

- 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. Participate in the selection of junior board members.
 3. Be an ex officio voting member of all junior board committees.
 4. In the absence of the president, perform the duties of that office.
 5. Assume the office of president after serving one year as president-elect or earlier if a vacancy occurs in the presidency.
 6. Fulfill such other duties as requested by the JBLT.
- 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.
 3. Fulfill such other duties as requested by the JBLT.
- 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 managing director shall be appointed by the junior board president in consultation with the executive director 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 within 72 hours 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 September through April unless otherwise directed by the Executive Committee.

Section 2 Special

Special meetings may be called by the LT or 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 LT may postpone or cancel a regular meeting. 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 (see Article V, Section 2)
- B. Appointed officers (see Article V, Section 3)
- C. Samford University-appointed liaison officers (see Article V, Section 4)
- D. Junior board president
- E. The immediate past president of the LL

Section 2 Duties

The board of directors shall:

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

Section 3 Meetings

- A. Regular meetings shall be called by the LT.
- B. Special meetings of the board may be called by the LT.
- C. Members of LL committees may attend meetings 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, including at least three elected officers and at least one SU-appointed liaison officer, shall constitute a quorum.

ARTICLE IX Executive Committee

Section 1 Composition

Members of the Executive Committee shall be:

- A. Elected officers (see Article V, Section 2)
- B. Chairs of all fundraising event committees
- C. Samford University-appointed liaison officers (see Article V, Section 4)
- D. Junior board president
- E. The immediate past president of the LL

Section 2 Duties

The Executive Committee:

- A. May transact urgent business between board meetings.
- B. Fill vacancies occurring in any elective office upon recommendation of the LT.

Section 3 Meetings

Meetings of the Executive Committee shall be at the call of the LT.

Section 4 Quorum

A majority of members of the Executive Committee, including at least two elected officers and at least one SU-appointed liaison officer, 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 LT.
- B. Additional members of the above committees shall be recruited via annual volunteer forms and engaged by the appropriate committee chair in consultation with the designated vice president and the LT.
- C. Committee chairs of fundraising events and members of their committees shall be appointed by the LT.

Section 3 Duties

- A. Duties of individual committee chairs are as stated in Article V, Section 11, A-L.
- B. Committees, utilizing task lists provided for their chairs, shall plan their work in consultation with the designated vice president (as applicable) and LT.
- 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 LT of any action taken in the absence of said officers.
- D. Committee chairs of fundraising events shall, in consultation with the LT, notify their respective committees of scheduled meetings. They shall notify the LT of any action taken in absence of said officers.

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

The term for committee members shall be one year.

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 LL 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

Revisions proposed by Bylaws Committee, presented February 18, 2024, approved March 1, 2024
Karen Carlisle Julie Cundiff Julie Taylor
Kathy Clay Jan Service Kathryn Woodruff
Jan Cobb Sharon Smith