ASSOCIATION OF TROJAN LEAGUES

SAMPLE BYLAWS FOR TROJAN LEAGUES
UNIVERSITY OF SOUTHERN CALIFORNIA

ARTICLE I

Name

The name of this organization shall be Trojan League of ____________________ (City, County, Area, State), University of Southern California, hereinafter referred to as the League.

ARTICLE II

Purposes and Policies

Section 1. Purposes

The purpose of the League shall be to further the best interest of the University of Southern California.

Section 2. Policies

The policies of the League shall be in harmony with the policies of the Association of Trojan Leagues, hereinafter known as the Association. The League shall operate at all times in conformity with the policies of the University of Southern California.

ARTICLE III

Membership

Section 1. General

Women who shall meet the qualifications hereinafter set forth shall be eligible for membership in the League. A member may be a member of more than one (1) League at the same time provided that she fulfills the responsibility of her class of membership in each League in which she is a member, and provided furthermore that her per capita dues to the Association be paid by each respective League which lists her.

Section 2. Classes of Membership

The classes of membership shall be as follows:
a. Active (Required)

The number of Active members shall be a minimum of forty (40) and limited to (number). Active members shall pay annual dues of $_______ and attend at least ______ regular meetings each year and support League activities as provided by the Bylaws. Active members shall be eligible to vote, hold office, and propose candidates for membership.

b. Associate/Professional/ Sustaining/Honorary (Optional). Describe eligibility, dues, privileges, and responsibilities.

c. Non-Resident Members (Optional)

Non-resident members shall be limited to those members in good standing whose legal residence has become such that they cannot currently fulfill their obligations as Active or Members. A Non-resident wishing to return to Active status shall have a prior right to an available Active Membership after application to the Chairman of the Membership Committee. Non-resident members shall pay annual dues of $_______ and shall not be eligible to vote, hold office, and propose candidates for membership.

Section 3. Admission to Membership

a. Eligibility

(1) Outstanding women residents of _____________ (City/County/Area/State/describe boundaries) who have matriculated at the University of Southern California for at least two (2) consecutive years, shall be eligible to become members of the League. They shall also have been out of the University a minimum of ten (10) years or have reached the age of thirty (30) and demonstrated leadership in the community and expressed an interest in the University.

(2) Trojan League Associates may include outstanding women of the Trojan Family who support and promote the League’s purposes and objectives, BUT who have not fulfilled the Association’s requirement of University attendance. Such members shall not exceed twenty-five per cent (25%) of the total Active membership.

b. Proposal of Members

Candidates for membership shall be proposed in accordance with such rules and regulations that the Board of Directors may from time to time adopt. Members of the Membership Committee shall not propose any candidate. No member may propose more than ______ candidate(s) a year.
c. Election to Membership

New members shall be elected by the Membership Committee and approved by the Board of Directors.

Section 4. Changes in Membership

A request for change in status shall be in writing to the Membership Chairman and be acted upon by the Board of Directors.

Section 5. Resignations and Reinstatements

a. Resignations

Any member of the League who is not in arrears in dues or other contributions may resign in good standing. Resignations shall be made in writing to the Chairman of the Membership Committee before ____________ otherwise members shall be liable for dues for the coming year.

b. Suspension and Termination

The Board of Directors shall have power, by vote of a majority of its members, to suspend or expel any member for violation of the Bylaws or rules of the League upon recommendation of the Membership Committee. No vote shall be taken by the Board on a proposed suspension or termination until ten (10) day's notice by certified mail to the member, setting forth the nature of her violation, and such member shall have the right to be heard before any final vote is taken thereon.

c. Reinstatement

Reinstatement may be effected through the regular membership procedures and available only to members who have resigned in good standing.

ARTICLE IV

Financial Arrangements

Section 1. Initiation Fee (optional)

Section 2. Dues

Active members shall pay annual dues of $ _______ which shall include the Association dues.

Other classes of membership (optional) shall pay annual dues of $____ which shall include the Association dues.
a. Payment
Dues shall be payable ______________ and delinquent __________

b. Refunds
Refunds of dues shall not be made to members resigning during the fiscal year.

Section 3. Fund-raising and Special Events

a. Membership responsibility
The Board of Directors shall be empowered to set the terms and amount of the annual contribution to any benefit which shall not exceed $______ per Active and $______ per _______ Member(s). Any benefit and/or additional special event involving the financial responsibility of the membership and exceeding the annual limitation, or any other proposed assessment, shall be approved only upon recommendation of the Board of Directors and a two-thirds (2/3) affirmative vote of the membership in attendance at any regular or special meeting with prior notice given. The financial obligation of any member shall not be waived except by a two-thirds (2/3) affirmative vote of the Board of Directors.

b. Net Surplus
All fund raising events given to benefit the University of Southern California shall be planned so that the net surplus shall be at least fifty per cent (50%) of the gross.

Section 4. Funds
All contributions shall be used solely to carry out the purpose and objectives set forth in Article II hereof. All membership dues, initiation and other fees (optional) shall be available for the general use of the League.

Section 5. Non-Profit Organization
The League is, and shall at all times be, a non-profit organization, and no member thereof shall be entitled to any distribution of gains, profits, property, or other assets of said organization at any time during the existence or upon dissolution. In the event of dissolution of the league, all monies and properties belonging to it shall devolve upon the University of Southern California. No member of the League shall be personally liable for any debt, liability, or other obligation of the organization.

Section 6. Fiscal year
The fiscal year shall be from July first to June thirtieth.
Section 7. Checks, Drafts, Etc.

All checks, drafts, and other orders of money, notes, or other evidence of indebtedness issued in the name of or payable to the Trojan League of __________, shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by resolution of the Board of Directors. They may also be signed or endorsed by the two authorized officials of the University of Southern California Alumni Association, (Director of the Alumni Special Events and Alumnae Activities and Executive Director of the Alumni Association).

Section 8. Audit

The books of account of this League shall be audited annually by an independent auditor as may be designated by the Board of Directors. Books shall be kept in accordance with sound accounting practice.

ARTICLE V

Officers

Section 1. Personnel

The officers of the League shall be a President, Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The League may also have, at the discretion of the Board of Directors, one or more additional Vice-Presidents, one or more Assistant Secretaries, and one or more Assistant Treasurers.

Section 2. Duties

The powers and duties of the Officers shall be as follows:

a. President

The President shall be the chief executive officer of the League and shall have served as a member of the Board of Directors for at least one (1) year prior to her election as President. She shall preside at meetings of the League Board of Directors and Executive Committee and shall be a member ex-officio of all committees except the Nominating Committee. The President shall with the approval of the Board appoint other committees not otherwise provided for. She shall take responsibilities for compiling the annual report to the Association.

b. Vice-Presidents

The Vice-Presidents in their order shall assist the President and perform their
duties in her absence or inability to act. They may serve as Chairmen of Standing Committees and/or may be assigned other duties by the Board of Directors.

c. Recording Secretary

The Recording Secretary shall keep the minutes of the League, the Board of Directors, and the Executive Committee. She shall keep a correct, classified list of the names and addresses of all members and shall maintain a file of essential records, which shall be transferred to her successor at the close of her term of office. She shall forward the minutes of all regular meetings to the Standards Vice-President of the Association.

d. Corresponding Secretary

The Corresponding Secretary shall send notice of all meetings of the League, Board of Directors, and Executive Committee, and shall conduct the general correspondence of the League. She shall notify the Office of Special Programs, Student Alumni Affairs, of the names of new League officers immediately after each election.

e. Treasurer

The Treasurer shall be the custodian of the funds of the League and shall be responsible for all the collection, deposit, and accounting of all monies. She shall at all reasonable times exhibit her books of accounts and records. She shall co-sign with such signer as may be from time to time determined by the Board of Directors. She shall keep full and accurate accounts and shall present financial statements at the regular meeting of the League and Board. She shall arrange for the annual audit and turn over to her successor all books and financial records. She shall secure the authorized signatures of the Director of Alumni Special Events and Alumnae Activities and Executive Director of the Alumni Association to be included on the bank signature cards. On or before June 30 of each year, the Treasurer shall file a financial report with the Alumni Association.

Section 3. Tenure

No officer may serve more than two (2) successive years in the office.
ARTICLE VI

Board of Directors

Section 1. Tenure

The Board of Directors shall consist of the Officers of the League, the elected Chairmen of Standing Committees, the Past President, and such other persons as may be selected or appointed as Directors.

Section 2. Powers

The Board of Directors shall have power and authority to do all things necessary, consistent with the laws of the State of ________ and these Bylaws, to control and manage the affairs and property of the League, including, without limiting the generality of the foregoing language, the power (a) to make such rules and regulations as they deem for the best interest of the League, and (b) to fix dues and fees and also to increase or decrease dues and fees.

Section 3. Meetings

Regular meetings of the Board of Directors shall be held not less than three (3) times a year upon call by the President. Special meetings may also be called upon the written request of one-half (1/2) of the members of the Board. The Directors shall be notified by mail of all meetings at least two (2) weeks in advance. One-half (1/2) of the membership of the Board of Directors shall constitute a quorum.

Section 4. Vacancies

Vacancies in office or on the Board of Directors shall, except as herein expressly provided, be filled by the President with the approval of the Board of Directors. Persons so appointed shall serve until the expiration of the original term of office.

Section 5. Reports

Each officer shall keep a notebook of official business, procedures, policies, and recommendations for her successor.

ARTICLE VII

Committees

Section 1. Standing Committees
Chairmen are members of the Board of Directors and are elected by the membership.

a. Bylaws Committee

The Bylaws Committee shall review the Bylaws and Purpose amendments to the Board of Directors. The Chairman may be the League Parliamentarian.

b. Finance Committee

The Finance Committee shall plan the allocation of the operating fund and the distribution of the general fund subject to the approval of the Board of Directors.

c. Hospitality Committee

The Hospitality Committee shall make arrangements for the General Meetings and other social activities.

d. Membership Committee

The Membership Committee shall review and determine the status of all members annually and elect new members. The Committee shall be composed of not less than five (5) members elected from the Board and from the general membership at the annual meeting. There shall be an alternate for each elected category and there may be ex-officio members.

e. Nominating Committee

The Nominating Committee shall prepare annually a slate of candidates for election to the various offices and shall also prepare a slate of eligible members for the membership committee and the succeeding nominating committee. The committee shall be composed of not less than four (4) members elected by the League membership at the annual meeting. There shall be an alternate for each category and there may be ex-officio members.

f. Press Committee

The Press Committee shall plan press coverage.

g. Program Committee

The Program Committee shall arrange for programs and speakers with the approval of the Board of Directors.
h. Way and Means Committee

The Ways and Means Committee shall plan fundraising events.

Section 2. Other Standing Committees

(Chairman are members of the Board of Directors and are appointed by the President)

a. SCions Committee

The SCions Committee shall develop a program of interest to descendants of alumnae for the purpose of interesting them in and acquainting them with the University.

b. SCend Off Committee

The SCend Off Committee shall plan a summer event to welcome students entering the University in the upcoming school year.

NOTE: Other Standing Committees with or without Board membership may be provided for if their activities are permanent in the operation of the League.

Section 3. Special Committees

Special Committees whose Chairman may also be members of the Board of Directors may be appointed by the President with the approval of the Board, which shall designate their purpose and term of appointment.

Section 4. Procedure Book and Annual Reports

Each Chairman shall maintain a book of procedures, policies and recommendations for her successor. At the end of the year she shall prepare an annual report.

ARTICLE VIII

Nominations and Elections

Section 1. Preparation of Slate

The Nominating Committee shall prepare a slate of candidates for the Board of Directors for each office to be filled. This shall include all officers, the following Committee Chairmen (Bylaws, Finance, Hospitality, Membership, Nominating, Press, Program, and Ways and Means) and other such persons as provided by the Bylaws. This shall also include the members of the succeeding Nominating Committee and the Membership Committee. The Committee shall submit to the
Board of Directors prior to the annual meeting the proposed slates of officers and other directors, membership, and nominating committees for the following year.

Section 2.  Election

With the approval of the Board of Directors, the slate of the Nominating Committee shall be submitted to the annual meeting. The candidate or candidates receiving the highest number of votes shall be declared duly elected and qualified. Nothing herein shall preclude the nomination of other nominees for the Board of Directors to be voted on at the same time, provided the Board of Directors is informed in writing of said nominations at least ten (10) days prior to the annual meeting for members of the Nominating and Membership Committees.

ARTICLE IX

Meetings of the League

Section 1.  Annual Meeting

The annual meeting of the members shall be held in ________ of each year at such time and place as may be determined from time to time by the Board of Directors.

Section 2.  Regular and Special Meetings

There shall be no less than two (2) general meetings of the membership, including the annual meeting, to be held at such times and places as may be determined by the Board of Directors. Special meetings shall be held at the discretion of the Board of Directors or upon the written request of one-half (1/2) of the members of the League.

Section 3.  Notice of Meetings

Notice of meetings of the members shall be mailed to each member at her last address on file with the League at least fourteen (14) days prior to the date of the meeting.

Section 4.  Quorum

A quorum of the League shall consist of (an arbitrary number) of the voting members.
ARTICLE X

Amendments

Section 1.  By Members

The Bylaws may be amended at the annual meeting or any other regular general or special meeting of the members by notification at the previous general meeting or written notice prior to the meeting at which the Bylaws are voted upon. The proposed amendment shall require a two-third (2/3) vote of the members present at the meeting, a quorum attending.

Section 2.  Approval by Association

League Bylaws and amendments, prior to adoption, shall be forwarded to the Bylaws Chairman of the Association of Trojan Leagues, University of Southern California.

ARTICLE XI

Parliamentary Authority

Robert's Rules of Order Newly Revised, shall be the authority on all questions of parliamentary procedure, unless in conflict with the Bylaws of the Association of Trojan Leagues, University of Southern California, or with the laws of the State of

NOTE: These Sample Bylaws have been prepared as a guide regarding the forms and provisions to be considered by groups desiring League status in the Association of Trojan Leagues, University of Southern California, and as a reference for existing Leagues.