BYLAWS OF
THE
UNIVERSITY OF TEXAS AT TYLER - LONGVIEW UNIVERSITY CENTER
DEVELOPMENT COUNCIL

ARTICLE I

Name and Purpose

Section 1. The name of the organization shall be The University of Texas at Tyler - Longview University Center Development Council.

Section 2. As recommended by The University of Texas at Tyler Development Board and approved by the President of The University of Texas at Tyler, The University of Texas at Tyler - Longview University Center Development Council shall be responsible to promote the university and for fundraising activities for the sole use and benefit of Longview University Center.

ARTICLE II - OFFICERS

Section 1 - Officers of this organization shall consist of:

Chairman
Vice-Chairman

Section 2 - Terms of these officers shall be for two years, from September 1 – August 31.

Section 3 - The Chairman and Vice-Chairman shall also be members of The University of Texas at Tyler Development Board.

Section 4 - The Chairman shall preside at all meetings of the Council, be responsible for the general direction of the affairs of the Council, and be the official representative of the Council. In the absence or disability of the Chairman, the Vice-Chairman shall preside and serve in the chairman’s place. The chairman shall cause accurate minutes of the Council’s proceedings to be kept, and shall file copies of all minutes with the President of The University of Texas at Tyler.

Section 5 - Staff support for the Council and all fund-raising activities conducted for the sole use and benefit of Longview University Center students and faculty shall be the responsibility of the Director of the Longview University Center. The Vice President for University Advancement at The University of Texas at Tyler, or appointed designee, shall provide in-kind expertise and fund-raising guidance as appropriate.
ARTICLE III

POLICIES

Section 1. Fiscal Year: The fiscal year shall coincide with the university's fiscal year, that is: September 1 - August 31.

Section 2. Notices: Membership notices shall be mailed by July 10.

Section 3. Dues: Annual dues shall be $200 per year. These unrestricted funds will be used solely for the benefit of Longview University Center.

Section 4. Termination: A membership shall be considered lapsed and automatically terminated if such member’s dues remain unpaid within three (3) months of annual billing.

Section 5. Members: The Council shall consist of no more than 60 members that will serve for a three-year term. Members may be reappointed with subject individuals’ concurrence.

Section 6. Executive Committee: The Council shall create an Executive Committee composed of 9 to 12 members to serve as the working, voting body of the Council. The Executive Committee will more efficiently facilitate decision making and actions of the Council. The remaining Council members will serve in an advisory capacity and will assist the Executive Committee when called upon.

ARTICLE IV

RESPONSIBILITIES AND DUTIES

The responsibilities and duties of the Council are set forth as follows:

- Raise funds for the benefit of Longview University Center students and faculty.

- Recommend annual and long-range funding priorities, working with The U.T. Tyler Vice President for University Advancement, (or an appointed designee), and the Director of Longview University Center.

- Provide giving leadership “by contributing” to the priorities set for the Longview University Center and by generating the operating costs associated with Longview University Center Development Council fund-raising activities.

- Conduct fund-raising activities including: identifying, cultivating, and soliciting donors and foundations (working closely with The U.T. Tyler Vice President for University Advancement or an appointed designee).
• Communicate with the public, including city, county and economic development officials to generate goodwill and community support for the Longview University Center.

• Report on fund-raising activities at regularly scheduled meetings of `The U.T. Tyler Development Board.

ARTICLE V

NOMINATING COMMITTEE AND DUTIES

Section 1 - The Nominating Committee shall consist of three members, selected from the following categories:

A. The immediate past chair who shall serve as chairperson.

B. Two members of the Development Council shall be nominated and appointed by the chair at the January meeting.

Section 2 - No member of the Nominating Committee shall serve two consecutive years.

Section 3 – The duties are as follows:

A. It shall be the duty of the Nominating Committee to prepare a slate of officers for the coming year selected from the current Development Council.

B. The Nominating Committee shall also prepare a slate of nominees for the Development Council to fill vacancies of members completing their terms.

C. Should a vacancy occur on the Development Council prior to completion of that member's term, the chair in consultation with the Nominating Committee, may appoint a replacement to fill that member's unexpired term.

D. The Nominating Committee shall present the slate of officers and prospective council members at the June meeting, with election to follow at the summer meeting of the Development Council.

Elected officers and council members shall assume duties of office on September 1.
ARTICLE VI
Meetings

Section 1. The Council shall hold at least three regular meetings each year (January, June and September).

Section 2. Special meetings of the Council shall be held as determined by the Council itself or upon the call of the Chair.

Section 3. The exact date and place of holding meetings shall be fixed by the Council or in the call issued for the meeting.

Section 4. Decisions will be made by a majority vote of those members present at the meeting.

ARTICLE VII
Quorum

Eight voting members shall constitute a quorum. A quorum is further defined as being no less than six members in personal attendance and no more than two members voting by proxy assigned in writing to a member in personal attendance. If a quorum, as defined above, is not present at any regular or special meeting, actions of a majority of those present (physically or by proxy) must be ratified by a majority vote of the entire Council by mail or e-mail ballot.

ARTICLE VIII
Committees

The Chair is authorized to establish such ad hoc committees, as may be deemed appropriate.

ARTICLE IX
Amendments

The bylaws may be amended at any regular meeting by a majority vote of the members of the Council, provided the notice of such meeting states that amendment of the bylaws is to be considered.