

**FIFTH AMENDED AND RESTATED BYLAWS OF  
UCF CONVOCATION CORPORATION**

**ARTICLE I.  
MEMBERS, PURPOSE, MISSION AND OFFICE**

**Section 1. Members.** The corporation will have no members and will be managed by the Board of Directors.

**Section 2. Purpose and Mission.** The corporation is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of the University.

- A. The corporation may hold any property, or any undivided interest therein, without limitation as to amount or value; may dispose of any such property and invest, reinvest or deal with the principal or the income in such manner as, in the judgment of the Corporation's board of directors, will best promote the purposes of the Corporation without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, these Articles of Incorporation, the Bylaws of the Corporation or any applicable laws or rules.
- B. The corporation may transact any and all lawful business, subject to the limitations contained herein.

**Section 3. Office.** The principal Office of the Corporation will be located at 4365 Andromeda Loop North, Suite 384, Orlando, Orange County, Florida 32816.

**ARTICLE II.  
BOARD OF DIRECTORS**

**Section 1. Directors.** The Board of Directors will consist of:

- A. The President of the University of Central Florida, or designee,
- B. At least one University of Central Florida Board of Trustees (BOT) representative appointed by the Chair of the BOT; and
- C. Additional representatives appointed by the University President.

The BOT will approve all appointments to the Board of Directors other than the BOT Chair or designee(s) and the University President or designee(s).

**Section 2. Term of Office.** Members of the Board will serve as directors of the corporation for three-year terms. Terms will begin on the date of appointment and end June 30 (or July 1 through June 30, whichever applies). If filling a vacancy, the term ends at previous member's

term. Directors may serve successive terms.

**Section 3. Vacancies.** Whenever any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it will be filled without undue delay. Any person appointed or designated to fill a vacancy in the Board of Directors will hold office for the unexpired term of his or her predecessor in office.

**Section 4. Removal.** The University President may remove any director at any time upon written notice, with or without cause, except for directors appointed by the BOT Chair. The Board of Directors may remove any director at any time upon a two-thirds vote of the directors, whenever the best interests of the corporation would be served.

**Section 5. Resignation.** A Director may resign at any time by submitting a written resignation to the Chair.

**Section 6. Powers and Duties.** So long as certified by the Board of Trustees the property, affairs, activities, and concerns of the corporation are vested in the Board of Directors subject to the Articles of Incorporation, Bylaws, applicable laws, guidelines and policies and regulations. All management functions will be exercised by the Board of Directors subject to its delegation. The powers and duties of the Board of Directors will be:

- A. To discharge faithfully all the duties imposed upon it by the Articles of Incorporation and by law.
- B. To meet upon the call of the Board Chair, the Board Vice Chair, the CEO of the corporation or any two directors.
- C. To select a bank or banks or other depositories for the deposit of the funds and securities of the corporation; and to cause the corporation to conduct its financial affairs in conformity with the policies and procedures adopted by the Board of Directors.
- D. To cause an audit of the books and records of this corporation to be made at least once each fiscal year together with a management letter, including the response from management, if required, conducted by a firm of independent Certified Public Accountants selected in accordance with University Policy 2-208, whose engagement letter will provide that it render an opinion on the financial statements in accordance with generally accepted accounting principles and to have the results of the audit reported to and accepted by the Board of Directors.
- E. To hold and to invest and reinvest any monies it receives and to hold any property, to sell or exchange the same, and to invest and reinvest the proceeds of any sale or other conversion of any such property, for the purpose of earning income, which income, less operating expenses of the corporation, will be used to further the specific purposes of the corporation.
- F. To authorize the CEO, other Officers, and the corporation's senior management to take action(s) as directed by the Board.
- G. To borrow money by issuing long or short-term notes, bonds, or debentures and to pledge, mortgage, or otherwise encumber its assets within the discretion of the Board, subject to the policies of the University of Central Florida, its Board of Trustees and the Florida Board

of Governors.

- H. Approve the Corporation's budget as well as any material changes to the budget.
- I. To cause the Corporation to conduct its financial affairs in conformity with the policies and procedures adopted by the Board.

**Section 7. Meetings of the Board.** The Board Chair will preside at meetings of the Board of Directors. In the absence of the Board Chair, the Vice Chair will preside.

- A. Regular meetings of the Board of Directors will be held as determined by the Board of Directors. Written notice of the time and place of the annual meeting and regular meetings will be provided to each director, by personal delivery, first class mail, electronic mail or board portal notice, at least three (3) business days before the meeting.
- B. Special meetings of the Board of Directors may be called by the Board Chair, Vice Chair, CEO, or upon the written request of two (2) members of the Board of Directors. At least three (3) business days prior written notice of any special meeting will be provided to all members of the Board of Directors by personal delivery, first class mail, electronic mail or board portal notice.
- C. Proxies, general or special, will not be accepted for any purpose in the meetings of the Board of Directors.
- D. The annual meeting of the Board will be held before the end of the Corporation's fiscal year, or as soon after that date as possible. The time and location of the annual meeting will be designated by the Chair of the Board.

**Section 8. Public Notice.** Public notice of any meeting of the Board or any Committee will be made as required by Florida law. Opportunity for public comment may be permitted.

**Section 9. Public Comment.** To the extent required by law or permitted by the Chair, individuals who desire to appear before the Board or any Committee regarding an item being considered must submit their requests in writing to the address or email address noted in the Public Comments Request Form located on the Corporation's website. Requests will be made no less than twenty-four hours in advance, specifying the agenda item about which they wish to speak. This applies to meetings held virtually or by teleconference. Organizations, groups or factions wishing to address the board will designate a single representative to speak on its behalf to ensure an orderly presentation to the board. Public comments will be limited to three minutes per person.

**Section 10. Quorum and Voting.** A majority of the Board of Directors will constitute a quorum for the transaction of business. The act of a majority of the directors present at a meeting at which a quorum is present will be the act of the Board of Directors unless a greater number is required by these bylaws or by law.

**Section 11. Participation by Electronic Means.** Members of the Board of Directors may participate in a meeting by conference, telephone, or similar communications means provided all persons participating in the meeting are able to communicate with each other.

**Section 12. Chair and Vice-Chair of the Board.** The Board of Directors shall have a Chair and Vice-Chair serve as officers of the Board.

- A. Chair of the Board. The Chair of the Board will be selected by the President of UCF and must be a member of the Board. The Board Chair will:
  - 1. Preside at the meetings of the Board of Directors. The Board Chair or designee will prepare the agenda for all meetings of the Board of Directors.
  - 2. Sign all certificates, bonds, deeds, mortgages, leases, and contracts of the corporation except as otherwise approved by the Board of Directors.
  - 3. Perform all duties as the Board of Directors will designate and may delegate certain duties with the Board of Directors' approval.
  - 4. Perform other duties as are necessarily incident to the office of the Board Chair.
- B. Vice Chair. The Vice Chair will be elected by the Board of Directors to serve as its Vice Chair and must be a member of the Board. The Vice Chair will assume the Chair's duties in the Chair's absence or incapacity and perform such duties as are assigned by the Chair.
- C. Term of Board Officers. Officers of the Board will serve for three years or until their successor is duly selected or elected. Any such selected or elected Board officer may serve successive terms.
- D. Removal. The Board of Directors may remove any Board officer at any time upon a two-thirds vote of the directors, whenever the best interests of the corporation would be served.
- E. Vacancies. In the event of absence, inability, or refusal to act of the Chair the President of UCF will select another member of the Board to serve as Chair. In the event of absence, inability or refusal to act of the Vice Chair the Board will elect a new Vice Chair no later than its next regular meeting.

### **ARTICLE III. OFFICERS OF THE CORPORATION**

**Officers.** The officers of the corporation will be non-members of the Board and will be as follows:

- A. Chief Executive Officer (CEO) who will be the Senior Vice President of and CFO for the University of Central Florida;
- B. Secretary, who will be appointed by the CEO;
- C. Treasurer, who will be the Chief Financial Officer of the University of Central Florida or designee; and
- D. other officers as may be appointed by the CEO.

**Section 2. Term of Corporate Officers.** *Ex officio* corporate officers as set forth in section 1(A) and (C) will serve as long they continue to be employed in their described positions with the University of Central Florida but will not be members of the Board. The term of office for Corporate Officers designated pursuant to section 1, if any, will commence when appointed at the annual meeting of the Board of Directors for three years or until their successor is duly

designated. Any such designated officer may succeed themselves.

**Section 3. Duties of Officers.** The duties and powers of the officers of the corporation will be as follows:

- A. CEO. The CEO will be the chief executive officer of the corporation, will have general and active management of the business and affairs of the corporation, subject to the directions of the Board of Directors, and, in the absence of a Chair or Vice Chair of the Board of Directors, will preside at all meetings of the Board of Directors.
- B. Secretary. The Secretary will be responsible for the following permanent records:
  - 1. Accurate minutes of the proceedings of all meetings of the Board of Directors and maintain a record of the actions of the Board of Directors and committees.
  - 2. A copy of the Articles of Incorporation and Bylaws of the corporation and all amendments.
  - 3. Make available the seal of the Corporation, if necessary, and affix it to official documents, records and papers as may be required.
  - 4. An accurate list of all members of this corporation and their respective terms of service.
- C. Treasurer. The Treasurer will oversee the fiscal affairs of the corporation. The duties of the Treasurer include assuring that adequate provision is made for the care and custody of all the assets of the corporation.
  - 1. In the absence of the Board Chair and CEO, due to inability to act, perform the duties of the Board Chair.
  - 2. Prepare the annual budget of the Corporation and provide it to the Board for approval and BOT for review.
  - 3. Oversee the preparation of any required federal or state tax forms, including IRS Form 990.
  - 4. Oversee any financing, lease or related documents.
  - 5. Manage the day-to-day operations of the Corporation, subject to delegation.
  - 6. Facilitate the annual independent audit.

**Section 4. Removal.** The Board of Directors may remove any officer at any time upon a two-thirds vote of the directors, whenever the best interests of the corporation would be served.

**Section 5. Vacancies.** In the event of absence, inability, or refusal to act of any of the *ex officio*, appointed or designated officers of the corporation, the CEO, except as otherwise provided for in these Bylaws and subject to University Regulation 4.034, will appoint a successor or successors to perform the duties of their respective offices.

#### **ARTICLE IV. COMMITTEES**

The Board Chair may, at any time, appoint and charge the committees necessary and advisable to assist in the conduct of the corporation's affairs. Although committee members may include

members who are not directors, committees will include a majority of directors and will be chaired by a director appointed by the Board Chair. Committee member appointments will be for defined terms, and committee members may be removed at any time, with or without cause, by the Board Chair. A majority of any committee of the corporation will constitute a quorum for the transaction of business.

## **ARTICLE V. DIRECT SUPPORT ORGANIZATIONS**

**Section 1. Governing Authority.** The corporation operates as a Direct Support Organization (DSO) for the University of Central Florida as defined by Florida statute. DSOs are certified by the University of Central Florida Board of Trustees and follow Florida law, the policies and procedures established by the State University System of Florida, the University of Central Florida and the Board of Trustees.

**Section 2. University Resources and Name.** The University President has the authority to monitor and control the use of the University's resources, including the names of DSOs and the University's name.

**Section 3. Operating Budgets.** Operating budgets for DSOs are prepared annually, adopted by the Board of Directors and the President of the University of Central Florida, and then submitted to the University of Central Florida Board of Trustees. Expenditure plans are reviewed and approved quarterly by the Budget and Finance Committee of the Board of Trustees and by the President of the University of Central Florida or designee. The designee must be a University Vice President or senior officer of the University who reports directly to the President.

**Section 4. Fiscal Year.** The fiscal year of the corporation will begin on July 1 and end on June 30 of the following year.

## **ARTICLE VI. NONDISCRIMINATION**

The corporation is committed to non-discrimination with respect to race, color, religion, age, disability, sex, marital status, national origin, veteran status or any other basis protected by law.

## **ARTICLE VII. AMENDMENTS**

These Bylaws may be made, altered, or rescinded by a two-thirds (2/3) vote of members of the Board of Directors present at any regular or special meeting at which a quorum is present. All

amendments must be submitted to the University of Central Florida Board of Trustees in accordance with University Regulations prior to becoming effective.

## **ARTICLE VIII. MISCELLANEOUS PROVISIONS**

**Section 1. Contracts.** Contracts for the activities of this corporation will be signed in the name of the corporation by the Board Chair except as otherwise delegated.

**Section 2. Financial Audits and Reports.** The corporation will annually have a financial audit of its accounts and records conducted by an independent certified public accountant in accordance with the applicable rules adopted by the Auditor General and by the BOT, which will be forwarded to the BOT for review and oversight and to the Board of Governors and Auditor General.

**Section 3. Compensation and Employment.** The directors and officers of this corporation, except those otherwise employed by the corporation or UCF, will not receive any compensation from this corporation for their services as director or officer.

- A. Directors, officers, and employees of this corporation may be reimbursed from funds of the corporation for any travel expenses or other expenditures incurred by them in the proper performance of their duties, provided the reimbursements or expenditures comply with Florida Statutes Sections 1004.28 and 1012.976.
- B. Personnel employed by this corporation will not be considered employees of the State of Florida by virtue of employment by this corporation.
- C. The corporation will provide equal employment opportunities for all persons regardless of race, color, religion, sex, age, or national origin. Personal services provided to the organization must comply with Section 1012.976, Florida Statutes.

**Section 4. Travel Expenses.** The corporation will not use state funds for travel expenses.

**Section 5. Indemnification.** Pursuant to Sections 607.0850 and 617.028, Florida Statutes, any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative, or investigative (other than an action by, or in the right of, the corporation, by reason of the fact that he or she is or was a Director or Officer of the corporation) shall be indemnified against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, including any appeal thereof, but only if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The corporation shall have the authority to purchase insurance for this purpose.

Authorization of Indemnification. Any indemnification hereunder shall be made by the corporation only upon a determination that indemnification of the Director or Officer is proper in a specific case because he or she has met the standard of conduct set forth in the previous paragraph of this Section 5. Such determination shall be made by the Board by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding or, if such quorum is not obtainable, by a majority vote of a committee duly designated by the Board (in which Directors who are parties may participate) consisting solely of two (2) or more Directors not at the time parties to the action, suit or proceeding or by a committee comprised of individuals who were not parties to such action, suit or proceeding where such committee is selected by a majority vote of the full Board (in which Directors who are parties may participate).

**Section 6. Ethics and Financial Disclosure.** It is the duty of each Director and Officer to fully comply with the Government-in-the-Sunshine Law set forth in Section 286, et seq., Florida Statutes, the Public Records Law set forth in Section 119, et seq., Florida Statutes, and to the extent it applies, the Code of Ethics for Public Officers and Employees set forth in Chapter 112, Part III, Florida Statutes.

**Section 7. Seal.** The seal of the Corporation will be inscribed with the words, "University of Central Florida Convocation Corporation," the year "2006", and the words, "UCF Convocation Corporation Not-for-Profit."

**Section 8. Rules.** These Bylaws govern the transaction of business for this Board of Directors. To the extent that the Bylaws do not cover specific procedures, the most recent version of *Robert's Rules of Order* will be applied.

**Section 9. Confidential and Exempt Public Records.** Under Florida Statutes 1004.28(5)(b), other than the auditor's report, management letter, any records related to the expenditure of state funds, and any financial records related to the expenditure of private funds for travel, all records of the organization and any supplemental data requested by the Board of Governors, the Board of Trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from fs. 119.07(1).

## **ARTICLE IX. CONFLICT OF INTEREST**

All actual or potential conflicts of interest involving directors and officers of the corporation will be disclosed and addressed in accordance with the corporation's Conflict of Interest Policy.



I CERTIFY these Fifth Amended and Restated Bylaws were approved by the Board of Directors on April 25, 2022, UCF Governance Committee on May 25, 2022 and University of Central Florida Board of Trustees on May 26, 2022.

  
Secretary Misty Shepherd

Amendment History

Amendment Number	UCFCC Board Approval	UCF Board of Trustees Approval
Original	9/6/2005	7/28/2005
1	8/5/2019	9/19/2019
2	4/25/2022	5/26/2022 (Effective 7/1/2022)