

BYLAWS OF THE FARBER FUNDS

Amended: June 1, 1999; October 9, 2009; November 1, 2012; May 1, 2014; August 20, 2015

1. Objective. The overall objective of the Farber Funds is the advancement and strengthening of the Department of Political Science at the University of South Dakota in its promotion of academically excellent student programs and activities, public service, and civic leadership.
2. Executive Board. To assist in the administration of the Farber Funds (hereinafter the "Funds"), there is hereby established an Executive Board (hereinafter "the Board") which has the following general powers: To establish the goals and purposes of, develop fiscal and administrative policies for, and promote the augmentation of the Funds.

2.1 Membership. The Board shall consist of the following types of members, each of whom shall have one vote and whose vote may be cast in person or by a written proxy. Matching funds from corporations or other sources shall count as contributions in determining a person's membership level.

- (a) Life Board Members. All persons who have contributed a total of \$5,000 or more to the Funds since their inception.
- (b) Active Board Members. All persons who have contributed at least \$1,000 to the Funds since their inception, who have also contributed at least \$300 to the Funds during the preceding three years, and who are not Life Board Members. If no contribution has been received from a member during a three-year period, the member will be considered inactive, but may be reinstated to active status upon the contribution of \$300.
- (c) Junior Board Members. All persons under the age of 35 who have contributed at least \$100 to the Funds during the preceding year and who are not either Life Board Members or Active Board Members.

2.2 Meetings. All meetings of the Board shall be open and all students, faculty, and staff of the USD Department of Political Science will be invited to attend.

- (a) Annual Meeting. The Board shall meet annually in the fall (normally during Dakota Days) or at such other time as may be determined by the Administrative Committee (the Committee). The Annual Meeting shall be held for the purpose of receiving reports on the expenditure of income from the Funds and the Funds' financial status, electing officers and Committee Members, voting on amendments to these bylaws, and acting on such other recommendations as may be brought to the Board by the Officers, the Committee, or the members.
- (b) Special Meetings. Special Meetings of the Board may be called by a majority vote of the Committee or by written petition signed by at least 25 members of the Board.
- (c) Quorum. A quorum of the Board shall consist of at least fifteen (15) members, either present in person or represented by written proxy.

3. Administrative Committee. The Administrative Committee of the Funds (hereinafter the "Committee") shall consist of the elected and ex-officio Officers of the Funds, and eight Committee Members, four of whom are elected by the Board at each annual meeting.

3.1 Officers.

- (a) Elected Officers. The Elected Officers of the Funds shall be a Chair, Chair-elect, and immediate Past Chair, who shall each serve a 2-year term. At the first annual meeting of the Board following the adoption of these bylaws, the Board shall elect both a Chair and Chair-elect. Each two years thereafter, a new Chair-elect shall be elected, and the former Chair-elect shall automatically become the next Chair. No person may serve more than one consecutive term as Chair. No person shall be

elected, or continue to serve, as an Officer unless he or she is a current member of the Board.

(b) Secretary-Treasurer. The Chair of the Department of Political Science shall serve as the ex-officio, non-voting Secretary-Treasurer of the Funds and shall not be subject to term limits.

3.2 Committee Members. Four Committee Members (hereinafter the "Members") shall be elected by the Board at each annual meeting for two-year terms. At the first annual meeting following the adoption of these Bylaws, the Board shall elect four Members, and at each successive annual meeting four Members shall be elected. No person shall be elected, or continue to serve, as a Member unless he or she is a current member of the Board. No person may serve as a Member more than two consecutive two-year terms, or a total of five consecutive years in the case of partial terms, whichever is longer.

3.3 Meetings. The Committee shall meet at least two times a year, at a time and place they shall determine, and which may include meetings held by telephone conference call or other electronic means.

3.4 Powers. The Committee shall have the power and authority to perform all functions necessary to manage the affairs of the Funds, with the exception of those powers that are specifically reserved to the Board in these Bylaws. The Committee shall receive regular (at least twice each year) reports from the Secretary-Treasurer on the financial status and uses of the Funds, shall develop and administer a program for augmentation of the Funds, and may propose and make changes in the uses of the Funds consistent with these Bylaws. The Committee shall also have the power to fill any vacancies in the positions of Officers or Members, and the persons so chosen shall serve until the next annual meeting of the Board. The Elected Officers, by majority vote, may exercise the powers granted to the Committee between meetings of the Committee. They shall report any actions taken to the Committee at its next meeting.

3.5 Quorum. A quorum of the Committee shall consist of a majority of the voting members, at least one of whom must be an elected Officer.

4. Minutes. The Secretary-Treasurer of the Funds (or his or her designee) shall keep and retain minutes of all meetings of the Board and the Committee, and shall furnish copies of such minutes to the President of USD, the Chair of the USD Foundation and the Department of Political Science.

5. Nominating Committee. A Nominating Committee, chaired by the outgoing Chair, and consisting of the Chair-elect and the two most recent past Chairs who are willing to serve, shall nominate at least one candidate for each Officer or Member position that will be elected at the next annual meeting of the Board. The recommendations of the Nominating Committee shall be sent to the Board at least twenty days prior to the annual meeting.

5.1. Nominations. Any member of the Farber Funds may submit his or her own or another person's name as a prospective member of the Administrative Committee. Such a submission should be made to the Secretary-Treasurer of the Funds at least two weeks prior to the Annual Meeting. The recommendations of the Nominating Committee may include the names of members that have not been submitted in such a manner. (Adopted 10/10/08)

6. Finance. Expenditures of income from the Funds for uses specified below under 6.1.(a) through (f) may be made only with the written approval of the Chair of the Department of Political Science on the basis of written proposals from students and faculty which are consistent with these bylaws. While proposals from undergraduate students will be especially encouraged, proposals from graduate students will also be eligible for consideration. Expenditures of income from the Funds for uses specified below under 6.1 (g) and (h) may be made only upon the written approval of the Chair of the Funds, following a favorable vote of the Board as required by these bylaws.

6.1 Uses of the Funds. Income from the Funds may be used only for the following purposes:

- (a) Scholarships to pay tuition costs of interns, matching funds or supplements where intern stipends are inadequate, and travel grants for students to travel to and from internship locations; [existing §12(1)(2) & (3)]
- (b) Travel grants for student research; [existing §12(5)]
- (c) Assistance for student travel to attend state, regional, national, or international educational forums, seminars, conferences, and schools, including reimbursement for reasonable expenses of a faculty member when supervising a group of five or more students; [existing §12(4)]
- (d) Scholarships, travel grants, and other financial assistance to students desiring to attend foreign institutions (e.g., a summer session, semester or year abroad); [existing §12(6)]
- (e) Travel expenses for USD graduates who agree to return to the campus to participate in classroom and informal discussions to share their experiences and expertise with current students; [existing §12(7)]
- (f) Scholarships when provided by donations to the Funds designated specifically for such scholarships; [existing §12(9)]
- (g) Scholarships from income from the Funds when specifically authorized by a majority vote of the Board; [existing §12(9)]
- (h) Compensation and salary augmentation for faculty members of the Department of Political Science when specifically authorized by a majority vote of the Board. [existing §12(8)]

6.2 Administrative Costs. No more than 10% of the available income from the Funds may be used in any fiscal year for administrative expenses associated with the Funds, including the preparation and distribution of the Funds' reports, solicitation of additions to the Funds, meetings related to the Funds, and staff support. Such expenses shall be reported annually to the Board.

- 7. Non- Discrimination. There shall be no discrimination on the basis of age, race, national origin, religion, creed, gender, sexual orientation, marital status, or disability in the administration of the Funds.
- 8. Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Funds in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Funds may adopt.
- 9. Amendments. These Bylaws may be amended with the consent of a majority of the members of the Board, provided at least 25 votes have been cast, voting either: (a) in writing by mail; or (b) in person or by proxy at an annual or special meeting of the Board, provided that notice of the proposed amendment to these bylaws shall have been given in writing to all members entitled to vote at least twenty (20) days prior to such meeting.