



UNIVERSITY of
SOUTH FLORIDA

Virtual Bulls

Bylaws

Article I – Name & Mission

The name of this association is the Virtual Bulls Employee Resource Group, hereinafter referred to as Virtual Bulls.

The mission statement adopted in the Academic Year 2023-2024 is as follows:

Virtual Bulls is a University of South Florida (USF) employee resource group that aims to foster a sense of community and belonging among employees who work remotely, in hybrid mode, or in person in the office but communicate virtually. Virtual Bulls provides networking and resources while promoting an open environment for discussing challenges within departments and teams.

Article II - Goals

The purpose of Virtual Bulls is to:

- Foster a welcoming and inclusive community for employees who work remotely, in hybrid mode, or in-person in the office but communicate virtually at USF.
- Provide networking and technology resources to help virtual employees succeed.
- Advocate for the needs of virtual employees.
- Create committees to assist in further developing the association.
- Support and collaborate with all organizations and communities on all three USF campuses.
- Host networking events and activities, either in-person or virtually.

Article III – Membership

Membership in Virtual Bulls is open to all USF employees interested in supporting the association's mission.

Membership Enrollment

Virtual Bulls has open enrollment during April and October.

Inclusion

No applicant shall be denied selection because of race, color, creed, ethnic origin, age, gender, or any other characteristic prohibited by the Equal Opportunity and Affirmative Action laws of a state, province, territory, or nation. Selection to membership shall be irrespective of membership in or affiliation with other organizations and associations.

Termination of Membership

The Executive Board may, at its discretion and by unanimous vote, revoke the membership of any member for proven behavior that conflicts with the mission, goals, and purposes of Virtual Bulls.

Article IV - Meetings

Member Meetings

Virtual Bulls will hold quarterly membership meetings the first week of October, December, February, and May for members to discuss any initiatives and for special speakers to be invited for future meetings. An email reminder and agenda will be sent to Virtual Bulls by the Secretary at least three days before each meeting.

Order of Business for Member Meetings

- Chair's Welcome
- Review action items
- Introduce new initiatives
- Open forum for discussion
- Adjournment

Member Duties

1. Attend quarterly meetings
2. Serve as a resource for other employees within their department
3. Provide information about organizational or departmental initiatives
4. Advocate for USF both on and off-campus

Executive Board Meetings

The Executive Board will hold monthly meetings. The Secretary will send an email reminder and agenda to the Executive Board at least three days before each meeting.

Order of Business for Executive Board Meetings

- Call to Order
- Reports from Officers
- Announcements
- Old Business
- New Business
- Adjournment

Quorum

Quorum requires 50% plus one officer to attend Executive Board meetings to conduct the business of Virtual Bulls. If a quorum is not met, updates and information will be provided to the members at the next quarterly meeting; however, no votes will be conducted, nor will official decisions be made.

Special Meetings

The Executive Board can call a special meeting with members if there is an urgent need to discuss a situation of extraordinary importance with Virtual Bulls.

Article V – Leadership

Nomination of Officers

The nomination of officers will be held annually. Any member running or nominating a member for an officer position must submit their interest in writing through the form on the Virtual Bulls website. Submissions are due between the December meeting, when vacant officer positions will be announced, and the February meeting, when the list of candidates will be presented to the Virtual Bulls. Elections will occur in April, and the Executive Board will determine the results, which will be formally announced in the May meeting.

Process of Elections

Only members of Virtual Bulls will be eligible to participate in the officer elections. Once a candidate submits their name and officer position interest through the website, the Membership Coordinator will email all Virtual Bulls with an option to vote for candidates within a secure voting mechanism. In the event of a tie, the Executive Board will make the final decision based on previous involvement in the association, length of membership, and other matters that they deem appropriate.

Responsibilities of Officers

The Virtual Bulls Executive Board comprises a Chair, Vice Chair, Secretary, and Membership Coordinator. After the first cycle of board leadership, the Immediate Past Chair position will be established; they will serve in an advisory role, which is not an electable position.

Terms of office for Executive Board members are two (2) years, with approximately 50% being elected on any given election cycle to maintain continuity. Rotations could look like Chair/Secretary and Vice Chair/Membership Coordinator. Officers intending to serve a second term in their position must go through the election process. No officer can serve more than two consecutive terms in the same position unless no other interest is shown.

The Executive Board is responsible for setting the association's agenda, organizing events and activities, and representing the association to the company's leadership. In addition, they are responsible for promoting the association and recruiting new members.

- Chair – The Chair serves as leader of the Virtual Bulls and will preside over all membership and Executive Board meetings. The Chair will prepare a monthly agenda, oversee the general management of the association's affairs, and serve as the spokesperson of the Virtual Bulls. Before the Immediate Past Chair position is established, the Chair will not vote.
- Vice-Chair – The Vice-Chair will assume all duties and responsibilities of the Chair in their absence. The Vice-Chair will also advise and work with the Chair on addressing issues and developing initiatives that benefit virtual USF employees.

- Secretary – The Secretary will keep the minutes from all meetings of Virtual Bulls and the Executive Board. They will ensure the Order of Business is followed at every meeting and assist the Executive Board in revising and/or editing Virtual Bull's bylaws.
- Membership Coordinator – The Membership Coordinator will supervise the Virtual Bull's officer election process. They will also maintain the active membership list with their contact information (office address, email address, mail stop, and office telephone number).
- Immediate Past Chair – The Immediate Past Chair serves in an advisory role and is not an electable position. This position has voting rights on the Executive Board.

Article VI - Communication

The Virtual Bulls will communicate with members using multiple collaboration tools, including Microsoft Teams and email.

Article VII – Events and Activities

The Virtual Bulls will offer a variety of events and activities that are accessible to all members.

Article VIII – Amendments

These bylaws may be amended by a two-thirds majority vote of the Executive Board at any regular meeting.

Bylaws adopted by the Founding Virtual Bulls ERG Executive Board, January 22, 2024. 2:25 PM

Jason Kessler – Chair
USF Health
Stephanie Roberts – Vice-Chair
USF Foundation
Juan Díaz Davila – Secretary
Information Technology
Erin May – Membership Chair
USF Health
Roberta (Bobby) Collins – Advisor
USF Health