



Association of Trojan Leagues University of Southern California Bylaws

Article I – Name

The name of this organization shall be “Association of Trojan Leagues, University of Southern California,” hereinafter referred to as the Association.

Article II – Purposes and Objectives

- Section 1. The Association, together with the respective Trojan Leagues and Trojan League Associates, hereinafter referred to as Trojan Leagues, is organized for the purpose of furthering the best interests of the University of Southern California and shall operate in conformity with policies of the University.
- Section 2. The specific purpose of the Association shall be to maintain the standards and foster the growth of the Trojan Leagues.
- Section 3. The Association may charter new Trojan Leagues with approval of the University Administration and in accordance with the standards set up by the Board of Directors of the Association.

Article III – Membership

- Section 1. The membership of the Association shall be composed of the individual Trojan Leagues, which shall elect representatives to the Board of Directors of the Association.
- Section 2. The individual Trojan Leagues shall operate under their own Bylaws, provided nothing therein is in conflict with Bylaws, Standing Rules, and policies of the Association.
 - a. Eligibility of League Members. Outstanding women residents of each League’s (city/county/ area/state/or other appropriate description of the organization’s 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. Leagues may, at their discretion, require that their members shall 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.
 - b. Membership in Trojan League Associates. Trojan League Associates may include outstanding women of the Trojan Family who support and promote the Leagues purposes and objectives, BUT who have not fulfilled the Association’s requirement of University attendance. Such members shall not exceed twenty-five percent (25%) of the total Active membership.
 - c. Membership in more than one League. Women who shall meet the qualifications hereinabove set forth shall be eligible for membership in a 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 3. All proposed Bylaw changes must be presented to the Third Vice-President or Bylaws Chairman, and to the Association for approval.
- Section 4. All Bylaws and Standing Rules must be on file with the Third Vice-President – Standards or the Bylaws Chairman.

Article IV – Management

The management of the affairs of the Association shall be vested in a Board of Directors, all of whom shall be active members in good standing of their respective Leagues, to be elected as herein provided, subject to the laws of the State of California and these Bylaws.

Article V – Board of Directors

- Section 1. Personnel. The Board of Directors shall consist of representatives from the Leagues.
- Section 2. Election. The election of the representatives of the Association Board of Directors shall be held by the respective Trojan League Boards prior to April first in odd-numbered years. All representatives shall be elected for a two-year term. No representative shall be elected for more than three consecutive terms, except that a member who is elected President in her third term may be asked to serve a fourth term and shall serve an additional term as Past President.
- Section 3. Vacancies. In the event of the inability of a representative to serve (which may be determined by the Association Board) during her term of office, the successor shall, except as herein expressly provided, be selected by the respective League to serve until the expiration of the term of her predecessor in office.
- Section 4. Powers. The Board of Directors shall elect its own officers and shall have the power and authority to do all things necessary, consistent with the laws of the State of California and these Bylaws, to control and manage the affairs and property of the Association, including, without the generality of the foregoing language, the power (a) to make such rules and regulations as they deem to be for the best interests of the Association, (b) to amend these Bylaws, provided, however, that any such amendment shall be made after ten days notice in writing to all incumbent members of the Board, setting forth the proposed amendment, (c) to increase dues or assessments provided it is also approved by a majority of the individual Leagues.

Article VI – Officers and Their Election

- Section 1. Officers. The officers of the Association shall be: President, First Vice-president, Second Vice-president – Admissions, Third Vice-president – Standards, Recording Secretary, Corresponding Secretary, Treasurer, Immediate Past President. The term of office shall be two years. A President-elect shall be selected from a list of nominees, who have been President of the League, submitted by her League in April of even-numbered years to serve on the Board of Directors for one year before becoming President. The officers shall constitute the Executive Committee.
- a. President. The President shall be the chief executive officer and shall have served on the Association Board of Directors. It shall be the duty of the President to preside at all meetings of the Directors and the Association; to call such meetings as are provided to be called by her; to enforce the Bylaws and such rules and regulations as are adopted by the Board of Directors; to appoint such committee chairmen as the business of the Association may require, subject to the approval of the Board of Directors; to direct the appointments of other committee members as required, subject to the approval of the Board of Directors; to attend meetings of the Alumnae Coordinating Council and other University meetings as required; to serve as an ex-officio member of all committees except the Nominating committee. She shall maintain a notebook of all official business for her successor.
- b. First Vice-President. She shall succeed to the presidency if the President is unable to complete her term of office. She shall be selected from the same League as the President. She shall serve as the Association's representative to the Coordinating Council. She shall act as an assistant to the President. She shall preside at all meetings in the absence of the President. She shall maintain a notebook of all official business for her successor.

- c. Second Vice-President–Admissions. The Admissions Vice President shall act as Chairman of the Admissions Committee. She shall act as the representative of any newly formed Trojan League until such time as the representative may be duly elected to the Association Board. Her duties shall include, upon request, assisting and supporting any League with Membership Recruitment. She shall maintain a notebook of all official business for her successor.
- d. Third Vice-President – Standards. The Standards Vice-President shall be responsible for maintaining the Standards of the Association as determined by the Board of Directors and act as Chairman of the Standards Committee. She shall keep on file current copies of the Bylaws of the individual Leagues. She shall maintain a notebook of all official business for her successor.
- e. Recording Secretary. The Recording Secretary shall perform the usual duties of the office. She shall forward a copy of the minutes to all members of the Board of Directors. She shall maintain a notebook of all official business for her successor.
- f. Corresponding Secretary. The Corresponding Secretary shall send notices of all meetings of the Board of Directors to all members of said Board; handle all correspondence; keep a correct record of the names and addresses of all Board Members; and keep a complete file of correspondence for her successor. She shall keep a current roster of the membership of the individual Leagues, which shall be the basis for per person dues. She shall notify the Director in charge of Alumnae Affairs of the names of the new Association officers immediately after each election. She shall maintain a notebook of all official business for her successor.
- g. Treasurer. The Treasurer shall collect per capita dues from each League and all funds raised by and payable to the Association; shall deposit all funds of the Association in such bank or banks as shall be determined from time to time by the Board of Directors. She shall be authorized to draw upon or make withdrawals from account or accounts and co-sign all checks with such signer as shall be determined by the Board of Directors of the Association, or as may be required by the President. She shall secure the authorized signatures of the Director in charge of Alumnae Affairs and Executive Director of the University of Southern California Alumni Association to be included on the bank signature cards. She shall keep a full, true and correct record in itemized form of all monies received and disbursed and cause the financial books and records of the Association to be audited at least once annually by such independent auditors as may be designated by the Board of Directors. The Treasurer shall file a financial report with the USC Alumni Association after the close of the fiscal year. She shall prepare a cost analysis of prior year's expenses and a proposed budget for the following year.
- h. Past President. It shall be the duty of the immediate Past President to attend all General and Board Meetings. She shall act as chairman of the Nominating Committee, and serve as Parliamentarian.
- i. President-elect. A candidate for the office of President-elect shall be selected, by the Nominating committee, from the nominees submitted by the League next in succession according to the order of presidential rotation. She shall have served as President of her League and shall currently be an Active member in good standing of that League. Her name shall be submitted for approval to the Association Board of Directors at its meeting prior to the Annual Gathering of the even-numbered year. She must represent a League that has been in existence for five years. If she is not a member of the Association Board of Directors, she shall be added to the Board to serve one year as President-elect before becoming President. If she should be unable to complete her term, her successor shall be selected from the same League. She shall be exempt from the three-term limitation for serving on the Association Board of Directors.

- Section 2. Election of Officers
- a. Nominating Committee. The Nominating Committee shall consist of the Chairman, who shall be the immediate Past President of the Association, and the President of each Trojan League. If a League President is unable to serve, she may be represented by a Past President of her League.
 - b. Election. The slate of the Nominating Committee shall be submitted to the Board of Directors at least thirty days prior to the Annual Meeting. Nothing herein contained shall preclude the nominations of other candidates by individual League Boards to be balloted upon at the Annual Meeting, provided said nomination is submitted to the Board of Directors at least fourteen (14) days prior to the election of officers. The candidate receiving the highest number of votes shall be declared duly elected and shall be installed at the Annual Meeting.
- Section 3. Vacancies. In the event of the inability of an Officer to serve during her term of office, the successor shall, except as herein expressly provided, be appointed by the President, with the approval of the Executive committee, to serve until the expiration of the term of her predecessor.
- Section 4. Presidential Rotation. Leagues are eligible for the Presidency according to the rotation order listed in the Standing Rules. Any League may choose to pass its opportunity for the presidency.

Article VII – Meetings

- Section 1. Annual Meetings. The Annual Meeting shall be held in the May-June period of odd-numbered years at such time and place as may be determined by the Board of Directors. Said General Meeting shall be chaired by the League of the current President of the Association of Trojan Leagues. At said Annual Meeting, officers shall report the general business of the Association, the election of officers shall be held and the installation of officers and new Leagues shall take place. The installation of officers and new Leagues shall be conducted by the outgoing President of the Association of Trojan Leagues. Reports of the individual Leagues shall be made. Notice of the meeting shall be given to the membership of all Leagues, and all members of the Leagues are encouraged to attend.
- An Annual Gathering of all Trojan Leagues shall take place in the even-numbered years, and shall be chaired by the League of the current President of the Association of Trojan Leagues. At said Annual Gathering, officers shall report the general business of the Association, and reports of the individual Leagues shall be made. Notice of the Annual Gathering shall be given to the membership of all Leagues, and all members of the Leagues are encouraged to attend.
- Section 2. Directors Meetings. There shall be no less than two meetings each year, in addition to the Annual Meeting or Annual Gathering, to be held at such times and places as may be determined by the President or by a majority of the Board of Directors or Executive Committee. Notice of the meetings of the Board of Directors shall be given in writing at least fourteen (14) days prior to the date of the meeting.
- Section 3. Quorum. At any meeting of the Board of Directors or Executive Committee, a majority shall be sufficient to conduct any and all business.

Article VIII – Finances

- Section 1. Treasury. The treasury shall be maintained by per member dues provided by the member Leagues, to be fixed by the Board of Directors and approved by a majority of the Leagues, and any other monies received.
- Section 2. Payment of Dues. Per capita dues, based on the membership of the respective Leagues as of September first of the current year, shall be payable September first and delinquent by September thirtieth.
- Section 3. Non-profit Organization. The Association 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 its existence or upon its dissolution. In the event of the dissolution of the Association, all monies and properties belonging to it shall devolve upon the University of Southern California.
- Section 4. Fiscal year. The fiscal year of the Association shall be from July first to June thirtieth of the following year.
- Section 5. Checks, Drafts, etc. All checks, drafts, and other orders for payment of money, notes or other evidence of indebtedness issued in the name of or payable to the Association 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.

Article IX – Revocation of Charter

- Section 1. Grounds for the revocation of a League's Charter shall be any of the following: The violation of the stated purposes and objectives of the Association; non fulfillment of financial obligations; or any other good and sufficient cause as determined by the Board of Directors.
- Section 2. The revocation of a Charter requires a specific procedure:
- a. The Board of Directors of the Association must determine, by a two-thirds vote, that there are grounds for revocation.
 - b. All charges must be in writing and delivered by certified mail to the President of the League, or to the Recording Secretary, in the absence or inability of the President to accept service. The address of the President or Secretary, as it appears in the last roster of the League, shall be presumed to be correct.
 - c. Each League shall have an opportunity to be heard fairly, either in writing or in person, through representatives of its choosing.
 - d. The details of procedure for such a hearing shall be determined by the Board of Directors of the Association.
- Section 3. The use of the name "Trojan League" shall be reserved exclusively for the member groups of the Association of Trojan Leagues, University of Southern California, in good standing and shall be relinquished upon revocation of charter.

Article X – Parliamentary Authority

Section 1. The Parliamentary Authority shall be Robert’s Rules of Order, Newly Revised, in all cases where applicable and when not inconsistent with the Bylaws and Standing Rules of this organization. The Association Standing Rules shall not be in conflict with the Association Bylaws. Should there be such a conflict, the Bylaws shall prevail.

Adopted January 11, 1967

Amended April 15, 1970

Amended March 28, 1974

Amended January 31, 1977

Amended June, 1985

Amended June, 1992

Amended May, 1986

Amended April, 1987

Amended February, 1990

Amended September, 1998

Amended April, 2001

Amended April, 2009

Amended April, 2011

Amended April, 2012

Association of Trojan Leagues University of Southern California

Standing Rules

Article I – Selection of Representatives, Election of Officers, and Appointment of Committee Chairmen

- Section 1. The Nominating Committee shall meet annually to review the requirements and eligibility of elected representatives to the Association Board.
- Section 2. There shall be three representatives to the Board of Directors from each Trojan League in addition to the League President. They shall have served or shall be presently serving as members of their respective League's Board. Each representative shall be a voting member of the Association Board.
- Section 3. Representatives shall be chosen by each League and approved by that League's membership. Their election shall be ratified by the members of the Association at the General Meeting.
- Section 4. After their ratification, newly elected representatives shall take office immediately. Their first duty shall be to elect the officers of the Association.
- Section 5. The President shall appoint, whenever needed and with the approval of the Board, special chairmen, standing and ad hoc committees.
- Section 6. Individual members of the Trojan Leagues may be appointed to committees of the Association by committee chairmen subject to the approval of the Board of Directors. The Nominating Committee shall be an exception.
- Section 7. A League must have been in operation for five years before the Nominating Committee of that League may submit a candidate to the Association Board for President-elect. Member League names and year of chartering are as follows: Los Angeles (1958), Orange County (1961), San Diego (1969), San Fernando Valley (1972), South Bay (1974), Foothill Associates (1985), Desert Associates (1987), Chicago Associates (1989), and Fresno Associates (1995).
- Section 8. Leagues are eligible for the Presidency in the following rotation order: Trojan League of Los Angeles, Trojan League of Orange County, Trojan League Associates of San Diego County, Trojan League Associates of the Valleys, Trojan League of South Bay, Trojan League Associates of the Foothills, Trojan League Associates of the Desert, Trojan League Associates of Greater Chicago and Trojan League Associates of Fresno. Should a League choose to pass its turn, the Presidential rotation order will continue.
- Section 9. The First Vice-president shall be from the same League as the President.

Article II – Finances

- Section 1. There shall be an annual assessment per member of five dollars (\$10.00) for each dues paying classification of membership with a minimum of \$100.00 per League. Of these dues, one dollar (\$1.00) is designated for the Bi-annual Gathering, two dollars (\$7.00) are designated for Trojan Tribute and two dollars (\$2.00) are designated for the Outstanding Service Award.
- Section 2. There shall also be an annual fee of seventy-five dollars (\$75.00) per representative to cover hospitality expenses.
- Section 3. An annual Society 53 assessment of twenty-five dollars (\$25.00) per League will be used for Society 53 at USC.
- Section 4. Past ATL Presidents, who do not serve on the current ATL Board, shall be charged a fifteen-dollar (\$15.00) hospitality fee when they stay for lunch.
- Section 5. Account authorization cards shall be on file with the appropriate bank and with the Executive Director of the University of Southern California Alumni Association and the Director in charge of Alumnae Affairs.

- Section 6. The Treasurer shall file the annual financial report with the USC Alumni Association on the forms provided by that office. Supporting records such as invoices, paid checks, etc. shall be available and retained by the Association for three years.

Article III – Committees

- Section 1. Equal representation shall exist on all standing committees.
- Section 2. The Society 53 Chairman, chosen from Trojan League of Los Angeles, shall be a non-voting member of the Board of Directors.
- Section 3. Board positions in addition to the Executive Boards shall include: Annual Meeting, AVISO, Bylaws, Future Planning, Hospitality, Parliamentarian, Public Relations, Summer Orientations, Trojan Tribute, and the ATL Outstanding Service Award.
- Section 4. Standing Committees, such as the Standards Committee, may be appointed at the discretion of the Chairmen.

Article IV – Formation of New Leagues

- Section 1. The formation of new Trojan Leagues shall be based on geographical location.
- Section 2. The minimum number of members required for the chartering of a new League shall be forty (40).
- Section 3. There shall be a charter fee for new Leagues of ten dollars (\$10.00) per member for the charter members which shall also serve as the per member dues during the charter year.
- Section 4. The invitation to become a charter member of a new League shall be approved by the Association Board of Directors. Membership in a Trojan League shall be by invitation only and membership is not automatically transferable.
- Section 5. Election of individuals to membership in the established Trojan Leagues shall be the prerogative of the individual League and membership is not automatically transferable.
- Section 6. All new Trojan Leagues shall conform to the established standards of the existing Leagues.
- Section 7. New Leagues shall submit their proposed Bylaws to the Association Bylaws Committee. The Bylaws Committee shall then present its recommendation to the Association Board of Directors for its approval. All Bylaws shall conform to the Sample Bylaws of the Association.

Article V – Student Recruitment

- Section 1. All Trojan League Student Recruitment Programs and Activities should adhere to and comply with the Policies and Guidelines set forth by the University of Southern California, the Office of Admissions and the Alumni Association. This would include Counselors Coffees/ Luncheons, Admitted Student Receptions, participation in College Nights, and similar events.
- Section 2. No Trojan League member who is related to (such as a parent, grandparent, sister, etc.) or close friend of a prospective USC student should host or chair any event involving the recruitment of or the conversion of prospective USC students.
- Section 3. No Trojan League member who is related to a prospective USC student should host, chair or actively participate in any event discussing any information concerning the admissions of prospective USC students. This, also, pertains to family of Trojan League members.
- Section 4. In the case of any breach of the fore-mentioned Student Recruitment Policies and Guidelines, or inappropriate conduct by a League or its members, the League may not be invited by the Office of Admissions to participate in the Recruitment Program the following year.
- Section 5. A prospective USC student should be defined as a high school student or undergraduate college student who has applied to or may be applying to the University within the coming year.

Article VI – Scholarships

- Section 1. All Scholarships and Scholarship Procedures of the Association of Trojan Leagues and the Trojan Leagues should conform and comply with the Policies, Guidelines and Standards set forth by the University of Southern California, the Office of Admissions and the Alumni Association.
- Section 2. Trojan League Scholarships are merit-based. Each League may set its own criteria for the selection of its scholarship recipients; however, the criteria should be in accordance with those of the University.
- Section 3. No Trojan League member who is related to (such as parent, grandparent, sister, etc.) or close friend of a scholarship applicant may chair, interview or serve on the Scholarship Committee.
- Section 4. Any Trojan League member who is related to a current Scholarship applicant or recipient should recuse herself from any discussion or vote regarding Trojan League Scholarship matters.

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