

# Advancement | UCF Foundation, Inc.

## Governing Documents

Policy# 8.00

Effective Date: March 6, 2019

Responsible Department: Legal Counsel

### 1. **PURPOSE**

University Central Florida Foundation, Inc. (Advancement) must comply with various directed guidelines and procedures by its governing authorities. As a best practice, Advancement seeks to establish minimum review levels for various governance items.

### 2. **APPLICABILITY**

University of Central Florida Foundation, Inc. Board of Directors and its committees, University of Central Florida Alumni Board and its committees, as well as management of Advancement

### 3. **POLICY**


Legal Formation

- A. Articles of Incorporation. The Legal Counsel will be responsible for reviewing the Articles of Incorporation annually.
- B. State Filings. The Legal Officer will be responsible for filing annual reports and necessary documents to the State of Florida, Division of Corporations, for the Advancement related entities.
- C. Bylaws. Bylaws and Charters will be reviewed annually by the applicable body, together with the Legal Counsel.
- D. Amendments. Any amendments to the Articles of Incorporation or Bylaws must be approved by the University of Central Florida Board of Trustees prior to becoming effective.

### 4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Legal Counsel.

Certified as approved by the Executive Committee of the Foundation Board of Directors on  
March 6, 2019

  
Name: Michael J. Morsberger

Title: Vice President Advancement and Chief Executive Officer

Revision history:

Adoption Date: 1/15/2010

Revised: 2/25/2014

History: 425