

# ALUMNI ASSOCIATION BYLAWS

Voted YYYY, Mon DD  
Amended YYYY, Mon DD

## ARTICLE I

### Name

The name of this Association shall be the \_\_\_\_\_ Alumni Association (hereinafter called the Association).

## ARTICLE II

### Mission Statement

The mission of the \_\_\_\_\_ Alumni Association is to serve as ambassadors between the past and the future, the alumni, and the College; to strengthen relationships among students, parents, faculty, and the community; to build spirit and support for the College through communications and events; to provide advice and counsel to the administration and the Board of Trustees; and to promote educational excellence.

## ARTICLE III

### Membership

Section 1. Membership. All graduates and all former students who have attended \_\_\_\_\_, and \_\_\_\_\_, by virtue of their having earned 24 hours academic credit, and graduates of \_\_\_\_\_ are members of the Association. Graduates and non-graduates shall be entitled to the same rights and duties of membership.

Section 2. Honorary Membership. Trustees of the College; president of the College; members of the faculty, administration, and staff; recipients of honorary degrees from the College; and any others the Board of Directors may elect to membership, shall become honorary members of the Association unless, by virtue of attendance at the College, they shall already be members. Honorary members shall possess all the same rights and duties of members except the right to vote and hold office.

Section 3. Chapters. Within the Association, chapters shall be established as deemed feasible.

## **ARTICLE IV**

### **Annual Meeting**

The Association shall hold an Annual Meeting for the purpose of electing Board members and officers, receiving committee reports and transacting such business of the Association as shall be properly brought before it.

## **ARTICLE V**

### **Board of Directors and Officers**

**Section 1. Board of Directors.** There shall be a Board of Directors (hereinafter called the Board) which shall be the representative governing body of the Association, and shall have the power to conduct and transact all business pertaining to the Association.

**Section 2. Membership to the Board of Directors.** The Board shall consist of up to thirtyfive (35) members elected by the Association. The Board will include the President of the Nurses Alumni Association and a representative of the faculty of the College. The faculty representative shall be appointed by the President of the College for a term of one year.

**Section 3. Board of Directors term of office.** One-third of the Board members shall be elected at the Annual meeting from among the members of the Association for a term of three (3) years. The term of office of all Board members shall begin on the first day after the Annual meeting.

**Section 4 Officers of the Board of Directors.** The elected officers of the Board shall be the President, Vice President, Secretary and Treasurer. Officers shall be elected for a term of two years by the members of the Association at the annual meeting.

**Section 5. Ex-officio Members.** The retiring President of the Association will automatically become an ex-officio member of the Board for a term of one year. The Presidents of all chapters of the Association shall automatically become ex-officio members of the Board during their terms in office. The Student Senate President and the Senior Class President shall be invited to participate as ex-officio members of the Board. Ex-officio members may be assigned to Association committees, and retain all rights and responsibilities of regular members.

**Section 6. Members-at-large.** Alumni who actively participate in Association activities may be designated members-at-large by the President. Members-at-large may be assigned to Association committees, and retain all rights and responsibilities of regular members.

## ARTICLE VI

### Duties of the Board Officers

Section 1. Duties of the President. The President of the Association shall be the chief executive officer, preside at each meeting of the Board, appoint all standing and special committees, and perform the usual duties pertaining to the office.

Section 2. Duties of the Vice President. In the case of the absence of the President, the Vice President will preside. In the event of the death or resignation or inability of the President to perform the duties of the office, the Vice President shall assume the duties.

Section 3. Duties of the Secretary. The Secretary shall be responsible for recording the minutes of each Board meeting, submitting the minutes to the Director of Alumni Affairs within seven (7) days after the meeting.

Section 4. Duties of the Treasurer. The Treasurer shall be responsible for administering all monies received by the Association or Board. This person shall be responsible for furnishing a financial report at each Board meeting.

Section 5. Role of the Director for Alumni Affairs. The Director for Alumni Affairs, an employee of the College, shall serve as the liaison between the Association and the College, and shall assist the Board in the conduct of its business.

## ARTICLE VII

### Responsibilities of the Board of Directors

Section 1. Board Meetings. The Board shall meet 4 times a year or at the call of the President, upon fifteen (15) days notice by mail to all members. Special meetings of the Board may be held at the request of the president.

Section 2. Quorum. At least four (4) members of the Board present shall constitute a quorum at all meetings.

Section 3. Attendance. Any member who fails to attend two (2) Board meetings without notice of absence may be removed at the discretion of the President.

Section 4. Vacancies. The Board shall elect members to fill such vacancies as occur between annual meetings upon the recommendation of the Nominating Committee.

Section 5. Non-Member Attendance at Board Meetings. Any member of the Association may attend meetings of the Board. Such attendance, however, does not constitute membership on the Board.

## ARTICLE VIII

### Committees of the Board of Directors

Section 1. Appointment of the Committees. The President of the Association shall appoint the chairperson and members of standing and special committees unless otherwise provided in these bylaws. The president shall not be restricted to members of the Board in these appointments. The committees shall perform the duties set forth, as well as such other duties as may be delegated to any of them from time to time by the Board or by the committee chairperson.

The President and Vice President of the Association and the Director of Alumni Affairs shall be ex-officio members of all committees.

Section 2. Executive Committee. There shall be an Executive Committee, consisting of the President, Vice President, Secretary, Treasurer and the Director of Alumni Affairs. Between meetings of the Board, the Executive Committee is authorized to transact business on behalf of the Association.

Section 3. Standing Committees. The Association will have the following standing committees:

- A. Alumni Outreach Committee: There will be an Alumni Outreach Committee which will have the following Duties: to support and encourage area chapter development; to plan events to encourage current students to become active alumni; to assist in the publication of the Ledger and to assist in college Public Relations efforts; to assist the Admissions Office in student recruitment; and to provide volunteer services to the College in other needed areas.
- B. Alumni Affairs Committee: There will be an Alumni Affairs Committee which will have the following duties: to assist the Director of Alumni Affairs to plan, organize, and carry out the annual Homecoming; to solicit nominations for the Alumni Hall of Fame; to present a list of award nominees and their credentials to the Board in a timely fashion prior to Homecoming to vote on; to present the final slate of award recipients to the whole Board for their final approval; to assist the Director of Alumni Affairs with plans for annual Alumni travel.
- C. Bylaw, Nominating and Audit Committee: There will be a Bylaw, Nominating, and Audit Committee, which will have the following duties: to routinely review the Association bylaws and propose changes to the Board for voting; to present a slate of officers and board members to the Board for its consideration at least one meeting prior to the Annual meeting; and to conduct the annual financial audit of the Association. No present officers of the Board will be appointed to this committee.
- D. Institutional Development Committee: There will be an Institutional Development Committee which will have the following duties: to assist the college in fund raising activities; to evaluate and elect the recipients of Annual Alumni Scholarships from candidates presented by the College Financial Aid office; and to determine the amounts of said Scholarships.

Section 4. Committee Reports. The written minutes of all committee meetings shall be submitted to the Director of Alumni Affairs within seven (7) days following the meeting. The chairperson of each committee shall make a written annual report of the work of the committee and shall supply the Director for Alumni Affairs with a copy of the report to be filed at least two (2) weeks prior to the annual meeting.

## **ARTICLE IX**

### Alumni Fund

The Alumni Fund contribution to the Annual Fund shall be a group fund through which alumni and other interested persons may make gifts to be used in the best interest of the College. Any motion to combine alumni giving with other fundraising efforts of the Association must meet with the approval of the Directors of Development. The Board may recommend specific uses for the Alumni Fund contribution to the Annual Fund to the Director of Development.

## **ARTICLE X**

### Fees

The Board may set nominal dues when necessary.

## **ARTICLE XI**

### Amendments

These Bylaws may be amended or repealed at a meeting of the Alumni Association Board of Directors at which a quorum of members is present. A two-thirds vote of the members present is required. Notice of such intended action, giving in full the text proposed to be repealed or adopted, shall be mailed by the Director for Alumni Affairs to each member of the Board at least ten (10) days prior to the meeting.