

**CLARKSON COLLEGE**  
**ALUMNI ASSOCIATION BY-LAWS**

**ARTICLE I – NAME**

This organization shall be known as the Alumni Association of Clarkson College. The Alumni Association is a non-profit organization which shall operate according to the By-Laws stipulated on these pages.

**ARTICLE II – OBJECTIVES**

**Section 1.** Purpose. The purpose of the Alumni Association of Clarkson College is to be the link between the College, the Alumni, and the greater community by acting as an ambassador, image builder, and advocate.

**Section 2.** Functions. The functions of this organization shall be to:

- A. offer programs and activities that promote the initiatives and objectives pursued by the College.
- B. communicate the programs/activities of the College and the Alumni through the Alumni publication, Traditions of Caring.
- C. support College recruitment and retention of students by hosting College activities.
- D. recognize academic achievement by offering scholarships to outstanding students.
- E. sponsor fund raising activities in order to support the financial initiatives of the Clarkson College Alumni Association.
- F. articulate the Mission and Strategic Goals of the College.

**ARTICLE III – MEMBERSHIP**

**Section 1.** All graduates of Clarkson College may be members of the Alumni Association. No one shall be denied membership on the basis of race, color, national or ethnic origin, handicap, sex, religion, or marital status.

**Section 2.** The membership year shall be June 1<sup>st</sup> through May 31<sup>st</sup>. Membership dues shall be set yearly by the Alumni Board of Directors. Dues shall be collected annually. Dues not received by August 31<sup>st</sup> shall result in forfeit of membership. Dues are nonrefundable.

**Section 3.** The Coordinator of Alumni Relations will serve as liaison and will provide College administration support to the Association. The Coordinator of Alumni Relations shall be a non voting member of the Board of Directors.

## ARTICLE IV – OFFICERS AND REPRESENTATIVES

- Section 1.** The officers of this organization shall be the president, vice-president, secretary, and treasurer.
- A. The regular term of office shall begin in June and continue for one year.
  - B. No officer shall serve more than two consecutive terms.
  - C. A candidate for elective office shall be a member in good standing for at least a year.
  - D. The President must have at least one year of experience on the Board.
  - E. The Board of Directors shall have the power to fill for the remainder of the term, all vacancies arising among officers, directors, or committees.
- Section 2.** Election of the Alumni Association Officers and Directors shall be held annually in April.
- A. The Board of Directors shall assume the duties of Nominating Committee.
  - B. The duties of the Nominating Committee shall be to prepare a ballot of candidates for each Alumni Association Officer and Director position.
  - C. After determining the consent of each candidate, the Nominating Committee shall prepare the ballot of nominees. The names shall be listed in alphabetical order. The ballot shall be distributed to alumni (paid members) at least one month in advance of the election.
  - D. Voting shall be by either written or electronic ballot. All paid members shall have one vote.
  - E. The Coordinator of Alumni Relations shall tally the votes. A majority vote shall be necessary for election. In the event of a tie, the choice will be decided by lot.
  - F. The names of the elected Officers and Directors will be announced prior to June 1<sup>st</sup>.
- Section 3.** Duties of the Officers of the Alumni Association:
- A. The President shall:
    1. call, preside at and be responsible for the agenda of all general meetings of the Alumni Association.
    2. appoint special committees and chairpersons when needed.
    3. represent the college to the public.
    4. prepare an annual report for presentation to the Alumni Association.
    5. assume the duties of chairing a workgroup made up of three to five members of the Alumni Board of Directors to annually review and make suggestions regarding the By-Laws.
    6. sign all documents and checks as required.
    7. serve as ex-officio member of the Board of Directors, the year following the final term in office.
  - B. The vice-president shall:
    1. perform the duties of the President in the absence of the President.

2. be in charge of the annual membership drive.
- C. The Secretary shall:
1. serve as corresponding and recording secretary
  2. keep accurate and official minutes and records of all business transactions.
  3. distribute copies of minutes to the Board of Directors
  4. keep a complete list of names of all members of the Board of Directors and committees of the Alumni Association.
  5. keep attendance records for the Alumni Board of Directors meetings.
  6. be responsible for coordinating and hosting all Clarkson College Alumni Association sponsored activities.
- E. The Treasurer shall:
1. be the custodian of the funds of the Alumni Association
  2. keep an itemized record of receipts and expenditures and maintain an Alumni Association bank account.
  3. present a detailed financial report at quarterly Alumni Board of Directors meetings.
  4. plan and implement annual fundraising activities.
  5. sign all checks as required for budgeted items. Unbudgeted expenditures must be approved by a majority of the Board of Directors.
- F. Each officer shall:
1. be required to attend three of the four scheduled Board of Directors meetings.
  2. submit a report at any called meeting detailing activities pertaining to their office.

## **ARTICLE V – ASSOCIATION MEETINGS**

**Section 1.** Meetings shall be called by the President quarterly. Special meetings may be called at the discretion of the President. The Alumni Board of Directors shall carry out the business of the Alumni Association. All Alumni Association members may attend Alumni Board of Directors meetings.

## **ARTICLE VI – ALUMNI BOARD OF DIRECTORS**

**Section 1.** There shall be five (5) elected Directors, each elected to a one-year term and serving no more than two (2) consecutive terms. Elected Directors are voting members and must attend three of the four scheduled Board of Directors meetings.

**Section 2.** The Officers, the elected Directors, and the Coordinator of Alumni Relations shall constitute the Board of Directors. It shall be the duty of the Board of Directors to act upon all matters pertaining to the Alumni Association.

**Section 3.** A quorum must be present to take official action at the Board of Directors meetings. A quorum shall be designated as a majority, five (5) of the nine (9) voting members, present at a meeting. In the event a quorum is not present, electronic voting will be permitted and utilized.

**Article VII  
Removal of Officers and Directors**

Section 1. Any Officer or Director not fulfilling the requirements as outlined in Articles IV and VI, to the satisfaction of the voting membership, may be removed from office. A 2/3 majority vote of the board of directors shall be required for removal of any officer.

Section 2. The motion to remove an Officer or Director from his/her position must be presented in writing to the total voting membership at least 14 days before the meeting at which the removal will be voted on.

Section 3. The officer or director subject to removal from this organization shall have the right to present his/her case to the membership at the meeting in which the vote for removal is to take place.

Section 4. All voting under this article shall be done by secret ballot.

**ARTICLE VIII – RULES OF PROCEDURE**

**Section 1.** Parliamentary Authority  
Whenever they do not conflict with these By-Laws, the current revised Robert's Rules of Order shall govern all meetings and elections.