

# **QUINSIGAMOND COMMUNITY COLLEGE (QCC)**

## **ALUMNI ASSOCIATION**

### **BYLAWS**

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**Amendments presented to the QCC Alumni Association Advisory Board on**

**Wednesday, October 5, 2011**

**ARTICLE I: NAME**

The name of this organization shall be the Quinsigamond Community College Alumni Association, hereinafter called the Association.

**ARTICLE II: SCOPE AND PURPOSE**

**Scope-**The Bylaws shall govern the conduct of Association meetings and other matters necessary to the operation of the Quinsigamond Community College Alumni Association.

**Purpose-** The primary purpose of the Association shall be to:

- a. Cooperate with the college, intentfully carrying out initiatives to promote the college’s interests, progress and welfare
- b. Engage Alumni through professional, social, educational and cultural activities and development
- c. Re-connect with and keep alumni informed about the growth and academic development of QCC
- d. Identify alumni who have made outstanding contributions to their profession, community, science, the arts, or other areas
- e. Broaden the Alumni base to reflect the 45 cities and towns in the QCC service area

**ARTICLE III: MEMBERSHIP**

Association Members shall be defined as:

- a. **Alumni Member-**Each graduate of QCC is a member of the Alumni Association. A graduate of Quinsigamond College is defined as one who holds a degree *and/or an institutionally approved accredited certificate*. Alumni members are eligible to vote and to hold office.
- b. **Affiliate Member-**A former student is eligible for Associate Membership when he/she has attended Quinsigamond Community College and satisfactorily completed thirty (30) credit hours. Associate members may attend meetings and functions but are not eligible to hold office or vote.

**ARTICLE IV: MEETINGS**

- a. **Annual Meeting-**The Annual Meeting of the Association shall be held in December. All Association members shall be given at least thirty (30) days notice of the Annual Meeting by mail or electronic means.
- b. **Special Meetings-**Special Meetings shall be held at such places and times determined by the Advisory Board and will be open to all members of the Association, with forty-eight (48) hours notice. Association members and guests may speak at all meetings, when recognized by the president or designated chair of the meeting.

- c. **Monthly Alumni Advisory Board Meetings**-The schedule of regular meetings shall be determined at the January meeting of the Alumni Advisory Board. This schedule may be revisited at the September meeting. July and August may be bi-months; this will be determined by the Board. The agenda for all regularly scheduled Alumni Advisory Board meetings will be developed ten (10) days in advance by the Executive Committee with input from the College staff. The agenda will be distributed approximately seven (7) days in advance of the meeting by the Secretary. If a member of the Alumni Advisory Board cannot be physically present, they may participate via conference call or video conferencing.
- d. **Action by Members without a Meeting**-Whenever members are required or permitted to take an action by vote, such action may be taken without a meeting by written consent to the chair of the Membership Committee. A simple majority will prevail and electronic mail is acceptable.

**Alumni Advisory Board Meeting Protocol\***

- 1. Call meeting to order on time (President)\*\*
- 2. Record attendance (Secretary)
- 3. Recognize visitors (visitor host/s)
- 4. Approve minutes of the last meeting
- 5. Hear committee reports
- 6. Report on pertinent alumni issues (Community Engagement Representative)
- 7. Review unfinished business
- 8. Consider new business
- 9. Make new announcements
- 10. Adjourn meeting

\*The order of business may change by a majority vote of the members present at the meeting.

\*\*unless action is a designated responsibility ( ), actions are carried out by board motions/votes

**ARTICLE V: ALUMNI ADVISORY BOARD**

The Alumni Advisory Board shall be the advising body to QCC and the QCC Foundation. The Advisory Board shall conduct Association business, meetings and activities in conjunction with designated college staff members in a matter consistent with the purpose of the Association. The alumni and the college expect members to be responsive to their needs, be well informed and be prudent as you conduct the business of the Association. The Vice President for Community Engagement and/or designated staff liaison(s) will serve as ex-officio members of the Board.

- a. All members of the Advisory Board shall be voting members, with the exception of those serving as ex-officio members.
- b. The Alumni Advisory Board shall consist of no more than twenty (20) and no less than twelve (12) members plus a representative member, whenever possible, from the QCC Board of Trustees or QCC Foundation Board. The Alumni Advisory Board should foster broad base Board representation from the 45 cities and towns in the QCC service area.
- c. Officers shall be elected to a two (2) year term and will be eligible for a second term of re-election. Each term begins with the Annual Meeting. After serving two (2) consecutive terms, each Officer must take one (1) year off before being allowed to be re-elected into an officer position.
- d. The Advisory Board may establish committees made up of at least one (1) member of the Advisory Board and other members from the Association.
- e. A Board member may resign with a written resignation to the Advisory Board. Such resignation shall be effective upon acceptance by the Board.
- f. An Advisory Board member may be asked to resign if he or she misses a total of five (5) regular Advisory Board meetings during one (1) calendar year.
- g. A vacancy on the Advisory Board may be filled at the Annual Election with terms of office beginning with the January meeting. A standing nominating committee will present nominations received of interested alumni after a thorough review by the nominating committee.
- h. Advisory Board vacancies during the year may be filled by appointment of the Alumni Advisory Board during a regularly scheduled monthly meeting under special circumstances to be discussed and voted on by the Board (example-to maintain a balanced geographical representation of the QCC service area). In this case, a standing nominating committee will present nominations received of interested alumni after a thorough review by the nominating committee.
- i. A quorum is required to conduct business at all meetings of the Alumni Advisory Board. A quorum shall consist of half of the voting Board members.

### **Specific Responsibilities**

- -Maintain a spirit and willingness to engage alumni across the QCC service area.
- -Participate in meetings, on committees and in the decision-making process. Accept specific assignments resulting from action at Board meetings.
- -Review the Association's by-laws periodically to thoroughly understand the mission of the Association and the Advisory Board's responsibilities.

## **QCC Staff Roles and Responsibilities**

- a. Give input for monthly and any other relevant meeting agendas seven (7) to ten (10) days in advance of meeting.
- b. Provide logistical support for meetings and/or events in terms of reserving rooms, making arrangements for refreshments, providing technical support and coordinating any other logistical details.
- c. Distribute minutes and other information if the Secretary is not able.

## **ARTICLE VI: OFFICERS, TERMS AND DUTIES**

**Officers** of the Alumni Association Advisory Board shall be President, Vice President and Secretary and shall be known as Executive Board Officers.

- a. The President shall preside over Advisory Board meetings; call special meetings as needed; serve as official spokesperson of the Advisory Board; attend or appoint a representative of the Board to attend appropriate functions or meetings; appoint members of the Advisory Board to committees and projects approved by the Board; sign all official documents, and serve as an ex-officio member of all Association committees. The President will also serve on the QCC Foundation Board, representing the Alumni Association.
- b. The Vice President shall preside over meetings in the absence of the President; perform duties and responsibilities as designated by the President; co-sign official documents of the Association when appropriate, and may exercise all the powers and duties of the President during the absence of the President. In the case of a President resigning during a term, the Vice President shall serve as President until the election at the next Annual Meeting.
- c. The Secretary shall: record the minutes of all meetings and is the custodian of Board records, files and correspondence. Communications and information distribution to the Alumni Association Advisory Board will be done by the secretary, including monthly meeting agendas, distributed seven (7) days in advance of each meeting. The backup for distribution of information in all cases will be staff support from the Community Engagement Division.
- d. Other Officer positions can be created as the Executive Board Officers deem necessary (ex. Faculty Advisor, Treasurer).
- e. Officers of the Executive Board shall serve for staggered terms of two (2) years, unless an elected officer opts for a one (1) year term, to facilitate continuity in leadership. This will be the case for a maximum of two (2) consecutive terms.
- f. The immediate Past President may serve for one year in an ex-officio capacity.

## **ARTICLE VII: COMMITTEES**

- a. There shall be an Executive Committee composed of the Officers of the Association. A quorum of one more than half of the Executive Committee shall constitute a quorum. A quorum is necessary to conduct business.
- b. A Nominating Committee must be a standing Board Committee. Committee members should represent the QCC geographic service area. The Nomination Committee shall identify candidates for the Alumni Advisory Board and prepare a slate of candidates for election by the Board and present candidates to the Board at time of election. The slate shall be submitted to the Board at least thirty (30) days prior to the Annual Meeting.
- c. The Board may create ad hoc and standing committees as deemed necessary to accomplish its purpose. Committee members may be drawn from the Association's Advisory Board or from the Association's general membership, and also may include interested persons who are neither Board members nor Association members. However, all committees must include at least one member of the Board.

### **Duties of a Committee Chair and Members**

A committee chair keeps a committee productive by focusing on its mission, inspiring participation and welcoming new ideas and new approaches. A committee works best if expectations are clear, responsibility is delegated and results are forthcoming.

### **Specific Responsibilities of a Committee Chair**

- Understand the purpose of your committee and its importance to the entire Association by meeting regularly or as necessary.
- Develop and hold the interest of fellow committee members through open communication, appropriate assignments, explicit directives and periodic follow up.
- Conduct meetings efficiently following a detailed agenda.
- Report to the full Advisory Board regularly with brief written and verbal accounts of committee actions and activities.
- Support the Association and college financially. Assist in identifying friends and prospects for fundraising opportunities. Participate in friend raising as well.

## **ARTICLE VIII: ANNUAL ELECTION**

### **Terms and Candidates**

- a. The Alumni Advisory Board shall consist of no more than twenty (20) and no less than twelve (12) members.
- b. Officers shall be elected to a two (2) year term and will be eligible for a second term of re-election. Each term begins with the Annual Meeting. After serving two (2) consecutive terms, each Officer must take one (1) year off before being allowed to be re-elected into an officer position. Officers of the Executive Board shall serve for staggered terms of 1-2 years to facilitate continuity in leadership.
- c. All candidates for election shall be members of the Association. Further, all candidates for election to the office of President shall have served on the Board of Directors within five (5) years of their candidacy for President. No candidate's name shall be presented by committee or by petition without the candidate's written consent.

### **Election and Election Procedures**

- a. The Annual Election for the officers and available Alumni Advisory Board seats shall take place at the Annual Meeting in December. All Association members shall be given at least thirty (30) days notice of the Annual Meeting by mail or electronic means.
- b. If only one candidate is vying for a seat, election shall be by voice vote. If there are more candidates than the number of seats available, election shall be by those receiving the highest number of votes by written ballot. When this is the case, the Secretary will provide written ballots for use at the election.
- c. Officers and Board members elected at the December Annual Meeting will begin their terms of office at the January meeting.

## **ARTICLE IX: PARLIMANETARY AUTHORITY**

The rules contained within the Modern Edition of Robert's Rules of Order shall govern the Association in all cases where they are not inconsistent with these By-Laws and any standing rules adopted by the Board of Directors. The By-Laws shall continue to be the primary governing document of the Association.

## **ARTICLE X: AMENDMENTS**

Bylaws may be amended at a regular meeting of the Alumni Advisory Board by a two-third (2/3) majority of the Board at the time of amending the bylaws. Amendments adopted shall take effect immediately. The proposed amendments shall be submitted in writing to Board members in writing, at least thirty (30) days prior to having them voted on. Notice of any ratified amendments shall be given to the membership within ten (10) days following ratification/s.