

**CONSTITUTION AND BYLAWS
EAST GEORGIA STATE COLLEGE
ALUMNI ASSOCIATION**

Article 1 Name

The name of this association shall be the East Georgia State College Alumni Association.

Article 2 Mission Statement

The East Georgia State College Alumni Association fosters relationships with alumni and friends through programs that promote the growth, progress and welfare of the East Georgia community. Through the years, East Georgia State College has proudly maintained its original strategic purpose as an access institution with strong community ties and continues to adhere to its original mission by providing accessibility to a wide range of credit and non-credit academic programs in an atmosphere contributing to the intellectual and cultural growth of our students. All EGSC graduates and former students have access to the benefits of the Alumni Association. Your involvement can lead to greater support for the Bobcat Nation and its future.

Article 3 Organization

Section 1: *Relationship with EGSC.* The EGSC Alumni Association operates under the EGSC Office of Institutional Advancement and is allowed to use the name of the college, college facilities, and college staff to conduct Association business.

Section 2: *Relationship with EGSC Foundation.* The EGSC Alumni Association does not have status as a legal entity and therefore operates as a legal entity of the East Georgia State College Foundation, Inc. The EGSC Foundation, a 501(c)(3) organization under the Internal Revenue Code, receives, deposits, disburses, invests and manages all gifts made on behalf of the EGSC Alumni Association. The EGSC Foundation, through gifts made from alumni and others, financially supports the activities of the EGSC Alumni Association.

Article 4 Members

Section 1. **MEMBERSHIP.** Membership is available to anyone who has attended East Georgia State College, or any of its predecessors.

Section 2. **HONORARY MEMBERSHIP.** Honorary Membership may be extended by the Board to those persons, while not alumni, who may be deemed by the Alumni Association to have rendered faithful and distinguished service in the interests of East Georgia.

Article 5 Officers

Section 1. **OFFICERS.** The officers of this Association shall be President, Vice-President, Secretary/Treasurer. The Coordinator of Alumni Affairs, or equivalent staff officer of East Georgia State College shall act as Secretary. To be eligible for the office of President, a person must have served on the Board for one two-year term.

Section 2. **NOMINATION OF OFFICERS.**

At least 14 days prior to the date established for the annual meeting of the Association, the nominating committee shall select a slate of officers from the Board membership for each office and shall bring their report to the annual meeting.

Section 3. **ELECTION OF OFFICERS.** Officers shall be elected no later than 30 days prior to July first every other year. The elections shall be held at the Annual Meeting.

Section 4. **TERM OF OFFICE.** All officers shall serve a term of two years from July first immediately following the annual meeting.

Section 5. VACANCIES. The Board of Directors shall have the authority to fill any vacancies in any of the said offices.

Section 6. DUTIES. The President shall preside at the annual meeting of the Association and any regularly scheduled meetings, represent the Association at occasions, and otherwise perform the duties generally associated with the office. The Vice-President shall assume the duties of the President when authorized by the President or upon the President's unavailability, disability, death, or resignation. The Secretary/Treasurer shall, in addition to duties otherwise prescribed by the Board, keep a record of all meetings and proceedings. The Treasurer shall, in addition to duties otherwise prescribed by the Board, keep and report to the Board and Officers as to the status and all aspects of the income and expenditures of the Association. All officers shall also perform the duties generally associated with their office. The President, Vice-President, Secretary and Treasurer shall constitute the Executive Committee.

Article 6 Board of Directors

Section 1. BOARD OF DIRECTORS. There shall be a Board of Directors composed of the officers provided for by the Constitution, plus up to 20 additional directors elected from the active membership of the Association. The President of the Association shall be chairman of the Board.

Section 2. NOMINATION OF DIRECTORS. A nominating committee shall be appointed by the President of the Association by the first meeting of their term and shall:

- a) Be responsible for receiving all nominations for vacant positions, compile a nomination sheet and submit to the Board for approval.
- b) The individual's nomination form will be presented to Board either by mail or electronically at least 14 days prior to a Board Meeting.
- c) The Board shall vote on the nominees with approval being 2/3 of the members in attendance provided a quorum is present.

Section 3. MANNER OF ELECTION. Directors shall be elected by the Board and presented at the annual meeting of the Association.

Section 4. TERM LENGTH. Directors shall serve a two-year term in office. All Board members may elect to serve additional two-year terms. The year, as referenced, shall be the fiscal year July 1 to June 30.

Section 5. COMMITTEES. By the first meeting of the fiscal year, the following annual standing committees will be appointed by the President; each composed of a chairperson and other members as deemed necessary:

- a) Scholarship Committee- members are expected to do the following: create or revise requirements for awarding any scholarship granted by the Association; publicize the scholarship program; answer all requests for scholarship information; judge the applications and award the scholarship(s); assure that the conditions of the award are adhered to by the recipients; to solicit additional funds for the scholarship(s) and encourage the establishment of additional scholarship grants; recognize scholarship donors; and to request the disbursement of funds to scholarship winners
- b) Fundraising Committee- Oversees fundraising activities including implementation, planning and budget. The Secretary/Treasurer will serve on this committee with the remaining members appointed by the Board.
- c) Other committees as deemed necessary by the President or Board of Directors.
- d) The President will serve as an ex-officio member of all committees.

Section 6. LIFETIME BOARD MEMBER. Lifetime Board Membership will be extended by the Association to those board members who have rendered faithful and committed service for a period of 10 years to the Board of Directors of the Alumni Association. Lifetime Board Members will serve in an Ex-Officio capacity with no attendance requirements.

Section 7. DUTIES. Directors shall be required to attend a minimum of 2 regular Board of Directors meetings.

Article 7 Meetings

Section 1. BOARD MEETINGS. Regular meetings of the Alumni Association will be quarterly, with one of the meetings to serve as the annual meeting. The annual meeting of the Association shall be held on the campus of East Georgia State College on a date established by the Board of Directors. The membership shall be notified not less than fourteen days prior to the date of the meeting.

Section 2. CALLED MEETINGS. A majority of the officers or Board of Directors of the Association may call a meeting of the Association at any time, provided that the membership is given notice no less than fourteen days prior to the date of the said called meeting.

Section 3. VOTING. Voting at regular and called Board Meetings utilizes Robert's Rules of Order, latest version. Members who wish to utilize a conference call for meetings are considered present at the meeting and will be allowed to vote as if present.

Section 4. CALLED VOTING. Upon approval from the Board or the Alumni Association President, a called vote may be issued by the Secretary, to utilize email or phone voting on timely issues. Voting on proposed items will be eligible until the close of the seventh day after issuance of said called vote, and will follow majority guidelines established by Robert's Rules of Order, latest edition.

Section 5. QUORUM. A quorum shall be defined as a simple majority (51% or greater). In the event of a tie, the Chairman will break the tie. This shall apply to the Board of Directors and any and all Committees associated with the East Georgia State College Alumni Association.

Article 8 Bylaws

Section 1. BYLAWS. Bylaws may be adopted by the Association and may be established to govern the normal functioning of the Association, provided however, that no bylaw shall be established that will in any way conflict with the Constitution of the Association. The bylaws will be interpreted by the latest version of Robert's Rules of Order.

Section 2. ESTABLISHMENT OF BYLAWS. It shall be the responsibility of the Board of Directors to establish the bylaws of this Association. Bylaws so established by the Board shall become effective immediately, shall remain in effect until rescinded or changed by vote of the Board of Directors.

Section 3. AMENDMENTS. Amendments to the bylaws may be proposed in writing by any member of the Association to the Board of Directors. The proposed amendment(s) shall be submitted to the Bylaws Committee and President at least 30 days prior to vote. The Bylaws committee shall submit by mail or electronically to the entire Board of Directors fourteen days prior to voting. The balloting on any such proposed amendment to the bylaws shall be handled by the Board of Directors. A 2/3 majority vote of quorum shall be necessary for the adoption of the proposed amendments.