

## **ASA INSTITUTE ALUMNI ASSOCIATION Bylaws**

### **ARTICLE I**

#### **NAME AND OBJECTIVE**

**Section 1** This organization shall be known as ASA College Alumni Association

**Section 2** The objective of this chapter shall be similar to promote in an organized manner the best interests of ASA College in establishing closer contact between the college, staff, faculty, business partners and ASA College Alumni.

### **ARTICLE II**

#### **MEMBERSHIP**

**Section 1** Any individual who has been a student of ASA and successfully completed course requirements towards graduation shall be entitled to membership in the chapter. This organization expressly encourages spouses of alumni or friends of the college to be included in any activity in which they wish to participate.

**Section 2** Only alumni of ASA College shall have the right to serve as Officers, or be able to nominate individuals to serve in those positions.

### **ARTICLE III**

#### **EXECUTIVE BOARD COMMITTEE**

**Section 1** The Executive Board Committee of this chapter is volunteers formally recognized as those making a commitment to the governance of the organization. The Executive Board members shall be elected for a term of \_\_\_\_ year(s).

The terms of the \_5\_ Executive Board members shall be staggered so that each year \_\_\_\_ retire from the Board and a like number of new Executive Board members are elected to the Board.

The retiring President shall serve as an ex-officio member of the Executive Board members.

Between annual elections, the Board shall, by a majority vote of its members, fill all vacancies on the Board that occur due to resignation or expulsion or for other reasons. All new terms begin

\_\_\_\_\_.

- The Alumni Association: - President, - Vice-President, - Secretary, - Treasurer, - Event Planner, - Newsletter Editor and, all alumnus.
- Alumni Association Associate Director(s) shall serve as a voting ex officio member.
- The Executive Board shall be made up of the Executive Officers, Vice President of Alumni Affairs and the Associate Director(s) of Alumni Affairs.

- The Alumni Association Associate Director(s) shall be assigned by the Vice President of Alumni Affairs after consultation with the Executive Board.

**Section 2** Board members are encouraged to attend as many meetings as possible. However, the Board member has the right to set minimal attendance expectations.

**Section 3** The Board will establish project teams where deemed necessary. The Board members will volunteer to oversee these project teams.

**Section 4** Project teams will have co-chairs to ensure that one person is not overly burdened with any one event or project. Project co-chairs recruit team members from the general alumni membership of the chapter. The officers will act in the capacity of resource members to the project co-chairs for whatever tasks need to be performed for the common good of the chapter.

**Section 5** It is the obligation of each officer, board member or committee member to fully disclose any direct or indirect interest in financial transactions or other issues coming before the board. Thereafter, the officer, board member or committee member shall refrain from voting on or discussing matters related to that issue so as to avoid a conflict of interest.

## **ARTICLE IV**

### **RESPONSIBILITY OF OFFICERS**

#### **Section 1. Role of President**

- a. Be the official representative of the Alumni Association.
- b. Preside over all Alumni Association meetings.
- c. Have the authority to and the responsibility for conducting day-to-day operations.
- d. Communicate pertinent information to the Members.
- e. Organize, set the agenda, and preside at all meetings of the Alumni Association.
- f. Work with Alumni Association Treasurer and Associate Director(s) to develop an annual budget.
- g. Not serve more than two (2) consecutive terms (years) as a President.
- h. Represent ASA Institute at public and private activities when called upon by the administration.
- i. Should have knowledge and understanding of By Laws and understand duties listed within.
- j. Knowledge of the Alumni Association's role at ASA Institute.
- k. Work to improve and/or create new services for the alumnus.
- l. Possess a working knowledge of basic Robert's Rule of Order.
- m. To represent the Alumni Association and alumnus at official functions or to appoint a designee.
- n. To ensure that the decisions of the Alumni Association are enforced and the laws are faithfully executed.
- o. To coordinate the committees and officers of the Alumni Association in carrying out Alumni Association policy.

- p. To lead in the development of Alumni Association policy.
- q. To present to the ASA Institutes Administration proposals on current Alumni Association issues and problems.
- r. To provide for the management of day to day activities of the Alumni Association and the effective functioning of the Executive Board.
- s. To assume other duties associated with the office, which includes bringing any and all alumnus concerns before ASA Institute Administration.
- t. Responsible for all Alumni Association officers' actions.

## **Section 2. Role of Vice President**

- a. Serve as a member of the Executive Board.
- b. Assume the duties of the Alumni Association President, should the President, for any reason, prior to end of second (2nd) term (year) leave office.
- c. Fulfill any duties as delegated by the Alumni Association President.
- d. Be responsible for maintaining the Alumni Association By Laws.
- e. Preside over all Alumni Association meetings.
- f. Meet with the Alumni Association President weekly.
- g. Not serve more than two (2) consecutive terms (years) as a Vice President.
- h. Represent ASA Institute at public and private activities when called upon by the Administration and Alumni Association President.
- i. To lead in the development of Alumni Association policy.
- j. Work to improve and/or create new services for the student body.
- k. Should have knowledge and understanding of the By Laws and understand duties listed within.

## **Section 3. Role of Secretary**

- a. Serve as a member of the Executive Board and shall record and maintain a permanent record of the minutes of all Executive Committee meetings and Alumni Association meetings.
- b. Maintain a permanent record (Binder) of all business conducted during the Alumni Association meetings.
- c. Present minutes at each Alumni Association meeting.
- d. Call roll at every Alumni Association meeting.
- e. Attend to all written correspondence as deemed necessary.
- f. Will be the liaison for all Executive Officers of the Alumni Association.
- g. Prepare all agendas in advance to Alumni Association meetings.
- h. Open, read, route and distribute incoming mail and other material, and prepare answers to routine letters.
- i. Should have knowledge and understanding of the By Laws and understand duties listed within.
- j. Be responsible for maintaining the Alumni Association By Laws.
- k. Preside over all Alumni Association meetings.
- l. Not serve more than two (2) consecutive terms (years) as a Secretary.

#### **Section 4. Role of Treasurer**

- a. Serve as a member of the Executive Board and shall keep an accurate account of the Alumni Association funds.
- b. Attend all Alumni Association financial correspondence.
- c. Prepare and present a monthly budget report (or as otherwise required) at regular Alumni Association meetings.
- d. Work with the Alumni Association President, Associate Director(s) of Alumni Affairs and Administration on budget expenditures.
- e. Prepare and sign with the approval of the Alumni Association President and Associate Director(s) of Alumni Affairs, all purchase orders for the procurement of goods and services for the Alumni Association.
- f. Be responsible for establishing and maintaining Alumni Association property inventories.
- g. Should have knowledge and understanding of the By Laws and understand duties listed within.
- h. Preside over all Alumni Association meetings.
- i. Not serve more than two (2) consecutive terms (years) as a Treasurer.

#### **Section 4. Role of Event Planners (2 positions)**

- a. Serve as a member of the Executive Board and coordinate all Alumni Association events, ie. (Fundraisers, Guest Speakers, Off and On Campus)
- b. Be responsible for implementing from start to finish plans for all approved events i.e., advertising, inviting attendees, ordering food, arranging activities, plan meals working with vendors, setting up the event. Must be able to work on a specified budget.
- c. Attend all Alumni Association meetings.
- d. Prepare and present a monthly event report (or as otherwise required) at regular Alumni Association meetings.
- e. Work with the Alumni Association President, Associate Director(s) of Alumni Affairs and Treasury on event yearly budget.
- f. Prepare and sign with the approval of the Alumni Association President and Associate Director(s) of Alumni Affairs, all purchase orders for the procurement of goods and services for the Alumni Association.
- g. Be responsible for establishing and maintaining Alumni Association property inventories for all events.
- h. Should have knowledge and understanding of the By Laws and understand duties listed within.
- i. Preside over all Alumni Association meetings.
- j. Not serve more than two (2) consecutive terms (years) as a Event Planner.

## **Section 5. Role of Newsletter Editor**

- a. Serve as a member of the Executive Board and carry out all Alumni Association editorial duties. i.e. (selecting, editing articles for monthly newsletter)
- b. Be responsible for revising articles, writing headlines, reviewing page proofs.
- c. Must be able to work under pressure, to meet deadlines, and ensure all facts are correct.
- d. Attend all Alumni Association meetings.
- e. Prepare and present a monthly Newsletter update – with article requests, newsletter layout and photos at regular Alumni Association meetings.
- f. Work with the Alumni Association President, Associate Director(s) of Alumni Affairs and Treasury on Newsletter topics and/or themes.
- g. Prepare and sign with the approval of the Alumni Association President and Associate Director(s) of Alumni Affairs, all purchase orders for production and printing services for the Alumni Association.
- h. Should have knowledge and understanding of the By Laws and understand duties listed within.
- i. Preside over all Alumni Association meetings.
- j. Not serve more than two (2) consecutive terms (years) as Newsletter Editor

## **VI. ASSOCIATE DIRECTOR OF ALUMNI AFFAIRS (Advisor for Alumni Affairs Committee)**

- a. Serve as liaison between the Alumni Association and the Vice President of Placement and Alumni Affairs.
- b. Ensure that Alumni Association officers receive information/training relative to their office.
- c. Ensure that the Alumni Association By Laws are being upheld by the Executive Officers.
- d. Review and approve all Alumni Association expenditures.
- e. Review and approve all contracts to be entered into by the Alumni Association, in consultation with the administration.
- f. Attend all Alumni Association meetings.
- g. Act as the official ASA College representative at all off – campus Alumni Association events.
- h. Attend all Conferences with the selected delegation of alumnus.

The Executive Officers of the Alumni Association may voice any concerns regarding Alumni Association Associate Director(s) of Alumni Affairs to the Vice President of Alumni Affairs.

## **ARTICLE VII**

### **MEETINGS AND ACTIVITIES**

## **Section 1. Order of Meetings**

- Call to Order
  - Roll Call
  - Approval of the Minutes
  - Treasurer's Report
  - Unfinished Business
  - New Business
  - Announcements
  - Adjournment
- a. All members of the Executive Board are required to attend all Alumni Association regular meetings unless excused by the Alumni Association President or Associate Director(s) of Alumni Affairs. Five (5) unexcused absences during a year shall result in the automatic suspension of the member from the Alumni Association. The office of any suspended Executive Officer shall be filled immediately.
  - b. For the purpose of conducting the general business of the Alumni Association, a quorum of two-thirds (2/3) of the Executive Board members, excluding the presiding officer, must be present at the meeting. A simple majority is needed to pass any motion before the Executive Board unless otherwise stated elsewhere in the Constitution or By-Laws.
  - c. Meetings of the Alumni Association shall be called as and when deemed desirable by the Vice President of Placement and Alumni Affairs; Alumni Association President; and/or Associate Director of Alumni Affairs. The Executive Board of Alumni Association shall meet each month.

## **Section 2. Regular Meetings**

- a. The Alumni Association of ASA College shall have at the least two regular meeting(s) per month, the schedule for which shall be fixed by the Associate Director of Alumni Affairs. The year will begin September 1 each calendar year and end August 31 of the following year.

### **Section 2a. Special Meetings**

- a. The Associate Director of Alumni Association and Alumni Association President shall have the authority to call special meetings provided that notice is given.

**Section 1.** A minimum of three activities will be held annually and at least two fund raising events involving active students and alumni participation.

**Section 2.** Regular meetings of the Executive Board Committee shall be held, at a time designated by the President and upon at least ten days notice. Other meetings and activities shall be organized to coincide with the goals outlined in Article I, Section 2.

### **Section 3. Finances**

- a. It is the responsibility of the Alumni Association President to meet with the Treasurer and Associate Director(s) to develop an annual budget. This budget shall be submitted for Executive Board approval during the first regular Executive Board meeting. Any amendments to this budget must also be approved by the Executive Board.
- b. No Alumni Association Officer or Associate Director may enter into a contract for goods or services, either verbally or in writing, without approval of the Executive Board.
- c. The Vice President of Alumni Affairs maintains the right to disapprove any request to expend Alumni Association funds.  
*Contracting any goods or services requiring the expenditure of Alumni Association funds shall follow the procedures listed below:*
- d. Written estimates of the costs of the goods or services must be submitted in writing to the Executive Board. This estimate must be approved by the Executive Board and signed by the Alumni Association President, Treasurer and Associate Director(s) of Alumni Affairs.
- e. Upon approval by the Executive Board, the Executive Officer shall obtain and complete any and all paperwork and follow any and all procedures as established by the Business Office.
- f. The Executive Officer requesting the expenditure is responsible for approving that the goods and/or services were delivered as requested and that the vendor, agency, business, etc. is paid in a timely manner.
- g. Failure to follow the procedures as outlined in this By-Law may result in the Executive Officer being held personally liable for the payment of the unauthorized purchases.

## **ARTICLE VIII**

### **AMENDMENTS**

**Section 1** These bylaws may be amended at any stated official chapter meeting by a two-thirds vote of the members present. Notice of proposed amendments shall be given one meeting prior to the meeting at which the amendment will be voted upon. Amendments must be submitted in writing.

## **ARTICLE IX**

### **RULES OF ORDER**

**Section 1** The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall be the basis of authority for the chapter and shall govern in cases not covered by the bylaws. However, if these Rules hinder proceedings, members may vote to set the Rules aside for greater expediency. If there are any objections to foregoing the Rules, a majority of present members must agree to lay them aside.

## **ARTICLE X**

### **DISSOLUTION**

**Section 1** In the event of chapter dissolution, all of its assets and net income, current and accumulated, remaining after the payment of its debts, obligations and claims shall be transferred to and become the property of ASA College Alumni Association.

## **ARTICLE XI**

### **STATEMENT OF NON-DISCRIMINATION**

**Section 1** ASA College Alumni Association: Does not discriminate on the basis of race, color, creed, sex, sexual orientation, age, national origin, ancestry, disability, marital status, pregnancy, political affiliation, and identity as a veteran or military service membership.

## **ARTICLE XII**

### **DISCLAIMER OF ENDORSEMENT AND ENACTMENT**

- i. No individual member or group of members representing the Alumni Association shall have authority to endorse or recommend any product, service, or organization in the name of the Alumni Association, or by elected or appointed title unless so authorized by the Executive Board.
- ii. This document shall take effect immediately upon its passage, and supersede all By Laws previously adopted.

### ***Authorizing Signatures***

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President of Placement and Career Services

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Date of Adoption



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Associate Director of Alumni Affairs

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President

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Vice President

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Secretary

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Treasurer

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Event Planner

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Editor of Newsletter