Constitution and By-laws

Alumni Association

Sandhills Community College

December 4, 1998

V1: Significant revision of by-laws approved by SCC Board of Trustees, July 2007
V2: Minor revisions of by-laws approved by SCC Board of Trustees, August 2008

V3: Revisions of by-laws made by Alumni Association Board and Attorney John May: Requesting Approval from SCC Trustees, December, 12, 2011

ARTICLE I. NAME, PURPOSE AND MISSION OF ORGANIZATION

Section l. **Name** – the name of this Association shall be the Sandhills Community College Alumni Association (the "Association").

Section 2. **Location** – the principal office of the Association is to be located at Sandhills Community College (the "College"), County of Moore, State of North Carolina.

Section 3. **Purpose** – the purpose of the Association is to:

A. Constitute an association of alumni with membership composed of graduates of SCC, family and friends of alumni, and community members dedicated to the mission of the college;

B. Support and advance the growth and development of the College;

C. Promote the personal, educational and professional development of its members, and to encourage supportive relationships among alumni, students, the community, and the college.

Section 4. **Mission** – The mission of the Association shall be to:

A. Provide a method for communication and interaction among Sandhills Community College alumni, students, faculty and staff;

B. Actively participate, as alumni representatives of the College, on campus and within the community to support and promote the mission and values of the College;

C. Provide philanthropic support, to assist in recruitment and retention of students, and assist with general development of Sandhills Community College;

D. Encourage and practice advocacy for the College in the business and community arenas.

ARTICLE II. MEMBERSHIP CATEGORIES

Section 1. The Association shall have the following membership categories: Active, Associate and Honorary.

A. Active Members shall include all graduates of Sandhills Community College in degree, certificate, & diploma programs who have registered with the Alumni Association. **Active members:**
   1. May vote at the annual meeting.
   2. May be elected to the Board of Directors and hold office in the Association.
   3. Receive the Alumni newsletter periodically via email.

B. Associate Members shall include former students not having earned a degree, diploma, or certificate, and Continuing Education students. Membership as an Associate Member must be approved at the discretion of Alumni Relations Coordinator. **Associate members:**
   1. May attend the annual meeting.
   2. May serve in an advisory capacity, but may not hold an office or vote.
   3. May receive the Alumni newsletter periodically via email.

C. Honorary Member status is open to any individual who is not otherwise qualified to be an Active or Associate Member of the Association, but has been associated with the mission of the College and have Approved for Honorary status based on the discretion of the Alumni Relations Coordinator. **Honorary members:**
   1. Receive an Alumni newsletter
   2. May be asked to serve in an advisory capacity but may not hold an office or vote.
   3. May attend annual meetings

D. Membership in this Association is based solely upon qualifications specified in ARTICLE II, Section 1. Admission to membership in the Association is made without regard to the race, color, creed, religion, gender or national origin.

ARTICLE III. ORGANIZATION and OFFICERS

Section 1. The governance of this Association is vested in its Board of Directors which shall be comprised of fourteen (14) members, ten (10) of whom shall be elected, three (3) of whom shall be ex-officio, and one (1) who is appointed all in accordance with the criteria herein set forth. Elected members of the Board will be placed into either Class A or Class B. Initially, Class A Directors shall serve for a term of one (1) year and Class B shall serve for a term of two (2) years. Thereafter, all incoming Directors shall fill vacancies of either Class A or Class B Directors and will serve a term of two (2) years, thereby creating staggered terms to assure Board continuity. Members of the Board are eligible to serve up to two (2) terms. Elections will occur at the Annual Membership Meeting in the fall. Upon recommendation of the Board of Directors and a majority

vote of the Active Members held at its Annual Meeting in the fall, additional Directors may be added. Faculty/staff advisors will serve in an ex-officio capacity.

Section 2. Composition of the Board of Directors

The Board of Directors is comprised of:

A. Fourteen (14) total members
B. Three (3) of whom are ex-officio
C. One (1) of whom is appointed and is the Director of Foundation Operations in the Office for Institutional Advancement at Sandhills Community College, whether an alumnus or ex-officio.
D. Ten (10) of whom are elected by the Active Members of the Association.

Section 3. The Executive Committee members of the Board are:

A. President
B. President Elect
C. Secretary
D. Treasurer
E. Alumni Relations Coordinator

Section 4. The Ex-Officio members of the Board are:

A. Dean of Institutional Advancement
B. Alumni Relations Coordinator
C. A Representative of the Student Government Association

Section 5. The Executive Committee

The Executive Committee shall be comprised of the officers of the Association and the Alumni Relations Coordinator who will be an ex-officio member who may vote but cannot serve as an officer of the Association. The Association shall have four (4) officers. The President, President Elect and Secretary shall be elected by the Association's Board, will serve one (1) year term and may be re-elected to one additional one (1) year term. The Treasurer shall be appointed by the Board of Directors to serve an unspecified term at the pleasure of the Board. Members of the Executive Board shall have such power as shall be delegated by the Board of Directors including the authority to fill unexpired terms of President Elect, Secretary, and Treasurer contingent upon Board ratification at its regular meeting.

A. The President shall act as presiding officer at regular and special

meetings of the Association and of the Board and prepare the agenda for each meeting. With the advice of the Board, and in conjunction with the Alumni Relations Coordinator, the President shall direct the activities of the Association and serve as spokesperson of the Association in accordance with the provisions of the Constitution and By-laws. The President does not vote unless there is a tie.

B. The President Elect shall assume the duties and responsibilities of the President at any time should the President be unable to attend a meeting, or fulfill his/her duties of the office. In the event the President cannot continue to serve in such capacity the President-Elect will assume the President position and a Nominating Committee will recommend a replacement for the President-Elect to be voted on by the Alumni Association Board members at the next scheduled Board meeting. A majority of the Board is required to approve this new appointment.

C. The Secretary shall record minutes of all meetings in a secretary's book; shall conduct roll call of Board members; maintain copies of all current organizational documents (such as Constitution and By-laws), shall handle such correspondence as may be delegated to the Secretary, shall file minutes in the Association Office, and shall conduct elections of officers and directors at the Annual Meeting. The Alumni Relations Coordinator will serve as Corresponding Secretary.

D. The Treasurer shall collect and disburse all funds of the Association. This officer shall maintain records of financial transactions, have custody over operating funds of the Association, prepare reports as directed by the President, and be subject to annual audits. The Treasurer shall be ex-officio chairman of the Finance Committee of the Board.

E. The Alumni Relations Coordinator shall be a member of the staff of Sandhills Community College in the office for Institutional Advancement and serve as an ex-officio member of the Board of Directors; manage the affairs and business of the Association under the direction of the Dean of Institutional Advancement, the President of the College, and in conjunction with the elected officers. The Alumni Relations Coordinator will approve any expenditure of funds in accordance with the programs and activities approved by the Board of Directors; provide staff support for the conduct of Association business, and serve as corresponding Secretary.

Section 6. The Board of Directors shall be responsible for the policy and programs, of the Association and shall perform the duties assigned to them by the President.

ARTICLE IV. COMMITTEES

Section 1. Nominating Committee. A nominating committee shall be appointed by the President at the first meeting of the Board held each calendar year. The Nominating Committee shall be comprised of three Active Members of the Association who shall each serve one (1) two (2) year term.

Section 2**.** Standing Committees. The President shall appoint standing committee chairmen from the Board and advise same in recruiting from active membership of the Association. Members of the Association, asked to serve on these committees, may not serve as chairmen. Ordinarily these committees are appointed at a Fall meeting of the Board. Standing committees shall include, but not be limited to, the following: Awards, Finance, Program/Activities, and Membership. Ad hoc committees may be formed by the President if necessary. The President and Alumni Relations Coordinator are ex-officio members of all committees except the nominating Committee. Committees shall meet at least one week prior to the next regularly scheduled meeting of the Board unless there is no business to transact. The President will provide committee chairs with a list of those items to be presented to the Board.

Section 3. Committees

Awards Committee shall call for nominations, receive nominations, deliberate on those nominations, and choose award recipients. The award proposals may include but are not limited to: distinguished alumnus, notable alumni, and Association volunteer of the year, all to be featured in campus and alumni events and publications.

Finance Committee shall be composed of the President, President-Elect, Treasurer, Alumni Relations Coordinator, and Dean for Institutional Advancement and shall assess the financial condition of the Association on a quarterly basis.

Program/Activities Committee shall develop, implement, and evaluate alumni activities and events, including but not limited to: an annual homecoming, social gatherings, professional development activities, and fund-raising.

Membership Committee shall organize the activities of the Association relating to the recruitment and maintenance of membership. The Committee will recommend initiatives to assure a growing and diverse membership in the organization. It will evaluate and enhance membership privileges and benefits. This committee shall welcome new members, greet old members, visitors, speakers, etc.

ARTICLE V. MEETINGS

Section 1. Meetings of the Association. There shall be an Annual Meeting of the Association and such other meetings as the Board might prescribe. The Annual Meeting shall ordinarily be held during the Fall semester. The date shall be determined during the first quarter following the Annual Meeting of the Board.

Section 2. Meetings of the Board. There shall be monthly meetings of the Board of Directors unless it is determined by the President and Alumni Association Coordinator that there are not sufficient agenda items for a meeting. Special meetings of the Board of Directors may be called by the President, Alumni Relations Coordinator, or any two Board members. Notification of meetings shall be made by the Secretary or designee in writing with a follow-up to directors and officers at least five days in advance of the meeting.

Section 3. Quorums. At any meeting of the Association or the Board which has been properly called, a quorum shall consist of a majority of the active members of the Association or the Board (as the case may be) being present.

Section 4. Attendance. Any Board member who has three unauthorized absences per year from meetings of the Board shall be deemed to have resigned. A meeting shall be defined as any regularly scheduled Board meeting or as set forth in Article V Section 2. This decision may be set aside by the Board for extenuating circumstances.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. Nominations. The nominating committee shall name one candidate for each seat being vacated on the Board of Directors. In addition, the Nominating Committee shall nominate Officers for the coming year. The Slate shall be submitted to the Board and posted at least thirty days prior to the Annual Meeting. In the case of a Board member being unable to fulfill his/her term, the Nominating Committee shall recommend a successor to complete the unexpired term. A majority vote of the Board is required to confirm this appointment.

Section 2. Elections**.** Directors and Officers shall be elected at the Annual Meeting of the Association in accordance with ARTICLE III, Section 1 and Section 5. Additional nominations may be accepted within thirty days prior to the annual meeting after the Slate of Officers and Directors has been posted by the nominating committee. If only one candidate is named for an office, election shall be by voice vote. If more than one nomination is

made, the secretary shall prepare written ballots for use at the election. Election shall be determined by majority vote.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The rules contained in 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 this Association superceding any standing rules or policies.

ARTICLE VIII. AMENDMENTS

Amendments to the Constitution and the By-laws of the Association may be made only at the Annual Meeting. Each proposed amendment must be endorsed by ten Active Members of the Association. Notice of proposed changes or amendments must be made available to the Board not less than sixty (60) days prior to the Annual Meeting and for review by Association members not less than thirty (30) days in advance of the Annual Meeting. Amendments shall be read by the Secretary at the Annual Meeting along with recommendations of the Board. Amendments shall be adopted by a majority vote of those members of the Association in attendance at the Annual Meeting at which a quorum is present.

ARTICLE IX. DISSOLUTION

Should the Alumni Association formally vote to disband the organization, and only in that circumstance, the SCC Foundation shall be the beneficiary of all Association assets. Any money in the Alumni Association treasury will be donated only to an Alumni Scholarship Fund, to be regulated by the Foundation.