

# KEUKA COLLEGE ALUMNI ASSOCIATION

## CONSTITUTION

### ARTICLE I. NAME

The name of this organization shall be the Keuka College Alumni Association.

### ARTICLE II. PURPOSE

The purpose of this organization is to preserve and strengthen the loyalty of alumni to the College, assist in the fulfillment of the mission of the College, and stimulate the interest of graduates and former students in the College and each other.

### ARTICLE III. MEMBERSHIP

There shall be two types of membership in the Keuka College Alumni Association. They shall be Full and Honorary.

Section 1. Full membership is automatically granted to all graduates of Keuka College and other students who have attended for at least one year and have left in good standing.

Section 2. Honorary membership may be granted by the Executive Council to any person whose contributions to Keuka warrant this recognition. Any individual or alumni group may present the name of such individuals to the Council.

## ARTICLE IV. ORGANIZATION

### Section 1. Officers

The officers of the Association shall be a president, secretary, and four vice presidents, (vice president of finance, vice president of personnel, vice president of programs, and vice president of communications).

### Section 2. The Executive Council

The Executive Council shall be composed of both voting and non-voting members. Voting members are the officers of the Alumni Association, current alumni trustees, the immediate past president, and class representatives. Ex-officio or non-voting members are alumni who are members of the Keuka College Board of Trustees, the chair of the Records and Recognition Committee, and the director of alumni and family relations.

## ARTICLE V. MEETINGS

Section 1. Place of meeting. The Association shall hold its meetings at such a place within the campus of Keuka College as may be convenient.

Section 2. Annual meeting. The annual Alumni Association meeting shall be held during Reunion Weekend each year.

Section 3. Special meetings. Special meetings may be called by the president of the Association or at the request of five members.

Section 4. The Executive Council will meet a minimum of three times a year.

Section 5. The minutes from the annual Association meeting will be available in the Office of Alumni and Family Relations and posted on the College's website: [www.keuka.edu](http://www.keuka.edu).

Section 6. All meetings shall be governed by *Robert's Rules of Order*.

## ARTICLE VI. QUORUM

The quorum of any meetings of the Alumni Association and/or the Executive Council, or any committee of the Association, shall be those members present at a regularly and properly called meeting.

## ARTICLE VII. AMENDMENTS

The constitution may be amended at the annual meeting of the organization by a two-thirds vote of the members present or by providing notice to Association members at least 30 days prior to the vote.

### **Amended**

- A. September 29, 2011**

# KEUKA COLLEGE ALUMNI ASSOCIATION

## BY-LAWS

### ARTICLE I. EXECUTIVE COUNCIL

#### Section 1. Purpose

The purpose of the Executive Council shall be to manage the activities of the Association in accordance with the provisions of the constitution and by-laws. The Council shall make recommendations to the Association and act on routine matters and oversee all financial affairs of the Association. Financial responsibilities shall include reviewing budgets and setting forth procedures and activities that enhance the financial stability of the Association.

#### Section 2. Duties of officers and class representatives

- A. The president shall preside at all meetings of the Alumni Association and the Executive Council, appoint chairs of committees as necessary to aid in the management of the Association, and present alumni awards at Honors Convocation or at other designated times. The president shall designate standing committees from the members of the Association and appoint alumni to fill any vacancies in elected offices. The president and director of alumni and family relations shall serve as ex-officio members of all committees.
- B. Each vice president shall cooperate closely with the committees and the president, and may preside at meetings of the Association and the Executive Council in the absence of the president. In the event that the president is unable to complete the term of office, the Executive Council shall name an acting president from among the vice presidents to finish the term.

The vice president of communications shall work with the Offices of Alumni and Family Relations and Communications to keep alumni informed of Association activities.

The vice president of finance shall maintain financial records of the Association and assist in financial projects as needed.

The vice president of personnel shall organize and oversee the Nominating and the Records and Recognition committees.

The vice president of programs shall help organize alumni activities for the senior class, regional events, and other activities of interest to alumni.

- C. The secretary shall keep a record of the minutes of all meetings of the Alumni Association and the Executive Council.
- D. Officers are expected to attend the annual Alumni Association meeting as well as a minimum of two Executive Council meetings per year.

Section 3. Procedure for removal of officers: Any Association member may raise the issue of removal of an officer on the grounds that he/she failed to fulfill the duties, responsibilities and obligations of the position as determined in ARTICLE I, Section 2 of the by-laws.

The vice president of personnel shall contact the officer to ascertain whether the officer will carry out the duties for the remainder of the term. If the officer does not immediately begin fulfilling his/her duties, the vice president of personnel will request a letter of resignation. If the letter of resignation is not forthcoming, the officer may be removed by a two-thirds vote of the Executive Council members present and voting at the next meeting.

## ARTICLE II. ELECTIONS AND TERMS OF OFFICE

- Section 1. All officers and class representatives of the Alumni Association shall begin their terms at the annual Alumni Association meeting during Reunion Weekend.
- Section 2. The president shall be elected in odd-numbered years. The nominee for president usually will be the current president for a second term or one of the four current vice presidents. The vice presidents of communication and finance shall be elected in odd-numbered years. The vice presidents of personnel and programs and the secretary of the Association shall be elected in even-numbered years.
- Section 3. A slate of officers, class representatives, and alumni trustee shall be presented to all members of the Alumni Association in *Keuka* magazine **and on college online sources**. Ratification of the appointment of officers, class representatives and alumni trustee shall be conducted at the spring Executive Council meeting.
- Section 4. Representatives shall be recommended based on class years, with two representatives for all classes up through 1950, and two representatives for every six years after (1951–1956, 1957–1962, 1963–1968, 1969–1974, etc). **Two** adult degree completion and graduate alumni representative will also be appointed to the Executive Council. A term of office shall equal two years. Representatives may not serve more than two consecutive terms.

Every six years, the first named group for representation (i.e. classes up through 1950) will expand to include the next six-year grouping. Recent graduates will be added to the previous six-year group for representation until a complete six-year group can be formed.

**Two student leaders shall be invited to attend each Executive Council meeting to offer a student perspective to council members.**

### ARTICLE III. ALUMNI TRUSTEES

The Association shall be represented on the Board of Trustees in accordance with regulations of the Board. The alumni trustees, totaling three, shall be graduates of at least eight years standing. Faculty or present staff members of Keuka College are not eligible. Candidates shall be selected in accordance with ARTICLE II, Section 3 and ARTICLE I, Section 2. ) One candidate is selected each year and serves a three-year term. Alumni trustees may not serve a second consecutive term as an alumni trustee. Alumni trustees shall keep the Association informed about College matters by making written or oral presentations to the Association and/or Executive Council.

### ARTICLE IV. COMMITTEES

Section 1. The president of the Association may appoint such other committees as may be deemed necessary, appoint committee chairs, and designate the duties of such committees. Each committee may appoint subcommittees and delegate duties to such subcommittees.

Section 2. General Responsibilities. All committees shall have the authority to discuss, investigate and make recommendations to the Association regarding their respective areas.

Section 3. Each committee shall determine the time, date and place of its meeting. The vice president responsible for organizing and overseeing each committee will determine whether or not she/he will serve as chair or whether the chair will be elected from the membership. Those members present at a regularly and properly called meeting constitute a quorum.

Each committee shall keep minutes of its meetings and shall promptly file them with the secretary of the Association. Any request by the committee for action by the Association shall be placed before the Association and set forth in the form of a recommendation for the Association to take action.

## ARTICLE V. AMENDMENTS

The by-laws may be amended at any regular meeting of the Executive Council by a two-thirds vote of the members present, providing notice has been given at a previous meeting, or mailed to the Executive Council at least 20 days prior to the vote.

### **Amended**

**A. September 29, 2011**

**Approved by the Alumni Association Executive Council on October 1, 2011**

**Approved by the Alumni Association on TBA**

