

**Ancilla College Alumni Association
By-Laws**

ARTICLE I. NAME AND LOCATION

The name of this organization shall be “Ancilla College Alumni Association: hereinafter referred to as the “Association.”

ARTICLE II. PURPOSES AND GOALS

The purposes and goals of the Association are as follows:

- 1) To support Ancilla College through annual donations from the Association;
- 2) To help the College administration recruit students through promotion of the College;
- 3) To increase fellowship among fellow alumni;
- 4) To assist the college wherever and whenever possible in other ways as needed or noted.
- 5) To offer financial assistance to students through scholarships.

ARTICLE III. BOARD OF THE ASSOCIATION

The Association will have a Board of Directors which shall be responsible for the governance of the Association.

There will be a minimum of five and a maximum of 15 board members who are elected for a three year term by those members of the Association entitled to vote. The elected board members must fulfill the requirements of Article IV of these by-laws and may be re-elected. Should any elected board member resign before the end of a term, a Board approved replacement may fill out that term and may be re-elected. Board Members may serve two consecutive terms maximum. After sitting out for one term, a member may be re-elected.

Terms for all board members shall begin on July 1 of each year.

Board members not able to attend meeting may participate in at least one outside function and remain active.

ARTICLE IV. OFFICERS OF THE ASSOCIATION

The Board of Directors shall elect a President, Vice-President, Secretary, and Treasurer. All officers serve a two year term, beginning July 1. Should an officer resign before the end of a term, or the Vice-President be unable to succeed to the Presidency, a Board approved replacement will fill out that term and may be re-elected. In order to maintain continuity, the

Vice-President would preferable succeed the President. The responsibilities of the various officers shall be those usually associated with their respective offices.

ARTICLE V. MEMBERSHIP OF THE ASSOCIATION

The classes of membership in the Association are as follows:

- 1) Graduate Membership: All alumni members of Ancilla College who have received a degree from the College. Graduate members are entitled to one vote for election purposes and may hold office in the Association.
- 2) Full Membership: All alumni of Ancilla College who have completed 30 or more hours of credit. Full Members are entitled to one vote for election purposes and may hold office in the Association.
- 3) Associate Membership: Those alumni who have completed less than 30 hours of credit. Associate members are entitled to one vote for election purposes.
- 4) Honorary Membership: Past and present members of the Board of Trustees, faculty, staff, and administration. At their request, alumni and friends of Ancilla College who do not fulfill the requirements for Full or Associate Membership. Honorary members are not entitled to vote and may not hold office in the Association.

No person shall be entitled to more than one membership, and no membership shall be transferable or assignable in any manner.

ARTICLE VI. MEMBERSHIP DUES

Membership dues may be established and may be changed from time to time by the Board of Directors of the Association. A member cannot be denied membership for non-payment of dues. The purpose of membership dues is to, in part, subsidize the Association.

ARTICLE VII. MEETINGS

The Board of Directors shall meet a minimum of four times per calendar year to conduct such business that may be necessary on behalf of the Association. Those members of the Board of Directors present at any meeting shall constitute a quorum for the conduct of business, provided that a minimum of five members of the Board of Directors are present for such meetings. All alumni meetings are open meetings. The Board of Directors reserves the right to close meetings or a portion of the meetings at any time.

ARTICLE VIII. RECORD OF MEETINGS AND REPORTS

The Board of Directors shall keep a written record of its proceedings and shall make written reports published in a college publication at least annually. It shall also make a written report to the members of the Association Board when they meet.

ARTICLE IX. COMMITTEES

There shall be four standing committees of the Board. Non-Board members may serve on these committees. Additional committees may be established as needed. The chair of each committee will be a board member.

- 1) Executive Committee: The Executive Committee will be comprised of the officers of the Association. The Executive Committee shall meet on call to transact such business as may need action between Board meetings. Any action so taken must be ratified by the Board at its next regular meeting.
- 2) Nominating Committee: The Nominating Committee will prepare a list of candidates willing to stand for election to the Board at the annual meeting. This list will be presented to the Board for approval at least 60 days prior to the June Annual Meeting. This committee will also from time to time present names of possible volunteers to work with the board on various assignments and projects.
- 3) Fund Raising: The Alumni Association Fund Raising Committee will be responsible for obtaining on-going contributions to the Ancilla College Alumni Association Fund and to assist Ancilla College in such other campaigns for funds as may be necessary from time to time.
- 4) Special Events Committee: The Alumni Association Special Events Committee will be responsible for planning and assisting in various Special Events that take place throughout the year.
- 5) Scholarship Committee: The Scholarship Committee will be responsible for assessing and recommending to the Board scholarship candidates. The committee will follow the scholarship guidelines established.

ARTICLE X. AMENDMENT OF BY-LAWS

The By-Laws may be amended by the affirmative vote of two-thirds of the entire Board of Directors at any meeting of the Association.

If unforeseen circumstances arise that the Association would cease to function, the Association's assets would be held in trust by Ancilla College until such time that the Association is again functional. This action would require a two-thirds vote of the entire Board of Directors.

Revised and Approved on October xxxx, 2007.