

Northwestern Connecticut Community College Alumni Association

Constitution and Bylaws

Mission

The mission of the NCCC Alumni Association is to engage and involve alumni, students and the community through the promotion of educational, professional and community opportunities.

ARTICLE I – NAME

The Association is known as the Northwestern Connecticut Community College Alumni Association. The Association does business as the Northwestern Connecticut Community College Alumni Association.

ARTICLE II - PURPOSE

The purpose of the organization is to:

1. keep graduates connected and involved in the College and its future
2. enhance current students' educational and community opportunities
3. help promote the College to alumni, students and the community

ARTICLE III – ORGANIZATIONAL POWERS

The Association accomplishes its mission and purpose by accepting initiatives of the Executive Council and Members at Large, acting on those initiatives through a process of consensus.

ARTICLE IV - MEMBERSHIP

SECTION I

Classification

There are three divisions of membership consisting of regular members, associate members and honorary members.

SECTION II

Qualifications

- A. Regular Members: Women (Alumnae) and men (Alumni) who have graduated from Northwestern Connecticut Community College in a certificate or degree program are eligible for Regular Membership.

- B. Associate Member: Anyone interested in College and Alumni Association activities is invited to become an Associate Member, including but not limited to former students, current students, staff, faculty and friends.
- C. Honorary Member: Honorary membership can be conferred upon individuals whose activities enhance the Association and/or the College and who exhibit concern and work for the welfare of the organization. Honorary membership is conferred by the Executive Council.

SECTION III

Active Membership is held by those who are eligible for membership as described in ARTICLE IV, Section II, A. and who have paid the current membership fees. Only Active members have voting privileges and may serve on the Executive Council as officers.

SECTION IV

Associate Members and Honorary Members do not have voting privileges and may not serve on the Executive Council as an officer.

ARTICLE V- OFFICERS

SECTION I

The officers of the Northwestern Connecticut Community College Alumni Association are Active Regular Members. The officers consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, and Public Relations Officer.

- A. The executive officer of the Alumni Association is the Chairperson. The Chairperson presides over all meetings of the Association and Executive Council; serves as ex-officio member of all committees and performs all other duties pertaining to the office of Chairperson. The Chairperson may vote only in the case of a tie vote.
- B. The Vice-Chairperson assumes the duties of the Chairperson in case of the Chairperson's absence. The Vice-Chairperson assists the Chairperson and performs such additional duties as the Chairperson and the Executive Council designate. The Vice Chairperson is a voting member of the Association.
- C. The Treasurer keeps full and accurate accounts of all receipts and disbursements of the Association and submits a written report to the Executive Council at each scheduled meeting. The Treasurer is a voting member of the Association.
- D. The Secretary records the minutes of the meetings of the Association and the Executive Council; posts announcements of all meetings; maintains records of the Alumni Association proceedings; keeps up-to-date copies of Association records and documents and performs duties as may be developed by the Executive Council. The Secretary is a voting member of the Association.

- E. The Public Relations Officer is generally responsible for communications with the news media and membership data; helps produce the Association's newsletter; and performs other duties as may be developed by the Executive Council, and will work closely with the Public Relations Officer of the College. The Public Relations Officer is a voting member of the Association.

SECTION II Each officer of the Executive Council will serve a two (2) year term.

SECTION III In case of vacancy in the office of Chairperson, the Vice Chairperson assumes the Chairperson position for the remainder of that term. A vacancy in any other office is filled by the Executive Council with a simple majority vote for the balance of the term.

ARTICLE VI – STRUCTURES AND OPERATIONS

SECTION I The day-to-day operations of the Association will be conducted through the activities of the Executive Council. The Executive Council will consist of five members: Chairperson, Vice Chairperson, Treasurer, Secretary and Public Relations Officer.

- A. Quorum is a simple majority of the Executive Council.
- B. A General Meeting of the Executive Council and members will be held annually. A meeting notice will be posted no fewer than thirty (30) days prior to the General Meeting.
- C. The Executive Council will meet no less than quarterly each year.
- D. The Executive Council may appoint ad hoc committees as deemed necessary.

SECTION II A. The Chairperson may vote only in the case of a tie vote.

B. The Vice Chairperson, Treasurer, Secretary and Public Relations Officer may vote on all matters of the General Meetings, the Executive Council meetings and its committee meetings.

C. All Active Regular Members may vote on all matters of the General Meetings, either in person or by proxy. Active Regular Members may take part in discussions at Executive Council meetings and its committee meetings.

D. It is the responsibility of the members to provide current contact information to the Association.

SECTION III All Officers of the Executive Council are elected at the General Meeting. Each Officer will serve a two year term. The Chairperson, Treasurer and Public Relations Officer will be elected in even years. The Vice Chair and Secretary will be elected in odd years. No member may serve in the same office for more

than two consecutive terms. No member may serve more than three consecutive terms on the Executive Council.

SECTION IV A member of the College faculty or staff shall serve as the College Liaison to the Alumni Association. This is a non voting position. No member may serve as an Active Regular Member and the College Liaison simultaneously.

ARTICLE VII – LEGISLATIVE PROCESS

SECTION I In matters of procedure not regulated by the Constitution and Bylaws, the General Meeting, the Executive Council and its Committees are governed by the latest edition of ***Roberts Rules of Order***.

SECTION II Initiatives are received and acted upon by any voting member of the Association.

SECTION III

- A. Annual proposals regarding revenue and expenditures will be approved at the General Meeting.
- B. The Executive Council has the authority to make decisions regarding petty cash expenditures up to and not to exceed \$500.
- C. Two signatures will be required on all expenditure transactions such as checks, account withdrawals, etc. Signatories include the Treasurer and one other member of the Executive Council or the College Liaison.

ARTICLE VIII – IMPEACHMENT AND CENSORSHIP

SECTION I Grounds for Removal

These include dereliction of duty, crimes and misdemeanors, and conduct that threatens the well being of the Association.

- A. Upon receipt of a written complaint, the Executive Council will determine by a majority vote the need to initiate an ad hoc, Judiciary Committee.
- B. The Executive Council may replace the position in question by at two thirds (2/3) vote with a chair pro tem until the issue is resolved by the membership.
- C. The Executive Council will appoint five (5) impartial Active Regular Members to the Judiciary Committee to investigate the allegations. The Judiciary Committee will report their findings and recommendations to the Executive Council within 90 days of the Council's receipt of the written complaint.
- E. The Judiciary Committee reserves the right to call a Special Meeting of the voting members to determine a course of action by majority vote. This meeting will follow the same procedures as those set for the General Meetings.

SECTION II Appeal

The accused may file an appeal within 30 days of the Special Meeting at which time the Executive Council will appoint a new Judiciary Committee. This committee will review the case and report findings and recommendations to the Executive Council within 30 days. The Judiciary Committee reserves the right to call another Special Meeting.

SECTION III Members of the Executive Council and the Judiciary Committee are bound by confidentiality beyond the confines of the meetings with exception of criminal matters. The College Liaison will be notified in the event of any criminal or suspected criminal matters.

ARTICLE IX – AMENDMENTS

SECTION I The Constitution and Bylaws may be amended at a General Meeting, by a two thirds (2/3) vote provided that the proposed amendment is submitted to the Executive Council no fewer than thirty-one (31) days prior to the meeting.

Any voting member, including officers, may propose an amendment by submitting the proposal in writing with an attached petition of either ten percent (10%) of the current voting membership or the majority (three or more) of the Executive Council.

The Chair of the Executive Council will post the proposed amendment no fewer than thirty (30) days prior to the next General Meeting.

SECTION II The amendment will be ratified by a two thirds (2/3) vote of the votes cast by the Active Regular Members and will immediately become part of the Constitution and Bylaws.

ARTICLE X – RATIFICATION

SECTION I This Constitution and these Bylaws shall be declared ratified after approval by two thirds (2/3) of the votes cast of the Regular Members at a General Meeting. The General Meeting and the Proposed Constitution and Bylaws will be posted no fewer than 30 days prior to the meeting.

SECTION II With ratification of this Constitution and these Bylaws, all previous Constitutions are null and void.

This document was ratified at a General Meeting of the Northwestern Connecticut Community College Alumni Association on September 14, 2006.