

**ROANE STATE COMMUNITY COLLEGE**

**ALMUNI ASSOCIATION CONSTITUTION  
Campbell County Alumni Association**

ARTICLE I – Name and Purpose

1. The name of this organization is the Roane State Community College Campbell County Alumni Association.
2. The purpose of this organization is to aid RSCC in realizing its objectives by promoting the advancement of the educational, social, and economic interests of RSCC, its students, faculty, administration, friends, and alumni.

ARTICLE II – Membership

1. Membership in the Association shall be based upon the following categories:
  - A. Regular Member – all graduates of certificate and associate degree programs. Eligible to hold office and has full voting rights.
  - B. Associate Member – all former students who have completed at least 36 semester hours (47 quarter hours). Full voting rights but cannot hold office.
  - C. Jr. Associate Member – all former students who have completed 35 semester hours (46 quarter hours) or less. No voting rights and may not hold office.
  - D. Honorary Member – all those considered friends of the college. No voting rights and may not hold office.
2. Persons not otherwise eligible for membership in this Association who have rendered distinguished service to RSCC may be elected to honorary membership by two-thirds vote of the Board of Directors.

ARTICLE III – Officers

1. The Executive Committee consists of the President, President-Elect, Secretary, Treasurer, and Promotions Officer.
2. President:
  - A. The President is the chief administrative officer of the Association.
  - B. The President chairs all meetings of the Association.
  - C. The President chairs all meetings of the Board of Directors but has no vote except in cases of a tie.
  - D. The President appoints the membership of all standing, special, or advisory committees.
  - E. The President is an ex officio member of all committees.
  - F. The President speaks for the Association whenever a matter arises that requires presentation of the Association's point of view.
  - G. The President represents the Association before all other organizations.

H. The President's term of office is for one year and no person may be elected to consecutive terms as President.

3. President-Elect:

- A. The President-Elect serves as Administrative Assistant to the President.
- B. The President-Elect serves as Parliamentarian for the Association.
- C. The President-Elect succeeds to the office of President upon completion of the President's term or upon death, resignation, or removal of the President.
- D. The President-Elect assumes the duties of the President in case of the President's absence or inability to serve.
- E. The President-Elect's term is one year and no person may be elected to consecutive terms as President-Elect.

4. Secretary:

- A. The Secretary is responsible for the minutes and correspondence of the Association.
- B. The Secretary coordinates alumni publications.
- C. The Secretary is responsible for other duties usually associated with the office of the secretary.
- D. The Secretary's term of office is one year and no person may be elected to more than two consecutive terms as Secretary.

5. Treasurer:

- A. The Treasurer is responsible for the maintenance of the membership rolls of the Association.
- B. The Treasurer is responsible for all financial matters of the Association.
- C. The Treasurer is responsible for all duties usually associated with the office of the Treasurer.
- D. The Treasurer's term of office is one year and no person may be elected to more than two consecutive terms as Treasurer.

6. Promotions Officer

- A. The Promotions Officer is responsible for the productions and distribution of promotional materials to the alumni, Roane State, and the community.
- B. The Promotions Officer will also act as Historian for the chapter.
- C. The Promotions Officer's term of office is two years.

7. Directors:

- A. There are six Directors elected from the regular membership.
- B. The Directors exercise one vote each on the Board of Directors.
- C. The Directors' terms are will be staggered as follows: Each term of office will consist of three years. With the initial term expiration as provided in Article 4, part 2, this will provide for the election of two directors at each annual meeting.

8. Board of Directors:

- A. The Board of Directors consists of:
  - 1. The Executive Committee
  - 2. The elected Directors of the Association

3. The President of Roane State Community College shall be considered an ex officio member of the Board of Directors.
- B. The Board of Directors shall decide and direct all matters of policy and operation of the Association.
- C. The Board of Directors shall establish and discharge all standing, special, and advisory committees of the Association.
- D. The board of Directors fill all vacancies of officers who are unable to complete their elected terms by majority vote, except as provided by this Constitution.

#### ARTICLE IV – Elections

##### 1. Nominating Committee

- A. The Nominating Committee consists of five regular or associate members, of which no more than two may be current officers, named by the President and approved by the majority vote of the Board of Directors.
- B. The Nominating Committee shall nominate at least one regular member for each vacancy to be filled.
- C. The Nominating committee's nominations are presented at the Annual General Meeting in March where any additional nominations will be accepted from the floor.
- D. The Nominating Committee's term lasts from its approval until the completion of its tasks as set forth in the Bylaws.

2. All officers are elected by a majority of ballots received from regular members.

3. Terms of office begin on the first day of the month following official announcement of the election results and continue until successors take office. Announcement of officers will be made at the June Board of Directors Meeting.

4. The Association shall operate on a fiscal year beginning on July 1 and ending on June 30.

#### ARTICLE V – MEETINGS

1. There will be at least one general meeting of the Association annually.

2. The Board of Directors will meet at least four times annually.

3. Board meetings will be held the 2<sup>nd</sup> Thursday in January, March, June and September.

4. Special meetings of the Board of Directors may be called by:

- A. The President, or
- B. Written request of one-third of its voting Board of Directors, or
- C. Receipt of a petition to that effect signed by fifty percent of the regular or associate members.

5. A quorum for a regular meeting of the Board of Directors is a majority of its voting members.
6. A quorum for a special meeting of the Board of Directors is at least two-thirds of its alumni-elected voting members.
7. Time and place for all meetings is decided by the Board of Directors.
8. Special meetings of the Board of Directors may be held via the media of mail, telephone, teleconference or e-mail provided that an attempt is made to contact all Board of Director members and quorum requirements are met.

#### ARTICLE VI – Dues, Member Status, and Removal of Officers

1. Dues will be recommended by the Executive Committee to the Board of Directors who will vote on it annually.
2. Officers may be removed from office by two-thirds vote of the Board of Directors, with prior notice of the proposed action given to all regular and associate members of the Association.
3. Removal Proceedings may be initiated by:
  - A. Any voting member of the Board of Directors
  - B. Receipt of a petition to that effect signed by fifty percent of regular or associate members.

#### ARTICLE VII – Amendments

1. This Constitution may be amended by majority vote of the Board of Directors at a regular meeting followed by two-thirds vote of those present at a regular meeting of the Association provided prior notice of the proposed amendment is given to all regular and associate members.
2. A constitutional amendment may be proposed by:
  - A. Any voting member of the Board of Directors
  - B. Receipt of a petition to that effect by fifty percent of regular or associate members.
3. The Bylaws may be amended by majority vote of the Board of Directors at a regular meeting or by two-thirds vote of the Board of Directors in a special meeting, provided that prior notice of the proposed amendment is given to all members of the Board of Directors. Bylaw amendments are proposed in the same manner as constitutional amendments.

### **BYLAWS**

#### ARTICLE 1 – Election Commission

1. The Election Commission consists of the Nominating Committee
2. The Election Commission supervises and directs the annual election of the Association's officers.
3. It is the responsibility of the Election Commission to determine the eligibility of candidates for office, determine the validity of ballots cast, count the ballots, and announce election results.

## ARTICLE 2- Method of Balloting

1. The election of officers will be held by mail-in ballot, e-mail ballot or web-based ballot to be returned to the election Commission by a date specified by the Commission, a minimum of fifteen calendar days allowed for the return of ballots.

## ARTICLE 3 – Parliamentary Authority

1. The reference authority for the Association is Robert’s Rules of Order where it does not conflict with the Constitution or Bylaws.

## ARTICLE 4 – Initial Elections

1. Initial elections of officers of the Association will be held at the organizational meeting of the Association.
2. In order to affect a revolving replacement sequence of the Association’s Directors, the initial election of Director’s will be done in this manner:
  - A. One-third of the Directors for one year term
  - B. One-third of the Directors for two year terms
  - C. One-third of the Directors for three year terms
3. After the first election, this article of the Bylaws, Article 5, and the parenthetical portion of Article III, Section 6C, of the Constitution shall be considered no longer in effect and shall be stricken from the respective documents.

*Revised and approved 9-9-04.*