

## CONSTITUTION

### INDIANA UNIVERSITY EAST ALUMNI ASSOCIATION

#### Article 1 Definition of Terms

- Section 1 The term “Association” means the Indiana University East Alumni Association, which shall be comprised of graduates, former students, and friends of the IU East campus who are members of the Indiana University Alumni Association. The Association shall be organized as a constituent society under the Bylaws and Articles of Incorporation of the Indiana University Alumni Association.
- Section 2 The term “Indiana University East Alumni Board,” hereinafter referred to as the “Board,” is the governing body of the Association. The board shall be elected or appointed according to the procedures set forth in this constitution.
- Section 3 The term “Indiana University Alumni Association” means the association of graduates, former students, and friends of Indiana University who are joined together to promote the interests of Indiana University and its alumni.
- Section 4 The term “Executive Council” means the elected officers and council members who govern the Indiana University Alumni Association, Inc., a not-for-profit Indiana corporation.
- Section 5 The term “Constituent Society” means an affiliate organization of the Indiana University Alumni Association. Its purpose shall be the same as the purposes of the Indiana University Alumni Association, but, in addition, may be organized for more specific objectives, such as promoting the interests of Indiana University East.

#### Article II Identification

- Section 1 Name. The name of this organization is the Indiana University East Alumni Association, hereinafter referred to as the “Association.”
- Section 2 Vision Statement  
The Indiana University East Alumni Association is a vital voice and respected component of Indiana University East and the Indiana University system.

### **Mission Statement**

The Indiana University East Alumni Association is an integral player in the University and community. By our campus and community presence, we create awareness of Indiana University East and the value it brings to its students, faculty, alumni, as well as the Eastern Indiana Region.

Section 3 Location. The principal office of the Association is the Alumni office with the mailing address of 2325 Chester Blvd., Richmond, IN 47374-1289.

Section 4 Fiscal Year. The fiscal year of the Association will begin on the first day of July of each year and will end on the last day of the following June

### **Article III Membership**

Section 1 Eligibility. There shall be two (2) classes of membership consisting of regular members and affiliate members. All persons who are graduates or former students of IU East, and have received one or more credit hours, are considered alumni of IU East. Such persons are eligible for regular membership in the Association and the Indiana University Alumni Association. Persons who have not attended IU or have not received one credit hour are eligible to become affiliate members of the Association and the Indiana University Alumni Association. Affiliate members shall have every right of membership except that of voting in the Association elections.

Section 2 Membership. Because the Association is a constituent society of the Indiana University Alumni Association, membership in one organization shall be considered membership in both organizations.

### **Article IV Meetings of Members**

Section 1 Place of Meeting. Location of all meetings of the Association shall be specified prior to each meeting.

Section 2 Meeting Calendar. Board meetings will be held on a monthly schedule beginning in July of each calendar year.

Section 3 Annual Meeting. A meeting for all members of the Association shall be held during the 4<sup>th</sup> quarter of the year, the exact time and place to be determined by the board.

Section 4 Special IUEAA Meetings. Special meetings of the Association shall be called by the Board or by the president upon written

request of twenty-five (25) regular/or affiliate members. In the event of such request, a special meeting shall be held no later than three months after the receipt of such request.

Section 5 Notice of Annual and Special Meetings. A written notice stating the date, time and place of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be sent to each member of the Association, at such address as appears on the records of the Association. Notices should be sent no fewer than five (5) days and no more than ninety (90) days before the annual meeting and within the time permitted before the special meetings.

## **Article V Officers**

Section 1 Designation. The officers of the Association shall consist of a president, vice president (president-elect), secretary, treasurer, and the Director of IU East Alumni Relations, who shall be a voting officer of the Association. The officers must be regular members of the Association.

Section 2 Term of office. The president, vice president, secretary, and treasurer shall be elected to serve for a period of only two years. The vice president (president-elect) shall be elected for a two-year period, and shall succeed to the presidency. In the event the president must leave before fulfilling his/her term, the vice president will fulfill the remainder of the president's term and then his/her own two-year term. In event the vice president cannot fulfill the vacating president's term, the immediate past president will hold the remaining term. Officers shall serve until their successors are installed. In the event of other officers vacating or resigning from office, a board member will be named and approved by vote of the board to fulfill the remainder of term. Terms of office will coincide with the fiscal year: July 1-June 30.

Section 3 Responsibilities of the Board Members.

As a **working board**, members and officers of the board represent the University and the IU East Alumni Association at both campus and community programs. Board members and officers who do not fulfill their commitments and responsibilities may be asked to resign from the board and may not be considered for future terms. Members shall:

Contribute at least once (1) per year to IU East Alumni Scholarship fund

Serve on at least two (2) committees per year

Be responsible for obtaining new members of the IU East Alumni Association.

Shall attend five (5) of the scheduled board meetings per year. Shall notify (email, telephone, or in person) alumni office of inability to attend regularly scheduled board meetings. Failure to notify will constitute an unexcused absence. Unexcused absences from three (3) consecutive regular board meeting shall be considered equivalent to resignation and the place of the board member shall be considered vacant. Notification will be made to the board member via certified mail.

Attend alumni and university events

Work to involve alumni in campus and alumni events and work to enhance the image of the University and the Association

Encourage participation of scholarship recipients.

In addition to the above responsibilities, officers shall meet the following additional criteria

**President** Shall preside at all board meetings and the annual meeting of the Association.

Represent the Association and the University at various University and Alumni events.

**Vice President** Shall serve as president elect of the Association. Will assume the office of the president after serving as vice president.

In the absence of the president, preside at board meetings.

In the absence of the president, represent the Association at various University and Association events.

**Secretary** Take minutes at all Association board meetings and called meetings. Prepare and distribute in a timely fashion.

Maintain a master book with minutes of all meetings.

**Treasurer** Prepare monthly budget reports for all board meetings.

Serve as liaison with IU Alumni Association's business manager for account information.

Chair the Budget Committee

**Executive Council** Shall represent the IUEAA at IUAA Executive Council meetings held in June and December of each year for a three-year term. Serve on designated Executive Council committees and provide reports on various meetings to the IUEAA board.

**Article VI  
Alumni Board**

Section 1     Members.

The Board shall be composed of the:

The Officers of the Association  
Six (6) members elected at large  
Six (6) members representing different academic divisions  
    Liberal Arts (BSS, HFA, NSM)  
    Business  
    Education  
    General Studies  
    Nursing  
    SPEA & Social Work  
The IU Alumni Association's Executive Council  
Representative  
The Immediate Past president  
The Director of Alumni Relations

These board members will have full voting privileges

Section 2     Term of Office. All Board members, except officers, shall be elected and appointed for a three (3) year term. One-third of the Board members will be elected each year, and serve until their successors are installed. Terms of office will coincide with the fiscal year: July 1-June 30.

Section 3     Responsibility of the Board. The responsibility of the Board is to promote the interests of Indiana University East, and to establish a mutually beneficial relationship between IU East and its alumni by creating and sponsoring alumni programs and communications that will carry forward these purposes. The Board shall advise the Executive Council through its elected member to that Council about matters pertaining to the Association.

Section 4     Meetings and Notice. The Board shall hold a minimum of six meetings each year. The president will schedule regular meetings providing at least thirty (30) days notice.

Section 5 Special Board meetings. Special meetings of the Board may be called at the discretion of the president, or upon written notice of five (5) members of the Board. Meeting time and location shall be designated by the president. Five (5) days written notice will be given for each special meeting.

Section 6 Executive Council Representative. One member shall be elected by the Board to represent the Association as a voting member of the Executive Council for a three (3) year term. The Executive Council representative will serve as a member of the Board. The representative may be replaced by a two-thirds (2/3) vote of the Board.

### **Article VII Miscellaneous**

Section 1 Rules of Order. All meetings shall be governed by Robert's Rules of Order (Revised) with the exception of rules stated in this Constitution.

Section 2 Amendments. This constitution may be amended by a two-thirds (2/3) vote of the regular members of the Association who are present and voting at the annual or special meeting, or by two-thirds (2/3) vote of the Board and later ratified by two-thirds (2/3) vote of the Association.

Section 3 By-laws. The Association may adopt new By-Laws by an affirmation vote either by the membership or by the Board. A By-law may be repealed by passing a By-law to that effect.

Section 4 Prohibited Activity. The Association shall not engage in fund-raising or other activities that can be construed as acting in the capacity of a foundation, nor shall it engage in lobbying activities on a state or national level without first obtaining express authority from the Executive Council. Such activities may endanger the non-profit tax status that the Indiana University Alumni Association enjoys under the laws of Indiana and the federal government which govern not-for-profit Corporations.

## **BY-LAWS**

### **INDIANA UNIVERSITY EAST ALUMNI ASSOCIATION**

#### **By-Law I Membership**

Paragraph I. Membership Dues. Membership dues shall be established by the Executive Council.

#### **By-Law II Meeting of Members**

Paragraph I. Voting at Meetings. Every regular member will have the right at every meeting to one vote upon all matters submitted to a vote of members. Such vote may be cast in person at the meeting, and in the case of elections or specific questions submitted by ballot to members, voting may also be by electronic or postal mail

Paragraph 2. Quorum. A quorum for any meeting is fifteen (15) regular members. A majority vote of the quorum is sufficient to approve any action coming before the meeting.

#### **By-Law III Election of Officers and Board Members**

Paragraph 1. Methods of Election. The election of officers and board members will be held at the annual meeting of the members of the Association. The person receiving a majority of votes cast by those members present and voting will be declared elected. The exact time and location of the annual meeting shall be set by the Board but will be no later than October 1<sup>st</sup>.

Paragraph 2. Procedures for Election. The president will select three IUEAA members not holding office as a nominating committee. In addition to these three members, the current past president shall chair the committee. The nominating committee will prepare a list of candidates for office. Nominations may also be made from the floor at the annual meeting.

The Director of Alumni Relations and at least two non-board Association members (appointed by the president) will count ballots.

Paragraph 3. Vacancy. In the event an officer or board member vacates a position, the Board will appoint a replacement for the remainder of the term.

**By-Law IV**  
**Board Procedures**

Paragraph 1. Quorum and Majority. All actions of the Board will be decided by a majority vote except as otherwise provided by the Constitution. A quorum will be one over half of the Board. In the absence of a quorum, no legal action can be taken unless such action is later ratified in writing by a sufficient number of the Board members to constitute a quorum.

Paragraph 2. Removal from Office. A vote of two-thirds or more of all Board members must be required for any officer or Board member to be removed from any office. No officer or Board member may be removed for any reason unless such person shall have been notified in writing of the alleged charges against him or her at least thirty (30) days prior to the vote. He or she has a right to appear before the board prior to and/or during the vote.

Constitution and By-laws approved by the Board of Managers of the  
Indiana University Alumni Association on September 6, 1989.

Constitution and By-laws amended September 2006

Approved XXXXXXXXXXXX