

Danville Community College Alumni Association

Bylaws

Year Eight
Beginning July 21, 2015

Article I – Scope and Mission

Section 1

Scope. The Bylaws shall govern the conduct of Association or Council meetings and other matters necessary to the operation of the Danville Community College Alumni Association.

The Alumni Association is operated under the Danville Community College Educational Foundation, Inc, which is incorporated as a 501 (c) (3) organization and recognized by the Virginia Community College System as a direct support organization.

Section 2

Name. The name of this organization shall be the Danville Community College Alumni Association.

Section 3

Mission. The mission of the Association is to serve Danville Community College's alumni, past and present, in personal and professional growth through offerings facilitated through the DCC Alumni Association. Educational programs chosen for presentation through alumni feedback, economic programs for alumni personal and family needs, campus activities and alumni opportunities for campus involvement through economic and personal resources will be available through the association when funds permit.

The DCC Alumni Association intends to broaden the base of interest in the college through increased alumni involvement in promotion of students attending Danville Community College and in alumni enhancing the message of academic excellence on the DCC campus.

It is the intent of the DCC Alumni Association to promote alumni visibility and personal testimony to achievements of alumni in the college in local, regional, and graduation events.

The DCC Alumni Association considers members to be goodwill ambassadors who promote the general welfare and vision of Danville Community College.

Beyond alumni from previous years, the association recognizes the need to maintain visibility and presence of the association in the lives of enrolled students.

The DCC Alumni Association will have a continuing presence on the World Wide Web through an Alumni Web Site offering multiple resources and information to alumni through monthly e-mail broadcasts and updates.

Article II – Membership

Section 1

Membership. Any individual who has passed a credit class at Danville Community College other than the STD 100 Orientation class is classified as an alumni of the college. Also, any individual who passed a credit class at Danville Technical Institute which operated from 1936 to 1966 as well as any individual who passed a credit class at Virginia Polytechnic Institute—Danville Extension which operated from 1946 to 1968 is an alumni. All three institutions comprise Danville Community College, the institution created in 1966 from Danville Technical Institute and in 1968 when VPI-Danville Extension was merged with the present Danville Community College. Both are predecessor institutions of Danville Community College.

Faculty/Staff membership. Any past or present Danville Community College Faculty/Staff person is also a member of the association.

New student membership. Any student enrolling for the first time in any semester shall become an alumni upon successfully completing a credit class other than the STD 100 Orientation class. Names will be added to the database at the end of each academic year.

Friends of the Association. Membership may be granted to any person who has exhibited continued, sustained and manifested interest in the welfare of Danville Community College or the Association. One membership may be granted to each individual, company or organization that has completed a membership form with the association and been approved by the Alumni Relations Coordinator or the Danville Community College Educational Foundation Director.

Membership dues are underwritten by the Danville Community College Foundation so that dues are not requested from alumni for membership in the Association.

Article III – Alumni Council Directors

Section 1.

Council – The Alumni Council members will serve as directors of the Alumni Association. The Council shall consist of no less than seven (7) and no more than (30) appointed members. Two members of the SGA are invited to attend any meeting, but will not be counted as members of Council.

Section 2.

Executive Committee – The executive committee shall consist of the President, President-elect, Secretary, Treasurer and Past President who serves as the Liaison to the DCC Educational Foundation Board.

Section 3.

Ex-officio. The Danville Community College Educational Foundation Director and the Alumni Relations Coordinator, or their designees, shall be Ex-officio voting members of the Council bringing total maximum voting members to 34. The Danville Community College Public Relations Office and Graphic Designer are ex-officio nonvoting attendees of all Alumni Council meetings for information and assistance purposes.

Section 4.

Conduct. During their terms of office, council members shall maintain standards of conduct that will not reflect discredit upon or degrade the operations of the association, the council or the college.

Section 5.

Election. Each year the active council members shall elect Alumni Association members to three-year terms on the Alumni Council.

Article IV – Election of Officers

Section 1.

Election of Officers – The Alumni Council shall elect from the Council a president, president-elect, secretary, treasurer, liaison to the DCC Board and other needed officials as determined by the Alumni Council after recommendation from the Executive Committee responsible for slates of candidates no later than June 15. Election shall be for a two-year term. When the term is completed, the officers may be elected to another term.

Section 2.

Election site and time frame. The election of the officers will take place at a meeting via mail, by conference call or via other electronic means previous to the regular July Council meeting.

Article V – Election of Board Members

Section 1.

Nominations.

The Nomination Committee, with the aid of the Alumni Relations Coordinator, shall identify persons who are interested in serving on the Alumni Council. After reviewing the candidates, the Nomination Committee shall present a recommended slate of candidates for the vacant seats to the DCC Alumni Council. Council members shall serve three-year staggered terms. The Alumni Council shall elect new member(s) by a majority vote. The election of the DCC Alumni Council Members shall take place at a meeting, via mail, by conference call or via other electronic means previous to the regular July Council meeting.

Council members may serve a maximum of three full terms or 12 years without an interim between service years.

Council members who are serving terms but find the meeting time inconvenient for work obligations, may be moved to committee status at the member's request or at the request of the president and vice-president in conjunction with the DCC Educational Foundation Executive Director and the Alumni Relations Coordinator.

Upon moving an active member of the Alumni Council to Committee Status only, the member's position on council will be available for another alumni to fill for a full three-year term.

Section 2.

Expired Terms. In the event that a vacancy is created by resignation or removal from office of a member of the DCC Alumni Council, or in the event a seat is unfilled, the Alumni Council shall select a replacement based upon the recommendation of the Nomination Committee.

Article VI – Responsibilities and Duties of the Council

Section 1.

Power of the Council. The Alumni Council Directors shall direct the affairs and business of the Association, be responsible for the financial affairs of the Association in conjunction with the DCC Educational Foundation Executive Director, determine and set all matters of policy for the Association, elect its officers within the jurisdiction of the Council and shall fill vacancies on the Council for any unexpired terms. The Council shall work with and be supported by the Danville Community College Educational Foundation Executive Director and the staff person who serves as the Alumni Relations Coordinator.

Titles and Duties:

The officers shall be a president, president-elect, secretary, treasurer, liaison to the DCC Educational Foundation Board and any other officers deemed needed by the council directors including resource and membership officers.

Part 1. President. The president shall preside at regular and called meetings of both the Association and the Council. The president will set the agenda for meetings in conjunction with the Alumni Relations Coordinator and the DCC Educational Foundation Director. He/she shall represent the Council/Association at all official functions. In addition, the president shall establish ad hoc Association committees, with the approval of Council, and shall perform other duties as assigned by the Council. The president will recommend funds expenditures and alumni activities/programs to the DCC Educational Foundation Director and Alumni Relations Coordinator when deemed necessary. **To prevent conflicts with campus initiatives, the president will not pursue funding initiatives without the consent of the DCC Educational Foundation Director.**

Part 2. President-elect. The office of president shall be filled automatically by the president-elect in the event of the president's disability, resignation or demise. In that case, the president-elect will work closely with the Alumni Council president to assure a smooth transition in case of emergency. When the president is absent, the president-elect will preside.

Part 3. Secretary. The secretary shall be responsible for recording the minutes of each meeting and submitting them to the Alumni Relations Coordinator for publication. The secretary shall record events through photography and will be the responsible individual for creating and continuously developing an ongoing History of the operations of the Alumni Council and its special events. The Alumni Relations Coordinator will assist the secretary with consistent development of this History. The secretary shall also perform such duties as may be requested by the president or the council.

Part 4. Treasurer. The treasurer shall oversee the keeping of official Alumni records, including financial transactions, and the providing of data and other support in financial areas. The treasurer along with a committee she/he appoints will seek avenues to completing contributions to the alumni scholarship for endowment purposes.

Part 5. Liaison to the DCC Foundation Board. The Liaison to the DCC Foundation Board shall attend regular Foundation meetings, present a report of the Association's activities to the Educational Foundation Board and facilitate good communication between the Council and the Educational Foundation Board. The Liaison will be the outgoing President, who understands operations for the past two years. The Alumni Relations Coordinator will assist the Liaison in these duties.

Part 6. The five officers are further responsible for leading the Council members in recruiting alumni and expanding membership through personal contacts, correspondence, special events and other available media.

They shall also, in cooperation with the DCC Educational Foundation Director, explore and cultivate public and private means to support the Alumni Association and the DCC Educational Foundation via fiscal and in-kind contributions, including but not limited to individual donors, corporate sponsors and grant awards.

Part 7. Alumni Relations Coordinator. The Danville Community College Educational Foundation Executive Director shall hire the Alumni Relations Coordinator and other staff whose duties will be determined by the coordinator and the director as needs grow and change. The office of the Alumni Relations Coordinator, whether part-time or full-time, shall be under the auspices of the DCC Educational Foundation Office and DCC Educational Foundation Executive Director.

Article VII – Designation of Committees

Section 1.

Committees. The standing committees shall be Bylaws, Membership, Nomination, Recognition and Scholarship, Communications, Finance, Resource Development and Special Events. Ad hoc Committees may be formed by the president or the Alumni Relations Coordinator after discussion with the DCC Educational Foundation Executive Director or with the president.

Section 2.

Chairpersons and Members. The president shall appoint chairpersons and committee members for both standing and ad hoc committees or he/she may appoint chairpersons who develop committee membership through alumni registered on the Alumni Web Site and available through the Alumni Relations Coordinator or Web Site Administrator or he/she may designate the Alumni Relations Coordinator to assist in this function.

Part 1. Bylaws. The Bylaws Committee assisted by the Alumni Relations Coordinator shall annually review the Bylaws in August for accuracy and submit any recommended changes to the DCC Alumni Council for approval thirty days previous to the October meeting. Additionally, the Bylaws Committee shall review proposed bylaws when directed by the president.

Part 2. Membership. The duties of the Membership Committee shall be to recruit Alumni, particularly VPI-Danville Extension alumni, and interested community members/businesses and expand membership through the use of personal contacts, correspondence, special events and other available media.

Part 3. Nomination. The Nomination Committee shall, with the help of the Alumni Relations Coordinator, identify candidates for the Council Directorships, prepare a slate of candidates for election by the Council and present to Council. In addition, the Nomination Committee shall recruit candidates and prepare the slate for the annual election of officers. **The committee shall consist of the Immediate Past President, who will serve as chairperson, and four other members of the Council appointed by the president.** If the Immediate Past President is no longer a Council member or is not available to serve, the president shall appoint one of the committee members as chairperson. The committee will meet as necessary.

Part 4. Finance. The Finance Committee shall work with the Alumni Relations Coordinator to explore funding needs. In turn, the Alumni Relations Coordinator will develop a proposal for the DCC Educational Foundation Director's oversight and directives relative to college and foundation initiatives and monetary constraints. **Until funding is available for full Alumni operations, the Executive Committee will serve as the Finance Committee.**

Part 5. Communications. The Communications Committee shall collaborate with the Alumni Relations Coordinator and other Alumni Association committees concerning Alumni Council needs for communication and publicity. Comments, e-mails, public appearances where statements concerning the college's operations are made must conform to the DCC and the VCCS communications standards. All Council members are furnished these standards in writing and by e-mail transmission each October through e-mail. . All official communications must be approved by the Alumni Relations Coordinator who also handles public relations and the Executive Director of the DCC Educational Foundation.

Part 6. Recognition and Scholarship. The Recognition and Scholarship Committee shall advise the Council on issues pertaining to awards, scholarships and other annual recognition including Alumni Recognition by the DCC Alumni Association and the Sports Hall of Fame Recognitions.

Part 7. Resource Development. The Resource Development Committee shall explore and cultivate public and private means to support the DCC Educational Foundation and the DCC Alumni Association via fiscal and in-kind contributions, including but not limited to individual donors, corporate sponsors and grant awards. This committee shall have the DCC Educational Foundation Executive Director present as an ex-officio member.

Part 8. Special Events. The Special Events Committee shall plan and implement activities that support goals of Danville Community College and the Alumni Association. The committee shall also coordinate plans with college special events whenever such coordination is feasible. Two separate committees from within the Special Events Committee will operate independently for

planning of the Outstanding Alumni event and the Sports Hall of Fame induction event.

Part 9. Executive Committee. The Executive Committee shall consist of the president, president-elect, past president, secretary, treasurer, liaison to the Foundation Board, and Alumni Relations Coordinator. The Executive Committee shall meet at such times that the president deems necessary. The Executive Committee shall have the authority to act between regular meetings of the Council, but all actions shall be reviewed and ratified at the next regular meeting of the Council. **The Executive Committee shall function as the Finance Committee until funding is available for full Alumni operations** and shall review the Three-Year Strategic Plan each August for any needed updates or changes.

Article VIII – Financial Information

Section 1.

Fiscal Year. The fiscal year of the Association shall begin on July 1 of each year.

Article IX – Meetings

Section 1.

Regular Meetings. Regular meetings of the DCC Alumni Council shall be held three times a year unless the Alumni Council deems a need for further meetings. The meeting dates will be posted on the Danville Community College home page and on the Danville Community College Alumni Web Site. In addition, a notice of seven (7) days for regular meetings shall be given to each member by mail or other electronic means. All members will have a full meeting calendar sent by e-mail after the calendar is set each June.

Section 2.

Special Meetings. Special meetings may be called by the Executive Committee, the president, or by three (3) members of the Council. A notice of five (5) days shall be given to each member by mail or other electronic means.

Section 3.

Meeting Site. Meetings may be held on-site, off campus, by mail, by conference call or by other electronic means.

Article X – Conduct of Regular Meetings of the Council

Section 1.

Council Meetings. The president will follow the council's directive for any change in the meeting schedule beyond quarterly meetings on a set calendar. Members of the council shall receive written notification from the Alumni

Relations Coordinator of the date, time, and location of the meeting at least seven (7) days prior to the meeting via mail or electronic mail.

Section 2.

Business. In order to transact business, a quorum of at least one half of the current voting members of the Council must be present. Vacant Council positions will not be computed in determining the quorum. Business of the Council shall be transacted by the result of the majority of the quorum.

Section 3.

Attendance. Any DCC Alumni Council member who is unable to attend at least two of the three regularly scheduled first-year Alumni Council meetings because of other obligations, may request in writing a Leave of Absence for a specified period of time, through the Internet alumni mail or through USPS. Those on approved leave will not be considered in forming a quorum. **Members of the Alumni Council may be removed from office during a regular meeting of the Alumni Council by a two-thirds vote for cause.** In addition, Alumni Council members who have two unexcused absences from three (3) consecutive, regular DCC Alumni Council meetings may be removed from office by a two-thirds affirmative vote of the DCC Alumni Council. Members may be removed by a two-thirds vote. Alumni Council members who, because of employment obligations or personal obligations, cannot continue to attend the meetings will be designated volunteers for special initiatives and planning sessions within the organization, so they can continue to serve their alumni association.

Section 4.

Rules. The Council, the Association and committee meetings shall be conducted in accordance with Robert's Rules of Order.

Section 5.

Order of Business. The order of business for all meetings, except special meetings called for a single purpose, shall be as follows:

1. Call to Order/Roll Call
2. Approval of Minutes
3. Unfinished Business
4. New Business
5. Reports and Resolutions
6. Adjournment

The order of business may change by a majority vote of the members present at the meeting.

Section 1.

Ratification. These Bylaws shall become effective immediately upon the adoption by a two-thirds affirmative vote of the Council present at the first Council meeting.

Section 2.

Amendments to the Bylaws. The Bylaws may be amended or repealed at any regular or special meeting of the Council by a two-thirds vote of those council members present provided that a written notice of the proposed amendment has been given to the Council members at least thirty (30) days prior to the meeting.

Amendments to the Bylaws shall become effective immediately upon their adoption.