

Arts & Letters Alumni Chapter By-Laws

Final copy; ratified February 19 2008

ARTICLE I

This organization shall be known as the Arts & Letters Alumni Chapter (ALAC). It is a charitable and educational entity as dictated by Section 501 (c) (3) of the Internal Revenue Code of 1954 and operated under the exception granted the San Diego State University Alumni Association (SDSUAA) as a fundamental operating unit of that Association.

ARTICLE II

PURPOSE

The purposes of this organization are to further the interests of the College of Arts & Letters and its alumni; to establish closer contact between University and its alumni; to promote activities beneficial to alumni and the University; to assist in the recruitment of students and to publicize and promote both ALAC and University interests.

MISSION STATEMENT

The SDSU Arts & Letters Alumni Chapter seeks to serve the university and alumni by creating and fostering mutually beneficial relationships through networking, socializing and educational events. (added 2/26/07)

ARTICLE III

MEMBERSHIP AND DUES

- Section 1 All graduates, friends, and faculty of the College of Arts & Letters are eligible for membership.
Qualifications of active membership in the chapter:
- A current member of the SDSUAA.
 - Do not have to be a graduate of SDSU to be a member of the SDSUAA.
 - Any member of the SDSUAA is eligible to be a member of a chapter.
 - SDSUAA members can be members of more than one chapter.
- Section 2 All dues-paying members shall be authorized to vote.
- Section 3 Membership shall be extended to all alumni of the University who are eligible for membership and all events shall be held in facilities where members are welcome on an equal basis.
- Section 4 The ALAC does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, veteran status or disability. This non-discrimination covers membership and access to treatment and employment in the ALAC programs and activities.

Section 5 Annual Dues - In order to be an active member of ALAC, you must be a paid member of the SDSUAA. The SDSUAA will fund the chapter on the basis of a per-person stipend based on the indication of priority interest in the chapter.

ARTICLE IV

OFFICERS

- Section 1 The ALAC Board shall consist of **four** elected officers and up to seven additional people, for a maximum of eleven members. The four officers will be President, Vice President, Secretary, and Treasurer. The Membership Chair, Communications Chair, Events Chair, and one or more Members-at- Large will constitute the remainder of the eleven. All officers shall be elected for two-year terms.
- Section 2 Board members are expected to meet regularly. Two unexcused absences in any fiscal year may result in removal from office.
- Section 3 Vacancies in any of the offices through death or resignation, removal from office, or increase in authorized number of directors may be filled by the President or the Board of Directors (**see Article VI below**) from among the active members of the association for the unexpired portion of the term.
- Section 4 Any officer, director, or member may be removed from office by a majority vote of the Board of Directors. Such vote will be conducted in person at a meeting or by phone or email, and must be preceded by a seven-day notice.
- Section 5 Any officer, director or member may resign at any time by giving written notice to the President.
- Section 6 No officers shall serve more than three terms in one position.
- Section 7 All elected officers or directors shall fit the membership qualifications as stated above and as follows in Article V.

ARTICLE V

DUTIES OF OFFICERS AND BOARD MEMBERS

- Section 1 Role of the President
- Shall prepare agendas and have them distributed for all meetings of the chapter and of the Executive Board of Directors.
 - Preside at all Executive Board and general meetings
 - Make committee appointments as needed, advise other officers and committee chairs, and serve as an ex-officio member of all committees.
 - Delegate specific responsibilities to officers and committees
 - Lead the overall operations and programs of ALAC
 - Work closely with the Executive Board to establish and achieve the ALAC goals
 - Call meetings of the Board, recommend and direct the execution of policies and procedures together with specific programs in the interest of ALAC and SDSUAA
 - Ensure that all Executive Board members hold membership in the SDSUAA
 - Serve as the primary contact and work directly with the SDSUAA.
 - Be responsible to ensure all ALAC charter review materials are submitted by stated deadlines according to the Chapter Handbook, Chapter Guidelines – Minimum Requirements section.

Section 2 Role of the Vice-President

- Shall perform all duties of the President in the absence of that officer and shall render assistance in the performance of the business of ALAC.
- Assist the President in coordinating and directing committee activities and the ALAC's operations and perform such duties as may be delegated by the president;

Section 3 Role of Secretary

- Record the minutes of all Board of Directors and general meetings of the ALAC and distribute them as appropriate.
- Maintain a record of the ALAC's Executive Board of Directors; ensure that an up-to-date list is on file in the SDSU Alumni office.
- Serve as historian and custodian of the group's permanent documents.

Section 4 Role of the Treasurer

- Work with the President in preparing budgets for activities and events.
- In conjunction with the President, prepare a detailed annual report of ALAC activities and provide a copy to the Alumni Association by the stated deadline for each fiscal year.
- Collect and deposit fees for any special events and fund-raisers in accordance with policies and procedures established by the SDSUAA.
- Be responsible for coordinating and maintaining all financial records of the ALAC.

Section 5 Role of the Communications Chair (Section added 8/21/06)

- Work with the Chapter President, Board members, and College of Arts & Letters staff to advise on the most effective medium to use when communicating and promoting Chapter goals, programs, memberships and activities.
- With guidance of the chapter and the SDSUAA Chapter Coordinator, coordinate and/or create new media and stakeholder outreach and/or expanded services and benefits which the ALAC may provide.

Section 6 Role of Membership Chair

- Coordinate and disseminate information about the SDSUAA and ALAC to potential new members.
- Solicit new members and new leaders.
- Maintain and update the membership database by regular coordination with the SDSUAA office.
- Contact current members on a timely basis to provide material and encourage renewals.
- Report quarterly to the Executive Board of Directors on membership statistics.

Section 7 Role of the Events Chair

- Coordinate the planning and execution of programs scheduled by the Board.
- Solicit volunteers to work scheduled events from among the general membership.

Section 8 Role of Member(s)-at-large

- Support and assist the officers whenever needed

- Provide input and feedback on goals, objectives, and planning
- Chair or serve on committees to help plan and execute programs, and attend a majority of the ALAC activities
- Assist in the solicitation of new members and new leadership.

Section 9 Role of College Development Chapter Liaison (ex officio representative from the College of Arts & Letters)

- Attend board meetings, retreats and chapter events whenever possible
- Provide contacts for lecturers and departmental events
- Provide leads for committee and board prospects
- Report on new college policies affecting alumni
- Provide college guests lists for chapter events
- Report feedback from alumni development contacts
- Initiate board recognition

ARTICLE VI

COMMITTEES OF THE BOARD

Section 1 Executive Board of Directors

The Executive Board of Directors shall consist of all elected or appointed officers and the immediate Past President, all of whom shall have voting rights. All other past presidents are ex-officio, non-voting members of this committee. The Board shall be the governing body of the organization. The Board shall have the authority to select and remove at the pleasure of the Board all officers; to conduct, manage and control the affairs and activities of the organization; and to establish officer positions, as it shall deem advisable. The Board shall consist of a maximum of eleven members. These descriptions are to be reexamined by 2010.

Section 2 Ad Hoc Committees

The Board may create one or more *ad hoc* committees. Such ad hoc committees shall be chaired by the officer responsible for the particular task, and shall be filled by volunteers from the general membership in so far as possible. Appointment of such committees of the board shall be by majority vote of the directors then in office. The work of such committees shall be coordinated with the Board by the responsible officer.

ARTICLE VII

MEETINGS

Section 1 The Executive Board of Directors shall hold quarterly meetings, and at least one annual meeting per year shall be called as needed. Other meetings or events will be held as called.

Section 2 Members will be notified at least 30 days in advance of the annual meeting.

The Chapter Coordinator of the SDSUAA is to be notified 60 days in advance of the meeting date if support is needed from the SDSUAA Office.

Section 3 The Secretary shall prepare the official minutes of any business meeting within 30 days after the meeting. A copy of the minutes shall be provided to the Executive Board of Directors and a copy shall be available to any active member. A master file will be kept by the secretary. The SDSU Alumni Association's Executive Director is to be provided with the minutes/reports of each meeting.

ARTICLE VIII

NOMINATION AND ELECTIONS

The Nominating Committee shall be appointed by the President. The committee shall present at least one nominee for each vacancy, and shall have obtained prior consent from each nominee. Elections shall be by voice vote or mail-ballot, unless otherwise determined, with simple majority required for election.

ARTICLE IX

DISSOLUTION

Dissolution of the ALAC shall be determined in consultation with the San Diego State University Alumni Association, as outlined in the Chapter Handbook, Chapter Guidelines and Procedures section – Suspension/Dissolution.

ARTICLE X

AMENDMENTS

Amendments to these bylaws may be made by an affirmative vote of 2/3 majority of those members in attendance at any regular meeting of the ALAC, providing that membership has received notification of the proposed changes(s) at least five days in advance of the meeting.