

ARTICLE I. NAME

The name of the organization shall be the [John A. Logan College \(JALC\) Alumni Association Advisory Board](#) (hereafter referred to as the "Association").

ARTICLE 2. PURPOSES

The objectives of the Association shall be to:

- Organize JALC alumni & friends for the promotion of the welfare of the College
- Maintain a strong relationship between the alumni & friends and the College
- Help strengthen the long-term financial health of the College through support of its fundraising efforts
- Foster and sustain a sense of collegiality among its members
- Foster and promote participation of the alumni & friends in the activities of the College

ARTICLE 3. MEMBERSHIP

The categories of membership in this organization shall be:

- **Section 1: Alumni Membership** – Persons who have received a degree and/or certificate from JALC.
- **Section 2: Affiliate Membership** – Former students, retired College employees, or friends of the College who do not fall into the alumni membership category.
- **Section 3: Fees** – A fifteen dollar annual fee shall be charged for the privilege of being a member. This may be adjusted at a later date per action of the board.
- **Section 4: Term**—Membership in this organization shall be for one year unless a life membership option is made available.
- **Section 5: Life Membership** – A Life membership option may be offered at a later date per action of the board.
- **Section 6: Voting Rights** – Alumni members and affiliate members may both vote and hold office in the Association.

ARTICLE 4. BOARD OF DIRECTORS

- **Section 1: Number** —There shall not be fewer than seven (7) or more than thirty (30) Directors who shall be elected by the Board. Directors shall be recommended by nomination and approved by a majority of Directors present at a meeting of the Board.
- **Section 2: Term** —The term for a director shall be three years. Directors may be recommended to serve more than one term.
- **Section 3: Removal** — Any elected Director may be removed at a meeting of the Board for the good of the Association by a majority of the Board of Directors present at the meeting, provided such Director shall have been notified, in writing, of the reason why removal will be proposed at least fifteen (15) days before such meeting.
- **Section 4: Vacancies** — In the event of death, disability, resignation or removal of an elected Director, a successor may be elected to serve out the unexpired term.
- **Section 5: Attendance** —Attendance at board meetings on a regular basis either through personal attendance or through teleconferencing is expected. Chronic non-participation may warrant removal from the board. Removal must follow procedure laid out in section three (3) above.

ARTICLE 5. OFFICERS

- **Section 1:** The officers of the Association shall be a president, vice president and secretary. Officers shall be recommended by the nomination and approved by the Directors at a meeting of the board.
- **Section 2:** The president shall preside at all meetings of the organization.

- **Section 3:** The vice president shall preside in the absence of the president and shall automatically become president for the remainder of the term for which he/she was elected should the office of president become vacant. He/she shall be the nominee of the Board to succeed the president.
- **Section 4:** The secretary shall take minutes at each meeting and send them to the JALC Foundation Office to be distributed via mail or e-mail to all Association board members.
- **Section 5:** The term for an officer shall be two years. The secretary may be recommended to serve more than one consecutive term. The President must sit out at least one term before he/she can be recommended again to serve as president or vice president.
- **Section 6: Removal** — Any elected officer may be removed at a meeting of the Board for the good of the Association by a majority of the Board of Directors provided such officer shall have been notified in writing of the reason why removal will be proposed at least fifteen (15) days before such meeting.
- **Section 4: Vacancies** — In the event of death, disability, resignation or removal of an Elected Director, a successor may be elected to serve out the unexpired term.

ARTICLE 6. PROCEDURES

- **Section 1:** Meeting of the Board shall be governed by Robert’s Rules of Order, in their most current revisions (hereinafter “Robert’s Rules”), except as those Rules may conflict with these Bylaws. In addition, the Board may adopt additional or alternative rules of procedures.
- **Section 2: Guests.** The Board may invite persons other than its Directors and Officers to attend. These may include staff of the College, students, or other persons who may contribute to the objectives of the Foundation.
- **Section 3: Actions:** Actions for the Board on a motion or resolution shall be by majority vote of the directors present.

ARTICLE 6. BUDGET

The budget for the Association shall be maintained by the Foundation/College in compliance with the College’s and the Foundation’s guidelines and policies.

ARTICLE 7. COMMITTEES

- **Section 1:** Executive Committee—A permanent Executive Committee shall conduct the necessary business of the Foundation when the Board of Directors is not in session. The Board will delegate powers to the Executive Committee as appropriate, those powers to be exercised only in consonance with policies earlier established by the Board.
 - **Powers & Duties:** Between meetings of the Board, the Executive Committee shall have all the powers of the Board except that it may not amend the bylaws, alter the membership of elected Directors, remove Board Officers, or take actions contrary to the expressed policies of the Board.
 - **Membership**—The Executive Committee shall be comprised of the Alumni Association president, vice president, secretary, the Executive Director of the Foundation, and the Director of Alumni Services.
- **Section 2:** Standing and Ad Hoc Committees— Additional committees may be established as necessary. Members of the committee shall be appointed by the President of the Alumni Association Board or through nomination

ARTICLE 8. MEETINGS

- **Section 1: Regular Meetings**
There shall be no fewer than two regular meetings of the Alumni Board in any calendar year to be scheduled in the spring and the fall. Other regular meetings may be called by the President of the Alumni Association as required. Meetings shall be at a time and place set by the President in consultation with the Foundation Executive Director who shall give notice to all Directors not less than fifteen days prior to the scheduled meeting date.

▪ **Section 2: Special Meetings**

Special Meetings may be called at any time by not fewer than five (5) directors acting jointly, who shall, in consultation with the Foundation Executive Director, designate a time and place, specify the purpose, and cause due notice to be given to all Directors

Section 3: Attendance at Meetings

Members of the Board of Directors or of any committee of the Board of Directors may participate in and act at any meeting of such board or committee through the use of a conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other.

ARTICLE 9. AMENDMENTS

These bylaws or any part thereof may be amended or repealed by a majority of the Directors at a meeting of the Board, providing that such amendment or proposed repeal shall have been submitted to the membership at least (15) days prior to the meeting.

ARTICLE 10. DISSOLUTION

In the event of dissolution of this organization, or should its operation ever be discontinued, all available funds and/or assets of this organization shall become the property of the John A. Logan College Foundation.

August 14, 2008