



Southern Connecticut State University Alumni Association, Inc.

Bylaws

Article I. NAME

The name of the organization shall be the Southern Connecticut State University Alumni Association, Inc., and is herein referred to as "the Association."

Article II. PURPOSE

The charge of the Southern Connecticut State University Alumni Association ("SCSU") is to support the development and overall mission of the University. The Association will promote a spirit of loyalty among a diverse body of former and current students, parents, faculty, staff, and friends. This will be accomplished through an ongoing effort to expand alumni programs, soliciting active involvement, opportunities for professional, social, and intellectual growth, and an increased connection with campus and community matters.

Article III. MEMBERSHIP

Section 1. General Membership

Membership - Any graduate from Southern Connecticut State University or its predecessors, New Haven Normal School, New Haven State Teachers College, and Southern Connecticut State College shall be granted all rights and privileges as established by the Board of Directors.

Section 2. Special Membership

A. Honorary Membership - The Board of Directors shall grant honorary membership to any person who has shown unusual interest in the University through some significant contribution. An honorary member is entitled to all rights and privileges for Membership, except the right to vote and the right to hold office in the Association.

B. Emeritus Membership - The Board of Directors may grant Emeritus status to any former member of the Board who has demonstrated outstanding service to the Association and the University. He/she shall be a member of the Board of Directors and entitled to all rights and privileges of Board Membership.

Article IV. MEETINGS

Section 1. Board of Directors

A. The Board of Directors shall have a minimum of five (5) meetings during the fiscal year.

B. Directors shall be notified of the meeting at least seven (7) days in advance.

Section 2. Executive Board

A. The Executive Board shall be comprised of the Officers of the Association, the Immediate Past President and the Director of Alumni Relations. The Director of Alumni Relations shall serve as a non-voting member of the Executive Board.

B. Executive Board meetings shall be called at the discretion of the President.

C. The President shall report all actions taken by the Executive Board to the Board of Directors through the minutes of the Executive Board meeting.

Section 3. Special Meetings

A. The President or a group of five (5) or more members of the Board of Directors shall call special meetings of the Board of Directors.

B. Notification of special meetings shall be made at least ten (10) days prior to the date of said meeting.

Section 4. Annual Meeting

A. The Annual Meeting of the Association shall be held at the University in June unless the Board of Directors changes the date or location.

B. Alumni Association members shall be sent notice of the annual meeting no less than 30 days prior to the meeting.

C. All Alumni Association members shall be notified of said meeting through the Alumni Association annual ballot.

Section 5. Quorum

A. The Annual Association meeting, any special meeting of the Association or Board of Directors meeting shall be deemed duly constituted by the attendance of a quorum of Directors.

B. Executive Board meetings shall be deemed duly constituted by the attendance of a quorum of Executive Board members.

C. A simple majority shall constitute a quorum.

Section 6. Robert Rules of Order

Robert's Rules of Order shall be used in conducting all meetings of the Association, the Board of Directors and the Executive Board.

Section 7. Parliamentarian

The President shall select a parliamentarian from the current Board of Directors who will assist the Association in the interpretation of Robert's Rules of Order.

Article V. ELECTIONS

Section 1. Nominations

A. (nominated for board of directors) Nominations for available Board of Director positions will be open to all members of the Association by submitting to the Election Committee a form signed by both the nominating member of the Alumni Association and the candidate.

B. (self-nominated) The Election Committee shall seek nominations for available Board of Directors positions with a notification via email/mail beginning in late February, and closing early in April. Anyone interested in being nominated or nominating a candidate may do so by responding to said notification.

C. The Board of Directors positions will be open to all members of the Association. The Elections Committee will seek out additional candidates when necessary.

D. While serving a term as a Director, no member shall work for the Office of Institutional Advancement at Southern Connecticut State University.

E. Membership on the Board of Directors shall be limited to no more than two (2) full-time Southern Connecticut State University employees.

Section 2. Balloting

A. The Elections Committee shall prepare a ballot consisting of enough candidates to fill all open seats as approved by the Board of Directors plus a minimum of two (2) additional candidates.

B. The final ballot will be approved by the Board of Directors for consideration.

C. Ballots shall be sent to all Alumni Association members with valid contact information.

D. Balloting must be completed, and ballots received no later than 30 days before the annual Board meeting of the Association.

E. The Elections Committee shall verify the results of the balloting. Said results shall be announced at the annual Board meeting of the Association.

F. Election results will be available to all members upon request after the annual meeting.

Section 3. Candidates

A. The candidates who receive a plurality in the final vote shall be declared duly elected by certification. In case of a tie, the successful candidate shall be determined by a majority vote of the Board membership present at the Board meeting.

B. Each successful candidate shall serve a three-year (3) term commencing with the beginning of the fiscal year.

C. Each candidate may seek election for two full three-year terms (the "Term Limitation"). After reaching the Term Limitation, a director must leave the Board for at least one year (the "Mandatory Board Respite"). After completion of the Mandatory Board Respite, that individual may once again seek re-election. The Term Limitation will be reset to zero if the individual is re-elected to the Board after the Mandatory Board Respite.

Section 4. Process for Filling Executive Board Member Vacancies When No Candidates Volunteer

A. In the event that no individual volunteers or is nominated for an open Executive Board member position, the Board of Directors shall follow the process outlined below to ensure that the vacancy is filled in accordance with the University's governance standards and operational needs:

B. Upon determining that no individual has volunteered or been nominated for an open Executive Board position, the Elections Committee shall formally notify the President and Director of the vacancy.

C. The Elections Committee shall take proactive measures to encourage qualified candidates to consider the position by making a personal outreach to Board members who have demonstrated leadership or interest in serving the University.

D. If the Board does not have a nominee by the Annual Meeting, the Chairman of the Elections Committee will make a final call for nominees from the floor at the election. If this fails to secure a nominee, the Board will postpone the election of that officer until the first meeting of the next year. At that time, the newly elected Board members will be eligible, and the nominations will be open to them.

Section 5. Emeritus Board Member Status at Southern Connecticut State University

A. The title of Emeritus is honorary and serves as recognition for the individual's dedication and significant impact on the institution. This title is granted for life, though it does not confer additional privileges or fiduciary responsibilities beyond those outlined in the bylaws.

B. Qualifications

B1: Distinguished Service - an individual must have demonstrated distinguished service and leadership during their tenure on the Alumni Board of Directors. The individual must have served a minimum term of ten years on the Board and must not be a current member.

C. Recommendation and Approval Process

C1: Nominations for Emeritus Board Member status must be made by an active member of the Board to the Elections Committee for consideration. The nomination should be accompanied by a written statement summarizing the nominee's qualifications and achievements. The Committee would make its recommendation to the Board. The nomination is subject to the approval of the Board through a majority vote.

D. Continued Engagement

D1: Emeritus Board Members are entitled and encouraged to maintain an active role on the Board through membership on committees, full Board meetings and participation in alumni events.

Article VI. THE BOARD OF DIRECTORS

Section 1. Membership

A. The Board of Directors may consist of up to twenty (20) elected members.

B. The following shall be non-voting members of the Board of Directors: President of the University, Vice President of Institutional Advancement, Director of Alumni Relations.

Section 2. Responsibilities

The Board of Directors shall be the policy-making body of the Association and shall oversee the administration of all Association funds.

Section 3. Committees

A. The Board of Directors shall have such committees as shall be appointed by the President and/or designee to further the purposes of the Association.

B. Board of Director members shall serve on a minimum of (2) two committees.

C. Committee membership may be comprised of both Board of Directors and Alumni Association volunteer members.

D. Alumni Association volunteer committee members may attend all Board of Directors meetings.

Section 4. Absences

A. Any Director absent from three (3) Board of Directors meetings or three committee meetings in one fiscal year shall be brought to the Executive Committee to be considered for removal from the Board of Directors.

B. The Director shall be removed provided that the President has given written notice to said Director at least seven (7) days in advance of such action.

Section 5. Vacancies

A. If a member of the Board is unable to fulfill his or her term of office the vacancy shall be filled by the candidate with the next highest vote count from the immediate past election of the Board of Directors.

B. Any person appointed to fill a vacancy shall hold office for the balance of the Board of Director member's term.

Article VII. BOARD OFFICERS

Section 1. Executive Board

The Officers of the Association shall be the President, the Vice President, the Secretary, the Treasurer, and the Immediate Past President.

Section 2. Eligibility

A. To be eligible to hold office on the Executive Board the individual must be an elected Director.

B. The Elections Committee shall entertain nominations for each of the Officers in writing (email or letter) at least 10 days before the annual Board meeting.

C. Nominees shall submit a letter of intent to the Elections Committee chairperson and Director of Alumni Relations.

D. The Board of Directors shall elect the Officers at the annual Board meeting by secret ballot. There must be a quorum present to carry out elections of the Officers.

E. The Elections Committee shall begin nominations by presenting the nominees to the Board of Directors for vote.

F. Process for nominations will follow Robert's Rules of Order beginning with President and on through the subsequent titles.

G. The newly elected Board of Directors may not be a candidate nor vote for the Executive Board officer positions as their term begins in the next fiscal year.

H. The Elections Committee tabulates the votes and announces the results within twenty-four (24) hours.

Section 3. Term of Service

Each Officer shall serve a one (1) year term commencing with the beginning of the fiscal year. Each Officer may seek re-election throughout their board term.

Section 4. President

The President shall be the Chief Executive Officer of the Association.

The President shall preside at Board of Directors' meetings, Executive Board meetings, all special meetings and shall have the powers and duties usually vested in the office of President.

Section 5. Vice President

A. The Vice President shall assume the duties of the President if the President is not present or unable to perform the duties of the office.

B. The Vice President may be assigned special projects, duties, or other responsibilities as designated by the President and/or the Executive Board.

C. In the event the Vice President is unable to serve in the absence of the President, the line of succession shall be the following: Secretary and Treasurer.

Section 6. Secretary

The Secretary shall be responsible for recording the minutes of Board of Directors meetings, Executive Board Meetings, and special meetings. The Secretary shall also be responsible for monitoring meeting attendance of Board of Director Members. All minutes will be forwarded to the Office of Alumni Relations in a timely manner.

Section 7. Treasurer

The Treasurer, in conjunction with the Office of Alumni Relations, shall be responsible for overseeing the Finance Committee and meeting regularly with the committee to report on the financial activities of the Association. The Treasurer and Finance Committee are responsible for reviewing all expenditures and financial accounts of the Association and must provide a financial report to the Board of Directors at each Board meeting.

Section 8. Role of Director of Alumni Relations

The Officers and Board of Directors shall be assisted by the Director and staff of the Office of Alumni Relations in supporting the Board and carrying out Board policies. The Director of Alumni Relations shall act as liaison between the Association and the University.

Section 9. Vacancy

If any Executive Committee Officer is unable to complete his or her term of office for any reason, a special election to fill that position(s) will be held at the next Board meeting.

Article VIII. COMMITTEES

Section 1. Appointments

A. At the first Board of Directors' meeting of each fiscal year, the President or designee shall appoint the following Standing Committees: Awards, Bylaws, Elections, Finance, Programming, Alumni Networks and other adhoc committees deemed relevant.

B. Each committee shall consist of no less than three (3) members from the Board of Directors and other members from the Association as needed.

C. Committee chairs may appoint a co-chair to assist in committee work.

Section 2. Awards

The Awards Committee shall recommend to the Board of Directors the nominees to receive Association awards. The committee shall assist in the planning and execution of events associated with these awards.

Section 3. Finance

The Finance Committee shall be responsible for the approval of all expenditures of the Association, the development of the annual budget in conjunction with the Office of Alumni Relations, the review of all committee funding requests, and shall make recommendations to the Board for final approval concerning all financial matters.

Section 4. Programming

The Programming Committee shall be responsible for the engagement of alumni by creating and promoting alumni activities, traditions, and events, e.g., Homecoming, and graduating senior events.

Section 5. Elections

The Elections Committee shall be responsible for conducting the nomination/election process for the Board of Directors and Officers.

Section 6. Alumni Networks

The Alumni Networks Committee will assist the Office of Alumni Relations in the development and growth of new and existing alumni networks.

Section 7. By-Laws

The By-Laws Committee shall be responsible for maintaining the By-Laws of the Board and shall consider any potential amendments to the By-laws and make such recommendations to the full Board as necessary.

Article IX. FINANCIAL REVIEWS

Section 1. Fiscal Year

A. The fiscal year begins July 1 and ends June 30.

B. At the close of the fiscal year, a qualified CPA shall examine the Association's financial records.

C. Financial Statement shall be submitted to the Board of Directors within 30 days of approval by the Finance Committee.

D. A member of the Board of Directors may not prepare the Comprehensive Financial Statement of the Association's accounts as noted in Article IX, Section 1.

Article X. BONDING

Anyone performing services for the Association must be bonded or insured.

Article XI. DISSOLUTION

In the event of the dissolution of the Corporation, all its property and assets after payment of all liabilities and obligations, shall become the property of the SCSU Foundation, Inc.

Article XII. AMENDMENTS

Amendments to these Bylaws shall be made by the Board of Directors by receiving a super majority (2/3rds) vote of approval from the full Board.

Article XIII. REPEALING CLAUSE

Upon the adoption of these By-laws as the official By-laws of the Association, the former Bylaws of the Association shall stand repealed.

Adopted May 1995 Amended by vote of the membership September 2008.

Amended by By-Laws Committee and approved by Board of Directors' vote March 21, 2013.

Approved by general Alumni Association membership in election ballot of April/May of 2013 new bylaws in effect as of July 1, 2013.

Amended by By-Laws Committee and approved by general Alumni Association July 2016.

Amended by By-laws Committee and approved by general Alumni Association in May 2018, effective date July 1, 2018.

Amended by By-laws Committee and approved by general Alumni Association in May 2021, effective date July 1, 2021.

Amended by By-laws Committee and approved by general Alumni Association in June 2022, effective date July 1, 2022.