

## **Complete Bylaws**

Section 1- Name

Section 2 - Purpose

Section 3 – Membership

Section 4 - Officers and Duties

Section 5 - Board of Directors

Section 6 - Standing Committees

Section 7- Special Committees

Section 8 - Alumni

Section 9 – Affiliate Clubs

Section 10 - Meetings

Section 11 - University Staff

Section 12 - Amendments

Section 13 - Dissolution

Section 14 - Rules of Order

Section 15 - Finance

## **Complete Bylaws**

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### **1.0 NAME**

The name of the Association is the Central Connecticut State University Alumni Association. The organization shall be commonly known as the CCSU Alumni Association.

### **2.0 PURPOSE**

The purpose of the Association is to establish mutually beneficial relations between the University and Alumni to promote the mission of the University.

### **3.0 MEMBERSHIP**

#### **3.1 Eligibility for membership**

Any person who has graduated from Central Connecticut State University or its predecessors, the Teachers College of Connecticut, the State Normal School in New Britain and Central Connecticut State College shall be eligible for membership in the CCSU Alumni Association.

### **3.2 Active Members**

Active membership is held by those who are eligible for membership and who have contributed a minimum of twenty-five dollars to the Annual Fund in that current fiscal year (15.1).

### **3.3 Honorary Members**

Honorary Membership in the Association may be conferred upon individuals at such time and under such terms as determined by the Board of Directors.

## **4.0 OFFICERS AND DUTIES**

### **4.1 Officers**

The officers of the Association shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, and the Immediate Past President.

### **4.2 Eligibility**

Any current member of the Alumni Association Board of Directors is eligible to be an Officer of the Association provided however, that no person shall serve as a Director and Officer concurrently.

### **4.3 Election**

Officers shall be elected by the Board of Directors at the last Board meeting of the fiscal year from a slate endorsed by the Nominating and Bylaws Committee or from any challenges to the endorsed slate as provided for herein.

The Nominating and Bylaws Committee shall endorse a slate of officers by February 1st in the last year of the officer's term. Notice of the proposed slate will be presented to the members of the Board of Directors by February 1st. Challenges to the slate may be made by any current or former member of the Board of Directors who served as Directors during the term of the officers who are being replaced. Challenges must be submitted in writing to the Nominating and Bylaws Committee by March 15th, indicating the challenger's name and position sought.

In the event no challenges are made by the notice deadline, then the endorsed slate will be presented to the Board of Directors at the last Board of Directors meeting. The Secretary shall cast one vote for the slate. In the event a challenge is made by the notice deadline, then for each contested position, the Board of Directors shall hold an election, by secret ballot, at the last Board of Directors meeting in the fiscal year. A quorum of the Board of Directors shall be necessary to conduct the election of Officers. In the event a quorum is not present, then the election shall occur at the next meeting of the Board of Directors in which a quorum is present. Without exception, the election of officers shall occur after the election of the Board of Directors.

Each Director present shall have one vote for each officer position so contested. Voting will continue until a simple majority of the Board of Directors is reached for each contested position. In the event no candidates receive a simple majority of the votes casted on any ballot then the candidate with the fewest votes received, provided there are no ties for the fewest votes, shall be deemed to have lost, and the election will continue with the remaining candidates.

#### **4.4 Term**

The terms of office shall be for a two-year period. Officers shall serve no more than one (1) consecutive term in any office. Officers and Directors shall assume office on July 1 in the year in which they are elected.

#### **4.5 President**

The President shall preside at all meetings of the Management Committee of the Board of Directors and the Alumni Association. The President shall perform such duties as usually pertain to the office and such other duties as from time to time may be assigned to the President by the Board of Directors. Standing and special committees of the Board of Directors and the Association shall be appointed by the President unless otherwise directed by the Board of Directors or the Association.

##### **4.5.1 Resignation of President**

In the event the President resigns, the First Vice President shall assume the office of President for the remainder of resigning President's term. The Second Vice President would then assume the office of First Vice President and a Second Vice President shall be elected. Officers who assume another office may not seek a consecutive full term in that office if their assumption of that office is more than one year.

#### **4.6 First Vice President**

At the request of or in the absence or disability of the President, the First Vice President shall perform the duties of the President. While so acting, the First Vice President shall have all the power and authority of the office of President. In addition, the First Vice President shall schedule and book the board meetings, including the location for in-person meetings or virtual meetings as needed. The First Vice President shall work with the Alumni Relations Office to arrange for food, and anything needed for support of such meetings. In addition, the First Vice President shall perform other duties as from time to time may be assigned by the President of the Association and the Board of Directors of the Association.

##### **4.6.1 Second Vice President**

At the request of or in the absence or disability of the President or the First Vice President, the Second Vice President shall perform the duties of the President of the Association or the First Vice President. While so acting, the Second Vice President shall have all the power and authority of the office of President. In addition, the Second Vice President shall perform such other duties as from time to time may be assigned by the President of the Association, or the Board of Directors of the Association. The Second Vice President shall serve on the Ways and Means Committee.

#### **4.7 Secretary**

The Secretary shall take attendance, record motions, voting results and minutes at meetings of the Management Committee and Board of Director of the Alumni Association. The Secretary shall manage the collection of mail at the U.S. Post Office and the Office of Alumni Relations, and distribute the mail to the appropriate officers as needed. The Secretary shall see to the maintenance of complete and accurate records of all proceedings of the Management Committee and Board of Directors of the Alumni Association.

#### **4.8 Treasurer**

(a) The Treasurer shall, under the direction of the Board of Directors, collect and disburse all funds of the Association.

(b) The Treasurer shall see to the maintenance of complete and accurate records of all financial transactions of the Association including the accounts payable and receivable. The Treasurer shall work monthly with the bookkeeper, run financials monthly, and store them in electronic format.

(c) The Treasurer shall be bonded to the extent of the nearest thousand dollars above the total assets of the Association as reported on at the close of the preceding fiscal year. Expenses incident to bonding shall be met by the Association.

d) The Treasurer shall serve on the Finance Committee.

#### **4.9 Immediate Past President**

The immediate Past President upon completion of his/her elected term shall perform such duties as from time to time may be assigned by the President, Board of Directors or the Alumni Association. The Immediate Past President serves as a member of the Management Committee as well as ensuring that proper Parliamentary procedures are followed at meetings. The Immediate Past President also serves on the Nominating and Bylaws Committee.

### **5.0 BOARD OF DIRECTORS**

#### **5.1 Duties of**

The management of the Association shall be vested in the Board of Directors, which shall serve in an executive capacity and shall have chief responsibility for the administrative matters of the Association. The Board of Directors is responsible for all Association policy decisions, program planning, implementation, and evaluation.

#### **5.2 Board of Directors**

The Board of Directors shall consist of fifteen (15) Directors elected from the Active Membership (4.2.) and six (6) officers elected by the Board of Directors. The Immediate Past President of the Alumni Association, upon completion of their elected term, shall serve as a voting member of the Board. The President of the University shall hold the position of an ex-officio, non-voting, member of the Board. No more than two full-time Connecticut State University System (CSU) employees may sit as voting members on the Board of Directors at any time. The Director and/or Assistant Director(s) of Alumni Relations of Central Connecticut State University may act as non-voting members of the Board of Directors.

#### **5.3 Eligibility**

Any Active Member of the Association is eligible to be a Director of the Association.

## **5.4 Election of**

Directors shall be elected by the Active Membership by ballot from a slate endorsed by the Nominating and Bylaws Committee or from any challenges to the endorsed slate as provided for herein.

The Nominating and Bylaws committee of the Alumni Association shall endorse a slate for Board of Directors by February 1st. Notice of the proposed slate will be mailed to all Active (3.2) members by February 15th. Challenges must be submitted in writing to the Nominating and Bylaws Committee by March 15th.

In the event no challenges are received by the Notice Deadline, then the endorsed slate for Board of Directors will be presented to the membership at the Annual Meeting to be followed by a casting of one ballot by the Secretary. In the event a challenge is made by the Notice Deadline, then the Nominating and Bylaws Committee shall conduct an election by mail ballot in which each Active Member of the Alumni Association (3.2) will have one vote to cast for each Director. Completed ballots received by the date specified in the ballot, which shall be at least two weeks prior to the Annual Meeting, will be counted. The result shall be announced at the Annual Meeting. The candidates receiving the most votes shall be deemed the winners. In the event there is a tie for a Director's position, the Active members present at the Annual Meeting shall vote to break the tie and the candidate receiving a simple majority of the votes of the Active Members so present shall be declared the winner.

## **5.5 Terms of Office**

The terms of office for Directors shall be for three years. Directors shall serve no more than two (2) successive terms. After two (2) years off the Board of Directors, an individual may seek to run for re-election to the Board of Directors.

## **5.6 Attendance**

The Board of Directors shall have the authority, with a majority vote, to request the resignation from any board member who has unexcused absences for three (3) consecutive, regularly scheduled meetings (10.3) of the Board of Directors. Notification of intent to remove must be given by letter to the director in question seven (7) days prior to the Board meeting at which the removal vote will take place.

## **5.7 Vacancies**

The Board of Directors, upon the recommendation of the President of the Alumni Association, shall have the authority to fill vacancies on the Board of Directors or Standing Committees.

## **5.8 Annual Report**

The Board shall report annually to the membership on: (a) the general condition of the Association; (b) the status of the membership of the Association; (c) the amount of receipts and disbursements for the current fiscal year, by general classification; (d) the estimated expenses for the upcoming fiscal year; and (e) such other matters as should be properly brought before the Association.

## **5.9 Resignation**

A Director may resign at any time by giving written notice of resignation to the Board or the President of the Association. A resignation shall take effect at the time specified in the notice or, if no time is specified, upon receipt thereof. Acceptance of a resignation shall not be necessary to make it effective.

## **6.0 STANDING COMMITTEES**

Standing committees are to report all committee action in writing to the Management Committee. All business of a committee must be brought to the attention of the Management Committee.

There is no limit to reappointment to committee membership as long as such appointment is not in conflict with these bylaws. Committee chairs may serve two consecutive one-year terms.

Membership of the Standing committees shall be approved by the Board upon the recommendation of the President. Committees are expected to recruit non-Director members according to the needs of the committee and volunteer interest. If possible, the membership of all committees shall represent different graduating classes and geographical regions. Committee chairs will be appointed by the Board of Directors upon the recommendation of the President.

Standing Committees will meet as often as necessary to ensure diligent execution of their duties and responsibilities. Committees will evaluate ongoing programs and activities within their jurisdiction and make recommendations to the Board on proposals for new programs and services.

## **6.1 Management Committee**

The Management Committee shall review all Standing Committee reports and make recommendations to the Board on reports received, formulate a budget for the upcoming fiscal year, policy concerns, internal and external communications and prepare materials relating to Board of Directors meeting agenda. The Management Committee is empowered to transact business of the Alumni Association between meetings of the Board of Directors. The Management Committee shall represent the position of the Board of Directors of the Alumni Association on legislation affecting Central Connecticut State University.

The Management Committee shall consist of the five officers of the Association: President, First Vice President, Second Vice President, Treasurer, and Secretary. The Immediate Past President shall serve as an ex-officio voting member of the Management Committee. Four members shall constitute a quorum. No voting by proxy shall be permitted.

## **6.2 Nominating and Bylaws**

The Nominating and Bylaws Committee shall recruit and nominate alumni for positions as officers and directors of the Association, conduct ongoing review of the Association's Bylaws, and formulate recommendations to the Board and the general membership to process amendments and/or changes to the Bylaws. It shall identify and cultivate volunteers in alumni and development activities.

The Nominating and Bylaws Committee shall be comprised of a minimum of (3) members who shall all be members of the Board of Directors and two, but not more than three, Past Presidents of the Association. All members of the committee shall have served at least one year as a member of the Alumni Association Board of Directors prior to their appointment. The chair of the Nominating and Bylaws Committee shall be a member of the Board of Directors appointed by the Board upon the recommendation of the President.

## **6.3 Ways & Means Committee**

The Ways & Means Committee shall identify, develop, review, and evaluate programs and services that generate revenue for the Association.

The Ways & Means Committee shall consist of at least four (4) Directors; and the Treasurer. The chair of the Ways & Means Committee shall be a member of the Board of Directors appointed by the Board upon the recommendation of the President.

## **6.4 Finance Committee**

The Finance Committee shall advise the Board on matters pertaining to the budget and finance for the Association. It shall ensure the proper record keeping and investing of Association accounts. In a timely fashion, or at least annually, the Finance Committee shall report to the Board on the number and amounts of receipts, disbursements, and investments of the Association. The chair of the Finance Committee shall be a member of the Board of Directors appointed by the Board upon the recommendation of the President.

The Finance Committee shall be composed of at least five (5) members from the Board including the Treasurer.

## **6.5 Student Relations Committee**

The Student Relations Committee shall develop, plan, and implement a program for undergraduate and graduate students to become involved in the Association. It shall foster good relations between the students and the members of the Association. It shall work to develop loyalty to the Association among the students. The Student Relations Committee shall act as advisor to all Student Alumni Clubs.

The Student Relations Committee shall consist of at least three (3) members of the Board. The chair of the Student Relations Committee shall be a member of the Board of Directors appointed by the Board upon the recommendation of the President.

## **6.6 Homecoming Committee**

The Homecoming Committee shall develop, plan, implement, and evaluate programs and activities run by the Association in support of the annual Homecoming event. The Homecoming Committee shall consist of a minimum of two (2) Directors appointed by the Board. The chair of the Homecoming Committee shall be a member of the Board of Directors appointed by the Board upon the recommendation of the President.

## **6.7 Sports Committee**

The Sports Committee plans, develops, and implements programs sponsored by the Association to foster relations between CCSU Athletics and the members of the Alumni Association. In conjunction with the Athletic Director and Athletic Department, the Sports Committee will recommend candidates to the Board for induction into the CCSU Alumni Association Athletic Hall of Fame. The Sports Committee will conduct its business according to its bylaws, as approved by the Board of Directors.

The Sports Committee shall consist of at least two (2) members of the Board of Directors and the CCSU Athletic Director or designee. The chairperson shall be elected from the membership of the committee.

## **6.8 Awards Committee**

The Awards Committee shall identify and acknowledge annually people in four categories who have supported the goals of the University: Distinguished Alumni, Young Alumni of the Year, Community Service, and Friend of the University.

The Awards Committee shall consist of at least five (5) members, including a past president and at least (2) members of the Board of Directors.

## **7.0 SPECIAL COMMITTEES**

Special committees may be created and formed as necessary by the President of the Alumni Association with the approval of the Board of Directors.

## **8.0 ALUMNI CHAPTERS**

The CCSU Alumni Association may include as constituent parts all CCSU Alumni Chapters duly organized and chartered under the provisions of the Alumni Association bylaws and mission. Each chapter of the CCSU Alumni Association shall be chartered by the Board of Directors and shall be known by a name which designates the geographical area in which it is located as the Chapter of the CCSU Alumni Association. A minimum of fifteen (15) active members (See 3.2) shall be required for the establishment of a chapter. No alumni chapter may be constituted without being chartered by the CCSU Alumni Association Board of Directors. Chapters must accept and abide by the Bylaws of the CCSU Alumni Association then in force or that may exist thereafter. Chapter organizational structure shall be sufficiently flexible to allow for convenient access to activities and meeting places by alumni members in the specified geographical area. The Alumni Chapter(s) cannot collect dues. The Alumni Chapter(s) are required to provide a semi-annual status report to the CCSU Alumni Association.



## **9.0 AFFILIATE CLUBS**

The CCSU Alumni Association may include as constituent parts all CCSU Alumni Affiliate Clubs duly organized and chartered under provisions of these bylaws. Each affiliate club of the CCSU Alumni Association shall be known by a name which designates the affiliation of the club as the "...Club of the CCSU Alumni Association." The affiliate club must have a documented purpose that states the club's reason for existence and overall intention. Affiliate Clubs must accept and abide by the Bylaws of the CCSU Alumni Association then in force or that may exist thereafter. Membership will be open and available to any CCSU Alumni regardless of active membership status. No alumni club may be constituted without being chartered by the CCSU Alumni Association Board of Directors. The Affiliate Club shall not collect dues. The Affiliate Clubs are required to provide a semi-annual status report to the CCSU Alumni Association.

## **10.0 MEETINGS**

### **10.1 Annual**

The Annual Meeting of the Association shall be held on a day to be selected by the Board of Directors. A notice of the said meeting shall be communicated to all Active Members at least 60 days prior to the scheduled date.

### **10.2 Special Meetings**

A special meeting of the Association may be held by action of the Board of Directors. The Board of Directors shall select the time and place of said meeting and shall give notice of such meeting to all Active Members not fewer than 10 business days prior to the scheduled meeting. Only business stated in the call for the special meeting shall be placed on the agenda.

### **10.3 Board of Directors**

The Board of Directors shall meet at least quarterly, and at the call of the President of the Alumni Association or by three members of the Board. Meetings of the Board and any of its committees may be held at any place within or outside the state, and may be held virtually or in-person, provided all persons participating can communicate with each other. Participation in a meeting using such communications equipment shall constitute presence at the meeting.

### **10.4 Quorum**

A simple majority of the voting Board of Directors and Officers shall constitute a quorum.

## **11.0 UNIVERSITY STAFF**

The Alumni Association recognizes the roles in coordinating alumni affairs of the Director and Assistant Director(s) of Alumni Relations, members of Central Connecticut State University's Administrative Faculty.

## **12.0 AMENDMENTS**

These Bylaws may be amended in any of the following ways: (a) a two-thirds vote of the Active members of the Alumni Association (3.2) replying to a mailed ballot, provided that the substance of the proposed amendment has been sent to the Active Membership 45 days prior to adoption; or (b) a two-thirds vote of the Active Members present at any regularly and properly called meeting of the Association provided that the Active Membership has been given 14 days' notice of the meeting and that the amendment(s) be available for review by active members in the Alumni Relations Office 14 days prior to the adoption.

## **13.0 DISSOLUTION**

Upon the dissolution of the CCSU Alumni Association, the Board of Directors shall provide for the discharge of all liabilities of the Association and shall cause all remaining assets of the Association to be transferred to the CCSU Foundation, Inc. for deposit into the restricted CCSU Alumni Association Scholarship Fund, exclusively.

## **14.0 RULES OF ORDER**

The Robert's Rules of Order, as revised, shall govern the proceedings of the Association when not in conflict with any portion of these bylaws.

## **15.0 FINANCE**

### **15.1 Fiscal year**

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

### **15.2 Audit**

The accounts shall be audited at a minimum annually or as determined by the Board of Directors by a three-member Audit Committee consisting of one (1) member of the Management Committee and one member of the Board of Directors and/or a Certified Public Accountant. If a certified Public Accountant is not serving on the committee two members of the Board of Directors shall be appointed. The Audit Committee shall be appointed by the Board of Directors upon the recommendation of the President. In lieu of appointing an Audit Committee, the Board, at its discretion, may hire an independent public accountant to conduct the audit. The audit report shall be reviewed and accepted by the Board of Directors.