

***Westchester Community College  
Alumni Association By-Laws***

**ARTICLE I - NAME**

The Association shall be called The Westchester Community College Alumni Association, hereafter referred to as the Association. The Association shall be governed by an elected Alumni Council, hereafter referred to as the Council.

**ARTICLE II - MISSION STATEMENT**

The Association will foster engagement among and between the College, alumni, and friends to develop and nurture a vibrant, committed and active alumni community. The Association exists to support and promote the College's mission through advocacy, community outreach, education, and philanthropic activities.

**ARTICLE III- AFFILIATION WITH THE WESTCHESTER COMMUNITY COLLEGE AND FOUNDATION (WCCF)**

- A. The Association is supported by both the College and WCCF. The Office of Alumni Relations is a supported program of the WCCF and the alumni director is employed by the College. All activities of the Association may be subject to the review and approval of both the College and WCCF.
- B. The Association will deposit all money received from fund raising activities to the WCCF and the WCCF will honor any specific designations for the funds. The WCCF will provide the Association with an annual budget by the start of the fiscal year.
- C. Association funds will be allocated to projects and expenditures approved by the alumni director with the advice and counsel of the Council.

## **ARTICLE IV - MEMBERSHIP**

### **Section I**

#### **Alumni Status**

An individual shall be considered an alumna/us of Westchester Community College under the following circumstances:

- A. All persons who have graduated from a degree, diploma, or certificate program of Westchester Community College;
- B. Former students, who have not graduated but who have earned 24 or more credits at WCC;
- C. Former students, who have less than 24 credits may be considered alumni by requesting alumni status from the Council;
- D. The title of honorary alumnus, upon recommendation and approval of the Council, may be conferred upon persons who have rendered distinguished service to the College.

### **Section II**

#### **Alumni Association Membership**

Membership in the Association shall be open to all alumni of the College (as defined in Article IV, Section I) who fulfill all registration requirements established by the Council.

### **Section III**

#### **Rights of Membership**

Members have the right to vote at all general meetings of the Association; to receive all publications and notices of general meetings to be held under the auspices of the Association; are entitled to all benefits and programs authorized by the Council; and to participate in activities held in the name of and for the Association.

## **ARTICLE V - ALUMNI COUNCIL**

### **Section I - Description**

The Alumni Council of the Association shall be the governing body of the Association and shall consist of no fewer than eleven and no more than fifteen elected members.

**Ex-officio members:** The Student Alumni Association President and the alumni director, shall be Ex-officio non-voting members of the Council.

### **Section II - Terms of Office**

Elected Council members may serve up to two consecutive, full three-year terms. Members serve at the discretion of the Council.

## **ARTICLE VI - OFFICERS, POWERS, DUTIES, AND RESPONSIBILITIES**

The officers of this Association shall be President, Vice-President/Treasurer, Vice President/Nominations and Secretary. Terms of office shall be two years and commence at the first meeting immediately following election. Duties, responsibilities and authority will be as set forth as follows:

### **Section I**

**The President shall:**

- A. Preside at all meetings of the Association, Council meetings, and Executive Committee meetings. The President shall also be the principal representative of the Association.
- B. Set agenda for all meetings in collaboration with the alumni director
- C. Appoint any special officers, standing committees, program committees, and other committees and the Chairs of those committees as necessary for efficient functioning of the Association.
- D. Act as an ex-officio member of all committees except the Nominations Committee.
- E. The President serves as a voting member of the Board of Directors of the Westchester Community College Foundation
- F. The President shall meet with the President of the College at least one (1) time a year on matters involving the stated purpose of the Association and functions of the Council.

**Section II**

**The Vice President/Treasurer shall:**

- A. Assist the President in the carrying out of his/her duties and responsibilities in any way as so desired by the President and to be the President's direct representative.
- B. Monitor the Association funds with the alumni director
- C. Submit a written financial report at each Council meeting.
- D. Provide a financial statement at the annual General Assembly meeting.
- E. In the event of absence or incapacity of the President, the Vice-President/Treasurer shall perform all duties prescribed in Section 1 of this article.
- F. Should the President be unable to fulfill the duties of the position, the Vice-President/Treasurer will serve the remainder of the term.

**Section III**

**The Vice President/Nominations shall:**

- A. Maintain record of Council member and officer terms
- B. Chair Nominations Committee
- C. In the event of absence or incapacity of both the President and the Vice President/Treasurer, the Vice President Nominations shall perform all duties prescribed in Section I of this article.

**Section IV**

**The Secretary shall:**

- A. Record the proceedings of all Council meetings and maintain minutes for archives.
- B. Record the proceedings of the annual General Assembly meeting and maintain minutes for archives.
- C. Have a copy of the Bylaws and have this copy present at all meetings.

**Section V**

Officers shall perform the duties described within these Bylaws and shall deliver to their successors all materials pertaining to their respective offices within thirty days following an election or upon resignation from office.

**Article VII – Designation of Committees**

**Section I**

The Executive Committee will consist of the four elected officers of the Council: president, vice president/treasurer, vice president/nominations and secretary. The Executive Committee will meet as necessary and act on behalf of the Council between Council meetings as needed.

**Section II**

The standing committees of the Council shall be Nominations, Campus Engagement, Philanthropy, and Alumni Engagement. Ad hoc committees may be formed by the President.

- A. Nominations: Responsible for identifying prospective council members using recommendations from current Council members, alumni self-nominations, and active alumni volunteers from other Alumni Association committees, the Volunteer Corps, or other campus volunteer engagement. Members of this committee must be active members of the Alumni Council.
- B. Campus Engagement: Coordinate activities of the Alumni Association as they relate to Career and Transfer Services, Open House/ Admissions outreach, etc.
- C. Philanthropy: Coordinate annual giving outreach with the Development office, Recognition and engagement of alumni donors, assist with outreach to Alumni Council for their own contributions, and assist with fundraising events such as the golf outing
- D. Alumni Engagement: Focus on use of social media and messaging, newsletter, website and other opportunities to increase alumni participation

**Section III**

The President shall appoint Chairs for all standing and ad hoc committees. With the exception of the Nominations Committee, committee service shall be open to all members of the Association . Council members shall serve on at least one standing committee.

**ARTICLE VIII - ELECTIONS/NOMINATIONS**

**Section I**

- A. The Nominations Committee shall annually select a slate of suggested nominees for the Council. Prior to the Annual Meeting the Nominations Committee shall solicit names of candidates from the general membership. Candidates for election to the Council, as a

Member-At-Large, may be self-nominated and/or put forward by another alumna/us for consideration. Online nomination form must be completed and resume/bio sent to the Alumni Office. A written statement must be signed by the alumna/alumnus whose name is proposed, to the effect that the alumna/alumnus consents to being considered a candidate.

- B. Prior to the Annual Meeting, the Nominations Committee shall present a brief biographical sketch of each nominee.
- C. The members of the Alumni Association, by a majority vote of members present at the Annual Meeting, shall elect the Council members. Terms of office shall commence at the first meeting immediately following election.
- D. If any council vacancy occurs by resignation or otherwise, the Nominations Committee will propose new nominee for vote by the members of the Council.

## **Section II**

- A. Following the Annual Meeting held in even number years, the Nominations Committee shall present to Council Members At Large nominations for the positions of President and Vice President/Nominations. Following the Annual Meeting held in odd number years, the Nominations Committee shall present to Council Members at Large nominations for the positions of Vice President/Treasurer and Secretary. Officers must be members of the Alumni Council at the time of the election. The results of the election for both the Council and Officers shall be announced to the Association through the appropriate college publications.
- B. If any officer vacancy occurs by resignation or otherwise, the Nominations Committee will propose new nominee for vote by the members of the Council.

## **ARTICLE IX - MEETINGS**

### **Section I**

#### **Annual and General Meetings**

The Annual Meeting of the Alumni Association will be held in the first quarter of the calendar year, at which time the primary order of business will be the election of members to the Council.

In addition to the Annual Meeting, any other General Assembly meetings may be held as necessary and called by the President and/or two-thirds majority of the Council. For all Annual Meeting and any General Assembly a quorum shall consist of those who attend the meeting.

### **Section II**

#### **Notification**

All members shall be notified of the date and time of each General Assembly meeting no less than ten days prior to the actual date of the meeting.

### **Section III**

#### **Council Meetings**

The President shall call a Council meeting, no less than one per calendar quarter, and may call additional meetings as needed. The Vice-President Nominations shall, in the case of the absence of the President, call a meeting as necessary. The alumni director shall call a meeting in the event no meeting is called in any one quarter. For the transaction of all business, a quorum of the Council shall be 50% plus one of the duly elected and appointed members of the Council.

#### **Section IV Committees**

Committee meetings will be called by the Chair of the committee when necessary. A committee meeting may also be called if approved by two-thirds of the committee members. For the transaction of all business, a quorum of any committee shall be 50% plus one of appointed members of the Committee.

#### **Section V Proxies**

Proxy voting is permitted by members of the Association for all business conducted at the Annual Meeting and any General Meetings. Council members may engage in proxy voting for all Council meetings. Any member wishing to vote by proxy must put that effect in writing, identify the individual to carry the proxy, and sign it. Proxy votes must be entered into the minutes, by who voted for whom.

### **ARTICLE X - AMENDMENTS AND RATIFICATION**

These by-laws may be amended at any General Assembly meeting by a two-thirds vote of those present. Pending amendments will be sent to each Council member and available to the general membership for public viewing at least ten days prior to the General Assembly meeting.

Bylaws as adopted on 11/2011 and amended on 12/2014  
Revised 3/2019 and amended on 3/2020