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# BALL STATE UNIVERSITY BLACK ALUMNI CONSTITUENT SOCIETY CONSTITUTION

#### ARTICLE I

The name of this organization shall be the Ball State University Black Alumni Constituent Society, a division of the Ball State University Alumni Association.

#### ARTICLE II -- PURPOSE

**SECTION 1:** The purpose of the Society shall be to stimulate the interest of all black alumni of Ball State University, supporting issues related to students and alumni of African descent. The Society may be able to further the educational, professional, and social interests of black alumni, individually and collectively, by:

- A. Developing a wider acquaintance and fellowship among the members of the Society.
- B. Providing a clearinghouse for the presentation of problems pertaining to education and requests for services to the mutual benefit of the black alumni.
- C. Creating a networking opportunity, both socially and professionally, for black alumni.
- D. Establishing an informational base through which specific communication regarding campus minority programming and activities can be disseminated to constituents.
- E. Encouraging a unified continuing regard among black alumni for the total scope of opportunities offered at Ball State University.
- F. Enabling black alumni to identify with current and prospective black students, plus providing support on an ongoing basis to these students and Ball State University.
- G. Promoting a positive environment, which reflects and enhances the values of a multicultural and ethnic society.

#### ARTICLE III -- MEMBERSHIP

<u>SECTION 1 - ACTIVE MEMBERSHIP:</u> Active membership in this Society is open to all Ball State University Alumni. <u>Active membership also requires an annual gift to Ball State University through the Ball State University Foundation.</u>

<u>SECTION 2 – AFFILIATE MEMBERSHIP:</u> The black administrative staff, faculty and Alumni Council membership of Ball State University will automatically be affiliate, ex-officio members of the Society and shall be entitled to participate in all professional and social undertakings of the Society.

#### **ARTICLE IV -- OFFICERS**

**SECTION 1:** The officers of the Black Alumni Constituent Society shall be President, two Vice Presidents, Secretary/Treasurer and Parliamentarian whose duties shall be as follows:

- A. The **President** shall preside at all meetings and shall be responsible for the general supervision of all the work of the Society. The President shall appoint members of committees and shall serve as an ex-officio member of each committee.
- B. The two **Vice Presidents** shall assist the President in any way necessary and shall serve as directed by the President. The Vice-presidents will serve as the biennial reunion co-chairs. In addition these responsibilities are assigned that maintain succession hierarchy:
  - 1<sup>st</sup> Vice President: Will assume leadership responsibilities in the absence of the President.
    - Serves as chairperson for the Society's participation in annual BSU Homecoming events.

**2<sup>nd</sup> Vice President**: Will assume leadership responsibilities in the absence of the President as second in succession.

- Serves as chairperson for the Society's participation at Indiana Black Expo.
- Serves as chairperson for BSU student outreach.
- C. The **Secretary/Treasurer** shall be responsible for recording and keeping the minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping necessary financial records, for coordinating activities with the Alumni Association, and for submitting reports to the Board. The Secretary/Treasurer shall be the Alumni Association Coordinator appointed by the Executive Director of the Ball State University Alumni Association.
- D. The **Parliamentarian** will be appointed by the President and shall be for responsible executing Roberts Rules of Order during the Society's board meetings.

#### ARTICLE V -- BOARD

<u>SECTION 1:</u> A Board of Directors consisting of the following shall conduct all affairs of the Black Alumni Constituent Society:

- A. Eighteen (18) active members of the Black Alumni Constituent Society elected at large (six officers, twelve members).
- B. **The Executive Committee of the Black Alumni Constituent Society:** President, Two Vice Presidents, Secretary/Treasurer, Past President, Alumni Council Representative and Parliamentarian.
  - 1. The immediate Past President will serve for one two-year term.
  - 2. The Secretary-Treasurer is an ex-officio position and coordinates all activities of the Society with the Ball State University Alumni Association, and acts as staff liaison with all other University departments.
- C. All Black members of the Alumni Council may serve as ex-officio members of the Board.

D. Members of the Ball State University administrative staff may be invited to participate on the board in an ex-officio role. Such members may attend the meetings and serve in an advisory capacity.

#### **SECTION 2: Termination of board members.** The incumbent's term shall be concluded when:

- 1. The board receives written communication that the member no longer wishes to serve on the board.
- 2. The board member has missed two consecutive board meetings without reasonable cause.

This termination shall be determined by a majority vote of the Society's Board of Directors.

#### **ARTICLE VI -- MEETINGS**

**SECTION 1:** There shall be at least one business meeting held in the first quarter of each year on or near the campus of Ball State University, the time to be determined by the Board of Directors of the Black Alumni Constituent Society in conjunction with the Ball State University Alumni Office.

- A. The actions taken by the Board of Directors shall be briefly reported at the meeting. The President shall provide other reports as deemed necessary.
- B. A slate of officers for an election year will be presented to the Board of Directors at the second to last general meeting of the election year (prior to the officer's installation).
- C. The essential number to conduct business meetings for the society will be a quorum. The quorum is 1/3 of the eighteen active board members of the Black Alumni Constituent Society.

**SECTION 2:** General meetings, other than the annual meeting of the Society, may be called at the discretion of the Board of Directors.

#### ARTICLE VII -- AMENDMENTS

**SECTION 1:** This Constitution may be amended at any meeting of the Black Alumni Constituent Society by a majority vote of the active members present provided that:

The amendment(s) has/have been placed in writing before the members of the Black Alumni Constituent Society at least one month before the meeting at which such amendments are acted upon.

#### **BYLAWS**

#### ARTICLE I -- COMMITTEES AND THEIR DUTIES

**SECTION 1:** The President shall be an ex-officio member of all committees and shall appoint all committees.

**SECTION 2:** The Nominating Committee shall meet and, after due consideration, prepare one slate of officers which shall be presented at the business meeting. This slate shall include nominations for President, two Vice Presidents, Alumni Council Representative and expiring seats of Board of Director members elected at large.

#### ARTICLE II -- ELECTIONS AND TERMS OF OFFICE

**SECTION 1:** The Board of Directors will elect the office of President for a term of two years. The President shall not serve for more than two consecutive terms.

**SECTION 2:** The Board of Directors will elect two Vice Presidents, each serving two year terms.

**SECTION 3:** The 18 members of the Board of Directors to be elected at large shall be elected for staggering terms of three years each.

**SECTION 4:** One member of the Board of Directors shall be elected to represent the Black Alumni Constituent Society on the Alumni Council of the Ball State University Alumni Association (renewable term of two years). This representative shall not hold any other office in the Society.

**SECTION 5:** The Board of Directors is empowered to fill vacancies of unexpired terms of board members and/or officers.

**SECTION 6:** All elected officers and board members shall take office at the first meeting following their election.

#### ARTICLE III -- MEETINGS OF BOARD OF DIRECTORS AND COMMITTEES

**SECTION 1:** The Board of Directors shall meet at least once each year at the call of the President or at the request of a majority of the members of the board.

**SECTION 2:** Committees shall be appointed as needed by the President upon approval of the Board of Directors.

**SECTION 3:** Special Committees shall meet at the request of the President or on the call of the committee chair, and shall cease to exist at the call of the President.

#### ARTICLE IV -- FUNDING

**SECTION 1:** Funding for the Society's programs and activities will be provided from the alumni budget and/or gifts from the Society's members. The activities of the Society are expected to be self-supporting.

#### ARTICLE V -- AMENDMENTS

**SECTION 1:** These Bylaws may be amended at any meeting of the Black Alumni Constituent Society by a majority vote of the active members present or by submitting a vote electronically or in writing to the Secretary/Treasurer prior to the meeting, provided that:

A. The amendment or amendments shall have been placed before the members of the Society at least one month before the meeting, at which time such amendment or amendments are acted

	upon.		
B.	The amendment or amendments shall have been acted upon favorably by at least two-thirds of the members of the Board of Directors.		
		Revision December 6, 2008 Updated February 21, 2009	
		Opdated February 21, 2009	

# BALL STATE UNIVERSITY CARDINAL FOOTBALL ALLIANCE CONSTITUTION

#### Article I

The name of this organization shall be the Ball State University Cardinal Football Alliance, a division of the Ball State University Alumni Association.

#### Article II

#### **Purpose**

- Section 1. The purpose of the Alliance shall be to stimulate the interest of all Ball State University football lettermen, so that the Alliance may be able to promote camaraderie and Ball State University football while more fully utilizing the talents of lettermen alumni, by:
  - a. Developing a wider acquaintance and fellowship among the members of the Alliance.
  - b. Providing a clearinghouse for the presentation of problems pertaining to education and requests for services to the mutual benefit of the lettermen alumni.
  - c. Creating a networking opportunity, both socially and professionally, for football lettermen
  - d. Establishing an informational base through which specific communication regarding football programming and activities can be disseminated to constituents.
  - e. Enabling football lettermen to identify with the current football program plus provide support on an ongoing basis to Ball State University and the football program.

#### Article III

#### Membership

- Section 1. Active Membership. Active membership in this Alliance shall be limited to football lettermen of Ball State University. Active membership also requires an annual gift to Ball State University through the Ball State University Foundation to account #412, Cardinal Football Alliance.
- <u>Section 2.</u> <u>Associate Membership.</u> Upon the recommendation of the Board of Directors of the Alliance, any individual shall be admitted to associate membership. Associate members shall be entitled to participate in all educational, professional, and social undertakings of the Alliance. Active membership also requires an annual gift to Ball State University through the Ball State University Foundation to account #412, Cardinal Football Alliance.
- Section 3. Affiliate Membership. The football coaching staff and assigned members of the Alumni Association staff of Ball State University will automatically be affiliate members of the Alliance and shall be entitled to participate in all professional and social undertakings of the Alliance.

Article IV

Officers

- Section 1. The officers of the Cardinal Football Alliance shall be President, Vice President and Secretary-Treasurer, whose duties shall be as follows:
  - a. The President shall preside at all meetings and shall be responsible for the general supervision of all the work of the Alliance. The President shall appoint members of committees and shall serve as an ex-officio member of each committee.
  - b. The Vice President shall assist the President in any way necessary and shall serve as directed by the President and in his absence.
  - c. The Secretary-Treasurer shall be responsible for recording and keeping the minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping necessary financial records, for coordinating activities with the Alumni Association, and for submitting reports to the Board. The Secretary-Treasurer shall be a member of the Alumni Association staff.

#### Article V

#### **Board**

- <u>Section 1</u>. All affairs of the Cardinal Football Alliance shall be conducted by a Board of Directors consisting of the following:
  - a. The Executive Committee of the Cardinal Football Alliance: President, Vice President, Alumni Council Representative, Past President and the Secretary-Treasurer.
    - 1. The immediate Past President will serve for one additional year.
    - 2. One member of the board elected will represent the Cardinal Football Alliance on the Alumni Council of the Ball State University Alumni Association.
    - 3. Secretary-Treasurer: a member (Alumni Association staff member) appointed by the Executive Director of the Ball State University Alumni Association will coordinate all activities of the Alliance with the Ball State University Alumni Association. The staff member, will assist with distribution of agendas, mailings, and minutes, attend meetings, and events, and act as staff liaison with all other university departments.
  - b. Twelve active members of the Cardinal Football Alliance elected at large.
  - c. The Ball State Head Football Coach will serve as a member of the Board.
  - d. The Executive Director of the Ball State University Alumni Association will serve as a member of the Board.
  - e. Members of the Ball State University administrative staff, when so designated by a majority of the Board of Directors, may participate on the Board in an ex-officio capacity. Such members will have no voting rights, but may attend meetings and serve in an advisory capacity.
- Section 2. Termination of board members. The incumbent's term shall be concluded when:
  - a. The board receives written communication that the member no longer wishes to serve on the board.

b. The board member has missed two consecutive board meetings without reasonable cause. This termination shall be determined by a majority vote of the Executive Committee.

#### Article VI

#### Meetings

- Section 1. There shall be at least one annual meeting held on or near the campus of Ball State University, the time to be determined by the Board of Directors of the Cardinal Football Alliance in conjunction with the Ball State University Alumni Association.
  - a. The actions taken by the Board of Directors shall be briefly reported at the annual meeting of the Alliance. The President shall provide such other reports as deemed necessary.
  - b. A slate of officers for the following year will be presented at the annual meeting.
- <u>Section 2</u>. General meetings, other than the annual meeting of the Alliance, may be called at the discretion of the Board of Directors.

#### Article VII

#### Amendments

- Section 1. This Constitution may be amended at any annual meeting of the Cardinal Football Alliance by a majority vote of the active members present, provided that:
  - a. The amendment or amendments shall have been placed before the members of the Cardinal Football Alliance, in writing, at least one month before the meeting at which such amendments are acted upon; or
  - b. The amendment or amendments shall, previous to their adoption, have been acted upon favorably by a majority of the members of the Board of Directors.

#### **BYLAWS**

#### Article I

#### Committees and Their Duties

- Section 1. All committees shall be appointed by the President who shall also be an ex-officio member of all committees.
- Section 2. The Nominating Committee shall meet and, after due consideration, prepare one slate of officers which shall be presented at the annual meeting. This slate shall include nominations for President, Vice President, Alumni Council Representative and Board of Directors' members to be elected at large.

Article II

#### **Elections and Terms of Office**

<u>Section 1</u>. The office of President will be elected annually by the Board of Directors for a period of two years.

- <u>Section 2</u>. The Vice President will be elected annually by the Board of Directors for a period of two years.
- <u>Section 3</u>. The twelve members of the Board of Directors to be elected at large shall be elected for a term of three years, except those members elected to the Board of Directors the first year shall be nominated and elected as follows:
  - a. Four members shall be elected for terms of two years.
  - b. Four members shall be elected for terms of three years.
  - c. Four members shall be elected for terms of four years.
- Section 4. One member of the Board of Directors shall be elected to represent the Cardinal Football Alliance on the Alumni Council of the Ball State University Alumni Association. (three-year appointment)
- <u>Section 5</u>. The Board of Directors is empowered to fill vacancies of unexpired terms of board members and/or officers.
- Section 6. All elected officers and board members shall take office on the January 1 following their election.

#### Article III

#### Meetings of Board of Directors and Committees

- <u>Section 1</u>. The Board of Directors shall meet at least once each year at the call of the President or at the request of a majority of the members of the board.
- <u>Section 2</u>. Committees shall be appointed as needed by the President upon approval of the Board of Directors.
- <u>Section 3</u>. Committees shall meet at the request of the President or on the call of the committee chair.

#### Article IV

#### **Funding**

Section 1. Funding for the Alliance's programs and activities will be provided from the alumni budget and/or gifts from the Alliance's members. The activities of the Alliance are expected to be self-supporting, for the most part, from participants' fees. In lieu of electing a Treasurer, an Alumni Association staff member, will complete necessary procedures to cover all expenses.

#### Article V

#### **Amendments**

- <u>Section 1</u>. These Bylaws may be amended at any annual meeting of the Cardinal Football Alliance by a majority vote of the active members present, provided that:
  - a. The amendment or amendments shall have been placed before the members of the Alliance, in writing, at least one month before the meeting, at which such amendment or amendments are acted upon; or

b. The amendment or amendments shall have been acted upon favorab their adoption, by at least a majority of the members of the Board of D	Directors.
	1 1 1 10/4/04
	Adopted 3/1/04

# College of Architecture and Planning (CAP) Alumni Society Constitution and By-Laws

#### Article I: Name

The name of this organization shall be the Ball State University College of Architecture and Planning Alumni Society, herein referred to as the Alumni Society. The Alumni Society shall be a division of the Ball State University Alumni Association.

#### **Article II: Goal and Objectives**

The goal of the Alumni Society shall be to support the programs of the College of Architecture and Planning, and to stimulate interest in the educational, professional, and social activities of the College's alumni, individually and collectively by:

- 1. Establishing Alumni Society programs and events that will carry out the goals of the Society.
- 2. Developing a wide-spread program of networking among members of the Alumni Society and the faculty and students of the college, based upon the identification of special interests and/or geographic considerations.
- 3. Taking joint action with the College when and where needed for the advancement of the environmental design and planning professions, and for the strengthening of educational offerings and services of the College.
- 4. Working for the recognition and visibility of the College and its alumni.
- 5. Encouraging high professional and educational standards for the College.
- 6. Serving as an auxiliary arm of the College in:
- 6.1 Providing input from the environmental design and planning professions on desirable professional attributes of the College's graduates, and recommending courses of action that would help achieve that objective;
- 6.2 Being involved in the promotion of programs for, and recruitment of students for the College when needed:
- 6.3 Serving as a sounding board and advisory panel on College concerns when consulted.

#### **Article III: Membership**

Section 1. Membership. Members of the Alumni Society shall be all alumni of the College, former students who were enrolled in programs of the College, and the current faculty of the College.

Section 2. Active Membership. Active Members shall be those who make an annual gift to the Ball State University Foundation.

Section 3. Associate Membership. Associate members of the Alumni Society shall be those so recommended and approved by the Board of Directors (identified in Article IV).

#### **Article IV: Board of Directors**

Section 1. Membership. The Alumni Society is to be governed by a Board membership consisting of:

- 1.1 Twelve (12) at-large members, who are Active Members of the Alumni Society
- 1.2 The Dean of the College
- 1.3 The Associate Dean of the College
- 1.4 One faculty member of the College
- 1.5 A member of the Ball State University Alumni Programs staff

Section 2. Officers. The Board shall elect from among its 12 at-large alumni members a president, a vice president, and a representative to the Ball State University Alumni Council. The Ball State University Alumni Programs staff member shall serve as secretary-treasurer.

Section 3. Powers, Procedures, and Responsibilities. Authority of the Alumni Society shall be vested in the Board of Directors, which in all matters shall serve in an advisory capacity to the College of Architecture and Planning. It is empowered to perform all duties and responsibilities which are consistent with this Constitution to promote the purposes of the Alumni Society. This governing body shall establish such committees and offices, and appoint such officers as may be found expedient; and have the power to interpret and change all provisions of the Constitution and Bylaws of the Alumni Society.

#### **Article V: Meetings**

Section 1. Annual Meeting of the Alumni Society. There shall be an annual meeting, scheduled by the Board. The Board action (except routine business) shall be briefly reported at the annual meeting. The President shall make an annual report and provide for such other reports as he/she deems necessary.

Section 2. General Meetings of the Alumni Society Board of Directors. General meetings of the Board, other than the annual meeting, shall be called at the discretion of the officers of the Board.

#### **Article VI: Bylaws**

The Board of Directors will establish bylaws necessary for administering the Alumni Society in accordance with this Constitution.

#### **Article VII: Constitutional Amendments**

This Constitution may be amended at any meeting of the Alumni Society Board of Directors according to procedures set forth in the bylaws.

#### **Article 1: Board of Directors and Officers**

#### Section 1. Eligibility.

The Board of Directors is provided for in Article IV of the Constitution. Only active members of the Alumni Society may serve as members of the Board.

#### Section 2. Terms of Office

#### a. Alumni Members

All alumni members of the Board shall be elected to serve a three-year term commencing January 1 in their first year and concluding on December 31 of their third year. Terms will be staggered so that no more than one-third (1/3) of the members of Board will be elected in a given year. In the final year of the (initial) term, members may be invited to accept additional terms.

#### b. Faculty Member.

The faculty member of the Board will be appointed by the Dean to serve as a voting member, commencing January 1 of his/her first year and concluding December 31 his/her third year. The faculty member may be invited to serve additional terms by the dean.

#### c. Ex-Officio Members.

The Dean, Associate Dean, and representative of the Ball State University Alumni Programs staff are ex-officio voting members, and shall serve unlimited terms. The representative of the Ball State University Alumni Programs staff shall be appointed by the Executive Director of Ball State University Alumni Programs in consultation with the Dean.

#### Section 3. Nomination and Election of Alumni Board Members.

All alumni members of the Board shall be elected by a simple majority vote of members of the Board of Directors. Members missing three consecutive meetings will be asked to vacate their position.

#### Section 4. Election of the President and Vice President.

The President and Vice President will serve two year terms. The Vice President is the Presidentelect. The Vice President shall be elected biennially by the membership of the Board from within the membership of the Board. The election shall take place at the regularly scheduled meeting of the Board.

Section 5. Election of the Society's Representative to the Ball State University Alumni Council.

One member of the Board shall be elected by the membership of the Board to serve a maximum three (3) year term on the Alumni Council, effective January 1. Should the Representative's term on the Board not coincide with the three (3) year term on the Council, the Representative may serve a one or two year term on the Council.

#### Section 6. Vacancies of Board Members and/or Officers.

In the event that a vacancy shall occur on the Board of Directors, the President, in consultation with the Dean, shall be empowered to appoint a replacement to fill the position for the balance of the elected term.

Section 7. Duties of the President.

The President shall perform the duties normally associated with the office and shall be responsible for general supervision of the activities and records of the Alumni Society. The President shall call all meetings of the Board as deemed necessary to carry out the business of the Alumni Society. The President shall appoint standing and ad hoc committees as deemed necessary to serve the Alumni Society.

Section 8. Duties of the Vice President.

The Vice President shall preside in the absence of the President and shall succeed to the presidency in the event the President is unable to serve. The Vice President shall perform other duties as assigned by the President.

Section 9. Duties of the Ball State University Alumni Council Representative.

The Alumni Council Representative shall attend the University Alumni Council quarterly meetings and report to the Council matters of interest concerning the College's Alumni Society. The Representatives shall share with the Board matters of interest from the quarterly Alumni Council meeting.

Section 10. Duties of the Secretary-Treasurer.

The Secretary-Treasurer shall be responsible for recording and keeping minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping necessary financial records, for coordinating activities with the Alumni Association, and for submitting reports to the Board.

Section 11. Duties of At-Large Members.

At-large members of the Board shall perform such duties as are assigned by the President.

#### **Article II: Committees**

**Establishment of Committees** 

Committees may be established by the Board. The chair of each committee shall be a member of the Board appointed by the President.

#### **Article III: Amendments**

Section 1. Amendments to the Constitution.

The constitution may be amended at any meeting of the Board of Directors by a majority vote of the members present.

Section 2.	Amendments	to the	Bylaws.
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These Bylaws may be amended by a simple majority of the members of the Board at a regularly scheduled meeting of the Board.

Approved by the Governing Board 11/30/94

Revised - 12/14/07

#### CONSTITUTION

# BALL STATE UNIVERSITY FAMILY AND CONSUMER SCIENCES ALUMNI SOCIETY

#### Article I

The name of this organization shall be the Ball State University Family and Consumer Sciences Alumni Society, a division of the Ball State University Alumni Association.

#### Article II Purpose

- Section 1. The purpose of the Society shall be to stimulate the interest of all graduates and former students of Ball State University who were enrolled in courses of Family and Consumer Sciences programs, majored or minored in any field of Family and Consumer Sciences, or have been or are actively engaged in the field of Family and Consumer Sciences, so that the Society may be able to further the educational, professional, and social interests of the Family and Consumer Sciences Department and its alumni individually and collectively by:
  - A. Developing a wider acquaintance and fellowship between the members of the Society and the faculty of the Family and Consumer Sciences Department.
  - B. Providing a clearing house for the presentation of problems pertaining to education and requests for services to the mutual benefit of the alumni and the Family and Consumer Sciences Department.
  - C. Taking joint action when and where needed for the further improvement of the status of the profession, professional offerings and services of the Family and Consumer Sciences Department.
  - D. Encouraging a greater devotion and respect for the high standards which the Family and Consumer Sciences Department has established for itself and working toward a more universal recognition of the importance of the Family and Consumer Sciences alumni in the culture of this country.

#### Article III Membership

- Section 1. Active Membership -- Active membership in this Society shall be limited to former students and graduates of Ball State University who were enrolled in courses of Family and Consumer Sciences programs, majored or minored in one of the fields of Family and Consumer Sciences, and/or are now working in one of the fields of Family and Consumer Sciences. Active membership also requires an annual gift to the Ball State University Foundation.
- **Section 3**. Honorary Membership -- Honorary membership may be conferred upon persons, firms, or corporations in recognition of outstanding achievement or contribution to the field of Family and Consumer Sciences upon the recommendation of the Board of Directors.

Honorary members shall be entitled to participate in all educational, professional, and social undertakings of the Society, but shall not be entitled to vote or hold office.

- Section 4. Affiliate Membership -- The Administrative Staff and the Faculty of the Family and Consumer Sciences Department will automatically be affiliate members of the Family and Consumer Sciences Alumni Society and shall be entitled to participate in all professional and social undertakings of the Association but shall not be entitled to hold office (See Article IV).
- **Section 5.** Termination of Appointment shall be completed as follows:
  - A. The Board receives notice either written or oral that the member no longer wishes to continue as a Board member.
  - B. The Board member has missed three consecutive Board meetings. The President will communicate with the board member after two consecutive absences to inquire about the member's intent to actively remain on the board. In either situation, the President shall send a letter of appreciation to the individual who has ceased to be a member.

# Article IV Officers

- **Section 1**. The officers of the Family and Consumer Sciences Alumni Society, nominated from the active membership of the Society, shall be President, Vice President, and Secretary, whose duties shall be as follows:
  - A. The President shall preside at all meetings and shall be responsible for the general supervision of all the work of the Society.
  - B. The Vice President shall preside in the absence of the President and assist the President in any other way necessary. The Vice President shall serve as President-Elect.
  - C. The Secretary shall be responsible for recording and keeping the minutes of all meetings, for correspondence pertaining to the duties of the Secretary, for assisting the Alumni Association, and for submitting reports to the Executive Committee of the Society.

#### Article V Board

**Section 1**. All affairs of the Family and Consumer Sciences Alumni Society shall be conducted by a Board of Directors consisting of the following:

- A. The officers of the Society: President, Vice President, and Secretary (two years).
- B. Thirteen active members of the Family and Consumer Sciences Alumni Society elected at large (three years).
- C. One additional member of the Board elected at large to also represent the Family and Consumer Sciences Alumni Society on the Alumni Council of the Ball State University Alumni Association (two years).
- D. The immediate Past President (two years).
- E. The Chairperson of the Family and Consumer Sciences Department shall serve as an ex-officio member of the board.
- F. A member appointed from and by the Chairperson of the Family and Consumer Sciences Department will represent the Faculty of the Family and Consumer Sciences Department in the proceedings of the Society and serve as an ex-officio member.
- G. An Ex-Officio member (Family and Consumer Sciences Alumni Coordinator) appointed by the Executive Director of the Ball State University Alumni Association to coordinate all activities of the Society with the Ball State University Alumni Association. The Coordinator shall have no voting rights, will assist with distribution of agendas, mailings, and minutes and serve as Treasurer (Liaison with the Department Chairperson and the BSU Foundation).

#### Article VI Meetings

- Section 1. There shall be at least one alumni meeting held during each three-year period on or near the campus of Ball State University. The time is to be determined by the Board of Directors of the Family and Consumer Sciences Alumni Society in conjunction with the Ball State University Alumni Association.
  - A. The actions taken by the Board of Directors shall be briefly reported at the alumni meeting of the Society. The President shall provide such other reports as deemed necessary.

# Article VII Amendments

- **Section 1**. This Constitution may be amended at any alumni meeting of the Family and Consumer Sciences Alumni Society by a majority vote of the active members present provided:
  - A. That the amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendments are acted upon, or

В.	That the amendment or amendments shall previous to their adoption have been acted upon favorably by a majority of the members of the Board of Directors.

#### **BYLAWS**

## Article I Committees And Their Duties

- **Section 1**. All committees shall be appointed by the President who shall also be an Ex-Officio member of all committees.
- Section 2. The Nominating Committee shall meet and, after due consideration, prepare one slate of officers which shall be presented to the Board of Directors at the Fall meeting. This slate shall include nominations for Vice President, Secretary, and Board of Director members to be elected at large. Bi-Annually an Alumni Council Representative will be elected.

# Article II Elections And Terms Of Office

- Section 1. The office of President will be assumed by the current Vice President for a term of two years, effective January 1 of each year. The office of Past President will be assumed by the current President for a term of two years. The Vice President and Secretary shall be elected bi-annually by the Board of Directors for terms of two years.
- **Section 2**. All members of the Board of Directors shall be elected as at-large representatives by the Board. Each representative will serve a three (3) year term.
- Section 3. An additional representative shall be elected to serve on the Alumni Council of the Ball State University Alumni Association for a two year term. This representative will also serve as a member of the Board of Directors of the Family and Consumer Sciences Alumni Society.
- **Section 4**. The President may not serve successive terms as President.
- Section 5. One additional member of the Board of Directors shall be appointed by the Chairperson of the Family and Consumer Sciences Department to represent the Family and Consumer Sciences Department Faculty.
- **Section 6**. Members of the Board of Directors may serve an unlimited number of terms.
- **Section 7**. The Board of Directors is empowered to fill vacancies of unexpired terms of Board members and/or officers.
- **Section 8**. All elected officers and Board members shall take office on January 1 following their election.

- **Section 1**. The Board of Directors shall meet at least once each year at the call of the President or at the request of a majority of the members of the Board.
- **Section 2**. Committees shall be appointed as needed by the President upon approval of the Board of Directors.
- **Section 3**. Committees shall meet at the request of the President or on the call of the Committee Chair.

# Article IV Funding

- Section 1. Funding for the Society's programs and activities will be provided from the Department Budget, and gifts/deposits from the Society's members to the Ball State University Foundation. The activities of the Society are expected to be self-supporting, for the most part, from participants' fees.
  - A. In lieu of appointing a Treasurer, the Family and Consumer Sciences Alumni Coordinator, working in close liaison with the Department Chairperson, and in consultation with the FCS Alumni Society Board President, will complete BSU Foundation Trust Fund Withdrawal forms to cover all expenses paid out of the Family and Consumer Sciences Alumni Society Fund, account #3905.
  - B. Departmental funding will be provided through normal University Budget procedures.

#### Article V Amendments

- **Section 1**. These Bylaws may be amended at any alumni meeting of the Family and Consumer Sciences Alumni Society by a majority vote of the active members present provided:
  - A. That the amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendment or amendments are acted upon, or
  - B. That the amendment or amendments shall have been acted upon favorably previous to their adoption by at least a majority of the members of the Board of Directors.

Amended March 21, 2007 Revised November 7, 2002 Revised June 10, 2002 Revised January 22, 2001 Revised September 13, 1999 Updated August, 1998 Updated May, 1995 Revised August 30, 1991 Revised September 8, 1990 September, 1987

#### Ball State University Alumni Association Journalism Alumni Society Constitution and Bylaws

#### Article I Name

The name of this organization shall be the Ball State University Journalism Alumni Society, a division of the Ball State University Alumni Association.

#### Article II

<u>Section 1</u>. The purpose of the Society shall be to stimulate interest in the educational, professional, and social interests of the Department of Journalism Alumni, individually and collectively by:

- a. Developing a wider acquaintance and fellowship among the members of the Society and the students and faculty of the Department of Journalism.
- b. Providing a forum for the consideration of problems pertaining to journalism and requests for services to the mutual benefit of the faculty and members of the Society.
- c. Taking joint action when and where needed for the further improvement of the status of the profession in the field and the professional offerings and services of the Department of Journalism.
- d. Creating a networking opportunity, both social and professional, for journalism alumni.
- e. Encouraging high standards for the Department of Journalism and working for the recognition of the importance of journalism in the social order of this country.
- f. Serving as an auxiliary arm of the Department of Journalism in:
  - 1. Providing input from the journalism community on what that community views as desirable in graduates and recommending courses of study that would help achieve that goal;
  - 2. Being involved in the recruitment of students and funding for the Department of Journalism;
  - 3. Serving as a sounding board and advisory panel for the chair of the Department of Journalism when consulted.

#### Article III Membership

- Section 1. Active Membership. Active membership in this Society shall be Ball State University alumni who were enrolled in programs of the Department of Journalism, or in programs of other colleges at Ball State University and who are or have been actively engaged in journalism and the faculty of the Department of Journalism. Active membership also requires an annual gift to Ball State University through the Ball State University Foundation.
- Section 2. Associate Membership. Any individual so recommended.

#### Article IV Officers

- <u>Section 1</u>. The officers of this Society shall be President, Vice President, and Secretary-Treasurer, whose duties shall be as follows:
- a. The President shall preside at all meetings and shall be responsible for the general supervision of all the work of the Society. He/she shall appoint members of committees and shall serve as an ex-officio member of each committee. The President must be a graduate of Ball State University.
- b. The Vice President shall preside in the absence of the President and assist the President in any other way necessary. The Vice President must be a graduate of Ball State University.
- c. The Secretary-Treasurer shall be responsible for recording and keeping minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping necessary financial records, for coordinating activities with the Alumni Association, and for submitting reports to the Board of Directors. The Secretary-Treasurer shall be the Alumni Association Coordinator.

#### Article V Board of Directors

- <u>Section 1</u>. All business of the Society shall be conducted by a board of directors (hereinafter referred to as board) consisting of the following:
- a. Fourteen active members of the Society appointed at large.
  - 1. The officers of the Society: President, Vice President and Secretary-Treasurer (Alumni Association Coordinator).
  - 2. A member elected at large to serve jointly as a member of the Board and also as a representative of the Department of Journalism on the Alumni Council of the Ball State University Alumni Association.
- b. The Chair of the Ball State University Department of Journalism.
- c. A member from the Department of Journalism faculty appointed by the department Chair.

#### Article VI Meetings

<u>Section 1</u>. There shall be three (3) meetings per academic year, the exact time to be determined by the Board.

- a. Board action and routine business shall be conducted at the meetings. The President shall make reports and provide for such other reports as he/she deems necessary.
- b. A slate of officers will be presented at a meeting prior to election of officers, as set forth in the bylaws.
- <u>Section 2</u>. Meetings of the Society shall be called at the discretion of the officers of the Board and consultation with the Chair from the Department of Journalism.

#### Article VII Amendments

<u>Section 1</u>. This constitution may be amended at any meeting of the Society according to procedures set forth in the bylaws.

#### Journalism Alumni Society Bylaws

#### Article 1 Committees and Their Duties

- <u>Section 1</u>. All committees shall be appointed by the President who shall also be an ex-officio member of all committees.
- <u>Section 2</u>. The Nominating Committee, composed of the Chair, Journalism Alumni Coordinator, President and any other Board members designated by the President, shall consider candidates and potential candidates for membership on the Journalism Alumni Board, forwarding a list of such alumni to the Board for consideration and selection.

## Article II Elections and Terms of Office

- Section 1. The Board shall be composed of at least fourteen (14) at-large representatives, each of whom is appointed to serve a four- (4) year term on the Board commencing on January 1 and concluding on December 31. Terms will be staggered so that no more than one-third (1/3) of the members of the Board will conclude their terms of service at any one time.
- <u>Section 2</u>. The office of President and Vice President will be elected by the membership of the Board from within the membership of the Board for terms of office of two (2) years. Such election must take place at a regularly scheduled Board meeting prior to December 31 of the year preceding the terms of office.
- <u>Section 3</u>. One member of the Board shall be elected by the membership of the Board to serve a two- (2) year term as Journalism Alumni Representative to the Ball State University Alumni Council.
- <u>Section 4</u>. The Chair of the Department of Journalism, or his/her designated representative, and one faculty member appointed by the Chair, shall serve as voting members of the Journalism Alumni Board, by position.
- Section 5. The Journalism Alumni Coordinator shall serve as a voting member of the Journalism Alumni Board, by position, and shall function as Secretary-Treasurer to the Board. The Journalism Alumni Coordinator shall be appointed by the Executive Director of the Ball State University Alumni Association in consultation with the Chair of the Department of Journalism.
- <u>Section 6</u>. The Board is empowered to fill vacancies of unexpired terms of Board members and/or officers. An individual appointed to the Board will complete the term of the Board member he/she replaces.
- <u>Section 7</u>. Officers may serve no more than two (2) consecutive elected terms in the same office.
- <u>Section 8</u>. Board members may serve no more than three (3) consecutive four- (4) year terms on the Board.
- <u>Section 9</u>. When a Board member is absent for two (2) consecutive meetings, the President shall contact the member prior to the third (3rd) meeting to determine the intentions of the member. The President may request a letter of resignation from the Board member.

# Article III Meetings of Board of Directors and Committees

- <u>Section 1</u>. The Board shall meet at the call of the President or at the request of a majority of the members of the Board.
- <u>Section 2</u>. The Board shall have at least three (3) meetings each academic year for the purpose of conferring with the Chair of the Department of Journalism and such members of his/her staff he/she shall see fit to invite.
- <u>Section 3</u>. Committees shall meet at the request of the President or at the call of the respective committee chairman.

#### **Article IV**

Section 1. Funding for the Society's programs and activities will be provided from the Alumni Association budget, Department of Journalism budget, and/or gifts from the Society's members. There will not be membership dues. The activities of the Society are expected to be self-supporting, for the most part, from participants' fees. In lieu of a Treasurer, the Alumni Association Coordinator will complete necessary procedures to cover all expenses.

#### Article V Amendments

- <u>Section 1</u>. The Constitution and Bylaws may be amended at any meeting of the Department of Journalism Alumni Society by a majority vote of the members present provided that:
- a. The amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendment or amendments are to be acted upon; or
- b. The amendment or amendments shall, prior to their adoption, have been acted upon favorably by at least a majority of the members of the Board.

# Ball State University Ball State University Alumni Society Miller College of Business Alumni Society Constitution and Bylaws

#### Article I Name

The name of this organization shall be the Ball State University Miller College of Business Alumni Society.

#### Article II

<u>Section 1</u>. The purpose of the Society shall be to stimulate interest I the educational, professional, and social interests of business and industry, individually and collectively by:

- a. Developing a wide acquaintance and fellowship among the members of the Society and the faculty of the Miller College of Business.
- b. Providing a forum for the consideration of problems pertaining to business and industry and requests for services to the mutual benefit of the faculty and members of the Society.
- c. Taking joint action when and where needed for the further improvement of the status of the profession in the field and the professional offerings and services of the Miller College of Business.
- d. Encouraging high standards for the Miller College of Business and working for the recognition of the importance of business in the social order of this country.
- e. Serving as an auxiliary arm of the Miller College of Business in:
  - 1. Providing input from the business community on what that community views as desirable in graduates and recommending courses of study that would help achieve that goal;
  - 2. Being involved in the recruitment of students and funding for the Miller College of Business;
  - 3. Serving as a sounding board and advisory panel on Miller College of Business concerns when consulted.

#### Article III Membership

<u>Section 1</u>. <u>Active Membership</u>. Active members of this Society shall be Ball State University former students who were enrolled in programs of the Miller College of Business or in programs of other colleges at Ball State University and who are or have been actively engaged in business and the faculty of the Miller College of Business.

Section 2. Associate Membership. Any individual so recommended.

#### Article IV Officers

<u>Section 1</u>. The officers of this Society shall be President, Vice President, and Secretary-Treasurer, whose duties shall be as follows:

- a. The President shall preside at all meetings and shall be responsible for the general supervision of all the work of the Society. He/she shall appoint members of committees and shall serve as an ex-officio member of each committee. The President must be a graduate of Ball State University with a degree in one of the business programs.
- b. The Vice President shall preside in the absence of the President and assist the President on any other way necessary. The Vice President must be a graduate of Ball State University with a degree in one of the business programs.
- c. The Secretary-Treasurer shall be responsible for recording and keeping minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping necessary financial records, for coordinating activities with the Alumni Association, and for submitting reports to the Board. The Secretary-Treasurer shall be the Alumni Association Coordinator.

#### Article V Board

Section 1. All business of the Society shall be conducted by a board consisting of the following:

- a. The officers of the Society: President, Vice President and Secretary-Treasurer.
- b. The Dean of the Ball State University Miller College of Business.
- c. Active members of the Society elected at large.
- d. A member elected at large to serve jointly as a member of the Board and also as a representative of the Miller College of Business Alumni Society on the Alumni Council of the Ball State University Alumni Association.
- e. The immediate past president of the College of Business Alumni Board (one year only).
- f. A member from the College of Business faculty, appointed by the Dean.

#### Article VI Meetings

<u>Section 1</u>. There shall be an annual meeting, the exact time to be determined by the Board.

a. The Board action (except routine business) shall be briefly reported at the annual meeting. The President shall make an annual report and provide for such other reports as he/she deems necessary.

<u>Section 2</u>. General meetings of the Society, other than the annual meeting, shall be called at the discretion of the officers of the Board.

### Article VII Amendments

<u>Section 1</u>. This constitution may be amended at any annual meeting of the Society according to procedures set forth in the bylaws.

#### **Bylaws**

### Article I Committees and Their Duties

Section 1. All the committees shall be appointed by the President, who shall also be an ex-officio member of all committees.

<u>Section 2</u>. The Nominating Committee composed of the Dean, Business Alumni Coordinator, President and any other Board members designated by the President, shall consider candidates and potential candidates for membership on the Business Alumni Board, forwarding a list of such alumni to the Board for consideration and selection.

### Article II Elections and Terms of Office

<u>Section 1</u>. The Board shall be composed of at least fifteen (15) At- Large Representatives, each of whom must be alumni of the Miller College of Business, and each of whom are appointed to serve a three (3) year term on the Board commencing on January 1 and concluding on December 31. Terms will be staggered so that no more than one-third (1/3) of the members of the Board will conclude their terms of service at any one time.

<u>Section 2</u>. The office of President and Vice President will be elected by the membership of the Board from within the membership of the Board for terms of office of one (1) year. Such election must take place at a regularly scheduled Board meeting prior to December 31 of the year proceeding the terms of office.

Section 3. One member of the Board shall be elected by the membership of the Board to serve a three (3) year term as Business Alumni Representative to the Ball State University Alumni Council. Should the Representative's term on the Business Alumni Board not coincide with the three (3) year term on the Alumni Council, the Representative will be given the option of accepting reappointment to the Business Alumni Board for a period sufficient to conclude the term of service as Alumni Council Representative.

<u>Section 4</u>. The Dean of the Miller College of Business, or his/her designated Representative, shall serve as a voting member of the Business Alumni Board, by position.

<u>Section 5</u>. The Business Alumni Coordinator shall serve as a voting member of the Business Alumni Board, by position, and shall function as a Secretary-Treasurer to the Board. The Business Alumni Coordinator shall be appointed by the Executive Director of the Ball State University Alumni Society in consultation with the Dean of the Miller College of Business.

<u>Section 6</u>. The Board is empowered to fill vacancies of unexpired terms of Board members and/or officers. If a Board member is appointed to fill an office, he/she will carry to that office the duration of term he/she had previously, rather than assume the term of the officer replaced. However, an individual appointed to the Board will complete the term of the Board member he/she replaces.

### Article III Meetings of Board

<u>Section 1</u>. The Board shall meet at the call of the President or at the request of a majority of the members of the Board.

<u>Section 2</u>. In addition to the annual meeting, the Board shall have at least one (1) meeting each year for the purpose of conferring with the Dean of the Miller College of Business and such members of his/her staff he shall see fit to invite.

Section 3. Committees shall meet at the request of the President or at the call of the committee chair.

<u>Section 4</u>. A committee may be appointed to act as a scholarship committee whose purpose shall be to locate desirable students for presentation to the University Alumni Association Scholarship Committee. This committee shall also function as a representative of the Miller College of Business Alumni Society and shall encourage quality students to attend Ball State University.

<u>Section 5</u>. A committee shall be appointed each year to represent the interests of the Miller College of Business Alumni Society at various professional meetings. This committee shall determine, in conjunction with the board, the cost and number of meetings at which there shall be representation.

#### Article IV Amendments

<u>Section 1</u>. The Constitution and Bylaws may be amended at any annual meeting of the Miller College of Business Alumni Society by majority vote of the members present provided that:

- a. The amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendment or amendments are to be acted upon; or
- b. The amendment or amendments shall, prior to their adoption, have been acted upon favorably by at least a majority of the members of the Board.

#### Ball State University Alumni Society Miller College of Business Alumni Board Position Description and Responsibilities

- 1. Promote and assist the Miller College of Business Alumni Society in implementing its duties and responsibilities, as outlined in the constitution.
- 2. Be an active member of the Alumni Association. Active membership is obtained by making a contribution to Ball State University through the Ball State University Foundation.
- 3. Attend all meetings of the Miller College of Business Alumni Society Board.
- 4. Serve on Miller College of Business Alumni Society committees as assigned.
- 5. Be an active participant in Ball State University Alumni Association events and programs
- 6. Advise, counsel, and give of your time and talent to the advancement of Ball State University and the Miller College of Business.
- 7. Foster, among other Ball State University alumni, a feeling of camaraderie with each other and with the university.
- 8. Serve as a resource person for the Miller College of Business.
- 9. Serve as a promoter of Ball State University and the Miller College of Business. Be knowledgeable about their goals, programs, and missions.
- 10. Service to the Miller College of Business Alumni Society board signifies that one is an alumni leader representing the entire institution of Ball State University.

# Ball State University Alumni Society Miller College of Business Board of Directors Terms and Conditions of Appointment for Board Members

#### A. New Members

- 1. New board members will be recommended to the alumni board as vacancies materialize.
- 2. All appointees should be alumni of Ball State University with preference given to Miller College of Business alumni.
- Appointments shall be extended first to senior level executives, mid-level executives and outstanding business entrepreneurs, prior to extending invitations to those of lesser experience.
- 4. The board should represent a broad range of educational and experienced backgrounds.

#### B. Terms of Appointment

- 1. New members will be appointed for a term of three (3) years or for a period of time sufficient to complete the term of a vacated position on the board.
- 2. Upon completion of a full three-year appointment, the incumbent's terms shall end and the president of the board will send a letter of appreciation to the member whose term has expired.

#### C. Reappointment to the Board

- 1. When the dean of the Miller College of Business deems necessary, he or she may request the incumbent whose term expires to remain as a member of the board for an additional term.
- 2. There are no limitations as to the number of times an individual may be reappointed to the board.

#### D. Other Terminations of Appointment

- 1. The term of an incumbent shall be completed as follows:
  - a. The board receives notice, either oral or written, that the member no longer wishes to continue as a board member.
  - b. The board member has missed three (3) consecutive board meetings.

In either situation, the president of the board shall send a letter of appreciation to the individual who has ceased to be a member.

The dean of the College of Business shall have the right and opportunity to retain a member of the board should he or she deem necessary in the best interest of the university. This right is to be exercised prior to the president of the board sending a letter of appreciation.

It will be necessary for the president of the board to properly and adequately communicate with the dean of the Miller College of Business prior to sending any incumbent board member a letter of appreciation.

# Ball State University Alumni Association Natural Resources and Environmental Management Alumni Society Constitution and Bylaws

Article I Name

The name of this organization shall be the Ball State University Natural Resources and Environmental Management Alumni Society, a division of the Ball State University Alumni Association.

Article II Purpose

The purpose of the Society shall be to promote the advancement of the educational, professional, and social interests of the members of the Natural Resources and Environmental Management Alumni Society, individually and collectively, by:

- A. Promoting and assisting the Ball State University Alumni Association in achieving its mission and goals.
- B. Creating a networking opportunity, both professionally and socially, for Natural Resources and Environmental Management (NREM) alumni.
- C. Developing a wider acquaintance with, and fellowship among, the members of the Society and the students and faculty of the Department of NREM.
- D. Providing a forum for the consideration of problems and issues pertaining to natural resources and environmental management and requests for services to the mutual benefit of the NREM faculty and members of the Society.
- E. Taking joint action, when and where appropriate, for the improvement of the status of the profession in the field and the professional offerings and services of the Department of NREM.
- F. Encouraging high standards for the Department of NREM and working for greater recognition of the importance of NREM in society.
- G. Serving as an auxiliary arm of the Department of NREM in:
  - 1. Providing input from the NREM community on what that community views as desirable in graduates and recommending courses and curricula that would achieve that goal.
  - 2. Being involved in the recruitment of students and funding for the Department of NREM.
  - Serving as a sounding board and advisory panel for the chair/faculty of the Department of NREM when consulted.

Article III Membership

<u>Section 1</u>. <u>Active Membership</u>. Active membership in this Society shall include Ball State University alumni who were enrolled in programs of the Department of NREM or in other related academic programs at Ball State University and who are, or have been, actively engaged in NREM. Active membership also requires an annual gift to Ball State University through the Ball State University Foundation.

<u>Section 2</u>. <u>Associate Membership</u>. Any individual, recommended by an active member and approved by the board, who has demonstrated genuine interest in NREM can serve as an associate member. The faculty and professional staff at Ball State University are also eligible for membership.

### Article IV Officers

The officers of this Alumni Society shall be the President, Vice President, Alumni Council Representative, and Secretary-Treasurer and Alumni Coordinator, whose duties are as follows:

- A. The President shall preside at all meetings and shall be responsible for the general supervision of all work of the Society. He/she shall appoint members of committees and shall serve as an ex-officio member of each committee. The President must be a graduate of Ball State University.
- B. The Vice President shall preside in the absence of the President and assist the President in any other way necessary. The Vice President must be a graduate of Ball State University.
- C. The Alumni Council Representative shall attend both the meetings of the Society and the Alumni Council of the Ball State University Alumni Association and shall report and serve as liaison to both boards.
- D. The Secretary-Treasurer and Alumni Association Coordinator shall be responsible for recording and keeping minutes of all meetings, for correspondence pertaining to the duties of the office, for authorizing expenditures and keeping financial reports, for coordinating activities with the Alumni Association, and for submitting reports to the Board.

#### Article V Board

All business of the Alumni Society shall be conducted by a board of active members which will consist of the following:

- A. The officers of the Alumni Society: President, Vice President, Alumni Council Representative, and Secretary-Treasurer and Alumni Coordinator.
- B. Twelve active members of the Alumni Society elected at large. (four each for three-year rotating terms). Diversity of the Alumni Society is encouraged and there will be at least two members from the 1970's, two from the 1980's, and two from the 1990's.
- C. The Chair of the Department of NREM.
- D. A member from the Department of NREM faculty, elected by faculty voting.
- E. The immediate past President of the NREM Alumni Society (voting member).

#### Article VI Meetings

<u>Section 1</u>. There shall be a minimum of one general meeting of the NREM Society each year with the date(s) to be determined by the Board.

- A. Board action shall be reported and Society business shall be conducted at the meetings. The President shall make reports and provide for such other reports as he/she deems necessary.
- B. A slate of officers will be presented at a meeting prior to election of officers, as set forth in the bylaws.

<u>Section 2</u>. Meetings of the Society shall be called at the discretion of the officers of the Board and in consultation with the Chair, Department of NREM.

### Article VII Amendments

This constitution may be amended at any meeting of the Society according to procedures set forth in the bylaws.

#### **Bylaws**

### Article 1 Committees and Their Duties

<u>Section 1</u>. All committees shall be appointed by the President who shall also be an ex-officio member of all committees.

<u>Section 2</u>. The Nomination Committee, composed of the Chair, Department of NREM or NREM faculty elected representative, President, and any other Board members designated by the President, shall consider candidates and potential candidates for membership on the NREM Alumni Board, forwarding a list of such alumni to the Board for consideration and selection.

### Article II Election and Terms of Office

<u>Section 1</u>. The Board shall be composed of at least twelve (12) at-large representatives, each of whom is appointed to serve a three-year (3) term on the Board commencing on January 1 and concluding on December 31. Terms will be staggered so that no more than one-third (1/3) of the members of the Board will conclude their terms of service at any one time.

<u>Section 2</u>. The office of President and Vice President will be elected by the membership of the Board from within the membership of the Board for terms of office of two (2) years. Such election must take place at a regularly scheduled Board meeting prior to December 31 of the year preceding the terms of office.

<u>Section 3</u>. One member of the Board shall be elected by the membership of the Board to serve a two-year (2) term as NREM Alumni Representative to the Ball State University Alumni Council.

<u>Section 4</u>. The Chair of the Department of NREM, or his/her designated representative, and the NREM faculty elected representative, shall serve as voting members of the NREM Alumni Board, by position.

<u>Section 5</u>. The NREM Alumni Coordinator shall serve as a voting member of the NREM Alumni Board, by position, and shall function as Secretary-Treasurer to the Board. The NREM Alumni Coordinator shall be appointed by the Executive Director of the Ball State University Alumni Association in consultation with the Chair of the Department of NREM.

<u>Section 6</u>. The Board is empowered to fill vacancies of unexpired terms of Board members and/or officers. An individual appointed to a vacancy on the Board will complete the term of the Board member he/she replaces.

- Section 7. Officers may serve no more than two (2) consecutive elected terms in the same office.
- Section 8. Board members may serve no more than three (3) consecutive 3-year (3) terms on the Board.
- <u>Section 9</u>. When a Board member is absent for two (2) consecutive meetings, the President shall contact the member prior to the third (3rd) meeting to determine the intentions of the member. The President may request a letter of resignation from the Board member.

### Article III Meetings of Board and Committees

- <u>Section 1</u>. The Board shall meet at the call of the President or at the request of a majority of the members of the Board.
- <u>Section 2</u>. The Board shall have a least one (1) meeting each academic year for the purpose of conferring with the Chair of the Department of NREM and such members of his/her staff that he/she shall see fit to invite.
- <u>Section 3</u>. Committees shall meet at the request of the President or at the call of the respective committee chair.
- Section 4. A quorum is not required to conduct an official meeting of the Board.

# Article IV Funding

Funding for the Society's programs and activities will be provided from the Alumni Society's budget, Department of NREM budget, and/or gifts from the Society's members. There will not be membership dues. All activities of the Society are expected to be self-supported, for the most part, from participants' fees.

#### Article V Voting Procedures

Voting may be conducted by a simple majority of the members present at board and committee meetings.

#### Article VI Amendments

The Constitution and Bylaws may be amended at any meeting of the NREM Alumni Society by a majority vote of the members present provided that:

- A. The amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendments or amendments are to be acted upon; or
- B. The amendment or amendments shall, prior to their adoption, have been acted upon favorably written ballot by at least a majority of the members of the Board.

Approved 1/19/95

# CONSTITUTION Ball State University Nursing Alumni Society

#### Article I Name

The name of this organization shall be the Ball State University Nursing Alumni Society, a division of the Ball State University Alumni Association, Inc.

#### Article II Purpose

- Section 1. The purpose of the Society shall be to stimulate the interest of all graduates and former students of Ball State University Department of Nursing, graduates of the Ball Memorial Hospital School of Nursing, and graduates and former students of other divisions of the university who are or have been actively engaged in nursing so that the Society may be able to further the educational, professional, and social interests individually and collectively by:
  - a. Developing a wider acquaintance and fellowship between the members of the Society who are working in the field and the faculty of the Department of Nursing.
  - b. Providing a clearing house for the presentation of problems pertaining to nursing and requests for services to the mutual benefit of the faculty and alumni.
  - c. Encouraging a greater devotion and respect for the high standards which the Department of Nursing has established for itself and working toward a more universal recognition of the importance of nursing in the culture of this country.

#### Article III Membership

- Section 1. <u>Active Membership</u>: Active members of this Society shall be limited to graduates and former students of Ball State University with majors in nursing and graduates of the Ball Memorial Hospital School of Nursing and Home Hospital School of Nursing.
- Section 2. <u>Associate Membership</u>: Associate members shall be individuals contributing to Nursing Alumni Funds through the Ball State University Foundation and/or shall be entitled to participate in all educational, professional, and social undertakings of the Society, but shall not be entitled to vote or hold office.
  - a. Honorary membership may be conferred upon persons in recognition of outstanding achievement in or contributions to the field of nursing upon the recommendation of the Executive Board. Honorary members shall be entitled to participate in all educational, professional, and social undertakings of the Society, but shall not be entitled to vote.
  - b. The director and faculty of the Department of Nursing will automatically be affiliate members of the Nursing Alumni Society (unless eligible for active membership) and shall be entitled to participate in all professional and social undertakings of the Society but shall not be entitled to hold office.

### Article IV Officers

Section 1. The officers of this Society shall be President, Vice President, and Secretary, whose duties shall be as follows:

The President shall preside at all meetings and shall be responsible for the general oversight of all the work of the Society. The President shall appoint and shall be an ex-officio member of all committees.

The Vice President shall preside in the absence of the President and assist the President in any other way necessary.

The Secretary shall be responsible for recording and keeping the minutes of all meetings, for correspondence pertaining to the Secretary's duties, for assisting the Alumni Association, and for submitting reports to the Board.

#### Article V Board of Directors

Section 1.All affairs of the Society shall be conducted by a Board of Directors consisting of the following:

The officers of the Society: President, Vice President, and Secretary; The Director of the Ball State University Department of Nursing (no voting privileges);

The Faculty Representative from the Department of Nursing;

A maximum of 12 active members of the Society elected at large;

One member elected at large to serve jointly as a member of the Board and also as a representative of the Nursing Alumni Society on the Alumni Council of the Ball State University Alumni Association;

The immediate Past President (one year).

#### Article VI Meetings

- Section 1. There shall be an annual meeting held on or near the campus of Ball State University, the exact time to be determined by the Board in conjunction with the Ball State University Alumni Association office.
- Section 2.General meetings, other than the annual meeting of the Society, may be called at the discretion of the Board.

# Article VII Amendments

Section 1. This Constitution may be amended at any meeting of the Society according to procedures set forth in the By-Laws.

#### **BY-LAWS**

### Article I Committees and Their Duties

- Section 1.All committees shall be appointed by the President who shall also be an ex-officio member of all committees.
- Section 2. The Nominating Committee shall meet and, after due consideration, prepare a slate of officers which shall be presented at the annual meeting. This slate shall include nominations for the Vice President, the Secretary, the Alumni Council Representative and the Board members to be elected at large.
- Section 3. The financial committee headed by the Vice President shall present the budget for each calendar year.

# Article II Elections and Terms of Office

- Section 1.The office of President will be assumed by the current Vice President. The President and Vice President shall be elected at the annual meeting for terms of two years. The Secretary shall be elected at the annual meeting for a term of one year. The immediate Past President shall fill a one-year term in that capacity.
- Section 2. The at large members of the Board shall be for a term of three years.
- Section 3.One additional member of the Board shall be elected at large for a term of three years. This member shall not only serve as a member of the Board but shall also represent the Nursing Alumni Society on the Alumni Council of the Ball State University Alumni Association.
- Section 4. The President is empowered to fill vacancies of unexpired terms of Board members and/or officers.

# Article III Meetings of Board and Committees

- Section 1.The Board shall meet at least every two months at the call of the President or at the request of a majority of the members of the Board.
- Section 2. Committees shall be appointed as needed by the President upon approval of the Board.
  - Committees shall meet at the request of the President or on the call of the Committee Chairman.

# Article IV Amendments

- Section 1. These By-Laws may be amended at any meeting of the Society by a majority vote of the active members present provided:
  - a. That the amendment or amendments shall have been placed before the members of the Society in writing at least one month before the meeting at which such amendment or amendments are acted upon, or
  - b. That the amendment or amendments shall previous to their adoption have been acted upon favorable by at least a majority of the members of the Board.

#### TEACHERS COLLEGE ALUMNI SOCIETY

#### Constitution

#### Article I

The name of this organization shall be The Teachers College Alumni Association of Ball State University.

#### **Article II**

#### Purpose

Section 1. The purpose of the association shall be to stimulate the interest of all graduates and former students of Ball State University who were enrolled in teacher education courses, majored or minored in any of the teacher education or human service programs housed in the Teachers College, or have been actively engaged in the field of education, so that the Association may be able to further the educational, professional, and social interests of the departments of the Teachers College collectively by:

- a. Developing a wider acquaintance and fellowship between the members of the Association who are working in the field and the faculty of the Teachers College.
- b. Serving in an advisory capacity with regard to programs in education and other human service fields housed in the Teachers College and requests for services that mutually benefit the alumni and the Teachers College.
- c. Taking appropriate action when needed for the continued improvement of the status of the profession in the field and the professional offerings and services of the Teachers College.
- d. Encouraging a greater devotion and respect for the high standards which the Teachers College has established and working toward a more universal recognition of education and human service programs as an important part of this country's culture.

#### Article III

#### Membership

Section 1. Membership in The Teachers College Alumni Association shall be limited to former students in the Teachers College of Ball State University and current and former administrators and faculty currently of the Teachers College.

Section 2. Active Membership in this Association is accorded to members who have financially supported the Teachers College with a gift to the Ball State University Foundation during the current year.

#### Article IV

#### **Board**

Section 1. Membership

- a. The Dean of the Teachers College.
- b. A faculty representative from the Teacher College.
- c. Ten active members of the Teachers College Alumni Association.
- d. The Alumni Association Coordinator.

#### Section 2. Selection

- a. The Dean of the Teachers College (ex officio).
- b. The faculty representative from the Teachers College is appointed by the Dean of the Teachers College.
- c. The ten members to the Teachers College Alumni Board are elected at large by the members of the Board.

An attempt will be made to maintain a balance of

board members representing various geographical regions

and a cross section of the Teachers College Alumni population.

d. The Alumni Association Coordinator is appointed by the Executive Director of the Ball State University Alumni Association.

#### Section 3. Term of Office

- a. Dean of the Teachers College (ex officio).
- b. Faculty representative 2 years with a limit of six consecutive year.
- c. Ten at large board members:
- (1) two-year terms with a limit of six consecutive years on the board.
- (2) five board members are elected in even-numbered years and five board members are elected in odd-numbered years.
- d. The Alumni Association Coordinator (ex officio).

#### Article V

#### Officers

Section 1. The officers of the Teachers College Alumni Association shall be President, President-elect, Secretary, and Alumni Council Representative.

- a. The President shall preside at all meetings of the Teachers College Alumni Association and shall be responsible for the general supervision of all work of the association.
- b. The President-elect shall preside in the absence of the President and assist the President in any other way necessary.
- c. The Secretary shall be responsible for recording and keeping the minutes of all meetings.
- d. The Alumni Council Representative shall serve on the Ball State University Alumni Council representing the interests of the Teachers College Alumni Association.

#### Article VI

#### **Meetings and Agendas**

Section 1. There shall be a minimum of one meeting annually of the Teachers College Alumni Board. Meetings will be held on or near the campus and called by the President of the Teachers College Alumni Association in consultation with the Alumni Coordinator and the Dean of the Teachers College.

Section 2. The agenda for all meetings will be determined by the President of the Teachers College Alumni Association in consultation with the Alumni Coordinator and the Dean of the Teachers College. The agenda will be sent to all board members a minimum of two weeks prior to the meeting.

#### TEACHERS COLLEGE ALUMNI SOCIETY

#### **Bylaws**

#### Article I

#### **Committees and Their Duties**

Section 1. All committees shall be appointed by the President of The Teachers College Alumni Association.

Section 2. The Nominating Committee shall meet annually to prepare a slate of candidates to be presented to the Teachers College Alumni Board. The slate of candidates will include President-elect, Secretary, and five members of the Teachers College Alumni Board. Every two years the Nominating Committee will propose a candidate for the position of Alumni Council Representative.

Section 3. The Budget Committee shall meet annually to study the financial needs of the Teachers College Alumni Association and develop a budget request in cooperation with the Dean of the Teachers College. The budget request shall be announced in a meeting agenda and approved by a majority of the Board members in attendance at the announced meeting.

Section 4. The Scholarship Committee will meet annually to award recipients of numerous scholarships designated by the Alumni Coordinator.

Section 5. Other Committees shall be established as deemed necessary by the Teachers College Alumni Board.

#### Article II

#### **Election and Terms of Office**

Section 1. The office of President will be assumed by the current President-elect.

The President will serve a term of one year. The President may not serve another term as president in a five year period.

Section 2. Candidates for President-elect and Secretary will be nominated by the nominating committee as described in Article I, Section 2 of the Bylaws. These names shall be published in the agenda prior to a meeting of the Teachers College Alumni Board. Nominations will be accepted from the floor on the day of the election meeting. Election to office shall require approval by a majority of Board members present.

The President-elect and the Secretary will serve for a term of one year. The Secretary may serve consecutive terms.

Section 3. Candidates for Teachers College Alumni Board Member will be nominated by the nominating committee as described in Article I, Section 2 of the Bylaws. To be eligible for membership on the Board, the candidate must be an active member of the Ball State University Teachers College Alumni Association. Nominations will be accepted from the floor on the day of the election meeting. Election of a Board member shall require approval by a majority of Board members present at the meeting.

Board members serve for a term of two years. Board members shall not serve for more than six consecutive years.

Section 4. One member of the Teachers College Alumni Board shall be elected as the Alumni Council Representative to represent the Teachers College Alumni Association on the Alumni Council of the Ball State University Alumni Association. The nominating committee will nominate this individual as stated in Article I, Section 2 of the Bylaws. Nominations will be accepted from the floor on the day of the election meeting. Election of the Alumni Council Representative will require a majority of Board members present at the meeting.

The Alumni Council Representative will serve a term of two years beginning in an oddnumbered year with a limit of six consecutive years.

Section 5. A Faculty Representative shall be appointed by the Dean of the Teachers College to represent the Teachers College faculty at meetings of the Ball State University Teachers College Alumni Board.

The Faculty Representative shall serve a term of two years beginning in an even-numbered year.

Section 6. The Teachers College Alumni Coordinator shall serve as a voting member of the Board. The Alumni Coordinator shall assist the Board and its officers in their responsibilities. The Teachers College Alumni Coordinator shall be appointed by the executive director of the Ball State University Alumni Association.

Section 7. The Alumni Board is empowered to fill vacancies of unexpired terms of board members and/or officers. The President will recommend the replacement to the board. The appointment shall be approved by a majority of the board members present.

Section 8. All elected officers shall take office on January 1 following their election.

#### Article III

#### **Amendments**

Section 1. The Constitution and Bylaws of the Ball State University Teachers College Alumni Association may be amended provided:

The amendment or amendments shall be introduced at a Teachers College Alumni Board meeting and upon receiving a second, will be evaluated by Board members until the next meeting.

A two-thirds majority of the membership of the Teachers College Alumni Board votes favorably on the amendment or amendments under consideration at a meeting no less than 30 days following the introduction of the amendment or amendments.