

**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

Section 1. 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

Section 1. 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

Section 1. 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

Section 1. 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.

Section 2. 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

Section 1. 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**

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, 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.

Section 2. 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.

Section 3. 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.

Section 4. 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.

Section 6. 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.

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 four- (4) year terms on the Board.

Section 9. 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

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

Section 2. 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.

Section 3. 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

Section 1. 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.

Proposed Revision March 14, 1992
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