

BYLAWS
ST. CLAIR COUNTY COMMUNITY COLLEGE
ALUMNI ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be known as the Alumni Association of St. Clair County Community College.

ARTICLE II. MISSION STATEMENT

The mission of SC4 Alumni Association is to:

- Foster a lifelong relationship between St. Clair County Community College and its alumni
- Support St. Clair County Community College in advancing its mission
- Help serve the needs of the alumni community

The alumni association will accomplish its mission by supporting alumni activities and by working with SC4 Foundation.

ARTICLE III. MEMBERSHIP

- (a) Persons qualifying for a membership; any person who is a former student of the St. Clair County Community College or the Port Huron Junior College, existing and former staff members and friends of the College interested in promoting the welfare of the Association shall be entitled to membership. Members of the Board of Trustees of the College shall be members of the Alumni Association by virtue of their office;
- (b) Those persons who qualify for membership, who register and attend the annual meeting shall be the voting members of the association.
- (c) Any dues or assessments pertaining to membership in the Association shall be set from time to time by the Board of Directors.
- (d) If dues or assessments pertaining to membership are set by the Board of Directors, those individuals entitled to membership shall pay dues or assessments according to the rules and procedures established by the Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

The Alumni Association of St. Clair County Community College shall be governed by the Board of Directors which shall be composed of:

- A. President
- B. President Elect
- C. Secretary
- D. Treasurer
- E. Director of College Advancement and Alumni Relations
- F. At-Large Members
 - A maximum of twelve at-large members, two of whom shall be the immediate past president of the association and the President of the College.

ARTICLE V. DUTIES AND RESPONSIBILITIES OF OFFICERS

- A. The President of the Association shall preside at all meetings, shall call all extra meetings needed, and be an ex-officio member of all committees.
- B. The President Elect shall be the presiding officer in the absence of the President.
- C. The Secretary shall keep minutes of the meetings and perform other duties that the Board of Directors may assign.
- D. The Treasurer shall maintain financial records of the Association and provide periodic reports to the Board of Directors. The treasurer shall provide an audit report to the Board of Directors annually.

ARTICLE VI. ELECTIONS AND TERMS OF OFFICE

- A. Each of the Association's officers shall be elected for a two year term. The exception shall be the immediate past President of the association who automatically becomes an at-large member of the Board of Directors at the conclusion of his or her term. Terms of office will begin following the annual meeting.
- B. At-Large Members

1. At-large members are selected by the Board of Directors for two year terms.
- C. Elections of Board of Directors will be held at the annual meeting at the end of term of office.
1. Each of the officers will be elected by a simple majority of the votes cast.
- D. To facilitate the on-going business of the organization, vacancies occurring within the Association's officers or elected members shall be appointed by the President with the approval of the Board of Directors.

ARTICLE VII. STANDING COMMITTEES

All committee appointments shall be made by the President of the Association. Except where otherwise designated in these Bylaws, the President of the Association shall also name the committee chairmen.

A. Nominating Committee

This committee shall assemble the Board of Directors slate.

B. Fundraising Committee

The function of this committee shall be to plan and execute fundraising activities including the annual golf outing of the association.

C. Membership Committee

It shall be the function of this committee to promote and solicit membership in the Alumni Association along with providing activities designed to involve members.

D. Distinguished Alumni Committee

It shall be the function of this committee to submit and review all applications for Alumni of the Year and make a recommendation for selection to the full board of directors.

- E. Any other standing or temporary committees that are deemed necessary by the Board of Directors for the on-going activities of the Association.

ARTICLE VIII. MEETINGS

- A. The Board of Directors shall meet a minimum of four times per year. These meetings shall be open to all members, those eligible for membership, and any College official.
- B. The annual meeting for all alumni shall be conducted during the month of November.
- C. A quorum for the conducting of Board of Directors business shall consist of a majority of its members. A majority vote of those present shall be necessary to pass any motion.
- D. Meetings shall be conducted under the provisions of the latest edition of Roberts Rules of Order.

ARTICLE IX. LIQUIDATION

In the event of liquidation of this Alumni Association, any assets available for distribution shall be distributed to the St. Clair County Community College Foundation.

ARTICLE X AMENDING THE BYLAWS

- A. Any recommended amendments of these Bylaws shall be approved by two-thirds of the members present at a regular meeting of the Board of Directors. Written notice of the proposed amendment shall be required at least (7) days prior to the meeting. Proposals for an amendment may be initiated in writing to the secretary by any member of the Association.
- B. These Bylaws or any amendment thereto shall be effective immediately following adoption by a majority of those members present and voting at the Annual Meeting of the Alumni Association.

Approved: