

## **College of Education Alumni Chapter By-Laws**

### Article I. Name

The name of the organization shall be **College of Education Alumni Chapter**, hereafter called "COE Alumni Chapter."

### Article II. Purpose

The purpose of the COE Alumni Chapter shall be to provide a format for alumni to meet for educational, professional, and social purposes, to serve in an advisory role to the college, to promote the college and the profession through student recruitment and advocacy, and to promote interest in and financial support for the college.

### Article III. Membership

Section 1. Membership shall be open to all persons who earned an undergraduate (associate, bachelor of arts or bachelor of science) degree or graduate degree in the departments housed in the College of Education: Family and Consumer Sciences, Psychology, and Teacher Education. Membership shall also be open to individuals who have received alternative certification through the College of Education.

Present and retired faculty, and persons who have rendered valuable service to the College of Education, are eligible for honorary memberships in the COE Alumni Association. Nominations for honorary memberships may be made by members of the COE Alumni Association or current faculty to the Advisory Board, which has the power to approve the honorary memberships. Honorary membership entitles the holder, thereof, to all rights, privileges, and responsibilities of any member of the COE Alumni Association, except that of holding office.

Membership shall be on a calendar year basis from January 1 through December 31. Criteria for active membership will be based on fulfillment of the annual dues requirement as authorized in the by-laws of the College of Education Alumni Chapter and the Nicholls Alumni Federation.

Membership dues shall be \$10.00 a year per individual. In order to become a member of the College of Education Alumni Chapter you will have to first join the Nicholls Alumni Federation.

#### Alumni Membership Levels:

- Single + College of Education Chapter- \$45.00
- Joint + College of Education Chapter- \$75.00
- Friend of Alumni + College of Education Chapter- \$60.00

Section 3. Benefits for all COE Alumni Chapter members shall include invitations to at least two socials a year, invitations to College of Education functions, and subscription to the COE Alumni Newsletter. As a member you will also receive the following Alumni Federation benefits: *The Colonel* (the bi-annual official university magazine), discount tickets for the Annual Alumni Crawfish Boil, participation in the Alumni Federation's annual board election, access to tailgates and the Homecoming Social, discount rates on university rentals, Ellender Memorial Library privileges, local and national business discounts.

#### Article IV. Officers and Their Duties

Section 1. The COE Alumni Chapter shall be governed by the Executive Committee. The officers shall be President, Vice President, Secretary, and Treasurer. Each officer shall serve a term of two years. The outgoing President shall serve for one year as ex-officio member.

#### Section 2. Nominations and Election Process

- A. The Nominating Committee (the Executive Committee and Advisory Board) shall nominate one candidate for each office; additional nominations shall be accepted from the membership during the annual meeting.
- B. Officers will be elected by a majority vote of members present at the annual meeting.
- C. Should any officer be unable or unwilling to complete his or her term, the Executive Committee shall vote for another officer from the Committee to fill the vacated position. The officer elected to fill the vacated position shall complete the term of the original office.

#### Section 3. Duties of Officers

The duties of the officers shall be as follows:

1. The President shall preside at meetings, chair the Executive Committee, and function as the executive officer of the COE Alumni Chapter.
2. The Vice President shall preside in the absence of the President.
3. The Secretary shall be responsible for recording minutes of all Board and general membership meetings and shall maintain records of the organization. Records shall be kept in the Dean's Office in the College of Education.
4. The Treasurer shall be the chief financial officer of the organization and shall serve as liaison to the College of Education and the Nicholls Alumni Federation. The Treasurer shall maintain a current list of paid members and regularly inform the Board of the status of the Membership. The Treasurer shall present financial statements to the

Board, prepare a report of income and expenses at the annual meetings, and keep complete records of all accounts.

#### Section 4. The Advisory Board

The Advisory Board shall be composed of the following:

- A. Four executive officers
- B. The past president
- C. Four members at large
- D. Faculty Advisory Committee of at least two faculty members from the College of Education

#### Section 5. Board Nominations, Election Process, and Service

- A. The officers and four members at large shall be elected during the first year from a list of candidates nominated by the members. In subsequent years, the officers and four members at large shall be elected at the first annual meeting from a list of candidates nominated at the meeting.
- B. Each person elected to the Board must be a COE Alumni Chapter member at the time of the election and shall serve a term of two years.
- C. The Board may remove any member of the Board who has three or more consecutive absences from regular meetings.
- D. The Board shall be called upon to report on activities, seek advice and provide counsel, and nominate and elect members.

#### Section 6. Board Meetings

The President shall call the bi-annual meetings of the Board. There will be two meetings each year. The President may call additional special meetings as needed.

#### Article V. Amendments

Amendments to the by-laws shall be proposed to the Executive Committee and Advisory Board at the annual meetings or at special general meetings and shall be adopted, provided they are passed by a favorable vote of the majority of members present. The text of any proposed amendments must be provided to membership at least two weeks before the meeting at which the vote is to be taken. The amendments shall be printed in the minutes and in the newsletter.

*REVISED 10/28/216*

