

**CONSTITUTION**  
**INDIANA UNIVERSITY KOKOMO ALUMNI ASSOCIATION**

**ARTICLE I**  
**Definition of Terms**

- Section 1      The term “Association” means the IU Kokomo Alumni Association, which will be comprised of dues-paying graduates, former students, and friends of the IU Kokomo campus. The Association will be organized as a constituent society under the Bylaws and Articles of Incorporation of the Indiana University Alumni Association.
- Section 2      The term “IU Kokomo Alumni Board” hereinafter referred to as the “Board” is the governing body of the IU Kokomo Alumni Association. The Board will be elected or appointed according to the procedures set forth in this Constitution and the IU Kokomo Alumni Association Bylaws.
- Section 3      The term “Indiana University Alumni Association” means the Association of graduates, former students and friends of Indiana University who are joined together to promote the interests of Indiana University and its alumni.
- Section 4      The term “Executive Council” means the elected officers and council members who govern the Indiana University Alumni Association, an Indiana not-for-profit corporation.
- Section 5      The term “constituent society” means an affiliate organization of the Indiana University Alumni Association. Its purposes will be the same as the purpose of the Indiana University Alumni Association, but in addition, may be organized for more specific objectives, such as promoting the interests of the IU Kokomo campus and its alumni.

**ARTICLE II**  
**Identification**

- Section 1      Name. The name of this organization is the Indiana University Kokomo Alumni Association, hereinafter referred to as the “Association.”
- Section 2      Purpose. The purpose of the Association is to promote the interests of IU Kokomo and to establish and maintain a mutually beneficial relationship between IU Kokomo and its alumni.
- Section 3      Location. The principal office of the Association is the Office of Alumni Relations, with the mailing address of 2300 South Washington Street, P. O. Box 9003, Kokomo, IN 46904-9003.

Section 4 Fiscal Year. The fiscal year of the Association will begin on the first day of September of each year and will end on the last day of the following August.

### **ARTICLE III Membership**

Section 1.1 Eligibility. There will be two (2) classes of membership consisting of regular members and affiliate members.

Section 1.2 Regular members: All persons who are graduates or former students of IU Kokomo and have received one or more credit hours are considered alumni of IU Kokomo. Such persons are eligible for regular membership in the Association and the Indiana University Alumni Association.

Section 1.3 Affiliate members: Persons who have not attended IU or have not received one credit hour are eligible to become affiliate members of the Association and the Indiana University Alumni Association. Affiliate members will have every right of membership except that of voting in the Association elections.

Section 2 Multi Membership: Because the Association is a constituent society of the Indiana University Alumni Association, membership in one organization will be considered membership in all applicable organizations.

### **ARTICLE IV Meetings of Members**

Section 1. Place of meeting. Location of all meetings of the Association shall be specified prior to each meeting.

Section 2. Annual summary of activities. An annual summary of Association activities will be posted each year on the Association web site no later than the second Board meeting after the start of the fiscal year. A hard copy will be provided to members upon written request.

Section 3. Special meetings. Special meetings of the Association may be called by the Board or by the President upon written request of seventy-five (75) active members of the Association. In the event of such request, a special meeting will be held not later than three months after the receipt of such request.

## ARTICLE V Officers

Section 1. Designation. The officers of the Association will consist of a President, Vice President, Secretary, Treasurer, the Director of IU Kokomo Alumni Relations (who will be a voting officer of the Association), and the Immediate Past President who shall serve as an advisor.

Section 2. Eligibility. The officers, with the exception of the Director, must be regular members of the Association.

Section 3. Term of Office. The Vice President, Secretary, and Treasurer will be elected to serve for a period of two (2) years. The Vice President will automatically assume the Presidency of the Association at the end of his/her two-year term, and shall also serve for a period of two years as President.

Section 4.1 Responsibilities of Board members and officers. As a working board, members and officers of the Association Board represent the University and the Association at both campus and community programs. Board members and officers who do not fulfill their commitments and responsibilities may be asked to resign from the Board.

Section 4.2 In addition to general Board responsibilities outlined in Article VI, Sections 3.1 and 3.2, officers shall meet the following additional criteria:

A current officer cannot hold two (2) offices at one time.

**President:** preside at all Board meetings and all Association meetings, be an ex-officio member of all committees; represent the Association and the University at various University and Alumni events; perform other duties as outlined elsewhere in this document.

**Vice-President:** serve as President-Elect of the Association; in the absence of the President, preside at Board and/or Association meetings; in the absence of the President, represent the Association at various University and Association events.

**Secretary:** take minutes at all Board, Association and called meetings; prepare and provide minutes in a timely fashion to the IU Kokomo alumni office for distribution; prepare an annual report of Association activities by the second Board meeting of each fiscal year.

**Treasurer:** provide budget reports for all Board meetings; with the Director of Alumni Relations, prepare annual Association budget proposal and submit to the Executive Committee for review and to the Board for approval.

**Director of Alumni Relations:** Maintain and manage Association files, reports and financial data; coordinate and assist in the business for the Board and any sub-committees; serve as the advisor for the Student Alumni Council; assist and oversee the preparation and coordination of alumni publications; serve as an ex-officio member of all committees, and other duties as assigned by the Board.

**Immediate Past-President:** serve as an advisor to the President; serve as Chair of the Nominating Committee; serve as Parliamentarian at Board and Association meetings.

## **ARTICLE VI Alumni Board**

- Section 1. Members. The Board will be composed of the officers of the Association, the Director of Alumni Relations, three (3) members appointed by the existing Board members, three (3) members elected by the membership, and one (1) appointed member representing each degree granting unit to serve as Divisional Representatives. Divisional Representatives will be appointed by the Board after requesting nominations by the academic unit Dean or Chair. If no response is received by the academic unit after 60 days, the Board shall have the authority to appoint the Divisional Representative. All Board members must be regular members in good standing.
- Section 2. Term of Office. All Board members, except officers, will be elected or appointed for a three (3) year term.
- Section 3.1 Responsibility of the Board. The responsibility of the Board is to promote the interests of Indiana University Kokomo and its alumni, and to establish a mutually beneficial relationship between IU Kokomo and its alumni by creating and sponsoring alumni programs and communications that will carry forward these purposes.
- Section 3.2 Board members shall:
- Attend at least two-thirds of the scheduled Board meetings per year
  - Attend alumni and university events when possible
  - Serve on at least one (1) committee per year
  - Obtain new members for the Association
  - Work to involve alumni in campus and alumni events and work to enhance the image of the University and the Association

Encourage participation in alumni scholarship programs

Encourage student participation in the Alumni Association and assist with Student Alumni Council activities and events

- Section 4. Meetings and Notices. The Board will meet no less than six times each year. Such meetings will be called by the President, and the dates, times and locations of said meetings will be posted on the Association web site at least thirty (30) days prior to each meeting.
- Section 5. Special Board Meetings. Special meetings of the Board may be called at the discretion of the President. The President will be required to call such meetings upon written notice of five (5) members of the Board. Such special meetings will be held at a place or places designated by the President. Five (5) days notice will be given of each special meeting, and posted to the Association web site.
- Section 6. Executive Council Representative. One member will be elected by the Board to represent the Association as a voting member of the Executive Council for a three (3) year term. The Representative may be replaced by a two-thirds vote of the Board. The Board will advise the Executive Council through its elected member to that Council about matters pertaining to the IU Kokomo Association. The Executive Council Representative shall represent the Association at Indiana University Alumni Association Executive Council meetings held in June and December of each year for a three-year term. Serve on designated Executive Council committee and provide reports on various meetings to the Board.
- Section 7.1 Committees. The President shall appoint sub-committees to the Board to facilitate business. Each sub-committee shall have a Board member serving as Chair. Chairs will serve two (2) year terms. Committee Chairs will provide the Alumni Office with minutes from each meeting.
- Section 7.2 Standing Committees. The following standing committees of the Association are:
- Executive Committee:** The Executive Committee shall: consist of the President, Vice-President, Secretary, Treasurer, Immediate Past President and the Director; be chaired by the President; meet no less than six (6) times per year, with additional meetings being called by the President as s/he deems necessary; outline strategic plans for the Association, review the budget, and conduct business for the Association when a full meeting of the Board is not possible. Any business conducted by the Executive Committee shall be reported to the Board at the next scheduled Board meeting.

**Scholarship Committee:** The Scholarship Committee shall: consist of the President, Director, and three regular Association members who will be appointed by the President; review scholarship criteria and application process, recommend changes as needed to the Board, review scholarship applications and provide a summary and recommendations of recipients to the Board.

**Membership Committee:** The Membership Committee shall: consist of a Chair that is appointed by the President, the Director, and at least three (3) regular Association members; assist in originating, planning and facilitating events for current Association members and to encourage non-members to join; assist with marketing the Association to non-members and current IU Kokomo students.

**Nominating Committee:** The Nominating Committee shall: consist of a Chair, who is the Immediate Past President of the Association, and at least three (3) regular Association members; recruit and secure a slate of officers during an officer election year; submit the slate of officers to the Association for election; recruit and secure nominations for elected Board positions that are vacated due to resignation, removal, or term expiration; submit nominations to the Association for election.

## **ARTICLE VII Miscellaneous**

- Section 1. Rules of Order. Meetings of the members of the Association and the Board will be governed by rules contained in Robert's Rules of Order Revised in all cases where such rules are applicable and where they are not inconsistent with this Constitution.
- Section 2. Amendments. The Constitution may be amended by a two-thirds vote of active Association members who are present and voting at a special meeting, or by two-thirds vote of the Board.
- Section 3. Bylaws. The Association may adopt new bylaws by an affirmative vote either by the membership or by the Board. A bylaw may be repealed by passing a bylaw to that effect.
- Section 4. Prohibited Activity. The Association shall not engage in fund raising or other activities that can be construed as acting in the capacity of a foundation, nor shall it engage in lobbying activities on a state or national level without first obtaining express authority from the Executive Council. Such activities may endanger the nonprofit tax status that the

Indiana University Alumni Association enjoys under the laws of Indiana and the Federal government that govern not-for-profit corporations.

Section 5. Document Review. The Association Constitution and Bylaws shall be Reviewed by the Executive Committee once every three years. Appropriate recommendations shall be brought to the Board and/or Association for approval.

REVISED JULY, 2001
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RATIFIED OCT, 2001
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