



Preface

This document is the approved bylaws of the HACC Alumni Association, hereinafter called the Association. The Association was founded in 1969 and reorganized in 1983 and 2011. This Association is associated with and is a part of the HACC Foundation, Incorporated.

Article I – Name and Operation

1.1 Name – The name of this organization shall be the HACC Alumni Association.

1.2 Operation – The Association shall be an entity of the HACC Foundation, hereinafter referred to as the Foundation. The Association shall operate as an association and be administered through the Foundation, which is a 501 (c)(3) organization.

1.3 Mission – Engage alumni, students, and the community in supporting the college.

1.4 Vision – Develop dynamic alumni who are committed to our students and each other, dedicated to the college and the communities it serves.

Article II - Membership

2.1 Active Members – The active membership of this Association shall consist of any persons who have earned a certificate, diploma, or degree from HACC and former students who have not graduated from this institution but who have earned 30 or more credits at HACC and desire to belong.

2.2 Honorary Members – The title of honorary member, upon recommendation and approval of the Alumni Council, may be conferred upon persons who have rendered distinguished service to the college.

2.2 Rights of Members – Members have the right to vote at all general meetings of the Association, to elect the Association leadership, to receive all publications and all notices of general meetings to be held under the auspices of the Association and to participate in all activities held in the name of and for the Association.

2.4 Discrimination Prohibited – No individual shall be denied membership on the basis of race, color, religious creed, ancestry, national origin, marital status, age, handicap, sexual orientation or any other basis prohibited by federal, state and local governments in whose jurisdiction the Association operates.

2.5 General Membership – The general membership shall consist of all members of the Association. It shall elect the officers and members of Alumni Council, except as otherwise provided in these bylaws.

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Article III – Organization

3.1 The Association

- a. The Association shall be composed of the general membership, honorary members, chapters, elected officers and an elected Alumni Council.
- b. The Association shall be subject to bylaws and policies of the Foundation.
- c. The Association shall be managed on a day-to-day basis by the college's director of Alumni Relations.
- d. Alumni Council shall be responsible for setting policies and procedures.

3.2 Chapters – Association members may seek to form chapters based on campus, academic discipline, profession or other affinity that enable alumni to strengthen their ties to one another and to the Association. Chapters will be chartered by the Alumni Council.

Article IV – Alumni Council

4.1 Qualifications – Each Council member shall be an active member of the Association who is elected by the general membership.

4.2 Terms of Office – The terms of office of a Council member shall be three (3) years, commencing on July 1 of the college's fiscal year, with approximately one-third (1/3) of the Council elected annually. Council members may serve no more than two consecutive terms.

4.3 Composition – The Alumni Council shall be composed of no less than ten (10) and no more than twenty-five (25) members. Each academic campus of the college shall be represented by at least one member who attended classes on that campus. The Council shall include the officers of the Association, campus representatives, chairs of the Association's standing committees, chapters and general members.

4.4 Responsibilities of Council – The Council shall:

- a. Formulate Association policy consistent with Foundation policies and approved by the Foundation.
- b. Advise the director of Alumni Relations on the college's alumni relations program.
- c. Recommend to the Foundation and college plans, directions and activities for the Association.
- d. Delegate some of its responsibilities to a committee of members of the Association.
- e. Confirm appointments made by the Council president.

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- f. Approve a representative to serve on the HACC Foundation board. Said appointee shall be selected by the Council president from among the members of the Alumni Council. The Alumni Association representative should report to the Alumni Council at least twice per year with respect to the activities of the HACC Foundation Board.
- g. Approve a process, consistent with audit principles, for the director of Alumni Relations, or his/her designee, to direct the transfer of funds to, from, or among Association accounts in accordance with the Council's directions, where such funds are maintained on the Association's behalf by the HACC Foundation. The director of Alumni Relations must receive written permission from the president for any expenditure not included in the annual budget approved by Alumni Council.

4.5 Meetings – Council shall meet at least quarterly and a full Association member meeting may be called as deemed necessary by the Council or Executive Committee upon 30 days notice. Except during discussion or action on confidential matters, Association members may attend regular Council meetings.

4.6 Quorums and Actions by Council – The presence in person or by proxy of a majority of the Council shall comprise a quorum for the transaction of business. A vote of a majority at a meeting with a quorum shall be effective as a Council action.

4.7 Resignation; Removal – Any Council member or officer can resign at any time by giving written notice to the Association secretary. Any officer or Council member may be removed by a vote of the Alumni Council, whenever, in the Council's judgment, the best interests of the Association would be served thereby.

Article V – Officers

5.1 Number and qualifications – The officers of this Association shall be president, vice-president, treasurer, and secretary. Each officer shall be an active member of the Association who is elected by the general membership.

5.2 Terms of Office – Officers shall serve two-year terms and may serve no more than two consecutive terms.

5.3 Responsibilities of president – The president works in a collaborative manner with the director of Alumni Relations, the Foundation leadership, and the other Association officers. He or she shall:

- a. Preside at all meetings of the Association, Council meetings and Executive Committee meetings. The president shall also be the principal representative of the Association.
- b. Appoint any special officers, the standing committees, program committees and other committees necessary for efficient functioning of the Association.

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Appointments must be confirmed by Council.

- c. Act as an ex-officio member of all committees except the Nominating Committee.
- d. Appoint replacement officers to fill unexpired terms in case of resignation, death or disability, subject to the two-thirds approval of those present of the Alumni Council.
- e. Meet with the president of the college and the Foundation board at least one (1) time a year on matters involving the stated purpose of the Association and functions of the Council.

5.4 Responsibilities of vice president – The vice president works in a collaborative manner with the director of Alumni Relations, the Foundation leadership and the other Association officers. He or she shall:

- a. Assist the president in the carrying out of his/her duties and responsibilities in any way as so desired by the president and to be the president's direct representative.
- b. In the event of absence or incapacity of the president, the vice president shall perform all duties prescribed in 5.3.
- c. In case of death, resignation, disability or removal of the president, serves as president for the unexpired part of the term.

5.5 Responsibilities of treasurer – The treasurer works in a collaborative manner with the director of Alumni Relations, the Foundation leadership and the other Association officers. He or she shall:

- a. Monitor the Association funds.
- b. Submit a written report at each Council meeting.
- c. Provide an annual review of association finances to the general membership.
- d. Assume the duties of the president, in the event that both the president and vice-president are absent.

NOTE: The HACC Foundation will house, audit, and provide fiscal oversight for Alumni Association accounts and provide audit documentation to Alumni Council.

5.6 Responsibilities of secretary – The secretary works in a collaborative manner with the director of Alumni Relations, the Foundation leadership and the other Association officers. He or she shall:

- a. Record the proceedings of all Alumni Council meetings and maintain minutes for archives.
- b. Keep an up-to-date copy of the bylaws and have this copy present at all meetings.

Article VI – Elections

6.1 Election Procedures – The members of the Alumni Association, by a majority vote, shall elect the officers and Council members of the Association. Terms of office shall commence at the first meeting of the next fiscal year that begins July 1. Election procedures are as follow:

- a. On or before January 1 of each year, the Association president, working in cooperation with the director of Alumni Relations, shall appoint at least three members to the Nominating Committee.
- b. The Nominating Committee shall solicit names of candidates for officers and Council from members of the Council and the general membership and present a slate of candidates by March 30.
- c. A brief biographical sketch of each nominee and ballot shall be distributed to the general membership by May 15.
- d. All ballots and associated proxies must be returned to the Alumni Relations office by June 15, with the election results announced by July 1 through the appropriate college communications outlets.

Note: The officers and Council members serving in office on the date of the adoption of these bylaws shall continue to serve with full authority under the bylaws for not more than one year from the date of adoption.

Article VII – Committees

7.1 Standing Committees – Standing Committees of the Association shall be Executive, Communication, Engagement, Fundraising, Finance, Nominating, Scholarship, Awards and Strategic Planning. The president shall act as an ex-officio member of all committees, except the Nominating Committee.

- a. **Awards Committee** – selects alumni to receive the Association’s top leadership awards – the Distinguished Alumni Awards. This committee reviews and oversees the award nomination and selection process. It is also recommends to Alumni Council other special awards that may be deemed appropriate.
- b. **Engagement Committee** – helps build and maintain strong relationships between alumni and the college. Duties include working with the Communications Committee to inform graduates about the college’s services for alumni, planning alumni engagement programs and events and providing opportunities for alumni to serve HACCC.
- c. **Executive Committee** – is composed of the president, vice president, secretary treasurer and the director of Alumni Relations. Between meetings of Alumni Council, the Executive Committee may exercise all powers of Alumni Council in managing and directing the affairs of the Association. Actions of the Executive Committee must be reported to Alumni Council at its next meeting. All actions are subject to revision and alteration by Council. The president chairs this

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committee.

- d. **Communications Committee** — collaborates with the director of Alumni Relations and the Association committees concerning Alumni Council needs for communication and promotion. The Communications Committee works with the director of Alumni Relations and the college's public relations and marketing team to develop and implement an annual communications plan. Note: No official information is released except through the Office of College Advancement.
- e. **Finance Committee** – works with the treasurer and the director of Alumni Relations to explore funding needs of the Association. The committee drafts the annual budget for review and approval by Alumni Council. In addition, it reviews the treasurer's accounts at the close of the fiscal year to ensure that the Association's financial information has been properly reviewed by the Foundation's accounting staff and auditors. It may also provide such reviews and projections when requested by Council.
- f. **Fundraising Committee** – works to improve alumni giving to the college. The committee works with the advancement team at the college to develop and implement an annual alumni fundraising plan.
- g. **Nominating Committee** – coordinates the annual Alumni Council and officers elections process. This includes soliciting nominations, vetting candidates and implementing an electronic voting process for the entire HACC alumni community
- h. **Scholarship Committee** – coordinates the annual alumni scholarship process. This includes reviewing the scholarship application process and recommending revisions and overseeing the annual selection process.
- i. **Strategic Planning Committee** – oversees implementation of the Alumni Association's strategic plan. Recommends to Alumni Council revisions to the plan when needed and recommends long-range objectives for the Alumni Association that are consistent with the goals and objectives of the college.

7.2 Special Committees – Special committees may be appointed by the president when deemed necessary, to include, but not limited to, the Bylaws Review Committee.

Article VIII – Chapters

8.1 Association Chapters – Chapters may be organized at campuses where there are sufficient numbers of alumni to support a Chapter organization or by special interest groups when there is a demonstrated need. All chapters must have a minimum of ten (10) alumni and a leadership team to maintain the chapters.

8.2 Chartering Procedure – Chapters will be chartered by Alumni Council as a result of the establishment of a functioning campus or interest area as defined in the Association's "Building a Campus-wide Alumni Relations Program."

8.3 Recognition – A committee or campus may petition Alumni Council to be formally chartered as a Chapter. Official recognition will be given through a vote of the Council at any regular meeting.

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8.4 Representation – A designated representative of any Chapter pending Council approval shall be allowed to participate in regular Council meetings in a non-voting capacity.

Article IX - Executive Staff

9.1 Director of Alumni Relations – The position of director of Alumni Relations shall be designated as an executive support position and shall be filled by appointment of the vice president of College Advancement. Additional support staff may be provided by the college from time to time.

9.2 Responsibilities of Director of Alumni Relations – The director shall:

- a. Serve as the liaison staff member between the Association, the Foundation and the college.
- b. Oversee all alumni activities, provides guidance to the Alumni Council and Association officers and ensure that Association policies and programs are consistent with the mission and vision of the college and the Foundation.
- c. Maintain files in which the bylaws, special rules of order, standing rules, policies and procedure and minutes are entered with the amendments to these documents properly recorded. The director shall have the current files on hand at every meeting and shall maintain Association correspondence and other official documentation.
- d. Shall maintain a procedure for directing the transfer of funds to, from, or among Association accounts in accordance with Alumni Council's directions, where such funds are maintained on the Association's behalf by the Foundation.

Article X - Indemnification

10.1 Each Council member and officer of the HACCC Alumni Association is responsible to act professionally and ethically in all matters related to the Association. Council members and officers shall be indemnified by the Foundation as provided by the Foundation for its directors, officers, employees and volunteers.

10.2 The Foundation shall indemnify and save harmless any and all of the Alumni Council members and officers against expenses actually and necessarily incurred by them in connection with the prosecution of any action authorized by the Association or Foundation or the defense of any action in which they, or any of them, are a party by reason of being or having been a director or officer, except in relation to matters as to which such Council member or officer shall be determined to be guilty of intentional

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misconduct or gross negligence.

10.3 The Directors of the Foundation are further authorized to provide for necessary liability insurance to indemnify and protect the Council members and officers of the Association against any loss resulting from the discharge of their duties, except as herein expressly excepted.

Article XI - Dissolution of the Association

11.1 Upon dissolution of the HACC Alumni Association, all assets of the Association shall be sold, and the proceeds from these sales, plus any liquid funds of the Association shall be used to dissolve the debts of the organization.

11.2 In the event that the funds of the organization exceed the liabilities at the liquidation, the excess shall be distributed to the HACC Foundation.

11.3 Dissolution of the HACC Alumni Association shall require a three-fourths majority vote of all Council members present and voting at a special meeting, with proper notification of said meeting no later than thirty (30) days prior.

Article XII - Amendments

12.1 Committee Review – The bylaws of the Association shall be reviewed periodically, not less than once every four years. The president shall appoint a committee for such purpose. The committee shall be responsible for reviewing all proposed changes and recommending such action as necessary to the Council. (See 7.2)

12.2 Enactment – Committee recommendations shall be provided to the entire Council in writing at least 14 days prior to the next scheduled Council meeting and may be amended at such meeting, when a quorum is present, by a two-thirds majority vote of the members present and voting.

Approved by HACC Alumni Council on May 14, 2012