

**College of Education Alumni Club Bylaws  
(edited June 20, 2008)**

College of Education Alumni Club Coordinator – Elisa Tate  
Georgia State University Alumni Clubs Coordinator – Kyle Torok

2008-2009 Alumni Club Executive Board:

President – Susan Ogletree  
Vice-President – Sheryl Gowen  
Secretary – Dee Taylor  
Treasurer – Susan McClendon

**MISSION STATEMENT - College of Education Alumni Club**

The College of Education Alumni Club will build a strong network of colleagues and friends who are committed to all levels of education, and dedicated to building, promoting and supporting social and professional network opportunities.

Article I. Name

The name of the organization shall be the College of Education Alumni Club of the Georgia State University Alumni Association. This organization is formed as an alumni club chartered with the Georgia State University Alumni Association.

Article II. Purpose

To organize alumni in the community in support of Georgia State University and the College of Education by involving as many Georgia State University alumni (and friends) as possible in club activities.

To create an environment in the community which helps Georgia State University alumni meet and assist one another.

To promote a positive image of the university through information sharing and educational opportunities.

To stimulate a continuous interest in the university through meetings and programs that promote s alumni and the university community.

To provide the optimum level of resources and services to the Georgia State University community through self-funding, revenue-generating programs, activities and events.

Article III. Membership

The membership of the College of Education Alumni Club shall be composed of those persons who graduated from Georgia State University. This alumni club will be composed of Georgia State University alumni and predecessor institutions, as well as friends of the university. All officers of the club must be dues-paying members of the Alumni Association. All members in the College of Education Alumni Club also are strongly encouraged to be dues-paying members of the Alumni Association.

#### Article IV. Officers

The officers of the College of Education Alumni Club shall include, but not be limited to, the president, president-elect/vice president, secretary and treasurer. Officers are elected or appointed for a term decided upon by the club.

#### Article V. Executive Board and Board of Directors

The Executive Board of the College of Education Alumni Club shall be composed of the officers named in Article IV.

The Board of Directors shall be comprised of the Executive Board and the chairs of the standing committees named in Article VII, and the immediate past president, the College of Education Alumni Club Coordinator and the Georgia State University Alumni Clubs Coordinator, who serve as ex-officio members.

During the charter year, each Executive Board member is elected or appointed to serve for a one-year term. Thereafter, Executive Board members are elected to three-year terms, on a rotating basis.

Executive Board terms will coincide with the fiscal year of the Alumni Association, which begins on July 1 and ends on June 30 of each year.

Should a member of the Board of Directors resign before his or her term of office ends, that person shall appoint someone to fill the vacancy. The appointment must be approved by a quorum of the remaining Board of Directors.

The Board of Directors shall elect or appoint officers.

#### Article VI. Duties of Officers

##### President

The president will preside at all meetings, appoint committee chairs and be an ex-officio member of all club committees. The president will name, and appoint chairs to, ad hoc committees as needed, with the approval of the Executive Board.

##### President-Elect/Vice President

The president-elect/vice president shall assume the presidency at the conclusion of the president's term of office. In the event of the president's disability or illness, the president-elect/vice president will assume presidential duties. Should the office of president become vacant for whatever reason, the president-elect/vice president will fill the unexpired term and assume the position of the president following his or her term as president-elect/vice president.

##### Secretary

The secretary will keep minutes of all meetings, arrange notices of all meetings, keep membership rosters of the club, file copies of the minutes with the GSUAA Alumni Clubs Coordinator and ensure that the Alumni Association receives copies of meeting notices.

##### Treasurer

The treasurer shall be in charge of the alumni club funding forms and ensure that the functions and programs of the alumni club are self-funded. The treasurer shall also work with the GSUAA Alumni Clubs Coordinator and the Alumni Association to ensure that all club revenues and expenses are accounted for.

## Article VII. Club Committees

The Executive Board will create committees necessary to the functioning of the alumni club and the attainment of club's objectives. Chairs for the standing committees shall be elected or appointed. Each committee will have a minimum of two members but no maximum.

Program/Events – Coordinates and plans club events in conjunction with the Executive Board. The responsibilities of this committee include reservations, arrangements for program location, refreshments decorations, speakers and communicating details with the COE Alumni Club Coordinator.

Membership/Nominations – Develops and maintains active membership; assists the secretary and treasurer in keeping accurate membership records; conducts membership drives; and assists the Alumni Association in updating its records.

The committee also proposes a slate of officers prior to the annual end-of-calendar meeting. Leadership by succession provides improved continuity and training for future presidents; competitive elections elevate by group consensus. In either option it is vital to carefully select candidates willing to work for the club and familiar with the duties and responsibilities of the offices.

Marketing/Publicity – Handles event, program and election publicity; prepares newsletters, if desired, and assists with notifying alumni of activities and answering inquiries; provides the GSUAA Alumni Clubs Coordinator information regarding the club and its members.

## Other Potential Committees

Student Recruitment

Athletic Programs

Fundraising/Sponsorship

Community Services

## Article VIII. Quorum

Three members of the Board of Directors shall constitute a quorum, unless otherwise stated.

## Article IX. Elections/Appointments

The membership nomination committee shall nominate candidates for the Board of Directors prior to the annual end-of-calendar meeting. A list of the officers and directors shall be filed with the GSUAA Alumni Clubs Coordinator annually following the election. Elections will be held or appointments made prior to the end of each fiscal year.

## Article X. Amendments

The bylaws of the College of Education Alumni Club may be amended at any publicized meeting by a quorum of two-thirds' vote of its Board of Directors. Any changes or amendments to these bylaws passed by the board must be submitted to the GSUAA Alumni Clubs Coordinator and ultimately approved by the Alumni Association Board of Directors.

A copy of the most recently updated College of Education Alumni Club Bylaws must be filed with the GSUAA Alumni Clubs Coordinator.