

The Indiana University School of Education Alumni Association

**CONSTITUTION**

As amended September 17, 2005

**Article I  
Name**

Section 1. The name of this organization is the Indiana University School of Education Alumni Association.

**Article II  
Purpose**

Section 1. The purpose of the Association is to advance the mission of the Indiana University School of Education, Bloomington / Indianapolis through the active, ongoing participation of its graduates and former students.

**Article III  
Membership**

Section 1. Membership in the Association shall be comprised of dues-paying:

- A. Graduates and former students of the School of Education Bloomington/Indianapolis;
- B. Graduates and former students of other schools and colleges within the university who elect the School of Education as their constituency; and
- C. Individuals otherwise unrelated to the University who elect the School of Education as their constituency.

Section 2. Membership in the Association shall also be comprised of new graduates whom the IU Alumni Association has granted complimentary member status.

## **Article IV Officers**

Section 1. The officers of this Board shall be president, vice president/president-elect, secretary/treasurer, and past president, whose duties are as follows:

- A. The president shall preside at all meetings and shall be responsible for general supervision of all Board activities.
- B. The vice president/president-elect shall preside in the absence of the president and shall assist the president in any way necessary. The vice president/president-elect shall chair the Nomination Committee.
- C. The secretary/treasurer shall be responsible for the recording and keeping of minutes of all meetings, for pertinent correspondence, for authorizing disbursements according to the approved budget, and for submitting reports to the Board.
- D. The past president of the Board shall serve one additional year as an officer of the Board. The past president's role shall be one of an advisory capacity to assist the new officers in the transition. Additionally, the past president shall serve as chair of the Budget Committee.

## **Article V Board**

Section 1. All affairs of the Board shall be conducted by a Board of Directors consisting of the following:

- A. The officers of the Board: president, vice president/president-elect, secretary/treasurer, and the past president.
- B. Members of the Association selected at large to serve a three-year term. The Board shall consist of a maximum of twenty-five (25) members reflecting a diversity of geography, ethnicity, gender, and profession. At least two members of the Board shall hold a degree from the Indianapolis campus.
- C. A member of the Board shall be selected by the School of Education Alumni Board to represent the School of Education Alumni Association on the Executive Council of the Indiana University Alumni Association for one three-year term.
- D. All members of the Board shall be members of the Indiana University School of Education/Indiana University Alumni Association.

E. Ex-Officio members shall be: The University Dean of the Indiana University School of Education, the Executive Associate Dean-Bloomington Campus, the Executive Associate Dean-IUPUI Campus, the Executive Director of Communications and Alumni Affairs, an Indiana University Alumni Association representative from both the Bloomington and IUPUI campuses. Student representatives may be appointed from both campuses.

Any organized group with affiliation to Indiana University School of Education may apply for ex-officio membership to the board of directors. Ex-officio membership must be recommended by the nominations committee before being presented to the board for approval. Ex-officio membership is limited to a three-year term which may be renewed upon reapplication.

## **Article VI Meetings**

Section 1. There shall be three meetings held each fiscal year (July 1 to June 30). At least one meeting shall be held on or near each of the Bloomington and Indianapolis campuses. The dates and times shall be determined by the Board.

Section 2. The Board shall meet at the call of the president or at the request of a majority of the members of the Board.

Section 3. The Board shall follow *Roberts Rules of Order* on procedural matters.

Section 4. One more than half the board membership shall constitute a quorum for purposes of conducting business.

## **Article VII Committees and Their Duties**

Section 1. All committees shall be appointed by the president who will also be an ex-officio member.

Section 2. Standing Committees, when formed by the Board, shall survive until their dissolution by subsequent Board action. The standing committees and their functions are:

- A. **Nominating Committee:** shall be appointed at the second meeting of the year. The committee shall prepare one slate of officers that shall be presented at the last meeting of the year. This slate shall include nominations for president, vice president/president-elect, secretary/treasurer, and Board members to be elected at large. Following the presentation of the slate by the nominating committee, additional nominations may be made from the floor.
- B. **Budget Committee:** shall be appointed at the last meeting of the year. The committee shall prepare a proposed budget to allocate annual funding provided by membership dues. The proposed budget shall be presented at the first meeting of the subsequent year.
- C. **Membership Committee:** shall be appointed at the first meeting of the year. The committee shall propose board initiatives to increase alumni membership in the Indiana University Alumni Association at the second meeting of the year.

Section 3. Committees shall meet at the request of the president or the call of the committee chair.

**Article VIII**  
**Elections and Term of Office**

Section 1. The president, the vice president/president-elect, and secretary/treasurer shall be elected at the final meeting of the year for one-year terms. They shall be installed in their offices at the final meeting and shall begin to serve immediately thereafter. These officers shall continue to serve for one year or until their successors have been duly elected and installed.

Section 2. Members shall be elected at large at the final meeting of the year and shall serve a three-year term. They shall be installed at the final meeting and shall begin to serve immediately thereafter.

Section 3. Members shall be elected to serve no more than two consecutive three-year terms. Members may complete their term of office or their three-year term as the Indiana University Alumni Association Executive Council representative from the School of Education Alumni Association.

**Article IX**  
**Amendments**

Section 1. This constitution may be amended at any Board meeting of the Association by a majority vote of the members present, provided a quorum (one more than one-half) of the Board membership is present. Amendments must have been proposed at a previous Board meeting.