

July 13, 2015

## *Purdue Club of Tippecanoe County Constitution*

The following has been adopted by the Purdue Club of Tippecanoe County as its constitution, with the intent that it will govern the club's activities in the future.

### *Article One – Name*

The name of this organization is the Purdue Alumni Club of Tippecanoe County. (Hereafter referred to as “the club”). The club area consists of residents in Tippecanoe County.

### *Article Two – Purpose*

The purpose of the club is to promote Purdue University and the Purdue Alumni Association through involvement and support of local community activities; and to provide opportunities for networking among, alumni, friends, and students.

### *Article Three – Membership*

Membership in the club is open to any graduate of any campus of Purdue University and all persons who have attended or wish to support Purdue. The club may collect an annual activity fee.

### *Article Four – Fees*

The club board of directors must approve any fee charged by the club. If an annual activity fee is charged the amount will be reviewed annually. The club may also collect a fee to help offset expenses of a specific club function.

### *Article Five – Directors and Officers*

The board of directors shall be responsible for establishing policies and conducting the business of the organization. The membership of the club shall elect the board. The board will consist of not more than nine persons, which shall include the president, vice president, secretary, and treasurer. The board may add other positions they deem necessary to ensure the efficient operation of the organization.

The following officers shall serve the club:

**President** - The president will preside at all meetings and will serve as the chief executive officer of the club and shall serve a term of 2 years (Elected in Odd Years). The president will also serve as the risk officer, responsible for implementing and assuring compliance with loss prevention practices established by the Purdue Alumni Association.

**Vice President** - The vice president will serve in the absence of the president and shall serve a term of 2 years (Elected in Even Years). The vice president will also serve on committees as appointed by the president.

**Treasurer** - The treasurer will be responsible for handling money, activity fees, receipts and payment of bills for the club. The treasurer shall communicate to the club membership in writing the club's financial status at least once per year and initiate an annual review of said finances following the end of each fiscal year. The treasurer shall serve a term of 2 years (Elected in Even Years).

**Secretary** – The secretary shall take minutes of each meeting and distribute the minutes to the board and its members, within 1 week after the meeting. The secretary will assist the President in communicating to the club members via email lists. The secretary shall serve a term of 2 years (Elected in Odd Years).

**Director of Social Events** - The director of social events is charged with organizing a minimum of one social activity per year. Examples of activities are social hours at a bar or restaurant, organizing shopping trips, touring museums, etc. Additional activities could involve other Big Ten alumni clubs in the area. The director of social events shall serve a term of 2 years (Elected in Odd Years).

**Director of Scholarship** - the director of scholarship is charged with organizing the Club's scholarship fund and is the direct contact with the Purdue Alumni Association and Financial Aid

Office in regards to the Club's scholarship efforts. Additionally, the director of scholarship is charged with organizing a minimum of one activity per year. Examples of these activities are back-to-school picnics, resource fairs, etc. The director of scholarship shall serve a term of 2 years. (Elected in Even Years).

**Director of Community Service** - the director of community service is charged with organizing a minimum of one activity per year which will directly benefit our communities. Examples of community service activities include book drives, blood drives, city clean up projects, Adopt-A-Highway, etc. The director of community service shall serve a term of 2 years (Elected in Odd Years).

**Director of Web Relations (Webmaster)** – The webmaster is charged to keep the website up to date, place all current information regarding the club on the club's website, and maintain the content of the website. The webmaster shall serve a term of 2 years (Elected in Even Years).

To be eligible to serve on the board of directors or as an officer of the club, an individual must be a member of the Purdue Alumni Association and reside in Tippecanoe County.

A nominating committee will be appointed by the club president to bring forth names for all elections. A maximum of 2 consecutive terms for the same office may be served by any individual.

In the event of any vacancy occurring in the officer positions, the president may appoint any member as successor to hold office for the unexpired term. A majority vote of the club board of directors must affirm this selection.

The Board of Directors shall be responsible for establishing policies, planning events, appointing committee chairs, and providing assistance to the president as necessary. A maximum of two (2) successive terms in the same office is the limit for any given person; once sitting out for one term or serving in another capacity for one term will make the person eligible again for the original position.

One person will only hold one elected position at any given time within the club or the Purdue Alumni Association.

The directors shall provide a voting mechanism by which the general membership of the club can elect the board of directors. A simple majority (largest percentage of votes cast) will be necessary for a director to be elected.

A majority vote (51%) of the Board of Directors is necessary for a board member to be removed from office.

### *Article Six – Meetings*

Business meetings shall be held at least once each year, and at such additional times as the board of directors shall deem necessary. A good faith effort shall be made to notify all club members thirty (30) days prior to holding such meetings. A quorum of 15 attendees must be met to conduct business. One meeting each year shall be designated as the annual meeting for the election of directors and officers. Roberts Rules of Order on parliamentary procedure shall govern the conduct of each meeting. The club's operating year shall be unison with the Purdue Alumni Association fiscal year, July 1 – June 30.

### *Article Seven – Amendments*

This Constitution may be amended only at a regularly scheduled meeting by a 2/3 majority vote of the board of directors. Amendments must have been proposed at a previously held meeting and shall be included with the meeting notice, reference in Article Six. Amendments must also be approved by the Purdue Alumni Staff.

### *Article Eight- Dissolution*

The club may dissolve in the following manner.

1. The board of directors of the local club notifies Purdue Alumni in writing of its desire to dissolve.
2. The club fails to have an activity for two (2) consecutive years following the date of the most

recent activity reported to Purdue Alumni.

3. Purdue Alumni reserves the right to dissolve the club if it does not fulfill the purpose stated in Article Two.

After the club has been dissolved other individuals wishing to organize a club in this geographic region may do so through the adoption of a new constitution.

Any assets accumulated by the club can be forwarded to the Purdue Alumni Association offices with instructions as to what is to be done with the funds.

### *Article Nine – Adoption and Approval*

The constitution shall be adopted upon its approval by a majority vote of the members of the local club in attendance at a meeting for that specific purpose and upon the approval of the Purdue Alumni staff. All alumni are to be notified at least 30 days prior to this meeting. Following club approval the club charter is formally established by its addition to the official Purdue Alumni Club directory. The alumni association will provide the club president with an approved copy of the constitution.