

# **Purdue Alumni Club of Southern Arizona**

## **Constitution**

### **Article One - Name**

The name of this organization shall be the Purdue Alumni Club of Southern Arizona (hereafter referred to as "the club"). The club area consists of Cochise, Graham, Pima, Pinal and Santa Cruz counties.

### **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 who wish to support Purdue.

### **Article Four - Fees**

The club will not collect dues or an annual activity fee. The club may 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. Board members shall serve a term of two years. The board will consist of not more than twelve 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 two years.

Vice President – The vice president will serve in the absence of the president and shall serve a term of two years. The vice president will also serve on committees as appointed by the president.

Secretary – The secretary will record the minutes of all meetings, preserve all written reports, keep an active official roll of club participants, and shall serve a term of two years.

Treasurer – The treasurer will be responsible for handling money, 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 two years.

Risk Officer - The risk officer will be responsible for implementing and assuring compliance with loss prevention practices established by the Purdue Alumni Association. One of the officers above may assume this role/task or be combined with another position within the club.

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. A nominating committee will be appointed by the club president to bring forth names for all elections.

Elections shall be held either at a business meeting with a quorum present or by an email solicitation from the current president to the entire club membership. If the election is conducted via email, the time between the email solicitation and the deadline for votes will be 15 days and at least 15 ballots must be received in order for the election results to be counted.

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.

## **Article Six - Meetings**

Club 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 fifteen attendees must be met to conduct business.

Board meetings shall be held on a monthly schedule, a minimum of 9 months a year, and at such additional times as the board of directors shall deem necessary. A good faith effort shall be made to notify all board members at least two weeks prior to holding such meetings. A quorum of 1/3 of the board must be met to conduct business.

Robert's Rules of Order on parliamentary procedure shall govern the conduct of each meeting.

The club's operating year shall be in 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, referenced in Article Six. Amendments must also be approved by the Purdue Alumni Association staff.

## **Article Eight - Dissolution**

The club may dissolve in the following manner:

The board of directors of the local club notifies the Purdue Alumni Association in writing of its desire to dissolve.

The club fails to have an activity for two (2) consecutive years following the date of the most recent activity reported to the Purdue Alumni Association.

The Purdue Alumni Association 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 & 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 Association staff. All alumni are to be notified at least 30 days prior to this meeting. Following club adoption of this Constitution the club charter is formally established by its addition to the official Purdue Alumni Association club directory. The alumni association will provide the club president with an approved copy of the constitution.