Article I.

Duties of Officers

Section 1. The President shall be the official representative of the Association and may, when appropriate, delegate that responsibility. The President:

1. Shall call and preside over meetings of the Executive Board, and national meetings of the Association.

2. Shall take the initiative in planning the programs of the Association;

3. Shall call special meetings when necessary;

4. Shall be an ex-officio member of all committees except the Nominating Committee and the Internal Affairs Committee;

5. Shall submit a written annual report to the membership;

6. Shall appoint the Chaplin, Parliamentarian and Association chairpersons for which the Constitution or Bylaws do not otherwise provide;

7. Shall maintain communication with active and affiliated chapters of the Association;

8. Shall maintain communication with College President;

9. Shall authenticate by his/her signature, when necessary, all acts, orders and proceedings of the Association;

10. Shall declare the meeting adjourned when the Association so votes or – where applicable at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present;

Section 2. The Vice President shall perform all the duties of the President in the absence of the President. The Vice President:

1. Shall chair the Finance/Budget committee.

2. Shall promote and coordinate work and activities of the Regional Directors;

3. Shall serve as an ex-officio member of all committees and other such duties as the President shall assign him/her.
4. Shall complete the term of office of the President in the event that the President is expelled, resigns, dies or otherwise becomes unable to fulfill the duties of his office.

Section 3.  The Recording Secretary is the recording officer of the Association and the custodian of its records, except those specifically assigned to others. The Recording Secretary;

1. Shall keep accurate records of all the proceedings of the Association and disseminate the same to members in good standing upon request.

2. Shall keep on file all committee reports, and upon receipt of the reports, shall record on them the date they were received and what further action was taken on them;

3. Shall be the keeper of the seal of the Association;

4. Shall furnish committees with whatever documents are required for the performance of their duties, and shall have on hand at each meeting a list of all existing committees and their members;

5. Shall furnish members in good standing with credentials for voting at meetings where voting is to take place;

6. Shall sign all certified copies of acts of the Association unless otherwise specified in the Bylaws;

7. Shall maintain record book(s) in which the Constitution and Bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and shall have the current record book(s) on hand at every meeting;

8. Shall prepare, in collaboration with the President, prior to each meeting, an order of business for use of the President, showing in exact order, under each heading, all matters known in advance that are due to be addressed;

9. Shall call the meeting to order in the absence of both the President and Vice President, and shall preside until the immediate election of a chairman pro term (temporary);

10. Shall provide each chapter president, at least thirty (30) days prior to the Annual Spring Conference, with the proper form(s), outline(s), necessary for submitting their chapter's annual report to the Association when the report is an item on the agenda.

Section 4. The Corresponding Secretary

1. Shall conduct the general correspondence of the Association - that is, correspondence which is not a function proper to other offices, or to committees.

2. Shall send out, at the direction of the President, to each member of the Executive Board notice of each meeting of the Board;

3. Shall perform the duties of the Recording Secretary in the absence of the Recording Secretary;
4. Shall maintain a current directory of officers of LCNAA, chapters of LCNAA and their Presidents, the names and addresses of the members of the Board of Trustees of The College and the contact number for the Director of Alumni Affairs of The College. The directory shall be made available to all Executive Board members, chapter presidents and others whom the Executive Board deem necessary.

5. Shall notify officers, committee members, and delegates of their election or appointment, if this duty is not so spelled out as a proper function of other offices.

Section 5. **The Treasurer is entrusted with the custody of the Association's funds. The Treasurer:**

1. Shall be bonded;

2. Shall hold such funds of the Association in accounts which have been approved by the Executive Board;

3. Shall make disbursements per request of the Executive Board, which request shall be in writing and bearing the signature of the President.

4. Shall honor all duly incurred indebtedness of the Association by making authorized payments in accordance with rules developed for same by the Executive Board;

5. Shall keep accurate financial accounts of the Association, and shall make periodic reports in writing to the Executive Board at official meetings of the Executive Board.

6. Shall make an itemized full financial report at each Annual Spring Conference.

7. Shall ensure that all tax forms (quarterly/yearly) are duly and appropriately filed;

8. Shall have custody of security bonds or estates owned by the Association;

9. Shall serve on the Finance/Budget Committee;

10. Shall maintain a supply of expense forms and distribute the same to authorized committees and persons making expenditures on behalf of the Association.

Section 6. **The Financial Secretary shall assist the Treasurer with the finances of the Association. The mailing address of the current Financial Secretary shall be used for the receipt of funds/dues. The Financial Secretary:**

1. Shall be bonded;

2. Shall record, receipt and report incoming alumni finances to the Treasurer and obtain a receipt from the Treasurer of the same;

3. Shall maintain a ledger of each member's account;

4. Shall bill members for their dues and receive the payment of the same, and shall ensure that all paid members receive membership cards, and life membership certificates and pins where applicable.
5. Shall acknowledge the receipt of all funds (dues, donations, securities, etc.) stating the amount that was received and the purpose of the fund(s);


7. In the absence of the Treasurer, the Financial Secretary shall present the financial reports to the Executive Board.

Section 7. The Parliamentarian is appointed by the President.

1. Shall see to it that the meetings of the Association proceed in an orderly manner according to the Association's Constitution and Bylaws;

2. Shall be familiar with the current edition of Robert's Rules of Order, Newly Revised, and shall advise the President, other officers and committee chairpersons as needed.

Section 8. The Chaplain is appointed by the President.

1. The Chaplain shall provide for a period of meditation at official meetings of The Association.

ARTICLE II.

ELIGIBILITY REQUIREMENTS TO HOLD OFFICE

To be eligible to hold office, a member must be in good standing and active with the Association for a minimum of three (3) years and in good standing and active in a local chapter, if there is one in his/her area.

Section 1. To hold an elected position or office a member must meet the criteria for regular or life member.

A waiver of the eligibility requirements can only be made by a recommendation of the Executive Board of the Association and approved by the membership.

ARTICLE III.

INSTALLATION

The newly elected officers of the Association shall be sworn in at the end of the Annual Spring Conference at which they were elected.

ARTICLE IV.

REMOVAL FROM OFFICE

Section 1. Any officer may resign from his/her office at any time by submitting a written notice of resignation by registered mail to the Recording Secretary.
Section 2. Any officer may be removed from office for cause with due notice and a hearing. The notice must contain, with specificity, the allegations or accusations against the officer and his/her right to a hearing, if desired, before the Executive Board. Such removal must be by majority vote of the Executive Board and at a meeting wherein that item is on the agenda.

ARTICLE V.

MEETINGS

There shall be two general meetings of the Association per fiscal year.

1. The first general meeting shall be a business meeting in August, wherein voting on agenda items takes place.

2. The second general meeting of the Association shall be a business meeting. This meeting shall be held the 3rd week of April. This shall be the Annual Spring Conference.

Section 1. Called Meetings - The President may order a called meeting of the Association upon the approval of the Executive Board. The purpose of the called meeting shall be stated in the call. Except in cases of emergency, at least twenty-one (21) days’ notice shall be given.

Section 2. Meeting Site - The site and time of the Annual Spring Conference shall be determined by the Executive Board. There shall be at least a two-year (2) notice of Annual Spring Conference sites.

ARTICLE VI.

EXECUTIVE BOARD

Section 1. The corporate powers of the Association shall be vested in the Executive Board. The Executive Board:

1. Shall meet at least twice annually; on the call of the President; or a two-thirds (2/3) vote of the Board;

2. The President shall serve as Chairperson of Executive Board.

3. Shall have primary responsibility for all matters pertaining to the development of policy, and the Association’s program of activities.

4. Shall have the power to act for the Association on all ordinary matters that must be decided between business meetings.

5. Shall have the power to approve and authorize expenditure of funds for indebtedness of the Association.

6. Shall receive and act upon reports of the officers, the Association staff, and committees.
7. Shall have the power to remove from office any member of The Board consistent with the provisions of Article IV, Section 2.

Section 8. The Executive Board shall make provision for audit of all financial books and records of the Association at the end of the fiscal year and at other such times as appropriate.

ARTICLE VII.

MEMBERSHIP

Section 1. The Executive Board shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Financial Secretary.

ARTICLE VIII.

STANDING COMMITTEES

The Executive Board shall maintain standing committees and committees as are necessary to enhance the functions of the Association.

Section 1. The Public Relations Committee shall work with the Executive Board and the Association in gathering and disseminating information about the Association and the College, and in maintaining a favorable image of both. To this end, the committee shall

1. Publish at least two (2) newsletters each fiscal year to be disseminated to all members in good standing - one to be published at least thirty (30) days before the Annual Spring Conference and another at least thirty (30) days prior to Homecoming in order to publicize information concerning these two major events of the Association;

2. Have three standard features built into the layout of the newsletters of which one shall be dedicated to message from the President, one detailing general meeting announcements of the Association and one to be a form for membership and/or donations to the Association;

3. Be responsible for documenting programs and activities of the Association on film, and where possible use these photos/slides in the newsletters, and website;

4. Develop a line of communication with each chapter of the Association in order to receive chapter news to be used in the newsletters;

5. Establish and maintain a line of communication with the public relations office at the College to ensure the receipt of news items occurring at the College;

6. Be responsible for media news releases of the Association in collaboration with the Executive Board.

Section 2. The Membership Committee shall work closely with the Financial Secretary, who shall be a member of this committee. The Membership Committee:

1. Shall maintain a roster of active members in the Association provided by the Financial
2. Shall maintain membership packets that include the Constitution and Bylaws of the Association, and a current directory of the Executive Board, local chapters of the Association, a calendar of events sponsored by the Association, and where possible, a calendar of events of the College;

3. Shall develop a standard form, along with the Financial Secretary, to remind members, no later than the first week in June, to renew their membership in the Association and/or make a special donation to the Association;

4. Shall work closely with the Office of Alumni Affairs to maintain a data base of all alumni of the College.

Section 3. The Homecoming Committee shall be responsible for planning the programs and activities surrounding Homecoming Weekend festivities for the Association. The Homecoming Committee:

1. Shall plan a calendar of events to take place during the Homecoming Weekend and present it to the Executive Board;

2. Shall provide pertinent information to the Public Relations Committee in a timely fashion so that this information will appear in the newsletter to be published before Homecoming.

3. Shall disseminate information concerning Homecoming in a timely manner.

4. Shall have a representative from the Committee working with the College to coordinate the Association's activities with those of The College.

5. Shall secure and negotiate venues for Alumni activities.

Section 4. The Finance/Budget Committee shall work with the Executive Board to prepare a balanced budget for the year.

ARTICLE IX

AD HOC COMMITTEES

Ad Hoc Committees shall be appointed, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist. An Ad Hoc Committee should not be appointed to perform a task that falls within the assigned function of a Standing Committee.

Section 1. The Nominating Committee is responsible for preparing a slate of nominees for election as officers in the Association.

1. The Nominating Committee shall have five (5) members and shall be nominated by the membership and voted on during the Annual Spring Conference preceding an election year.

2. The Nominating Committee shall prepare a letter to the nominees wherein they shall confirm their willingness to run and return the same, to the Nominating Committee with a brief biography.
3. The Nominating Committee shall present in writing, to the general membership at the August Meeting the slate of verified candidates, along with a copy of their brief biography.

4. The Nominating Committee shall also accept nominations from the floor at the August Meeting preceding an election year. Any person accepting nomination from the floor must submit a brief biography in writing to the Nominating Committee postmarked no later than fifteen (15) days following the floor nomination.

5. The Nominating Committee is dissolved after presenting the final slate of verified candidates, along with their biographies, to the chair of the Election Committee.

Section 2. The Election Committee is responsible for the ballots for an election.

1. The Election Committee shall mail ballots, along with the brief biographies, to each eligible member at least thirty (30) days prior to the Annual Spring Conference where officers will be elected.

2. The mailing address of the chairperson of the Election Committee shall be used as the return address for completed ballots.

3. The official meeting of the Election Committee to count ballots shall be the day before the election of the officers at the Annual Spring Conference. The ballots shall remain sealed until this meeting.

4. The Election Committee shall make a written report at the Annual Spring Conference during the period designated on the agenda, listing the total number of votes cast, the total number of votes cast for each candidate and the total number of votes challenged by the committee and the reason therefor. Any member and candidate shall have the right to review the election committee records and make inquiry with respect to any item.

5. The Election Committee is dissolved after the report is presented and approved at the Annual Spring Conference.

Section 3. The Time/Place and Hospitality Committee shall provide refreshments at the meetings of the Executive Board and other activities as requested by the Executive Board.

Section 4. The Constitution and/or Bylaws Committee; The Constitution and Bylaws of the Association may be amended or a new Constitution and/or new Bylaws may be adopted by the vote of the membership of the Association.

1. The Constitution and Bylaws Committee shall submit proposed amendments in writing to the Executive Board at least sixty (60) days prior to the date of the intended vote.

2. The Executive Board must submit the proposed amendments to all affiliated chapters and members in good standing at least thirty (30) days prior to the vote with instructions on where to return the signed ballots and the deadline by which the signed ballots must be returned in order to be counted.
3. The vote to amend the Constitution and the Bylaws shall be by mail and shall require ⅔ majority vote of members qualified to vote. Tallying and certification of the vote shall be under the supervision of the Constitution and By-Laws Committee.

4. The Constitution and Bylaws Committee shall keep a supply of copies of the Constitution and the Bylaws and shall provide copies to the Membership Committee and active members of the Association upon request.

Section 5. The Awards/Program Committee

1. Shall solicit nominations for awards and citations from chapters and individual alumni, evaluate the same then make recommendations to the Executive Board for awards and honors to be bestowed by the Association;

2. Shall maintain an accurate file of honorees in order to prevent duplication where prohibited in the qualification for a particular award;

Section 6. Fundraising/Special Events Committee shall be responsible for planning fundraising events, ideas and activities separate from those of the Homecoming Committee.

ARTICLE X.

ALUMNI REPRESENTATIVES TO THE COLLEGE TRUSTEE BOARD

Section 1. Purpose

The Association is to be represented on the College Board of Trustees by one representative elected from the membership. The purpose is to establish a relationship with the Board of Trustees that will promote communication and support on issues of importance for the advancement of the college.

Section 2. Eligibility Requirements for Alumni Representative

Representatives must be graduates of the College and must have held active and financial membership in local association if there is one in the area, and the National Alumni Association for five years preceding nomination as a representative to the Board of Trustees.

1. An Ad Hoc Committee (the committee) shall be appointed by the Executive Board to receive nominations for the position of Trustee Representative. Additionally, nominations may be made from the floor during regular meetings of the Association.

2. After the Committee has ascertained the eligibility of each nominee and has received a brief biography and a letter stating their willingness to serve the Association as a Representative, voting for the Representative shall follow the same procedure as that required for the election of officers.

3. The member elected from the membership shall represent the Association on the College Board of Trustees.

4. Members of the Ad Hoc Committee shall not be excluded from nomination and election as Association Representatives on the Trustees Board of the College.
Section 3. Term of Office

The Representative shall serve one four (4) year term and is not eligible for nomination again until a four (4) year term expires, following their service on the Board. The term will follow the By Laws of the Trustee Board, which rotates every four (4) years beginning with 2012.

Section 4. Duties

Duties of the Alumni Representative shall include, but are not limited to:

1. At least one Alumni Representative must be present at all meetings of the Board of Trustees.

2. Act in the best interest of the Association in matters pertaining thereof.

3. Submit written reports to the Executive Board within fourteen (14) days after the meeting of the College Board of Trustees.

Section 5. Resignation and/or Removal

1. A Representative may resign from the position of Representative by submitting written notice by registered mail to both the Executive Board of the Association and the College Board of Trustees.

2. A Representative may be removed from the position of Representative for cause with proper notification by registered mail. The notice must advise the Representative of the specific accusation against him/her and the right to a hearing, if requested, before the Executive Board. Such removal shall be by majority vote of the Executive Board and at a meeting wherein that item is on the agenda.

3. Upon receipt of request for hearing, the Executive Board must immediately notify the College Board of Trustees of the date, place and time for the hearing to remove the Alumni Representative; and the Board of Trustees must be apprised of all actions taken by the Executive Board.

Section 6. Appeals

To appeal removal of the position of Alumni Representative, the representative must submit, within ten (10) days of receipt of the notice of removal, notice of appeal, by registered mail to the chairperson of the Internal Affairs Committee who will advise him/her in writing of the specific procedures to be followed.

ARTICLE XI

FISCAL YEAR

The fiscal year of the Association shall be from the 1st of July (07/01) of one calendar year through the 30th of June (06/30) of the next calendar year.
ARTICLE XII.

DUES

Section 1. Membership Dues

1. Dues of the Association shall be reviewed annually by the Finance/Budge and Membership Committees with recommendations made to the Executive Board. Dues for the following year shall be recommended by the Executive Board and presented at the Annual Spring Conference for ratification by the membership.

2. Life Membership is granted to any person paying the stipulated amount as set by the Executive Board upon recommendations from the Finance/Budget and Membership Committees and ratified by the membership.

3. Life Members shall have all the rights and privileges granted by the Executive Board, provided that such stipulated amount is paid in a period not to exceed five (5) yearly installments until the full amount is paid.

Section 2. Chapter Assessment

All active and affiliated chapters shall pay an annual assessment fee. The fee shall be set by the Executive Board upon recommendation from the Finance/Budget Committee.

ARTICLE XIII.

FINANCIAL OPERATIONS AND MANAGEMENT

Section 1. Contracts

Only those persons authorized by the by the Executive Board may enter into contracts or execute and deliver instruments in the name of or on behalf of the Association, and such authorization by the Executive Board shall be written and confined to specific instances.

Section 2. Checks, Drafts or Orders of Payment

All checks, drafts or orders of payment of money issued in the name of the Association shall be signed by those officers stipulated in a resolution developed by the Executive Board. All instruments must be countersigned. Persons authorized to sign checks must be bonded.

Section 3. Deposits

The Treasurer shall be responsible for depositing funds of the Association in a bank account approved by the Executive Board within three (3) business days of receipt of such funds.

Section 4. Funds

All assets of the Association shall be used to realize the purposes stated in Article II of the Constitution.
Section 5. Travel and Lodging

The budget of the Association shall have line items to cover the travel and lodging expenses of the President (as approved by the Executive Board) in carrying out the business of the Association.

ARTICLE XIII

CHAPTERS

Section 1. Chapters shall be duly organized bodies with five (5) or more members as defined in Article 3. Chapters must be recognized by The Association and pay assessment dues as indicated in Article XII, Section 2.

1. To remain in good standing, a chapter must pay its annual assessment fee and be committed to the purpose and spirit of the Association, and cooperate with its programs and support its activities.

2. A chapter shall have the authority to elect officers, adopt rules and bylaws, and execute programs so long as they do not conflict with the Constitution and/or Bylaws of the Association.

3. All chapters are required to apply for participation in the Association's tax exempt status as specified in Section 501 © (3) of the Internal Revenue Code of 1986 as amended.

4. Chapters with tax exempt status are to comply with all relevant provisions of the Internal Revenue Code.

ARTICLE XIV.

ASSOCIATION RECORDS

Section 1. The records of the Association shall be kept in books provided by the Association; and such shall be open upon due request to the inspection of any member in good standing.

Section 2. Every officer, member or employee having records, books, funds, papers or property of any description belonging to the Association shall surrender the same immediately upon completion/termination of service in the position and/or upon receipt of notification from the Executive Board to surrender the same to a person designated by the Executive Board.

ARTICLE XV.

ASSOCIATION EMPLOYEES

The Association shall contract such legal counsel or staff as are necessary to carry on the business of the Association. The duties of said staff are to be defined by the Executive Board or its designee. The salary of said staff and operational budget are set and approved by the Executive Board.
ARTICLE XVI.

CONFLICT OF INTEREST

The association has a conflict of interest policy that requires board members, officers and key employees to discuss potential conflict of interest which is regularly and consistently monitored and enforced by the Internal Affairs Committee.

ARTICLE XVII.

PARLIAMENTARY AUTHORITY

All matters not covered by the Constitution and these Bylaws herein shall be governed by the current edition of Robert's Rules of Order, Newly Revised.