PHOENIX COLLEGE ALUMNI ASSOCIATION

BYLAWS

STATEMENT PURPOSE (MISSION STATEMENT)

THE MISSION OF THE PHOENIX COLLEGE ALUMNI ASSOCIATION (PCAA) IS TO PRESERVE THE RICH HERITAGE OF PHOENIX COLLEGE; PROVIDE AN ENVIRONMENT FOR PHOENIX COLLEGE ALUMNI TO SHARE EXPERIENCES, OPPORTUNITIES, AND FELLOWSHIP; AND, TO OFFER A FORUM FOR THE ALUMNI OF PHOENIX COLLEGE AND THE STUDENTS THROUGH FINANCIAL AND NON-FINANCIAL PROGRAMS.

ARTICLE I
THE ASSOCIATION

Section 1. NAME

The name of the organization shall be the Phoenix College Alumni Association.

Section 2. ASSOCIATION YEAR

The Association year shall be from July 1 of each year to June 30 of the following year which coincides with the fiscal year of the Maricopa Community College District.

Section 3. OFFICE OF THE ASSOCIATION

The offices of the Association shall be located on the campus of Phoenix College, Bob Howell Alumni Center, 1202 West Thomas Road, Phoenix, Arizona 85013.

Section 4. NONDISCRIMINATION STATEMENT

The Phoenix College Alumni Association and the Maricopa Community College District do not discriminate on the basis of race, color, national origin, sex, handicap, or age in application, admission, participation, access, and treatment of persons in instructional or employment programs and activities.
ARTICLE II
AFFILIATION WITH THE MARICOPA COMMUNITY COLLEGE DISTRICT FOUNDATION

Section 1. AFFILIATION

The Phoenix College Alumni Association (PCAA) will affiliate with the Maricopa Community College Foundation (MCCDF) for the purpose of accumulating, controlling and distributing funds for Alumni Association projects.

Section 2. RESTRICTED FUNDS

The PCAA will present all funds to the MCCDF on a restricted basis. This restriction will assure that all Alumni Association funds will be allocated to projects approved by the PCAA Board of Directors.

ARTICLE III
MEMBERSHIP

Section 1. REGULAR MEMBERSHIP

All persons who hold degrees, diplomas, certificates, and other persons having attended the College are eligible for regular membership.

Section 2. ASSOCIATE MEMBERSHIP

The Board of Directors shall have the power to confer associate membership upon individuals who have demonstrated a strong interest in advancing the purposes of the Association.

Section 3. RIGHTS AND PRIVILEGES

Regular members shall be entitled to vote and hold office; serve on committees; and, enjoy all other rights and privileges of membership in the Association.

Associate members shall enjoy all the rights and privileges of regular membership except they shall not be entitled to vote or hold office.

Section 4. DUES

There shall be no membership dues. However, members will be solicited for contributions to the Phoenix College Alumni Association.
ARTICLE IV
ELECTIONS

SECTION 1. TERMS OF OFFICE

The term for Executive Officers will be one association year.

The term for Directors at Large will be two association years.

The term for Employee Representative will be 2 association years.

The term for the Student Representative will be one association year.

Terms of office commence July 1 and end June 30 of the following year which coincides with the Association year. Any vacancies at the beginning of an association year or during will be filled following Article VII Section 2.

Section 2. NOMINATIONS AND VOTING

The Nominating and Membership Committee shall nominate the following positions: President, Vice President, Secretary, Treasurer, and the Directors at Large.

The names of the Nominating and Membership Committee and positions available shall be published on the alumni website in April

The Officers and Directors at Large shall be elected by a majority vote of those regular members attending the annual meeting of the Association.

ARTICLE V
BOARD OF DIRECTORS AND OFFICERS

Section 1. BOARD OF DIRECTORS AND OFFICERS

The Board of Directors shall consist of the following persons:

1. President,
2. Immediate Past President,
3. Vice President,
4. Secretary,
5. Treasurer,
6. Half-Century Board Chair
7. Thirteen (13) active members as Directors at Large,
8. Committee chairpersons, as ex-officio members and advisors to the Board of Directors,
9. Two (2) Employee Representatives
10. Student Representative,
11. Alumni Coordinator, as an ex-officio member.
Section 2. FUNCTIONS OF THE BOARD OF DIRECTORS

The Board of Directors shall determine policies and direction within which the Association board operate, shall approve the Association’s budget, and shall approve any major changes in budget, expenditures, program functions, and policies. The Board of Directors shall work together with staff and alumni members to further the success and potential of the association through committee involvement and event participation.

Section 3. MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors shall hold a meeting at least once every quarter. Notice of the meeting and the agenda shall be posted on the association website at least a week before the meeting.

Action by the Board of Directors without a meeting: Any action required or permitted to be taken at a meeting, may be taken without a meeting if all directors consent thereto in writing, or via email. Such consent shall have the same effect as a unanimous vote of the directors of the Association. Voting may take place via email and/or via online survey sites.

Meetings by conference telephone: Any member of the Board of Directors may participate in any meeting by means of a conference telephone or similar communication equipment whereby all members participating in such a meeting can hear one another. Such participation shall constitute attendance in person.

Section 4. RESPONSIBILITIES OF THE MEMBERS OF THE BOARD OF DIRECTORS

The duties of the Board of Directors shall include, but not limited to:

1. Attending and participating in all meetings of the Board of Directors;
2. Serve on one or more committees, not including service on the executive committee; and
3. Should represent the PCAA at annual event(s).

Any member of the Board of Directors who is absent from three (3) consecutive meetings without good cause shall be deemed to have officially resigned from service on the Board of Directors thirty (30) days after written notice is sent by the President, and shall be replaced under provision of Article VIII, Section 2.

Any member who is not participating in a committee, or attending its meetings, during an Association Year without good cause shall be deemed to have officially resigned from service on the Board of Directors thirty (30) days after written notice is sent by the President, and shall be replaced under provision of Article VIII, Section 2.

Section 5. QUORUM

A quorum to vote on any business of the Board of Directors shall be half of the total serving members of the Board of Directors plus one.
ARTICLE VI EXECUTIVE COMMITTEE

Section 1. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following persons:

1. President
2. Immediate Past President
3. Vice President
4. Secretary
5. Treasurer
6. Alumni Coordinator, as an ex-officio member

Section 2. FUNCTION OF THE EXECUTIVE COMMITTEE

The Executive Committee will develop methods and specific plans for making the Association and its activities useful to the members and to the College. Between meetings of the Board of Directors, the Executive Committee may perform, not inconsistently with any action taken by the Board of Directors, the function that the Board of Directors itself might perform.

Section 3. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet, either in person or via email, quarterly before the regular meeting of the board of directors.

Section 4. EXECUTIVE COMMITTEE RESPONSIBILITIES

The duties of the Executive Committee shall include, but not limited to:

1. Attending and participating in all meetings of the Executive Committee;
2. Shall review and approve any communications originating from the Phoenix College Alumni Association;
3. Ensuring that the policies and direction of the board is carried out throughout the association year.
ARTICLE VII DUTIES
OF OFFICERS

Section 1. PRESIDENT

The President shall be the chief executive officer of the Board of Directors. His or her duties shall include, but not be limited to:
1. Officially representing the Alumni Association at College and Association functions where appropriate;
2. Gives an annual report at the annual meeting;
3. Responsible for the creation of Board of Director meeting agendas;
4. Planning of the Annual Meeting and Retreat;
5. Serving as a voting member of and presiding at Board of Directors meeting;
6. Serving as a voting member of and presiding at meetings of the Executive committee; and
7. Serving as an ex-officio member of all committees and clubs of the Association.

Section 2. VICE PRESIDENT

The duties of the Vice President shall include, but not be limited to:
1. Having the powers of the President in the event of the President's absence or inability to act at a meeting.
2. Performing such other duties as the President and Board of Directors may impose on him or her;
3. Serving as the Student, Alumni and Partnership Outreach Committee chair;
4. Serving as a voting member of the Board of Directors; and
5. Serving as a voting member of the Executive Committee.

Section 3. IMMEDIATE PAST-PRESIDENT

The duties of the Immediate Past President shall include, but not be limited to:
1. Serving as a voting member of the Board of Directors; and
2. Working with the Executive Committee as a voting member.

Section 4. SECRETARY

The duties of the Secretary shall include, but not be limited to:
1. Takes the minutes of the regular board meetings and of the executive committee meetings;
2. Responsible for keeping and typing out minutes to be shared with the board and to be posted on the PCAA website for all members to review;
3. Serves as the Bylaws Committee Chair;
4. Serving as a voting member of the Board of Directors; and
5. Serving as a voting member of the Executive Committee.
Section 5. TREASURER

The duties of the Treasurer shall include, but not be limited to:
1. Presenting reports to the Board of Directors meetings and Executive Committee as directed;
2. Meeting with Alumni Coordinator to review PCAA funds spending and revenue;
3. Preparing an annual financial report for the annual meeting and retreat of the Association;
4. Serving as a voting member of the Board of Directors;
5. Serving as a voting member of the Executive Committee; and
6. Serving as chairperson of the Scholarship Committee.

ARTICLE VIII
SUCCESSION OF DIRECTORS AND VACANCIES

Section 1. SUCCESSION OF DIRECTORS

In the event of the death or resignation of the President, the Vice President shall become President. In the event there is no Vice President the Secretary shall assume the Presidency, followed by the Treasurer. In the event of the disability of the President to perform his or her duties, then the Vice President shall become acting President until such disability is removed from the President.

Section 2. VACANCIES OF DIRECTORS

Any vacancies occurring for the Directors at Large shall be nominated by the Nominating and Membership Committee and filled by the majority vote of the Board of Directors. Any person appointed outside of the regular election cycle will fill the remainder of that term cycle.
ARTICLE IX ALUMNI
COORDINATOR

Section 1. ALUMNI COORDINATOR

The Coordinator of the Alumni Association shall be an employee of the Maricopa Community College District.

Section 2. DUTIES OF THE ALUMNI COORDINATOR

The duties of the Alumni Coordinator shall include, but not be limited to:
1. Serving as the general business agent of the Association;
2. Promoting the organization and development of the Association;
3. Preparing monthly reports to the executive committee about the ongoing activities and projects in the Association Office;
4. Posting the Board meeting dates, agendas and minutes to the Association website in a timely manner;
5. Having charge of the Association’s official records;
6. Serving as publisher of the publications of the Association;
7. Keeping records of the proceedings of the meetings of the Association and as an ex-officio member, without vote, of the Board of Directors, the Executive Committee, and all committees and clubs of the Association.

ARTICLE X
COMMITTEES

Section 1. COMMITTEE CHAIRPERSONS

The President shall appoint all committee chairpersons. All duly-appointed committee chairpersons who are not elected members of the Board of Directors shall be ex-officio members and advisors to the Board of Directors, without power to vote. Committee chairpersons shall be responsible for reporting to the Board of Directors. The term of a committee member shall expire upon the appointment of a new committee by the new President of the Association at the time he or she takes office. Additional committees may be formed at will based on the discretion of the Executive Committee.
Section 2. DUTIES AND RESPONSIBILITIES OF THE COMMITTEES

The following committees shall be appointed as required or necessary together with other desirable committees:

1. The **NOMINATING AND MEMBERSHIP COMMITTEE** shall be appointed at the beginning of the Association Year. The committee will be responsible for:
   a. Accepting nominations for Board of Directors and Executive Officers
   b. Working on plans for PCAA membership recruitment and retention
   c. Hosting a table at Phoenix College events
   d. Other member outreach efforts as directed
   e. Preparing an annual report of progress for the annual retreat
   f. Committee members are not eligible for executive positions

2. The **SCHOLARSHIP COMMITTEE** shall be appointed at the beginning of the Association Year. The committee will be responsible for:
   a. Accepting nominations for Board of Directors and Executive Officers
   b. Working on plans for PCAA membership recruitment and retention
   c. Hosting a table at Phoenix College events
   d. Other member outreach efforts as directed
   e. Preparing an annual report of progress for the annual retreat
   f. Committee members are not eligible for executive positions

3. **STUDENT, ALUMNI AND PARTNERSHIP OUTREACH** shall be appointed at the beginning of the Association Year. The committee will be responsible for:
   a. Creating community partnerships, as well as pursuing partnerships with alumni members
   b. Hosting workshops for students and alumni for career and financial planning, as well as other mentorship/internship possibilities
   c. Engaging partners to be involved with other events of the Association and the College, such as career fairs
   d. Create a report of progress and work for the annual retreat

4. **HALL OF FAME PLANNING COMMITTEE** shall be appointed at the beginning of the Association Year. The committee will be responsible for:
   a. Should begin soliciting quotes for location and menus in January
   b. Nominations should be open from the day after the Hall of Fame until March, nominating committee should then meet in March to select candidates
   c. Plans and engages in outreach for silent auction items and sponsors for the event
   d. Must be able to attend Hall of Fame event to assist in any setup or pre-event needs
   e. Create a report for the annual retreat

5. The **BYLAWS COMMITTEE** shall be appointed at the beginning of the Association Year, and should be made up of members representing other committees. The committee will be responsible for:
   a. Review the bylaws annually for any necessary revisions
   b. Recommend any changes to the bylaws to the board of directors
   c. Preparing an annual report, if any, for the annual retreat
Section 3. COMMITTEE CHAIR RESPONSIBILITIES

Committee Chairs will be required to take minutes of all meetings as well as keeping track of all members attendance and responsibilities within the respective committee. These should be kept for 1 year. At the end of the association year, a report should be created that will be shared during the retreat for the board of directors, and the new committee members.

ARTICLE XI
CLUBS

Section 1. CLUBS

Members may form clubs affiliated with Phoenix College Alumni Association. Each club shall be self-governing and, subject to Board approval, may adopt bylaws consistent with Association bylaws.

No action by a club shall be taken which is inconsistent with actions of the Board of Directors of the Association or inconsistent with the bylaws of the Association.

ARTICLE XII MEETINGS OF THE ASSOCIATION

Section 1. REGULAR BOARD MEETINGS

Board meetings should be held quarterly. Agendas should contain information and action items for the directors to discuss and vote on.

Section 2. ANNUAL MEETING

The Annual Meeting is when the election for the Directors at Large and Executive Officers are held. This meeting is opened to any and all alumni members. Only alumni members who have registered with the association can vote at this meeting. The voting business of this meeting can be conducted by any and all members who are in attendance, and a majority will be half plus one of those in attendance.

Section 3. ANNUAL RETREAT

The Retreat should be held prior to the fall school semester beginning. The board of directors, the half century club, and any alumni members wishing to, may attend this meeting. This meeting shall serve to discuss the goals and objectives for the year, as well as to update on the progress of goals. The Annual Calendar should be set at this meeting for all board meetings and the annual meeting. The voting business of this meeting can be conducted by any board of directors in attendance, and a majority will be half plus one of those in attendance.
ARTICLE XIII
CORRECTIONS OF BYLAWS

Upon the adoption of an amendment to the bylaws, the Alumni Coordinator may correct punctuation, grammar, numbering or form where appropriate in the bylaws if the correction does not change the meaning.

ARTICLE XIV
AMENDMENTS TO BYLAWS

Section 1. AMENDMENTS TO BYLAWS

The bylaws of the Association may be amended by a three-fourths (3/4) vote of the Board of Directors at a meeting provided that notice of the amendment to be considered and copy thereof, was contained in the notice of the meeting emailed at least fifteen (15) days prior to the meeting date.

Section 2. PUBLICATION OF AMENDMENTS TO BYLAWS

Any such amendment(s) adopted by the Board of Directors shall be updated to the alumni website in a timely manner.

IN WITNESS WHEREOF, the President and the Secretary of the Association has set their hand this 11th day of September 2013.

President, PCAA  
Secretary, PCAA