

BYLAWS

Cleveland Alumni Association

Revised and Ratified
July 16, 2013

BYLAWS COMMITTEE

Eugene Lockrow, D.C.
Charles A. Eddy, D.C.
Linda Klinginsmith-Tilford D.C.



ALUMNI ASSOCIATION OFFICERS 2011-2013

President: Gerald Witt, D.C.
Vice President: Patrick Hammond, D.C.
Executive Secretary: Linda Klinginsmith-Tilford, D.C.
Recording Secretary: Robert Riley, D.C.
Treasurer: Russell Matthias, D.C.
Sergeant-at-Arms: Roger Ott, D.C.

ALUMNI BOARD MEMBERS

Past President: *Kay Carver, D.C.*
Charles A. Eddy, D.C.
Eugene Lockrow, D.C.
Doran Nicholson, D.C.
Jeffrey Spencer, D.C.
Justin Bashor, D.C.

CLEVELAND CHIROPRACTIC COLLEGE
ALUMNI ASSOCIATION
BYLAWS

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ARTICLE I

NAME- The name of this organization shall be Cleveland Chiropractic College Alumni Association and shall hereafter be referred to as the Association.

ARTICLE II

PURPOSE- The purpose of this organization is to advance the cause of Chiropractic, Cleveland Chiropractic College, and its graduates; and to facilitate a positive interaction between students, faculty, and graduates that promotes the college mission of education, scholarship, and service.

ARTICLE III

MEMBERSHIP-

SECTION A- ACTIVE MEMBERS- Any graduate of Cleveland Chiropractic College is eligible for membership in the Association. Active members have voting privileges at annual Association meetings. There are two levels of membership:

PART 1- ANNUAL MEMBERSHIP- Annual Membership dues are \$50.00 and are renewable at, or in advance of, the annual business meeting.

PART 2- LIFETIME MEMBERSHIP- Lifetime Membership dues are equal to twenty (20) times the annual dues, and are payable at anytime. The principle of these dues will be kept in perpetuity, or until the dissolution of the Association, and only the interest will be dispersed for Association expenses.

SECTION B- ASSOCIATE MEMBERS- Associate Members include chiropractors, and other professionals employed by Cleveland Chiropractic College, who did not graduate from Cleveland Chiropractic College. Such members may participate in Association activities but may not vote or hold office. Associate membership dues are equal to those of Active Members.

SECTION C- HONORARY MEMBERS- Any person whom the association sees fit to honor because of services rendered to the chiropractic profession or Cleveland Chiropractic College, may be made and Honorary Member of the Association. Honorary Membership requires two-thirds (2/3) of the votes cast at any annual meeting. Honorary members may not vote or hold office.

ARTICLE IV

BOARD OF DIRECTORS

SECTION A- COMPOSITION AND ORGANIZATION- The Board of Directors, hereafter referred to as the Board, shall be composed of the following officers and representatives:

1. President
2. Vice President
3. Corresponding Secretary
4. Recording Secretary
5. Treasurer
6. Sergeant-at-Arms
7. Immediate Past President
8. Board Members at Large (Five)
9. College Representative

The President, Vice-president, Corresponding Secretary, Recording Secretary, Treasurer, and Sergeant-at-Arms compose the Executive Board, and the remaining members make up the balance of the Board.

SECTION B- AUTHORITY - The Board shall conduct, manage, and control the affairs and business of the Alumni Association. The Board is authorized to make decisions and promulgate rules that it deems appropriate for the economic growth, progress, and success of the Alumni Association. The board has the power to borrow money, incur indebtedness, and to execute documents as evidence of this debt.

SECTION C- DUTIES- The duties of the Board members are as follows:

PART 1- PRESIDENT- The President is to call to order and preside over all meetings of the Association; announce business; decide the order and precedence of business and motions; recognize speakers to the floor; put to a vote all questions; restrain members when engaged in debate, within the rules of order; participate as an ex-officio member of every committee; and perform other such duties as the office may require.

PART 2- VICE PRESIDENT- The Vice President is to perform the duties of the President in the event of his or her absence.

PART 3- CORRESPONDING SECRETARY- The Corresponding Secretary is the corresponding officer of the Association, shall act as custodian of records, and send a notice of membership dues to all graduates.

PART 4- RECORDING SECRETARY- The Recording Secretary is the recording officer of the Association and shall keep a record of the minutes and proceeding

of the Association. These minutes will be presented at the following Board or Association meeting and are to be made available to any member when reasonably requested. The Recording Secretary shall send out proper notices of all called meetings, and other meetings when necessary.

PART 5-TREASURER- The Treasurer is the custodian of all funds and properties belonging to the Association. The Treasurer shall disburse funds only as directed by the Board. The Treasurer is required to present documents for audit and prepare a report for the annual meeting of the Association. Additionally, the Treasurer is required to report the current status of the treasury at each called Board meeting.

PART 6- SERGEANT-AT-ARMS- The Sergeant-at-Arms is to preserve order at all Association functions.

PART 7-MEMBERS AT LARGE- The five Members at Large are voting members of Board and act in an advisory capacity to the Executive Board.

PART 8-COLLEGE REPRESENTATIVE- The College Representative serves the Board in an advisory capacity, may attend all Association meetings and functions, and participate in floor discussion, but is a non-voting member of the Board.

SECTION D- SELECTION AND CONFIRMATION-

PART 1- ELIGIBILITY- To be eligible for any elective position on the Board, a nominee must have been an active member of the Association in good standing, for at least one year immediately preceding the nomination. To be eligible for any Executive office on the Board, the nominee must have served at least one year on the Board immediately preceding the nomination. The nominee must be willing to perform all duties and take on all responsibilities of his or her office including attendance at called and special Board and Association meetings.

PART 2 – SELECTION- A potential Board member or Executive Officers must be selected by the nomination committee and have his or her name placed on a ballot by the committee. The election of Executive Officers and Board Members at Large will occur at the annual meeting and shall be determined by a simple majority. In case of no majority vote, the two highest nominees will be voted upon again. Voting will occur by secret ballot unless there is only one nominee for an office, in which case a voice vote is acceptable.

PART 3- TERMS- Executive Officers and Board Members are elected to two-year terms and will assume office at the next meeting of the Board. Each Officer and Member will hold office until his or her term expires and a successor is elected, he or she tenders a resignation, is removed from office, or expires.

PART 4- RESIGNATIONS - Any member of the Board may tender his or her resignation, with just cause, to the President, in writing, but will maintain office until the resignation is accepted by the President.

PART 5- REMOVAL FROM OFFICE- A Board member may be removed from office, with just cause, effective immediately, by a two-thirds (2/3) vote of the Board. The position will then be treated as a vacancy. Just cause includes, but is not limited to, willful or gross misconduct, sanction by the Board of Examiners, or felony conviction.

PART 6- VACANCIES- Vacancies on the Board will be filled by Presidential appointment, and are subject to ratification within sixty (60) days by a majority of the Board.

ARTICLE V

COMMITTEES-

SECTION A –STANDING COMMITTEES- Standing Committees are appointed by the President and serve at his or her discretion. If a position becomes vacant, it may be filled by the President. The President is an ex-officio member of each committee.

PART 1- COMMITTEES

- a. Events
- b. Finance
- c. Audit
- d. Membership
- e. Student Relations
- f. Donations
- g. Development
- h. Parliamentary Procedure and Bylaws
- i. Ethics
- j. Nominating
- k. Alumnus of the Year

PART 2- MEETINGS- Committee meetings may be called by the President or the Chairperson of the committee. The balance of the committee will be notified of such meetings by the Recording Secretary.

PART 3-REPORTS AND RECOMMENDATIONS- Committees reports and recommendations may be made at Board meetings or at the request of the President.

SECTION B- SPECIAL COMMITTEES- The President of the Board is empowered to appoint Special Committees, their chairpersons, members, terms, and duration, as he or she deems necessary. These appointments are subject to approval by the Board.

SECTION C – REPLACEMENT- If, at any, time the duties of a committee are not fulfilled, said committee or its chairperson may be replaced by the President or a by a majority vote of the Board.

ARTICLE VI

MEETINGS-

SECTION A- ANNUAL BUSINESS MEETING-

PART 1- MEETINGS- As prescribed by Missouri law, a meeting of the Association membership shall be held annually. This meeting shall occur in conjunction with the Cleveland Chiropractic College Homecoming or at an alternate time and location as designated by the Board. Additional business meetings may be held as desired and designated by the Board.

PART 2- QUORUM- A quorum for the annual business meeting shall consist of eight percent (8%) of the paid membership and shall include a majority of the Board.

PART 3- VOTING- Voting at the annual business meeting shall be in person. At no time shall voting by proxy or absentee ballot be allowed.

PART 4- MINUTES- As prescribed by Missouri law, the minutes of the annual meeting, or of any special meeting of the Association, shall be read and approved at the following meeting of the Board.

SECTION B– ALUMNI BOARD MEETING-

PART 1- MEETINGS- The Board shall meet at least quarterly to conduct the business of the Association.

PART 2- SPECIAL MEETINGS- Additional meetings may be called, at any time, by the President or by a majority of the Board. Advance notice shall be given to each Board member regarding the time, place, and purpose of the special meeting.

PART 3- QUORUM- Five (5) elected members of the Board shall constitute a quorum.

PART 4- MINUTES- Minutes of each Board meeting shall be kept by the Recording Secretary and presented for amendment and approval at the following Board or Association meeting.

PART 5- VOTING- Voting at Board meetings shall be in person. At the direction of the President, the Recording Secretary may commence a vote by phone or electronic/digital media. A simple majority is required to pass motions at a meeting of the Board.

ARTICLE VII

FISCAL YEAR- The fiscal year of the Association shall match that of Cleveland Chiropractic College.

ARTICLE VIII

PARLIAMENTARY AUTHORITY- The current edition of *Roberts Rules of Order* shall be the standard for the governance of the Association.

ARTICLE IX

AMENDMENTS- The Bylaws of the Association may be amended at any annual meeting of the Association by a two-third (2/3) vote of the votes cast, provided that the amendment had been presented, in writing, at least thirty (30) days in advance. A copy of the amendments shall be provided to members and be enclosed with notice of the meeting.

ARTICLE X

DISSOLUTION- In the event of dissolution or final liquidation of the Association, all assets remaining after payment of obligations, shall be distributed to Cleveland Chiropractic College.