

**Ogeechee Technical College  
Alumni Association  
Bylaws**

**ARTICLE I**

**Name**

The name of this organization should be known as the Ogeechee Technical College Alumni Association.

**ARTICLE II**

**Purpose**

The objectives, purposes and powers of the Ogeechee Technical College Alumni Association and the general nature of the business it proposes to transact are to:

- 2.1 Operate exclusively for educational and/or cultural purposes.
- 2.2 Support the activities of Ogeechee Technical College.
- 2.3 Establish and promote goals which tend to strengthen the ties between Ogeechee Technical College Alumni Association members, the surrounding communities, and Ogeechee Technical College.
- 2.4 Unite for social purposes those persons who are interested in the distinguished record and future of Ogeechee Technical College.
- 2.5 Disseminate information regarding the educational advantages of Ogeechee Technical College.
- 2.6 Uphold the traditions and policies of Ogeechee Technical College by directing worthy students to Ogeechee Technical College.

**ARTICLE III**

**Membership**

- 3.1 **Eligibility:** Members of the Ogeechee Technical College Alumni Association, hereafter referred to as the Alumni, shall be all graduates who hold a certificate, diploma and/or degree issued by Ogeechee Technical College.
- 3.2 **Voting Rights:** All active members shall have equal voting rights. An active member is a member who updates his/her status with the Alumni office annually.
- 3.3 **Membership Dues:** There is no membership dues associated with joining the Alumni Association.
- 3.4 Executive Council members in good standing shall not pay dues during their term of office.

## **ARTICLE IV**

### **Meetings**

- 4.1 The annual meeting of the Association shall be held before the first day of July each year. Election of Board of Directors, election of officers, and all old business will be completed at this meeting.
- 4.2 A special meeting of the Association may be called by two-thirds vote of the members of the Board of Directors. Notice of a special meeting shall be published to members by mail or email at least fourteen (14) days prior to said meeting.

## **ARTICLE V**

### **Board of Directors**

- 5.1 The Board shall consist of fifteen (15) to twenty-one (21) members, elected by the members of the Association for terms of three years, six to seven to be elected annually.
- 5.2 For the election of the initial Board, six or seven members shall be elected for one year terms, six or seven shall be elected for two year terms, and six or seven shall be elected for three year terms.
- 5.3 The Board shall determine all policies and programs of this Association, and shall meet upon the call of the President or by written request or ballot of a majority of its members.
- 5.4 A quorum for any meeting of the Board shall consist of not less than a majority of its members and, at each meeting of the Board at which a quorum is present, all questions and business shall be determined by a majority vote of those Board members present.
- 5.5 Any vacancy occurring on the Board shall be filled for the duration of the unexpired term by a majority vote of the Board.

## **ARTICLE VI**

### **Election of the Board of Directors**

- 6.1 During the month of April of each year, the Board President shall appoint a three member Nominating Committee. The President of Ogeechee Technical College, the Vice President for Institutional Advancement, and the Alumni Affairs Director of the school shall be ex-officio, non-voting members of the Nominating Committee. On or before May 1 of the same year, this committee shall select and recommend candidates for election to the Board of Directors.

- 6.2 Independent nominations for candidates for election to the Board of Directors may also be made by a letter signed by twenty-five (25) members of the Alumni Association and delivered to the Alumni Affairs Office of the school on or before May 15.
- 6.3 Nominations shall be closed on May 15. After the close of nominations on May 15, nomination biographies shall be mailed to all Association members for review prior to the annual meeting.
- 6.4 Election to the Board of Directors shall be by simple majority of the votes cast during the annual meeting. Board of Directors members' term of office shall begin at the close of the annual meeting.
- 6.5 Board of Directors Membership is limited to two (2) consecutive three (3) year terms. A member may become eligible for Board of Director Membership again after being off the Board of Directors for a period of at least one (1) year.

## **ARTICLE VII**

### **Officers**

- 7.1 The Executive Committee of the Ogeechee Technical College Alumni Association shall consist of President, Vice-President, Secretary/Parliamentarian, Treasurer, Past President, and Advisors, in good standing with the Association.
- 7.2 During the month of April of each year, the Board President shall appoint a three member Nominating Committee. The President of Ogeechee Technical College, the Vice President for Institutional Advancement, and the Alumni Affairs Director of the school shall be ex-officio, non-voting members of the Nominating Committee. On or before May 1 of the same year, this committee shall select and recommend candidates for election officers.
- 7.3 Officer nomination biographies shall be mailed at least 30 days in advance to all Association members for review prior to the annual meeting.
- 7.4 Election of Officers shall be by simple majority of the votes cast during the annual meeting. Officers' terms of office will be for two years or until a successor is elected and shall begin at the close of the annual meeting. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

7.5 These officers shall perform the duties prescribed by these bylaws.

7.5.1 President

The President shall preside at all meetings of the Alumni Association; be a member of all committees except for the Nomination Committee and appoint all committees. The President shall perform all such duties as usually pertain to the office.

7.5.2 Vice-President

In the temporary absence or disability of the President, or at the request of the President, the Vice President shall perform the duties of the President. The Vice-President serves a Chair of the Nomination Committee.

7.5.3 Secretary/Parliamentarian

The Secretary/Parliamentarian shall attend all meetings of the Alumni Association and record all minutes and votes of all proceedings to be kept for that purpose. The Secretary/Parliamentarian shall give notice of any meetings of the Alumni Association and will be responsible for the orderly conducting of business according to "Robert's Rules of Order Newly Revised"

7.5.4 Treasurer

The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Association, and shall transfer deposit, or cause to be deposited, in the name of the Association, all monies or other valuable effects, in such banks, trust companies, or other depositories as shall, from time to time, be selected by the Executive Committee. The Treasurer shall render to the President and to the Alumni Association, when requested, an account of the financial condition of the Association, and in general, shall perform all of the duties incident to the office of the Treasurer of the Association, and such other duties as may be assigned to him by the Executive Committee.

7.5.5 Past President

The Past President is a member of the Executive Committee and shall perform such duties as may be assigned by the President or Executive Committee.

## **ARTICLE VII**

### **Meetings**

- 8.1 The regular meeting of the Alumni Association Board of Directors shall be held in February, May, August, and November.
- 8.2 The regular meeting of the Alumni Association Executive Committee shall be held eight (8) times per year.
- 8.3 Special meetings of the Board of Directors may be called by the President, Executive Committee or by a majority of the Board of Directors. The purpose of the meeting shall be stated in the notification. Except in cases of emergency at least three (3) days' notice shall be given.
- 8.4 Special meetings of the Executive Committee may be called by the President or Executive Committee. The purpose of the meeting shall be stated in the notification. Except in cases of emergency at least three (3) days' notice shall be given
- 8.5 Majority of the members of the Board of Directors or the Executive Committee shall constitute a quorum.

## **ARTICLE XVI**

### **The Executive Board**

- 9.1 The officers of the Alumni Association shall constitute the Executive Committee.
- 9.2 The Executive Committee shall have general supervision of the affairs of the Alumni Association between its business meetings, fix the hour and place of meetings, make recommendations to the Alumni Association, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to orders of the Alumni Association, and none of its acts shall conflict with action taken by the Alumni Association.

## **ARTICLE X**

### **Committees**

Committees will be formed as the need arises and members increase.

## **ARTICLE XI**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern the Alumni Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the Alumni Association may adopt.

## **ARTICLE XII**

### **Amendment of Bylaws**

The bylaws may be amended at any regular meeting of the Alumni Association by a majority vote of the Board of Directors, provided that the amendment has been submitted in writing at the previous regular meeting.

## **ARTICLE X**

### **Notice of Nondiscrimination**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

*Revised 03/2010*

**Ogeechee Technical College Alumni Association  
Bylaws  
Amendment**

**Article I, Name**

Changed from Ogeechee Technical Institute to Ogeechee Technical College.

**Article II, Purpose**

Changed name from Ogeechee Technical Institute to Ogeechee Technical College

**Item B** --- Changed name from Ogeechee Technical Institute to Ogeechee Technical College **Item C** --- Changed name from Ogeechee Technical Institute to Ogeechee Technical College **Item D** --- Changed name from Ogeechee Technical Institute to Ogeechee Technical College **Item F** --- Changed name from Ogeechee Technical Institute to Ogeechee Technical College

**Article III, Membership**

3.1 --- Name changed from Ogeechee Technical Institute to Ogeechee Technical College **Item A** --- Name changed from Ogeechee Technical Institute to Ogeechee Technical College **Item B** --- Name changed from Ogeechee Technical Institute to Ogeechee Technical College 3.3 --- Name changed from Ogeechee Technical Institute to Ogeechee Technical College

**Article IV, Officers**

Name changed from Ogeechee Technical Institute to Ogeechee Technical College and the word Advisor changed to Advisors.

4.5 --- Changed OTI to OTC

**Added:**

After Article IX **Notice of Nondiscrimination** clause was added:

**Ogeechee Technical College does not discriminate on the basis of race, color, National origin, sex, disability, or age in its educational programs, or Activities. The Section 504/ADA Coordinator room 18-B, 871-1646. The Title IX Coordinator room 171, 871-1885. The Title VI Coordinator room 165, 871-1626.**