

**School of Social Work  
University of North Carolina at Chapel Hill**

**ALUMNI ASSOCIATION BY-LAWS**

**Article I: NAME**

The name of this Association shall be the School of Social Work Alumni Association of the University of North Carolina at Chapel Hill, hereinafter referred to as the Association. The term alumni, as commonly used by most colleges and universities, is intended to refer to both female and male members without exception, and shall include all persons who have completed degree and / or certification programs in the School of Social Work at Chapel Hill.

**Article II: PURPOSE**

The Association is organized and exists to build relationships among School of Social Work alumni, to support the School of Social Work in its mission, and to improve the practice of social work.

**Article III: MEMBERSHIP**

Section 1: The UNC-CH School of Social Work Alumni Association shall have three classes of members.

- a. Regular Members: Any person who has been awarded a degree by the UNC-CH School of Social Work;
- b. Honorary Members: Any individual nominated by a member and approved by the Executive Board of the Alumni Association, and any individual who has completed a certification program in the School of Social Work.
- c. Ex-Officio Members

Section 2: Voting Rights – Each Regular Member is entitled to one vote on each matter submitted to a vote of the members. Honorary and Ex-Officio Members shall not have voting rights.

**Article IV: MEETINGS**

Section 1: Association Meetings – The Association shall hold one meeting per year. The Executive Board shall determine the date, time and location of this meeting.

Section 2: Additional meetings of the Association may be held upon the occurrence of any of any one of the following:

- a. Call by the President;
- b. Request in writing of at least one-third of the Executive Board members to the President.

Section 3: Notice of annual meetings or of any special meetings of the membership shall be published in appropriate School of Social Work publications circulated to the alumni body or by such other notice as the Board may specify. A notice, regardless of how given, must be made to the alumni body at least fifteen (15) days prior to the date of the meeting.

**Article V: OFFICERS AND ELECTED REPRESENTATIVES**

Section 1: The Officers

- a. The officers of the Alumni Association shall be the President, Vice President, President-Elect, and Secretary.

## Section 2: The Alumni Council

- a. There shall be a UNC-CH School of Social Work Alumni Council, hereafter referred to as the Council, consisting of at least twelve (12) members of the Association, including the officers, selected by the Association.
- b. A faculty member selected by the Dean, and student representative selected by the School of Social Work Student Organization (SOWOSO) chair(s), shall serve on the Council for a 1-year term. The faculty member shall serve as ex-officio. The student representative shall be a regular voting member.
- c. The term for elected members on the Council shall be for two years. Members may be re-elected for consecutive terms.
- d. The UNC-CH School of Social Work Alumni Council shall be the governing body of the Association. As such, it shall:
  - i. Initiate, carry out, revise, or revoke policy for the Association, except where policy is explicitly established in these Bylaws;
  - ii. Meet at least twice a year;
  - iii. Establish dues or membership fees;
  - iv. Participate in the publication of an alumni newsletter;
  - v. Members are expected to actively participate on the council through attending meetings and working on council projects.

## Section 3: The Executive Board

- a. There shall be an Executive Board of the UNC-CH School of Social Work Alumni Association which shall consist of the current President, the Dean of the School of Social Work or her/his designee as *ex officio*, the President-Elect (if applicable), the Secretary, of the Alumni Association. The Executive Board shall be fully authorized to carry out all activities of the Alumni Council and to act on behalf of the Council in the interim between meetings of the Council. The Executive Board shall report its actions to the Council and to the Association at its annual meetings.
- b. Each officer shall be elected for a term of two years. No person may hold the same office for more than two terms; no person may hold two offices at the same time. Duties of the officers are defined in Article VI.

## Section 4: Election Procedures

- a. The President, with the approval of the Executive Board shall appoint a Nominating Committee of at least three persons. This committee shall prepare a slate of candidates representative of the various constituency groups of the Alumni Association to present to the membership at the Association meeting.
- b. The election of officers and of Council members shall be conducted during the Spring Meeting of the Association. The process of elections shall be as follows:
  - i. The Nominating Committee will develop a list of eligible candidates for the officers and Council positions by notifying the Association members of the positions available and soliciting nominees. This must be done at least sixty (60) days prior to the annual Spring Meeting at which the elections will occur. No later than thirty (30) days prior to the date of the election a roster of nominees will be presented for election by eligible Association members at the Spring Meeting of the Association.
  - ii. Those members of the Association not able to attend the election may submit their vote in writing to the Director of Alumni Affairs no later than seven (7) business days prior to the election.
  - iii. The terms of the Officers and Council members shall be for two years and shall be overlapping. In odd years, elections shall be held to select the President-Elect, the Secretary, and six (6) or more Council members. When these Bylaws are initially ratified a President shall be elected for a two-year term. The remaining Officers and Council members shall be elected for one and two-year terms to conform to the election pattern specified above.

## **Article VI: DUTIES OF THE OFFICERS AND ELIGIBILITY REQUIREMENTS**

Section 1: PRESIDENT – The President shall preside at all meetings of the Association and of the Executive Board. The President will be an *ex-officio* member of all committees and will appoint committee chairpersons in consultation with the Executive Board. The President will work with the School's Director of Alumni Affairs and the General Alumni Association in developing plans and programming. Additionally, the President shall serve as a voting member of the School's Board of Advisors. At the completion of his/her term, the President shall remain an Ex-Officio member of the Alumni Council.

Section 2: PRESIDENT ELECT –The President Elect shall be elected for a one year term prior to assuming the office of President.

Section 3: VICE-PRESIDENT – The Vice President shall serve on the Executive Board and shall assume the duties of the President in her/his absence or inability to serve.

Section 4: SECRETARY – The Secretary will give notice of all Association, Council, and Executive Board meetings and will create and distribute minutes. The Secretary will be responsible to ensure that a list is maintained of electors in good standing.

## **Article VII: VACANCIES**

Vacancies on the Council or Executive Board from any cause shall be filled by appointment of the President of the Association with the approval of the Executive Board.

## **Article VIII: AMENDMENT TO THE BYLAWS**

Section 1: PROCESS OF AMENDMENT – The Constitution and Bylaws may be amended at any meeting of the Alumni Association by a two-thirds vote of those voting, provided that the proposed amendment(s) are distributed to all members of the Association at least thirty (30) days in advance of a scheduled meeting, and provided that members unable to attend such meetings shall have been afforded an opportunity to vote by mail.

Section 2: VOTING BY MAIL – As in the case of voting for officers and Council members of the Association, members of the Alumni Association who choose to vote by mail must submit their ballots to the Director of Alumni Affairs no later than seven (7) business days before the meeting.

## **Article IX: PARLIAMENTARY GUIDE**

Matters of procedure and parliamentary practice undefined in the Constitution and By-laws shall be governed by *Robert's Rules of Order*.