

ATLANTIC CAPE COMMUNITY COLLEGE ALUMNI ASSOCIATION EXECUTIVE COUNCIL BYLAWS – February 2025

ARTICLE I: NAME

This organization shall be known as the Alumni Association of Atlantic Cape Community College, hereafter known as the Alumni Association.

ARTICLE II: PURPOSE

The purpose of the Alumni Association is to strengthen the relationships between alumni, the community, and Atlantic Cape as well as to maintain among its alumni a spirit of fellowship and service in an effort to support the mission and educational goals of Atlantic Cape Community College.

ARTICLE III: OBJECTIVES

The objectives of this organization are as follows:

- Promote the interests of Atlantic Cape Community College, the Atlantic Cape Community College Foundation, current students, alumni, and the community.
- Work collaboratively with the College Board of Trustees, Foundation Board of Trustees, and college faculty and staff to develop and enhance resources beneficial to the college's sustainability and growth.
- Build alumni cohesiveness, identification with, and connection to Atlantic Cape.
- Organize social events for alumni, current students, faculty, staff, and community members, with the purpose of renewing acquaintances and establishing new relationships.
- Develop an alumni ambassador program for mentoring and college recruitment efforts.
- Support the engagement and fundraising efforts as organized and carried out by the Atlantic Cape Foundation.
- Advise the college on matters related to appropriate professional, vocational, personal, cultural, and educational services for alumni.
- Foster the promotion of alumni membership and participation in on-campus and off-campus college and Foundation events.
- Encourage a strong sense of alumni volunteerism and dedication to the college.
- Provide guidance and assistance to potential students in their decision to enroll at Atlantic Cape Community College.

ARTICLE IV: MEMBERSHIP

Alumni Association membership is open to all students who have earned a degree, certificate or credential at Atlantic Cape Community College in any credit or non-degree program. Alumni can join the Alumni Association by completing the Alumni Association Membership Form or by submitting a request to join to the Alumni Office.

ARTICLE V: ALUMNI ASSOCIATION EXECUTIVE COUNCIL

The business and activities of the Alumni Association shall be directed by the Atlantic Cape Foundation with the support of the Alumni Association Executive Council, which consists of five executive officers and up to six at-large members. Should any position become vacant, the President may appoint a person to serve in the interim.

In addition, the Executive Director of the Atlantic Cape Foundation can designate ex-officio (non-voting) members to serve on the council to include the immediate past-President, Senior Manager of Advancement, Alumni and Foundation Events, and the current President of the Student Government Association.

The President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer and up to six at-large members shall serve terms of two years and may be re-elected. Elections will be held electronically in November.

ARTICLE VI: OFFICERS AND MEMBERS-AT-LARGE

1. President

The President shall preside at all meetings of the Alumni Association Executive Council. The President is responsible for communication with Atlantic Cape Foundation staff and administration regarding all Executive Council and general membership of Alumni Association activities. Executive Council members may serve three consecutive terms.

2. 1st Vice President

The 1st Vice President shall preside in the absence of the President and should the office of the President become vacant, s/he shall succeed to the office of President for the remainder of the term. The Vice President will oversee all membership initiatives.

3. 2nd Vice President

The 2nd Vice President shall preside in the absence of the President and 1st Vice President and should the office of the 1st Vice President become vacant, s/he shall succeed to the office of 1st Vice President for the remainder of the term. The 2nd Vice President will assist with Alumni Ambassador Program initiatives.

4. Secretary

The Secretary shall prepare minutes and maintain records of all meetings. The Secretary works in conjunction with the President to prepare the quarterly meeting agenda. The Secretary must attend all meetings in person, unless s/he obtains prior approval from the President. Secretary must share agenda with Senior Manager before agenda is distributed to the Executive Council or general membership.

5. Treasurer

The Treasurer shall work with the Director of Accounting, Budgets and Foundation Reporting to present periodic financial reports on fundraising efforts and communicates all financial requests to

the Atlantic Cape Foundation for consideration. The Treasurer will oversee the fundraising activities of the Association and prepare draft budgets for such activities.

6. Members-at-Large

The Executive Council shall include up to six members-at-large; one member for each program – Nursing, Communication, and Academy of Culinary Arts, if possible, and three additional at-large members from any other academic discipline. One member-at-large position is reserved for an active member of the military or veteran. A member-at-large serves as a representative of their constituency, participates in the active planning of business of the organization under the direction of the Executive Council officers, and is responsible for attending Executive Council meetings.

ARTICLE VII: OFFICE ELIGIBILITY

All alumni are eligible to run for voting positions as long as they have the ability to come or call in to each meeting. The Secretary is expected to attend all meetings to obtain proper meeting notes and minutes to prevent any unforeseen technological interruptions. Any Executive Council members absences must be reported and approved by the President. If an Executive Council member has two or more unexcused absences in one year, they will forfeit their position on the council.

ARTICLE VIII: FUNCTION OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall conduct the business of the Alumni Association.

Section 2. A majority of the voting members of the Council shall constitute a quorum.

ARTICLE IX: COMMITTEES

Section 1. The Nominating Committee is comprised of the current President or his/her designee as well as two at-large members appointed by the President. The committee is responsible for distribution and collection of officer ballots. Anyone who is running for election will not be permitted to handle ballots. The committee is also responsible for nominating subcommittee chairs and nominating a new officer, should an officer vacate their position.

Section 2. The Fundraising Committee is responsible for all fundraising events, planning and execution as well as determine use of funds, (as approved by Atlantic Cape Foundation Board), financial reports, and any other activities as assigned. The Fundraising Committee must comply with Atlantic Cape Policy No. 301 – Gift Solicitation.

Section 3. The Alumni Ambassador Program Committee will be responsible for all alumni mentorship and college recruitment initiatives.

Section 4. Committee chairs are responsible for providing a status update to the Executive Council at each quarterly meeting. The updates serve to inform Executive Council members of committee activities and progress on their designated initiatives. The Nominating Committee is not required to send monthly status updates unless they are active.

Section 5. Additional committees may be appointed by the President.

ARTICLE X: MEETINGS

Section 1. The Executive Council shall meet quarterly. The Executive Council will vote on any decisions at the quarterly meeting and may vote for any decisions electronically as needed. All meetings will be open to all members and the public with every meeting ending with an open forum. Any agenda additions by members or the public must be emailed to the Secretary within two weeks of the quarterly meeting dates. Meetings will be held on the first Thursday (subject to change) of the following months: November, February, May and August.

ARTICLE XI: FINANCES

All finances will be handled by the Atlantic Cape Foundation. Receipts from activities and publications of the Alumni Association will be collected by the Treasurer and provided to the Atlantic Cape Foundation for payment. The Atlantic Cape Foundation will provide financial updates to the Treasurer who will then relay that information to the Fundraising Committee and Executive Council.

ARTICLE XII: REVISION

Section 1. Amendments to the bylaws may be proposed to the membership in writing or at any regular meeting. Publication of proposed amendments will appear on the Alumni Association Executive Council webpage at least one month prior to the vote for their adoption.

Section 2. A majority vote, in the affirmative, of members in attendance and via electronic ballot at the succeeding meeting will be necessary for the amendment to be enacted.

ARTICLE XIII: CONDUCT OF BUSINESS

Except as provided by the bylaws, Robert’s Rules of Order (Revised) shall govern the meetings of the Executive Council.

ARTICLE XIV: ADOPTION

The bylaws will be adopted by a majority vote of members in attendance at the annual meeting and via electronic ballot.

ARTICLE XV: INACTIVE STATUS

Section 1. In the event that the Executive Council conducts no business and has no meetings for a period of two academic years, the council shall be considered inactive by the Foundation Board.

ARTICLE XIV: ADDENDUMS

Addendum 1. Alumni Association Executive Council is the governing body of the Atlantic Cape Alumni Association and will follow all policies set forth by Atlantic Cape Community College and the Atlantic Cape Foundation.