Alumni Association Bylaws

Article I. Name & Affiliation
The name of this organization shall be the College of Music Alumni Association, a constituent association affiliated with the Michigan State University Alumni Association. The College of Music Alumni Association, which shall be referred to in this document as the Music Alumni Association, will be governed by the Bylaws of the Michigan State University Alumni Association in general and by the following Articles in particular.

Article II. Purposes

Section 1. The purposes of the Music Alumni Association are to promote the welfare and interests of Michigan State University and to foster a spirit of loyalty and pride among the alumni and friends of Michigan State University’s College of Music. The objectives of this Association are exclusively educational and charitable. Notwithstanding any other bylaw provisions to the contrary, at all times the purposes and actions of this Association shall be in compliance with, and in furtherance of, the purposes and requirements of the Michigan State University Alumni Association.

Section 2. Further purposes as they relate directly to the College of Music are as follows:

1. To provide a framework for alumni and friends of Michigan State University's College of Music who have a common interest;

2. To widen and strengthen the reputation and public awareness of its programs regionally, nationally and internationally;

3. To assist in further developing a steady stream of exceptional talent as applicants to the College of Music;

4. To provide an advisory service to the College of Music, to the University and to music alumni and friends; and

5. To stimulate continued interest in, and financial support for, the work of the College of Music at Michigan State University.

Article III. Membership

Section 1. Membership requirements
Individuals who qualify for membership in the Michigan State University Alumni Association are eligible for membership in the Music Alumni Association.

Regular membership shall be on a 12-month anniversary date basis. Annual dues paid to the Michigan State University Alumni Association shall qualify an alumnus and friend for annual membership in the Music Alumni Association. Life members of the Michigan State University Alumni Association shall qualify to be life members of the Music Alumni Association.
Section 2. Status of Membership
A member shall be considered in “Good Standing” if s/he has paid dues within the previous year. A member not in “Good Standing” shall have no right to vote and shall not be eligible to hold office or serve on the Board of Directors of the Music Alumni Association.

Article IV. Organization

Section 1. Governance
The Music Alumni Association shall be governed by a Board of Directors, composed of no less than (8) eight active members. The members shall each serve (3) three year terms staggered so that four Board members retire from the board each year.

Section 2. Student Representative(s)
The Dean may choose to invite no more than (2) two student representatives from the College of Music to act as ex-officio non-voting members of the Board. If so chosen, the student representatives will be exempt from dues payment to the MSU Alumni Association.

Section 3. Terms of Office
Members of the Board of Directors shall not serve for more than (2) consecutive terms. Previous members of the Board of Directors may be re-elected to Board after a period of (1) year following the expiration of their last term. The term of office for each Board Member shall begin on July 1 and expire on June 30 of the third year.

Article V. Executive Committee: Officers

Section 1. Officer Terms of Office
The Board of Directors shall elect a President, Vice President, Treasurer and Secretary to function as Officers of the Executive Committee. Each officer shall serve for a (2) two-year term and can be re-elected to the same position for no longer than (2) two consecutive terms.

Section 2. President
The President shall function as the chief operating officer of the Association. S/he shall preside at all meetings of the Board of Directors and of any committee thereof. The President shall perform such other duties and functions as shall be determined by the Board of Directors. The President shall possess the power and authority to sign all certificates, contracts and documents in the name of and on behalf of the Music Alumni Association.

The President shall serve as chairperson of the Membership/Nominations Committee and shall identify, screen and recruit new candidates for membership on the Board of Directors.

The President may appoint chairpersons of committees to plan and execute special functions as are appropriate to the fulfilling of the purposes of the Music Alumni Association. S/he shall serve as an ex-officio member of all standing committees.

The immediate past President of the Music Alumni Association shall serve as an ex-officio member of the Board for a period of one year if elected during his/her third year of office.

Section 3. Vice President
The Vice President shall assume the President's duties in the absence of the President at meetings and at all other official functions of the Association. S/he shall preside at all meetings of the Board of Directors and oversee membership of all Board committees.

Section 4. Treasurer
The Treasurer shall maintain financial records of the Board and disburse money as approved by the Board of Directors. The Treasurer shall prepare an end-of-year financial report as part of an annual report for the purpose of submission to the Michigan State University Alumni Association.

Section 5. Executive Secretary
The Executive Secretary shall attend all meetings of the Board and shall keep minutes of their respective proceedings. S/he shall distribute the minutes of all Board meetings and official functions to Board members and to the Office of Alumni Relations. The Executive Secretary shall maintain records of members’ meeting attendance, member terms of office, and official functions/events.

Section 6. Ex-Officio Members
Ex-Officio members of the board, without the right to vote, shall include the Dean and Alumni Relations Official of the College of Music, this service being retained continually. The Alumni Relations Official shall serve the Board in an advisory capacity, assisting the officers in their duties and serving as a liaison person on behalf of the College. If chosen, (2) students may be included as ex-officio members.

Section 7. Vacancies
The President shall appoint, with approval of the Board, persons to fill all vacancies on the Board created by resignation or other reasons. Such appointments are to fulfill the designated term of office vacated.

Section 8. Good Standing
Any Board member not attending at least two consecutive board meetings without prior notification during the current fiscal year will be considered not in good standing and may be removed from the Board of Directors by a two-thirds majority board vote of the members present at a scheduled meeting. Board members unable to physically attend a meeting will be considered present if attending via conference call or other technological means.

Article VI. Elections
Section 1.
A nominating committee of four Board members shall be appointed by the President. The nominating committee shall present the names of at least four nominees to the Board at the annual spring meeting for approval. If approved, these four new members shall begin their terms of office as of July 1 of that year.

Article VII. Meetings
Section 1. Meeting Frequency
There shall be at least three meetings of the Board of Directors each year. Additional meetings of the Board may be called by the President or by six or more of the Board Members. No
decision of the Board shall be binding upon the Music Alumni Association unless a quorum of the Board is present and voting.

Section 2. *Notice of Meetings*
Written notice shall be given to all Board Members, the Dean of the College of Music, the Alumni Relations official and student representatives at least two weeks prior to any meeting.

Section 3. *Quorum*
The quorum for the conduct of business by the Board of Directors shall be a majority of all Board Members then serving.

Section 4. *Meeting Conduct*
All meetings of the Board of Directors shall be governed by the parliamentary rules contained in the current edition of *Robert's Rules of Order*, when not in conflict with the Association's Bylaws.

Section 5. *Records*
All records and files shall be kept in the Office of Alumni Relations at the College of Music on the Michigan State University campus.

**Article VIII. Amendments to the Bylaws**

Section 1.
These Bylaws may be amended by a two-thirds majority vote at any duly called meeting of the Board of Directors, at which a quorum is present, provided that written notice naming the substance of the proposed amendment has been sent to each member of the Board at least fourteen days in advance of the date of meeting, unless such notice is waived by all Board members.

**Article IX. Reports**

Section 1. *Annual Report*
The Board Members of the Music Alumni Association, through its President, will submit an annual informative report to the Executive Board of the Michigan State University Alumni Association, including the accomplishments of the previous year, major future planning and a financial summary. The report shall be submitted by June 30.

Section 2. *Distribution*
Additional copies of the annual report shall be distributed to the Dean and Office of Alumni Relations of the College of Music and any student representatives. The Board of Directors may elect to publish the report on the College of Music Alumni website.
Board of Directors:

PRESIDENT
Edward P. Quick

VICE PRESIDENT
David G. Rosin

TREASURER
David Larzelere

College of Music:

DEAN
James B. Forger

ALUMNI RELATIONS OFFICIAL
Linda Conradi