

VTC Alumni Association

Policy for Use & Distribution  
of the Alumni List

This policy governs the use and distribution of information in the alumni data base maintained by Vermont Technical College, and the purpose is to provide guidelines as to list security and the uses of the list.

The alumni list is the property of the VTC Alumni Association, which is an integral part of Vermont Technical College. The alumni association and the college use this list to mail publications and announcements that speak to the mission and goals of the institution. The alumni list is not to be used for any commercial purpose, nor is it to be sold to any outside interest for marketing activities.

Alumni may request segments of the list that are related to their own relationship to the institution. The most common item released to alumni is a list of classmates that contains only directory information as defined in the Buckley Amendment of 1974. VTC defines directory information annually in its catalogue, as required by law.

Excluded uses include but are not limited to use of the list for solicitation by any commercial enterprise, use of the list to generate any mailing not consistent with the college mission, and use of the list by any individual for personal gain.

# VTC Alumni Association By-Laws

*as amended  
October 5, 1991*

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## **Article 1.     Name**

Section 1.     The name of the organization shall be Vermont Technical College Alumni Association.

## **Article 2.     Members**

Section 1.     Any and all graduates of the Vermont State School of Agriculture, the Vermont Agricultural and Technical Institute, and Vermont Technical College shall be members of the organization.

Section 2.     Any person can become an honorary member of the organization by a unanimous vote of members present at any annual meeting.

Section 3.     Members shall be divided into two categories:

1. Active members — those who have paid annual or lifetime dues, and
2. Inactive members — those who have not paid annual or lifetime dues.

## **Article 3.     Officers**

Section 1.     Officers shall consist of:

1. President, who shall not serve more than four years;
2. Vice-Presidents. There shall be a Vice-President elected from each of the major departments of the college.
3. Executive Secretary.
4. Treasurer.
5. Executive Director.

All officers shall be elected at the annual meeting for a term of one year, except the Executive Director, who shall be appointed by the College President.

Section 2.     An Executive Committee, which shall consist of the above officers and one member from each county and regional chapter, and any member of the Vermont Technical College student body with an interest in the Alumni Association, with suggestions and nominations for student membership to be solicited from ASVTC and other student groups on campus for approval by the Executive Committee.

**Section 3. Duties of the officers shall be:**

1. President shall preside at all meetings of the organization and shall be ex-officio chairperson of the Executive Committee.
2. Vice Presidents may be called upon to perform the duties of the President in his or her absence or disability.
3. Executive Secretary shall carry out the directives of the Association or those of the Executive Committee, and keep a record of the proceedings of all regular and Executive Committee meetings.
4. Treasurer shall make proper reports and accurate account of the money received and expended and have a treasure's report prepared for each executive and annual meeting.
5. Executive Director shall be the liaison between the College and the Alumni Association. Responsibilities include editing the Alumni Newsletter, maintaining the computerized alumni mailing lists, and assisting with the planning and scheduling of campus-based and regional alumni activities.

**Section 4. Executive Committee shall conduct necessary business of the organization between regular annual meetings.**

**Article 4. Meetings**

**Section 1. Meetings shall be held annually on a date set by the Association or by a directive of the Executive Committee, and shall be held at Vermont Technical College.**

**Section 2. Fifteen members shall constitute a quorum at the annual meeting for the transaction of business.**

**Section 3. Special meetings may be called by the Executive Committee or at the request of ten members of the organization.**

**Article 5. Committees**

**Section 1. A nominating committee of three members shall be appointed by the Executive Committee to present a slate of officers at the following annual meeting.**

**Section 2. Special committees may from time to time be appointed by the Executive Committee to carry out specific assignments.**

**Article 6. Dues and Treasury**

**Section 1. 1. Dues shall be \$10 a year, payable during the last quarter of the calendar year.**

**2. The fiscal year shall run from one annual meeting to the next.**

3. Lifetime dues are \$100 and are payable at any time.

4. All Alumni Association accounts shall be managed jointly as an agency account (part of the Vermont State Colleges system accounts) by the Alumni Association Treasurer and the College Dean of Administration.

5. No monies are to be disbursed from the accounts without the authorization of the Alumni Association Treasurer or other elected officer of the Association.

**Article 7. Policy**

Section 1. The Alumni Association will have the right and responsibility of setting policy and making final decisions on all matters under the auspices of the Association.

**Article 8. Amendments**

Section 1. These By-Laws may be repealed, altered, or amended by a two-thirds vote of members present at any annual meeting.

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