

Vermont Technical College Alumni Association

By-Laws

As approved on April 13th, 2023

Article 1. Name

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

Article 2. Purpose

Section 1. The purpose of VTCAA shall be to promote the interests of the Vermont School of Agriculture (VSA), Vermont School of Agriculture and Technical Institute (VATI), and Vermont Technical College (VTC) and its alumni, to provide opportunities for social and intellectual interaction among alumni, and to support the educational and charitable objectives of Vermont Technical College.

Article 3. Members of the Association

Section 1. Membership is open to any and all graduates of the Vermont School of Agriculture (VSA), Vermont School of Agriculture and Technical Institute (VATI), and Vermont Technical College (VTC).

Section 2. Any person can become an honorary member of the association by a majority vote of the VTCAA membership.

Article 4. Board of Directors and Officers

Section 1. The Board of Directors (The Board) shall be responsible for the control and management of the affairs, property, and interests of the Association, and may exercise all the powers of the VTCAA, except as otherwise conferred upon or reserved to the Executive Committee by the provisions of these bylaws.

Section 2. The Board shall comprise three components: An Executive Committee, Representatives of each of the 5 schools within VTC, and a currently enrolled student at VTC, who is an officer of the student council body. The Board shall consist of a maximum of fifteen members.

a. Officers of the Board, which make up the Executive Committee, shall consist of:

1. President
2. Vice-President
3. Communications Chair
4. Treasurer
5. Executive Director

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- b. The Board shall also be made up of additional alumni members, with each of the following schools being represented. Should not all Schools have representation, the Executive Director will conduct a “best efforts” outreach to alumni to fulfill this requirement.
 - 1. School of Agriculture Plant and Animal Sciences
 - 2. School of Engineering and Computing
 - 3. School of General Education
 - 4. School of Nursing and Health Professions
 - 5. School of Professional Studies and Management
- c. One currently enrolled student, who is a member of the student council.

Section 3. Elections of The Board will be held at the annual VTCAA membership meeting.

- a. The Board shall elect the executive committee by the first meeting following the annual VTCAA membership meeting.
- b. Members of The Board shall hold their position for a one-year term.
- c. All members are expected to be present at each meeting, at least 50% of the meetings to maintain voting rights.
- d. A vacancy on the board shall be filled by the appointment of a successor by The Board. Such successor shall serve for the unexpired portion of the term of the predecessor.

Section 4. Duties of the officers shall be:

- a. The President, shall preside over the meetings of the Association, shall perform all other duties of the office of President provided for in these bylaws; and may perform any executive duty which the Association or Board of Directors shall request to be performed, except duties herein imposed upon others.
- b. The Vice President may be called upon to perform the duties of the President in their absence or disability.
- c. The Communications Chair 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.
- d. The Treasurer shall make proper reports and accurate accounts of the money received and expended and have a treasurer's report prepared for each executive and annual meeting(s).
- e. The Executive Director appointed by the College shall be the liaison between the College and the Alumni Association. Responsibilities include editing the Alumni Newsletter, maintaining the alumni mailing lists, and assisting with the planning and scheduling of campus-based and regional alumni activities. The Executive Director will maintain the confidentiality of alumni information as defined in the Policy for Use & Distribution of the Alumni List.

Article 5. Committees

Section 1. An Executive Committee, as defined in Article 4 Section 2.

Section 2. A Finance Committee shall be appointed by the Executive Committee and chaired by the Treasurer to fulfill the fiduciary responsibilities of the VTCAA.

Section 3. Special committees may, from time to time, be appointed by the Executive Committee to carry out specific assignments.

Article 6. Meetings

Section 1. Annual VTCAA Membership Meetings will be held on a yearly basis to coincide with the Homecoming/Alumni weekend at VTC. The annual meeting is open to all VSA, VATI, and VTC Alumni. At least 15 members (alumni) shall constitute a quorum for the transaction of the annual meeting business.

- a. At the annual meeting, The Board will update members on on-goings for the past year, and plans for the new year, and elect the Board of Directors, except for the Executive Director.

Section 2. Board Meetings shall be held on a date set by The Board or at the directive of the Executive Committee on at least a quarterly basis. The Board members will have the ability to join remotely at any held meetings.

- a. A minimum of 50% of voting members of The Board, who shall attend a duly noticed meeting, shall constitute a quorum for the transaction of such business as may properly come before the meeting. Each active member of The Board shall be entitled to vote at said meetings of The Board.

Section 3. Special meetings may be called by The Board.

Article 7. Treasury

Section 1. The Finance Committee will oversee the finances of the VTCAA.

- a. There shall be no requirement for the payment of annual dues for membership in the VTCAA.
- b. The fiscal year shall run from July of the current year to June of the following year.
- c. All Alumni Association accounts shall be managed jointly as an agency account (part of the Vermont State Colleges system accounts) by the VTCAA Treasurer and the Executive Director.

- d. Designated Alumni Association accounts are listed in the VTCAA Treasury Report.
- e. No monies are to be disbursed from the accounts without the approval of The Board.

Article 8. Policy

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

Article 9. Amendments

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

Article 10. Inactive Association

Section 1. In the event of no active voting members of The Board, the Executive Director has the authority to reconstitute The Board.