

KSU Capital Area Alumni Club, Inc. By-Laws

Article I. Club Name

The name of the organization is the KSU Capital Area Alumni Club, Inc.

Article II. Purpose

A. To serve as a link between Kansas State University and its alumni and friends by:

Providing activities which bring together alumni and friends

Channeling volunteers' work to aid the university

B. To assist the university in such areas as:

Association membership development

Scholarships

Student recruitment

Article III. Association or Membership

Association in the KSU Capital Area Alumni Club is open to:

All Kansas State University graduates and former students

Friends of the university

Parents of current and former students

Article IV. Officers

A. Nominating committee

Will consist of current officers

Propose a slate of officers

B. Elections

Nominations may be made from the floor

Elections will be by majority vote of the Club members present at the annual meeting

C. Elected officers

President Oversees overall club operations

Responsible for calling regular meetings

Appoints other necessary officers

Appoints nominating committee and other necessary committees

Has official custody of alumni list for club

Executive Vice President Serves as head of the club in the president's absence

Vice President for Events and Programs Together with the president, will plan club events for the coming year

Will make contractual arrangements for events

Vice President for Membership Development Will actively encourage KSU alumni, former students and friends of the university living the Capital Area regions to become dues paying members

Will work with the Treasurer to retain current dues paying members

Will maintain a current contact list of all club members

Secretary/Treasurer Maintain written record of all club business transactions

Maintains all financial records for the club

Authorized to make financial commitments with the approval of the club president

Work with the Vice President for Membership Development to increase the number of new and returning dues paying members

Newsletter Editor Shall oversee all aspects of the club's newsletter production

D. Appointed Officers

Webmaster Shall maintain and keep current the Club's official world wide web site with events and contact information

Shall maintain the club' s e-mail notification list

E. Scholarship Selections Committee

Shall consist of all club officers except for the president who shall vote only in the event of a tie

The chair of the committee shall distribute all eligible applications (a KSU student in good standing with a GPA of 3.0 who is from the Capital Area) to committee members who will then vote for the scholarship winner

The chair of the committee will then notify the Director of the KSU Office of Student Financial Assistance, the recipients and the KSU Alumni Association

Payment of \$1,000 is made to K-State prior to the start of the fall term

F. Awards Selection Committee

Shall consist of all club officers except for the president who shall vote only in the event of a tie

The chair of the committee shall distribute all eligible applications to the committee members who will then vote for the recipient(s)

The chair of the committee will then notify the recipients and prepare some form of proper recognition for the award winners to receive at a Club function

G. Terms in each office shall be for one year

Article V. Executive Committee

Shall consist of all elected and appointed officers

Article VI. Meetings and Activities

A. The Executive Committee must meet at least once a year

B. Meetings of the entire club should be held on a regular basis

C. The club should have at least one event per year

Article VII. Financial

A. Each club/activity/meeting should be self supporting

B. The Executive Committee will annually set the Club Operating Fee level. This Operating Fee will be used for Club operations and to support the Club's scholarship fund

Article VII. Amendments

These articles may be amended by a two-thirds vote of the Executive Committee or by a majority of the Club members at the annual meeting

Adopted February 12, 2001