

**CONSTITUTION AND BYLAWS  
OF  
JUDSON COLLEGE ALUMNAE ASSOCIATION**  
(Proposed Revisions, October 19, 2013)

**Article I  
Name**

The name of the organization shall be the Judson College Alumnae Association, hereafter referred to as JCAA.

**Article II  
Mission**

The mission of the JCAA shall be threefold:

1. To advocate, promote, and support Judson College and its unique mission as a private Christian college for women.
2. To strengthen and insure the ties which bind the present and future alumnae, and to perpetuate their loyalty and devotion to their alma mater.
3. To promote active and effective participation of alumnae in the JCAA and in Judson College activities.

**Article III  
Membership**

Membership in the JCAA *shall be unlimited and* shall include all women who have been students at Judson College.

By unanimous vote, the Executive Board of the JCAA, *as it deems fit*, may select honorary members who have rendered distinctive service to the JCAA or to Judson College. Honorary members shall enjoy all privileges of membership except those of making motions, voting, and holding office.

**Article IV  
Officers**

The elected officers of the JCAA shall be President, President Elect, First Vice President for Development, Second Vice President for Admissions, Secretary, Treasurer, Parliamentarian, and Secretary of Archives and History.

The term of office shall be two years. Assumption of duties shall begin immediately following election and installation at J-Day annual meeting. A committee on nominations, consisting of a chair and two JCAA members, shall be appointed by the JCAA president at the annual Executive Board meeting and

annual business meeting of odd-numbered years.

The slate of nominees for office shall be presented at the fall Executive Board meeting prior to even-numbered annual meeting. Nominations, with prior approval of the nominee, may be made from the floor at the annual meeting on J-Day. *Should an additional nomination be made from the floor, the election shall proceed by ballot, and a simple majority of those present shall determine the outcome. Otherwise, the slate of nominations shall be accepted by acclamation.*

## **Article V Duties of Officers**

### **President**

The president shall preside at all meetings of the JCAA and the Executive Board. She shall appoint all committees and shall fill vacancies occurring on the board between elections. She shall be charged with the responsibility of executing the mission of the JCAA and shall perform all duties usual to the office. She shall make a report at the annual meeting of the JCAA and shall include recommendations for the coming year in her report. She shall serve as an ex-officio member on all committees, *except the nominating committee.*

### ***President Elect***

The president elect shall preside in the absence of the president. As designated by the president, she shall assist in the work of the JCAA. At the end of her term as president elect, she shall automatically become president. If the office of president is vacated, she shall serve as president of the unexpired term.

### **First Vice President for Development**

The first vice president shall be chair of the Alumnae Development Committee. She shall work directly with the Judson College Director of Development and the Coordinator of Alumnae Relations in planning and coordinating alumnae development initiatives.

### **Second Vice President of Admissions**

The second vice president for admissions shall be chair of the Alumnae Admissions Committee. She shall work directly with the Director of Admissions, Judson College Admission Counselors, Coordinator of Alumnae Relations and

Information, and Baptist denomination entities.

### **Secretary**

The secretary shall take minutes and attendance records at all regular and called meetings of the Executive Board and JCAA. Copies of the minutes and attendance records shall be *maintained by the secretary and directed to the JCAA President and alumnae office.*

### **Treasurer**

The treasurer shall keep an itemized record of all money which she has received and disbursed. She shall make a detailed report of receipts and disbursements at each meeting of the JCAA.

### **Parliamentarian**

The parliamentarian shall be an adviser on all matters of parliamentary procedure at all meetings of the JCAA and the Executive Board. Robert's Rules of Order Newly Revised shall be the parliamentary authority used by JCAA.

### **Secretary of Archives and History**

The secretary of archives and history shall work directly with the college librarian who is custodian of the archives. She shall chair the Alumna Archives and History Committee.

## **Article VI Executive Board**

There shall be an Executive Board composed of the elected officers of the JCAA, the presidents of the alumnae chapters, the past presidents of the JCAA, the chairs of the standing committees, and the Coordinator of Alumnae Relations and Information.

## **Article VII Meetings**

A regular session of the Executive Board shall be held in the fall and spring, the dates and times to be scheduled by the JCAA President in cooperation with the college. *At least forty per cent of the elected JCAA officers and chairs of the standing committees shall constitute a quorum.*

Special meetings of the Executive Board may be called by the JCAA President provided all members are notified of time, place, and purpose of the meeting at least two weeks in advance.

The annual business meeting shall be held at Judson College on J-Day.

## **Article VIII**

### **Amendments**

*A copy of a proposed amendment must be filed by the Constitution and Bylaws Committee with the Coordinator of Alumnae Relations and Information to be distributed to the Executive Board at least thirty days prior to the fall Executive Board meeting.*

*After approval by a majority vote of the Executive Board a copy of the proposed amendment shall be made available publically at least thirty days prior to the annual business meeting.*

*At the annual business meeting an amendment shall be approved by a two-thirds vote of the members present.*

## **BYLAWS**

### **I**

#### **Alumnae Chapters**

Five or more women who have attended Judson College may organize themselves into a Judson College chapter. They should notify the Coordinator of Alumnae Relations and Information of their chapter activity.

### **II**

#### **Representation**

All women members of the Judson College Alumnae Association shall be delegates to the annual business meetings of the JCAA.

### **III**

#### **Committees**

The JCAA President shall appoint all standing committees. Standing committees are constituted to perform a continuing function, are considered permanent, and are created by majority approval of the Executive Board. If a standing committee has ceased to have a relative purpose in the JCAA's conduct of business, it can be disbanded by a majority vote of the Executive Board.

*The JCAA President may appoint an ad hoc or special committee to accomplish a temporary, specific task. When an ad hoc committee completes the assigned task, it may be disbanded at the discretion of the JCAA President and committee chair without the approval of the Executive Board.*