

**THE ALUMNI ASSOCIATION
OF THE
COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK**

BY-LAWS

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THE ALUMNI ASSOCIATION
OF THE
COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK

B Y L A W S

ARTICLE I

Name

The name of this Association shall be:

THE ALUMNI ASSOCIATION OF THE COLUMBIA UNIVERSITY
SCHOOL OF SOCIAL WORK*

ARTICLE II

Purpose

The purposes of the Association shall be:

1. to advance the interests of the School and, through the School, the interests of professional education in social work;
2. to foster professional and social contacts among alumni;
3. to appreciate the diversity of ourselves and the people and communities we serve.

ARTICLE III

Membership

Those eligible for membership shall be all persons who meet the requirements for designation of alumni as defined by the CAA** (Columbia Alumni Association).

* In these bylaws, "Association" refers to the Alumni Association of the CUSSW, and "School" refers to the Columbia University School of Social Work.

** CAA defines membership as "all persons having been enrolled as degree candidates for at least one term at Columbia University shall be members of the Association and shall be eligible for any office within the Association."

ARTICLE IV

Officers

Section 1. Eligibility

Any member of the Association living in the New York Metro area or willing to make a commitment to be present for board meetings and school and university events is eligible to become an officer.

Section 2. Titles

The officers of the Association shall be a President, a First Vice President, a Second Vice President, a Secretary and a President-Elect.

Section 3. Term of Office

- a. The term of office of all officers except the President-Elect shall be two years. The President-Elect and the Vice Presidents shall be elected in even-numbered years. Officers shall hold office until their successors are elected and have qualified. Officers may be elected to two consecutive terms, then be eligible for re-election after one term off the Board.
- b. The President-Elect shall serve in this capacity for one year, following which he/she shall accede to the Presidency for two years.

Section 4. Vacancies

When an office other than the Presidency or the Presidency-Elect falls vacant during the interval between elections, it shall be filled by the Board from its membership (refer to Article 6, Section 1), the appointee to hold office for the unexpired term. If the Presidency falls vacant, the unexpired term shall be filled by the First Vice-President. If the Presidency-Elect falls vacant, it shall remain unfilled until the next regular election of the officers following the vacancy. At such election, there shall be chosen a President to serve for two years following the election and a President-Elect to serve as described in Section 3b above.

ARTICLE V Duties of Officers

Section 1. *Overview*

All Officers shall participate, by either telephone or in person, in at least 80% of board meetings yearly. All Officers are expected to attend the Annual Alumni Association Meeting held in the spring.

All Officers shall participate in the following:

- a) at least one CUSSW Alumni Association committee (President is ex-officio for all) (see Article V, Section 2 below);
- b) fundraising activities under the direction of the CUSSW Development Office;
- c) student recruitment under direction of CUSSW Admissions office; and
- d) University and School based programs and events.

Section 2. *President*

It shall be the duty of the President to preside at meetings of the Association, of the Board and of the Steering Committee. At periodic intervals he/she shall obtain from the School's Office of Development and Alumni Relations reports of the Association's fundraising and programmatic activities, and he/she shall transmit this information to the Steering Committee. He/she shall be an ex-officio member of all committees and shall perform such other duties as customarily pertain to the office of the President.

Section 3. *Vice Presidents*

It shall be the duty of the Vice Presidents to participate in planning with the President and staff; to represent the Association at meetings and functions; and to perform such other duties as requested by the President. It shall be the responsibility of the First Vice President to assume the duties of the President in his/her absence. The Second Vice President will be the Chairperson of the Nominating Committee (see Article XIII, Section 1 below). If the Second Vice President is unable to be fulfill the duties of Chair of the Nominating Committee, then a member of the Nominating Committee who has already served one year will be chair person of the Committee.

Section 4. *Secretary*

It shall be the duty of the Secretary to maintain a record of any decisions, votes or resolutions made by the Executive Committee; and to assist in drafting correspondence, coordinating meetings and performing other duties relating to alumni affairs as requested by the President. In the absence of a Secretary at a Board Meeting, the President shall identify an individual to take minutes of such meeting.

Section 5. *The President-Elect*

It shall be the duty of the President-Elect, during the year following his/her election, to serve as a member of the Executive Committee and to perform such other duties as may be assigned by the President. In the second year following his/her election, the President-Elect shall accede to the Presidency of the Association for a two-year term.

ARTICLE VI

The Board

Section 1. *Powers and Composition*

The Association shall elect a board of not more than thirty full members of the Association, five of whom shall include the officers. The Board shall aim to represent the geographic distribution of alumni and the graduated classes.

Section 2. *Term of Office*

- a. The full term of office for members of the Board shall be three years. Board members may be elected to two consecutive terms, then be eligible for re-election after one term off the Board.
- b. Membership terms of the Board shall be staggered, so that roughly one-third of the members may be elected each year.

Section 3. *Overview*

All Officers shall participate, by either telephone or in person, in at least 80% of board meetings yearly. All Officers are expected to attend the Annual Alumni Association Meeting held in the spring.

All Officers shall participate in the following:

- a) at least one CUSSW Alumni Association committee (President is ex-officio for all) (see Article V, Section 2);
- b) fundraising activities under the direction of the CUSSW Development Office;
- c) student recruitment under the direction of the CUSSW Admissions Office; and
- d) University and School based programs and events.

Section 4. *Vacancies*

Vacancies on the Board may be filled at the recommendation of the President and by a majority vote of those present at the next Board meeting. Persons so appointed shall hold office until the next Association election, at which time there shall be an election to fill the remainder of the vacant term, if any.

Section 5. *Meetings*

Regular meetings of the Board shall be held at least bi-monthly, except during July and August. Additional meetings may be held at the call of the President with appropriate notice to the members.

An Annual Meeting of the Alumni Association shall be held in the spring at such time and place as set by the Board.

Section 6. Quorum

A quorum of the Board shall consist of not fewer than one-third of the Board members in office at the time of the meeting. In the presence of a quorum, the act of a majority of those present shall be the act of the Board.

ARTICLE VII
Steering Committee

Section 1. *Powers and Composition*

- a. There shall be a Steering Committee which shall have all the powers of the Board between meetings of the Board.
- b. The Steering Committee shall be composed of the Officers of the Association, the Chairpersons of any committee of the Alumni Association or special School campaign, and the immediate past president.

Section 2. Chairperson

The President of the Association shall be the presiding officer of the Steering Committee.

ARTICLE VIII
Committees

Section 1. Nominating Committee

- a. The Nominating Committee shall consist of six members elected for a two-year term, with three of the members being elected each year, plus the Chairperson.
- b. The Chairperson of the Nominating Committee shall be the Second Vice President and shall serve a term of two years. If the Second Vice President is unable to be fulfill the duties of Chair of the Nominating Committee, then a member of the Nominating Committee who has already served one year will be chairperson of the Committee.
- c. The duties of the Nominating Committee shall include: preparation of the slate for the election of officers, members of the Association Board and of the Nominating Committee; aid the President and the Board in filling vacancies occurring during the year; and such other duties as may from time to time be assigned by the President or the Board.

Section 2. *Other Committees*

- a. A Committee is defined as a group of Board Members and Alumni that is expected to be active for at least one full program year. Each Committee shall have a defined purpose and yearly targets, as applicable.
- b. A new committee may be established through a majority vote of the Board. To request the formation of a new committee, the Board shall be presented with the following:
 1. Defined mission and goal(s);
 2. At least four identified members; and
 3. An identified chairperson.
- c. A list of all current Committees shall be maintained through the Office of Development and Alumni Relations. At the start of each academic year, the Board shall review this list to ensure accurate information.
- d. The Chairperson of each Committee shall be appointed by the President.

Section 3. All Committees

Each committee chairperson shall participate regularly in scheduled Board Meetings and report on committee activities, as appropriate. Each committee chairperson shall submit an annual report to the President at least one month before the annual Alumni Association Meeting. These reports shall not be longer than two pages.

ARTICLE IX

Alumni Representatives to the School's Advisory Council

Section 1. *Recommendation and Term*

The immediate past president of the Alumni Association shall be appointed by the Dean, in consultation with the Nominating Committee of the School's Advisory Council, to serve a two-year term on the Advisory Council. The immediate past president shall serve only one term, but after a lapse of one year after expiration of his or her respective term, he or she shall be eligible for nomination to a regular three-year term in accordance with the bylaws of the Advisory Council.

ARTICLE X

Annual Alumni Association Meeting

Section 1. *Annual Alumni Association Meeting*

- a. The annual meeting of the Association shall be held in the spring at a time and place set by the Board.
- b. Notice of the Annual Alumni Association meeting shall be given to the members at least two months in advance of the meeting.

Section 2. *Special Meetings*

Special business meetings of the Association may be called by the Executive Committee or by written request of a majority of the full Board to the President. Notice of such special meetings shall be deemed satisfied by advance publication in any regular or special bulletin which is circulated to the membership providing the same is mailed one month in advance of the meeting.

ARTICLE XI
Elections

Section 1. *Annual Election*

- a. There shall be an annual election to fill the following positions in the Association when vacant or about to become vacant because of expiration of term or for other reasons: officers; members of the Board; and members of the Nominating Committee.
- b. The election time shall be so arranged as to permit presentation of the ballots at the annual meeting of the Association.
- c. Effective date for assumption of functions by those elected shall be July 1 following the elections.

Section 2. *Nomination and Election*

- a. The Nominating Committee shall prepare a multiple slate covering all positions vacant or about to become vacant among the following: officers, members of the Board and members of the Nominating Committee. The slate of officers shall include nominations for the President-Elect but not for the President unless the position of President-Elect is vacant before the election as described in Article IV Section 3 of these Bylaws. The Nominating Committee shall draw its slate for nominees from the list of members of the Association.
- b. Members of the Nominating Committee shall be eligible for selection as candidates.

- c. The Association shall have ballots prepared containing the names of the nominees for the various positions and suitable instructions for voting. Each section of the ballot shall provide adequately for write-in votes.
- d. A ballot shall be made available to each member of the Association.
- e. The ballots shall be tallied in accordance with the practice and procedures established by the Steering Committee.

ARTICLE XII
Administration

Administration of the organization and the program of the Association shall be within the School's Office of Development and Alumni Relations. It shall be the responsibility of the School to employ and supervise in the office sufficient professional and clerical personnel for the proper execution of the Association's business.

ARTICLE XIII
Amendments

Section 1. Revision of Bylaws

These Bylaws may be amended by a vote of the full membership of the Association. A ballot containing the proposed amendments are to be made available to all members of the Association. To be passed, each proposed amendment requires a simple majority of those responding.

Section 2. Tallying Procedures

A ballot containing the proposed amendments shall be tallied in accordance with the practice and procedures established by the Executive Committee.

Amended: February 7, 1995
Effective: July 1, 1995

Amended: March 1, 2007
Effective: April 1, 2007