

CONSTITUTION

UNIVERSITY OF GEORGIA COLLEGE OF VETERINARY MEDICINE

ALUMNI ASSOCIATION

ARTICLE I: NAME

The name of the organization shall be, The University of Georgia College of Veterinary Medicine Alumni Association.

ARTICLE II. PURPOSE AND POWERS

SECTION I: OBJECTIVES

- A. To promote a closer union and fellowship among alumni, faculty, friends, and students of the College of Veterinary Medicine, and
- B. To advance the interests of the University of Georgia College of Veterinary Medicine toward making it one of the best colleges of veterinary medicine in the United States, and
- C. To unite veterinary alumni and faculty interested in improving, promoting, enlarging, and developing the University of Georgia College of Veterinary Medicine in Athens and all of its facilities, faculty and services, and
- D. To unify and combine their efforts and support whenever and wherever needed in order to achieve the above goals, and
- E. To build a permanent endowment fund for the benefit of the College of Veterinary Medicine, its faculty, facilities, and students, and
- F. To assist in the support of and participate in the affairs of the University of Georgia Alumni Association, and
- G. To elect new Board Members, and
- H. To elect annual award recipients, and
- I. To elect officers of the Board.

ARTICLE III. MEMBERSHIP

SECTION 1. Regular Member - All veterinarians who have attended or taught at the College of Veterinary Medicine of the University of Georgia shall be members of this association.

ARTICLE IV. OFFICERS AND DUTIES

SECTION 1. Officers of this Association shall be a President, President-Elect, and Secretary-Treasurer. The President and President-Elect of the board shall serve a term of two years or until their successor is elected and qualified. The Secretary-Treasurer may serve successive terms.

SECTION 2. The Executive Board at the Annual Business Meeting shall elect these officers. The Nominating Committee shall select one or more candidates who are willing to serve for each office. Additional nominations may be made from the floor at the Annual Business Meeting. The Secretary-Treasurer may be replaced by Executive Board decision.

SECTION 3. The President shall preside at all meetings of the Board and shall be responsible for coordinating the duties and responsibilities of the other officers and for appointing the members of all committees. Upon the expiration of the President's term of office, he/she shall continue to serve the Board as the "Immediate Past President" by participating on the executive committee and chairing the nominating committee for a term of 2 years.

SECTION 4. The President-Elect shall be a member of the Executive Board and in the absence of the President shall perform the duties of that office. In the event of a vacancy in the position of President, the President-Elect shall complete the former President's unexpired term of office and, thereafter, shall serve a one-year term as President. In such event, the Board shall elect a new President-Elect at the next scheduled Board meeting. Should there be a vacancy created in the position of President-Elect, the Board shall elect a new President-Elect at the next scheduled Board meeting to complete the unexpired term of the President-Elect. The President-Elect shall become President following the term of the President.

SECTION 5. The Secretary-Treasurer shall keep minutes of all meetings. The Office of Alumni Development or other appropriate designated assistant to the Dean of the College of Veterinary Medicine shall inform the membership or segments thereof of pertinent developments, and keep other records including a list of names and addresses of all graduates of the College of Veterinary Medicine. This office shall also keep financial records. The Secretary-Treasurer shall present a report at the Annual

Business Meeting. Contributions shall be made directly to the College of Veterinary Medicine, to the office of the University of Georgia Foundation, or the office of the Arch Foundation earmarked for the College of Veterinary Medicine.

ARTICLE V: EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the above named officers and at least seven members with the Dean and Associate Dean for Public Service and Outreach of the College as ex-officio members. One member shall be the immediate past President and the others shall be appointed by the incoming President from a pool of members recommended by the Nominating Committee. Appointed members shall serve two years and may be reappointed for one additional term. Additionally, unless otherwise excused or approved in advance by the Executive Committee, any Executive Board member absent from two (2) consecutive board meetings shall be required to resign from the Executive Board.

SECTION 2. The Executive Board shall have power to fill all vacancies.

SECTION 3. The Executive Board shall establish policies and govern this Association establishing any and all activities to achieve the objectives of this Association and commensurate with the financial condition of the treasury.

ARTICLE VI. COMMITTEES

SECTION 1. The organization of the Executive Board shall be composed of various committees as needed to facilitate the Association's business, including but not limited to the following standing committees:

- A. Executive Committee. The members of the Executive Committee shall be the Immediate Past President, the President (chair), the President-Elect, the Secretary-Treasurer, and the Dean of The University of Georgia College of Veterinary Medicine and the Associate Dean for Public Service and Outreach. The responsibilities of the Executive Committee shall be to determine the dates of meetings for the upcoming year and for planning, organizing the Board meetings, and outlining specific projects for consideration by the Executive Board. The Executive Committee shall have the authority to form ad hoc committees when deemed necessary in its discretion and shall be empowered to call upon other members of the Executive Board for assistance in furtherance of the purposes of the Board. The Dean and the Associate

Dean for Public Service and Outreach shall serve as ex-officio members only, and shall have no vote. A quorum of the Executive Committee shall be a majority of the members of such committee. Any action of the Executive Committee shall require a majority vote of the members of the Executive Committee present.

- B. Nominating Committee. The Nominating Committee shall be composed of the Immediate Past President (chair) and at least two Executive Board members appointed by the President. These members are appointed for a two-year term. The Secretary-Treasurer shall serve as an ex-officio member of the Nominating Committee, but shall have no vote.
- C. Alumni Events Committee. The Alumni Events Committee shall be responsible for planning and coordinating Association sponsored events, and for suggesting potential events for the Association to consider sponsoring in order to maintain a relationship with alumni and friends of the college. The committee members will be regular members of the Association and a member of the Executive Board will be appointed by the President as an ex-officio member of the committee. The committee will work in conjunction with the Alumni Relations Office. These members are appointed for a two-year term and may be appointed for additional terms by the President.
- D. Awards and Recognitions Committee. The Awards and Recognitions Committee shall be responsible for planning reviewing and coordinating all awards for alumni at the Alumni Reunion. They shall also be responsible for suggesting additional ways to recognize alumni. The committee members will be regular members of the Association and a member of the Executive Board will be appointed by the President as an ex-officio member of the committee. These members are appointed for a two-year term and may be appointed for additional terms by the President.
- E. Development and Finance Committee. The Development and Finance Committee shall make recommendations to the board for fundraising activities and work with the Director of Development and Alumni Relations to locate and cultivate possible donors. The committee members will be regular members of the Association and a member of the Executive Board will be appointed by the President as an ex-officio member of the committee. These members are appointed for a

two-year term and may be appointed for additional terms by the President.

- F. Student Recruitment Committee. The Student Recruitment Committee shall be responsible for developing suggestions to the Board to assist in recruiting students to the college, and to make certain that current students have a rewarding experience while attending college. The committee members will be regular members of the Association and a member of the Executive Board will be appointed by the President as an ex-officio member of the committee. These members are appointed for a two-year term and may be appointed for additional terms by the President.

ARTICLE VII. MEETINGS

SECTION 1. There shall be two (2) scheduled meetings of the Executive Board each year, the Annual Business Meeting shall be held in conjunction with the Annual Conference and Alumni Reunion to be held during the Spring, and one at such time and place as shall be designated by the Executive Committee.

SECTION 2. In addition to the regularly scheduled meetings of the Executive Board, special meetings may be held at the discretion of the Executive Committee or upon the request of five (5) or more board members, provided, however, that the Executive Board be given no less than 30 days written notice of such meeting.

SECTION 3. Meetings may be conducted in person, via videoconference, teleconference, or any other means of communication as long as a quorum is present.

ARTICLE VIII. PROCEDURE

SECTION 1. All Executive Board meetings shall be conducted in accordance with Robert's Rules of Order.

SECTION 2. A quorum shall consist of one more than one half (1/2) of the voting members of the Executive Board.

ARTICLE IX. AMENDMENT

SECTION 1. By-laws in addition to this constitution, needed for the efficient operation and parliamentary proceedings of this Association may be formulated by the Executive Board.

SECTION 2. This constitution may be amended only by the following procedure: at least three months prior to the Annual Meeting, the Secretary-Treasurer shall notify the current membership as to the details of proposed changes; at the Annual Meeting, each change shall be voted upon separately and adopted by majority vote of the current members present.

BYLAWS

UNIVERSITY OF GEORGIA COLLEGE OF VETERINARY MEDICINE

ALUMNI ASSOCIATION

ARTICLE I: NOTIFICATION OF MEMBERS

SECTION 1. It shall be the responsibility of the Secretary-Treasurer to notify the members of vacancies on the Executive Board. After the Fall Executive Board Meeting, a letter will be sent to all Executive Board members whose terms are expiring. The Nominating Committee should elicit names in writing from the current Board members by November 30th. The Nominating Committee shall meet no later than January 31st and develop a slate of nominees for the Executive Board vacancies. The slate of nominees shall be sent to all current Executive Board members for their vote by proxy. The deadline for proxy return will be February 15th. All newly elected and reelected Board members shall be invited to attend the Spring Executive Board Meeting and begin their tenure of service.

An Executive Board member who elects to resign or who chooses not to offer for reelection shall notify the Secretary-Treasurer in writing prior to November 31st.

SECTION 2. Notification of the Annual Business Meeting shall be given by the President to the members at least four months prior to the Annual Business Meeting and shall:

- (a) Provide the membership with a State of the Association report.
- (b) Ask for nominations of Board members and Officers to be given to the Nominating Committee, the open positions shall be identified in the notification, and
- (c) Inform the members of any additional business meetings of the Executive Board to which they are invited to attend.

SECTION 3. The Alumni Events Committee shall conduct a leadership-training seminar for the Executive Board on the Friday prior to the second Executive Board meeting. This meeting can be used for orientation of new board members, long range planning, informal debate of the issues to be faced at the formal meeting, or any other matters that can benefit from a face to face discussion.

Revised May 2008