

**BY-LAWS OF THE  
CONSUMER AND FAMILY SCIENCES ALUMNI ASSOCIATION  
PURDUE UNIVERSITY**

**Article I**

**Election of the Board of Directors and Executive Committee**

Section 1.01 A Nominating Committee of a minimum of three members shall be appointed by the President at the first meeting of the calendar year. Chair of the Nominating Committee shall be the Immediate Past President. This committee shall present a slate of the Board of Directors and Executive Committee prior to the Spring Annual Meeting.

Section 1.02 Written nominations from the membership will be solicited from the newsletter, receptions and other means, and submitted to the Immediate Past President.

Section 1.03 The Board of Directors and Executive Committee will be approved by a simple majority vote at the Annual Meeting.

Section 1.04 The terms of office shall commence at the adjournment of the Spring Board Meeting.

Section 1.05 The Board of Directors /Executive Committee shall be elected on a rotational basis so that no more than one third of the Board is elected in one year.

**Vacancies**

Section 1.06 A vacancy in an officer or director position because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the remaining portion of the term.

Section 1.07 Resignation from the Board of Directors shall take effect upon its reading at the meeting of the Board of Directors following its receipt.

Section 1.08 An officer or director is considered removed from office following three consecutive absences without notification from scheduled or called meetings.

**Article II**

**Duties of the Board of Directors and Executive Committee**

Section 2.01 The Board of Directors shall call an annual meeting for the membership during which it will approve the election of the Board of Directors and Executive Committee; transact the business of the Organization in the interim between annual meetings, initiate projects for the growth and development of the Organization and report to the membership the business transacted by the Board of Directors.

Section 2.02 The Executive Committee shall transact business between meetings of the Board of Directors. All transactions of the committee will be reported to the Board at its next meeting.

Section 2.03 The President shall preside at all meetings of the Board of Directors and at the Annual Meeting; act upon recommendation of the Board of Directors; appoint standing and ad hoc committees; perform all other duties as are incident of the office; and assume the office of Immediate Past President the following year. The President may serve ex-officio on all standing committees except Nominating.

Section 2.04 The President-Elect (VP) shall assume all duties of the President in his/her absence; chair the Awards Committee; be an ex-officio member of ad hoc committees, serve as liaison for ad hoc committees to the Executive Committee and assume the office of President the following year subject to the nominating process.

Section 2.05 The Immediate Past President shall be a voting member of the Board of Directors; an ex-officio member of the Executive Committee; chair the Nominating Committee and may serve on other committees.

Section 2.06 The Secretary shall keep the minutes of all proceedings and attend to general correspondence.

Section 2.07 The Treasurer shall maintain financial records and statements of the Organization, chair the Finance Committee, submit a financial statement at each Board of Directors meeting and submit a financial statement to the Association according to Association guidelines.

Section 2.08 Members of the Board of Directors shall serve on one or more committees during their three-year term.

### Article III Duties of Non-voting Representatives

Section 3.01 The faculty representatives shall serve in an advisory capacity as resource persons regarding the College, its philosophy, activities and needs.

Section 3.02 The Director of Alumni Relations shall be in charge of the management of the Organization, be an ex-officio member of all committees, provide a direct communication link between among the College, the Association and the Organization; send notices and attend all Organization meetings; coordinate activities of the Organization including preservation of records and reports; and plan and implement events sponsored by the Organization.

Section 3.03 The Student Representative shall serve as a liaison between the student body and the Organization.

Section 3.04 The Purdue Alumni Association representative shall serve as a liaison between the Alumni Association and the Organization.

### Article IV Quorum

Section 4.01 A quorum for the Annual Meeting consists of the number present.

Section 4.02 A quorum for the Board of Directors consists of ten voting members at all business meetings.

### Article V Committees

Section 5.01 There shall be at least three members on each committee.

Section 5.02 There shall be standing Committees on:

- a. Awards
- b. Nominating
- c. Finance
- d. Program and Events
- e. Engagement

Section 5.03 The Awards Committee shall review criteria and make recommendations for alumni and student awards; select and notify winners of the awards; and oversee the presentation of awards. Board members and their immediate families shall not be eligible to receive award recognition while in service except with consensus of the Executive Committee.

Section 5.04 The Nominating Committee shall seek nominees to fill the slate of Board of Directors and the Executive Committee and obtain approval of nominees by the Board of Directors prior to the Annual Meeting for approval. The slate of officers will be presented at the Annual Meeting.

- a) The committee will strive for a balance of diversity among Director positions, including consideration for department representation, professional diversity, geographic location, gender, race and graduation year.
- b) The committee will verify nominees' membership in the Association as a contingency for participation in the slate of officers.

Section 5.05 The Finance Committee shall be chaired by the Treasurer and is composed of the President-Elect; Immediate Past President, Director of Alumni Relations without vote and at least one representative from the board of directors who is appointed by the President. The Finance Committee will submit an annual budget at the Board of Directors spring meeting.

Section 5.06 The Engagement Committee shall be appointed by the President and shall undertake and support efforts to increase and maintain membership by serving as host-representatives to the Board of Directors at scheduled meetings; serve as informal hosts at targeted Homecoming Weekend events on behalf of the College of Consumer and Family Sciences and the Board of Directors; assist with graduation ceremonies; provide host services at other events as requested by the President or Director of Alumni Relations.

Section 5.07 The Program and Events Committee shall be appointed by the President and shall undertake and support the Director of Alumni Relations in planning and implementing Boiler Mixers, the Felker Conference, the Annual Awards Dinner and other activities as organized forums for Membership networking and educational opportunities.

Section 5.08 Ad hoc committees will be appointed by the President.

- a) Constitution and By-Laws Committee shall present and review the by-laws every three years or as necessary and make recommendations for amendments. Proposed amendments must be distributed to board members 2 weeks prior to the next scheduled meeting. The committee will be appointed by the President and shall be comprised of a balance of incoming member representation and historical member representation.
- b) Other ad-hoc committees as defined by the President or Executive Committee to support evolving needs of the College of Consumer and Family Sciences or the Board of Directors.

## Article VI Amendments

Section 6.01 The by-laws of this Organization shall be amended by members of the Board of Directors.

Section 6.02 Proposed amendments must be mailed to all members of the Board of Directors at least 2 weeks before the next scheduled board meeting.

Section 6.03 A two-thirds vote of the members of the Board is necessary to pass an amendment.

## Article VII Parliamentary Authority

Section 7.01 The Parliamentary Authority of this Organization shall be Robert's Rules of Order, Revised.

Article VIII  
Finances

Section 8.01 The funds of the Organization shall be derived from dues shared by the Association and fees from sponsored events. These funds shall be managed in accord with the Financial Guidelines, Purdue Alumni Association Constituent Alumni Organizations.

Section 8.02 The funds are to be used to support alumni activities, including professional seminars, new graduate receptions, and achievement awards.

Article IX  
Standing Rules

Section 9.01 The Organization shall make contributions to benefit the College of Consumer and Family Sciences as a whole, rather than to benefit any specialization within the College, individual, or program.

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