

# **By-Laws for The Art Institute of Houston Alumni Association**

## **Article I – NAME**

The name of this organization shall be The Art Institute of Houston Alumni Association.

## **Article II – PURPOSE**

The purpose of this organization shall be to promote and support The Art Institute of Houston whenever and wherever possible; also, to assist in the development and advancement of the school. The organization shall also support The Art Institute of Houston alumni by providing the following: a)input on future direction of school in areas such as: new program development, alumni services and events to be offered, etc. b)networking opportunities to include alumni events that provide opportunity to meet with employers, industry professionals, etc.

## **Article III – OFFICERS**

Section 3.01. Officers. The Association shall have a President, a Vice President, a Secretary and a Treasurer, and such other officers as the Alumni Association shall from time to time determine necessary. All officers shall be members of the Alumni Association. The role and duties of each shall be as follows:

- a. President. The President shall serve as the official representative of the Association. The President shall preside over all meetings of the Alumni Association, shall oversee all operations and functions of the Association and shall perform all the duties commonly incident to the Office of the President and such other duties as the Alumni Association shall designate.
- b. Vice President. In the absence or disability of the President, the Vice President shall perform all of the duties of the President and when so acting shall have all of the powers of and be subject to all of the restrictions of the President. The Vice President shall have such other powers and perform such other duties as may from time to time be assigned to him or her by the President, and shall ascend to the office of President at the conclusion to the incumbent President's term.
- c. Secretary. The Secretary shall keep the records of the Alumni Association and minutes of the Association meetings.
- d. Treasurer. The Treasurer shall be custodian of all Alumni funds received from dues and other sources and present a financial report at each regular meeting. The Treasurer shall disburse Alumni funds only under the direction of the Alumni Committee.

These disbursements shall be made by check and co-signed by the President and/or Vice President.

- e. Alumni Coordinator. The Art Institute of Houston's Alumni Coordinator will be an ex-officio member of the Alumni Association as well as the signer on the association's bank account.
- f. The President of The Art Institute of Houston. Official voting member of the association.

Section 3.02. Election and Term. Nominations for any position shall be from the floor at the Annual General Meeting in the following order: President, Vice President, Secretary and Treasurer. To be eligible for election, a nominee must be in attendance at the Election Meeting or have signified his/her intention to be nominated, in writing to the Secretary, prior to the meeting with respect to the Office for which he/she has been nominated. Voting shall be held after all nominations are closed.

The terms of office are specified below and shall begin in month of September and end in the month of August:

- A. President – 2 years; must wait 2 terms before eligible for re-election
- B. Vice President – 2 years; can be re-elected
- C. Secretary– 2 years; can be re-elected
- D. Treasurer – 2 years; can be re-elected

#### **Article IV – MEMBERSHIP**

Section 6.01. Eligibility. All graduates of The Art Institute of Houston shall be eligible for membership in the Association.

Section 6.02. Membership Gifts. Joining the Association can be achieved by any of the following alternatives:

- a. Annual Gift. An annual donation of fifty dollars (\$50).
- b. Life Gift. A donation of one thousand five hundred dollars (\$1,500). This donation can be made in five hundred dollar (\$500) increments over three (3) successive years. All donors at this level, as well as all past life members, shall be recognized as Life Members of the Association.

- c. Recent Graduate Gift. The fifty dollar (\$50) donation requirement shall be waived for the first year graduates and shall be restricted to twenty five dollars (\$25) per year for the second and third year following graduation.

Section 6.03. Classes of Membership. The Association shall have two classes of membership:

- a. Alumni Member. A person who has received a degree from The Art Institute of Houston and has paid their yearly dues.
- b. Honorary Alumni Member. Individuals who are given special recognition by the Association who have distinguished themselves by their interest and activity in, and their work on behalf of The Art Institute of Houston. Individuals selected for this special recognition must receive a vote of two-thirds (2/3) of a quorum of the Alumni Association.

#### **Article V- COMMITTEES**

Section 5.01. Standing Committees. The Association shall maintain the following standing committees:

- a. Executive Committee. The Executive Committee shall consist of the Officers of the Association, the Chairs of each Standing Committee, and the Alumni Coordinator. The Executive Committee shall be responsible for establishing an agenda for each meeting of the Alumni Association, for working with the Executive Director to revise the strategic plan and to develop an Annual Plan and Budget for the Association's programs and activities, and such other duties as the Alumni Association may deem appropriate.
- b. Communications and Publicity. The Selection Committee shall be appointed by the President and shall be responsible for reviewing all communications between The Art Institute of Houston and its alumni, including the Alumni Newsletter and the alumni website, and shall provide input, feedback and recommendations to the Executive Director and The Art Institute of Houston to improve communications between The Art Institute of Houston and its alumni.
- c. Traditions/Pride Committee. The Traditions/Pride Committee shall be appointed by the Board and shall be responsible for providing input, feedback and recommendations to the Association, the Executive Director and The Art Institute of Houston to promote the history and traditions of The Art Institute of Houston and to enhance

pride among students, alumni and friends of The Art Institute of Houston.

Section 5.02. Ad Hoc Committees. The Alumni Association shall have the power to create such committees with powers and duties as the Alumni Association may prescribe.

#### **Article VI – STRATEGIC PLAN AND BUDGET**

The Executive Committee and the Alumni Coordinator shall jointly prepare a Strategic Plan defining the three-year strategic goals and priorities for the Association. In addition, the Executive Committee and the Alumni Coordinator shall prepare an Annual Plan for alumni programs and activities, and shall jointly develop a budget that allocates appropriate resources to support the Plan. The Strategic Plan and the Annual Plan and Budget shall be reviewed annually and voted upon by the entire Alumni Association and the vote and recommendations of the Alumni Association shall be communicated to The Art Institute of Houston and the Alumni Coordinator.

#### **Article VII – AMENDMENTS**

The Alumni Association shall have the power to make, amend and repeal the By-Laws of the Association at any regular meeting of the Association or at any special meeting called for that purpose. Amendments must be approved by two-thirds (2/3) of a quorum. Final approval from The Art Institute of Houston's President is also required.

#### **Article VIII – FISCAL YEAR**

The Association shall conduct its affairs based on a fiscal Year conforming to that of The Art Institute of Houston, commencing July 1 of each calendar year and ending June 30 of the following calendar year.

#### **Article IX – EFFECTIVE DATE**

These By-Laws shall be effective as of the date below, and shall govern the activities of the Association from that date forth.

The foregoing By-Laws were duly adopted by The Art Institute of Houston Alumni Association at a meeting of said Alumni Association duly called and held on the ***14th day of September, 2004.***

#### **Article – RULES OF ORDER**

Meetings will be conducted by Roberts' Rules of Order

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Secretary – Becky Loeser  
The Art Institute of Houston Alumni Association