



## **BYLAWS**

### **ARTICLE I - NAME**

#### **Section A: Name**

The name of this organization is the **Graphic Communication Alumni Chapter** (hereafter known as the “**GrC Alumni Chapter**”), an alumni chapter affiliated with the **California Polytechnic State University Alumni Association** (hereafter known as “**Cal Poly Alumni Association**”).

### **ARTICLE II - MISSION STATEMENT AND PURPOSES**

#### **Section A: Mission Statement**

To support and promote the student activities and goals of the Graphic Communication Department through organizational efforts of the GrC alumni.

#### **Section B: Purpose**

The GrC Alumni Chapter is organized to promote and support the interaction between the graphic communication industry and the students and goals of the Graphic Communication Department, to coordinate activities that encourage interaction and information between alumni and students, to promote a spirit of fellowship and social well-being between alumni and students and to coordinate fund raising activities that will support student activities in the Graphic Communication Department.

### **ARTICLE III - AFFILIATION STATUS**

#### **Section A. Educational purpose**

The GrC Alumni Chapter is organized and operated exclusively for educational purposes within the meaning of the Internal Revenue Code Section 501(c) (3) and Section 23701 (d) of the California Revenue and Taxation Code.

#### **Section B. Prohibition of Political Parties**

No substantial part of the activities of the GrC Alumni Chapter shall consist of carrying on propaganda or otherwise to influence legislation, and this group shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office.

#### **Section C. Dedication of Chapter Property**

The property of the GrC Alumni Chapter is irrevocably dedicated to educational purposes and no part of the net income or assets of this group shall ever inure to the benefit of any director, officer or member or to the benefit of any private person.

#### **Section D. Distribution of Assets on Dissolution**

Upon the dissolution or winding up of the GrC Alumni Chapter, its assets remaining after payment,

or provision for payment of all debts and liabilities of this group, shall be distributed to one or more nonprofit corporations or entities organized and operated for the benefit of California Polytechnic State University, San Luis Obispo, or the students thereof, and which is tax-exempt under Internal Revenue Service Code Section 501(c)(3) and Section 23701(d) of the California Revenue and Taxation Code. Such 501(c) (3) corporation or entity shall be selected by the GrC Alumni Chapter with the prior consent of the Board of Directors of the Cal Poly State University Alumni Association.

### **Section E. Prohibition of Generation of Unrelated Business Taxable Income**

The GrC Alumni Chapter shall conduct no activities which will generate Unrelated Business Taxable Income as that term is defined in Internal Revenue Code Section 511. In the event the GrC Alumni Chapter generates Unrelated Business Taxable Income, this group shall reimburse the Ca1 Poly State University Alumni Association for any tax liability imposed on such Unrelated Business Taxable Income.

## **ARTICLE IV - FISCAL YEAR**

### **Section A: FISCAL YEAR**

The fiscal year will coincide with the Cal Poly Alumni Association fiscal year (July 1 - June 30).

## **ARTICLE V - MEMBERSHIP**

### **Section A. Membership**

The alumni of the Graphic Communication Department at California Polytechnic State University constitute the membership of the GrC Alumni Chapter. For purposes of membership in this Chapter, an alumnus/alumna is any person who has successfully graduated with a degree, or withdrew within eight (8) units of completing the degree requirements, from the Graphic Communication Department (originally known as the Printing Department).

### **Section B. Active Status**

Any individual who has requested to be a member shall be considered an active member and has the right to vote.

## **ARTICLE VI - BOARD OF DIRECTORS**

### **Section A. Board of Directors**

The governing body of the GrC Alumni Chapter is the Board of Directors (see Section C & D). The Board shall have fourteen (14) members, of whom four (4) shall be elected officers of the group. These members will be elected in accordance with procedures set forth below.

In addition to the elected officers, the following members will be appointed yearly by the President: six (6) Regional Directors, an Events Director, a Public Relations Director, and a Membership Director. The Board of Directors shall have one ex-officio member, the immediate Past President (also a voting member of the Board). All fourteen (14) members of the Board of Directors, as listed below, are eligible to vote.

The Board of Directors shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Events Director

Six (6) Regional Directors  
Membership Director  
Public Relations Director  
Ex-Officio Member (Past President)

## **Section B. Eligibility and Nomination**

All elected members of the Board of Directors must be active members of the Cal Poly Alumni Association as well as active members of the GrC Alumni Chapter. All other members of the Board of Directors must be active members of the GrC Alumni Chapter. The Nominating Committee will submit a slate of nominees to the Board for approval ninety (90) days prior to the annual meeting. Additional nominations may be submitted to the Nominating Committee Chairman in writing sixty (60) days prior to the annual meeting.

## **Section C: Election**

Each active member of the GrC Alumni Chapter may vote by mail on a ballot distributed to the active membership prior to the annual meeting. Each active member of the GrC Alumni Chapter is entitled to cast only one vote for each officer and director position.

## **Section D: Terms of Office**

Elected officers of the Board of Directors and all other Directors commence their term of office July 1, following their election or appointment. Elected officers shall serve terms of office for two years.

## **Section E: Responsibilities**

The Board of Directors is responsible for development of the organization, direction of activities, all record keeping involving the organization, coordinating fundraising and scholarship programs and communication with the membership. Regional Directors shall also organize a program within their region to encourage membership and involvement in the GrC Alumni Chapter programs and activities.

## **Section F: Resignation and Vacancies**

Any member of the Board of Directors may resign by giving written notice to the President. Any member who is absent from two consecutive meetings without reasonable cause may be removed from the Board by a majority vote of the Board members present at any subsequent meeting. A Board member may be removed for cause by a majority vote of a quorum of Board members at any duly called meeting. Any vacancy may be filled for the remainder of an expired term by nomination of the President and/or Board of Directors and a majority vote of the Board of Directors.

## **Section G: Meetings and Procedural Rules**

The Board shall meet at least once a year at such time and place as shall be designated in the notice of the meeting upon call of the President or on the written request of four (4) directors. Written notice shall be made by the Secretary to all members of the Board of Directors.

## **Section H: Minutes**

The Secretary shall prepare official minutes of any Board of Directors meeting within thirty (30) days after the meeting. A copy of the minutes will be mailed to the Board of Directors and a copy shall be available to any active member. A master file will be kept by the Secretary.

## **Section I: Procedural Rules**

The rules set forth in Robert's Parliamentary Law© and the latest edition of Robert's Rules of Order Revised© shall govern this support group where applicable.

## **Section J: Quorum**

A quorum shall consist of not less than 50% plus one of the voting members of the Board of Directors for the transaction of business at any duly called meeting.

## **ARTICLE VII: OFFICERS**

### **Section A: Membership**

All elected officers must be active Cal Poly Alumni Association members as well as active members of the GrC Alumni Chapter.

### **Section B: Election of Officers**

By majority vote as set above.

### **Section C: Duties of Officers**

President

Presides over meetings, appoints the Regional Directors and an Events Director, appoints committees, performs all duties incident to the office of president, officially represents the GrC Alumni Chapter and submits a full report to the Cal Poly Alumni Association at the beginning of each year.

Vice President

Assumes duties when the president is unavailable, oversees communications and programming. Maintains communication with committees and membership.

Treasurer

Custodian of all funds. Maintains financial records and prepares financial reports.

Secretary

Records minutes of all business meetings. Provides minutes to Board members within thirty (30) days of any meetings. Maintains non-financial records and correspondence.

Past President

Ex-officio member of the Board of Directors. Serves on the Nominating Committee and Finance/Fundraising Committee.

Regional Directors

Responsible for the development and organization of alumni in their respective regions. Serve as the liaison between the Board of Directors and alumni members in their region. May serve on different committees at the discretion of the Board of Directors.

Events Director

Coordinates events as directed by the Board of Directors. Maintains records and correspondence pertaining to any events sponsored by the GrC Alumni Chapter.

## **ARTICLE VIII: MEETINGS AND PROCEDURAL RULES**

### **Section A: Annual Meeting**

There will be one Annual Meeting of the general membership held each calendar year. Other meetings or events will be held as called.

### **Section B. Meeting Notices**

Members will be notified at least sixty (60) days in advance of the annual meeting. The Executive Vice President of the Cal Poly Alumni Association will be notified ninety (90) days in advance of the meeting if support is needed from the Alumni Association.

### **Section C: Minutes**

The official minutes of any business meeting shall be prepared within thirty (30) days after the meeting. A copy of the minutes shall be mailed to the Executive Vice President of the Cal Poly Alumni Association and a copy shall be available to any active member. A master file must be kept by the the GrC Alumni Chapter.

### **Section D: Procedural Rules**

The rules set forth in Robert's Parliamentary Law© and the latest edition of Robert's Rules of Order Revised© shall govern this group where applicable.

### **Section E: Voting**

Decisions by the members shall be made by a majority vote of the quorum.

### **Section F: Quorum**

A quorum shall consist of not less than 50% plus one of the voting members of the GrC Board of Directors for the transaction of business at any duly called meeting.

## **ARTICLE IX: FUNDS AND FINANCES**

### **Section A: Checks, drafts, deposits**

The treasurer will maintain on deposit a checking account with a commercial bank or other depository approved by the Executive Vice President of the Cal Poly Alumni Association. The account will have sufficient funds to permit efficient operation of the fiscal affairs of the organization. All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the GrC Alumni Chapter shall be signed by at least two (2) officers of the organization. The officers/Board of Directors may accept on behalf of the GrC Alumni Chapter any contribution, gift, bequest or other device for the general purposes or for any special purposes of the organization. Funds other than those required for routine operation of GrC Alumni Chapter will be invested as designated by the Board of Directors. The Board of Directors may call for an audit at any time.

### **Section B: Records**

All records shall be kept by the treasurer or other appropriate officer. A quarterly financial statement will be submitted to the Cal Poly Alumni Association.

## **ARTICLE X: AMENDMENTS**

### **Section A: Authority**

These by-laws may be made, altered, or rescinded, in whole or in part by a majority vote of the quorum of the Board of Directors. However, no amendment shall be effective until approved by a majority of the Board of Directors of the Cal Poly Alumni Association.

### **Section B: Procedure to Amend**

These by-laws may be altered, amended or repealed and new by-laws may be adopted by a majority vote of a quorum of the Board of Directors at any regularly scheduled meeting, if at least sixty (60) days written/published notice is given of intention to alter, amend, repeal or adopt new by-laws at such meeting.

**APPROVALS**

**Submitted to the Cal Poly Alumni Association Board of Directors on January 13, 2003.**

Submitted by: H.J. "Red" Heesch

XX Approved    \_\_\_ Approved Pending Corrections    \_\_\_ Not approved

**By the Cal Poly Alumni Association at the CPAA Board Meeting on January 26, 2003.**

Ken Stone, President

Cal Poly Alumni Association

**Amendments to the Bylaws submitted to the Cal Poly Alumni Association Board of Directors Meeting on May 22, 2004.**

Submitted by H.J. "Red" Heesch

XX Approved    \_\_\_ Approved Pending Corrections    \_\_\_ Not approved

**By the Cal Poly Alumni Association at the CPAA Board Meeting on May 22, 2004**

Ken Stone, President

Cal Poly Alumni Association