

**CLARKE SCHOOLS ALUMNI COUNCIL**  
**OF**  
**THE CLARKE SCHOOLS FOR HEARING AND SPEECH**  
**BY-LAWS**

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**Article I        NAME**

Section 1.1        The Alumni of the Clarke Schools for Hearing and Speech, is represented by the Alumni Council, referred to as the Clarke Schools Alumni Council (CSAC), hereinafter, called the Alumni Council.

**Article II        PURPOSE**

Section 2.1        The purpose of the Alumni Council shall be to promote the well being of the Clarke Schools for Hearing and Speech, hereinafter, called the School, and its Alumni by increasing the interest of Alumni in the School and each other.

Section 2.2        The Alumni Council shall assist in advancing the interests of the School and of the Alumni, and strongly promote the philosophy of the oral education and welfare of the School.

**Article III       MISSION AND STRATEGY**

Section 3.1        Mission

Section 3.1.1      The mission of the Alumni Council is to cultivate and maintain interaction between Alumni and the Schools' campuses.

Section 3.1.2      By providing the leadership and the means for Alumni to join together in their efforts to support and strengthen the Schools, the Alumni Council shall encourage Alumni to assume a measure of responsibility for Clarke's advancement and growth, as well as assist in outreach efforts and serve as informally as ambassadors for Clarke.

Section 3.2        Strategy

Section 3.2.1      The Alumni Council shall organize and support Alumni-focused communications and activities, fostering and strengthening lifelong ties to the Schools.

Section 3.2.2      The Alumni Council shall maintain consistent communication to enable the resources of Clarke to be more accessible to all within the Schools' community.

Section 3.2.3      The Alumni Council shall make efforts to foster a heightened appreciation of Clarke and greatly enhance the quality of life for all members of the Clarke community, including Alumni, parents, faculty and friends.

**Article IV        MEMBERSHIP AND CRITERIA**

Section 4.1        Membership

Section 4.1.1      The Alumni Council shall consist a minimum of thirteen (13) up to twenty-one (21) Alumni.

Section 4.1.2      Two (2) Alumni members from the six most recent decades (including the current decade) plus nine (9) Alumni Members from any decade shall constitute a full Alumni Council.

Section 4.1.3      The President of Clarke Schools and the Clarke Schools Alumni Relations designees shall serve as non-voting members of the Alumni Council.

Section 4.1.4      Any admitted former student, who attended Clarke Schools for one (1) year is eligible to be on the Alumni Council. They must meet the requirements as specified in Article II and Article III of these Bylaws, respectively.

Section 4.1.5 Alumni must be a minimum of 18 years of age to be members of Alumni Council or receive parental consent in order to become a member of the Alumni Council.

Section 4.2. Criteria

Section 4.2.1 The criteria for membership of the Alumni Council shall consist the following:

4.2.1.a Alumni shall uphold and strongly respect the philosophy of oral education of the Schools and the mission of Clarke.

4.2.1.b Alumni shall assist Clarke Schools in development efforts to provide financial support for the Schools.

4.2.1.c Alumni shall be responsible to attend at least two (2) meetings per Fiscal Year (July 1 to June 30).

4.2.1.c.i The failure of member to attend two meetings per Fiscal Year will result in possible dismissal per vote on the Alumni Council

4.2.1.d Alumni shall be expected to commit to a five (5) year term.

4.2.1.e Alumni shall serve as members for a maximum of two (2) terms

Section 4.3 Selection of Membership to the Alumni Council

Section 4.3.1 All Alumni, as defined in Article IV Section 4.1.4., and as deemed qualified pursuant to the requirements set out in Section 4.2 of these Bylaws, are eligible to be nominated by the Nominating Committee for membership in the Alumni Council.

Section 4.3.2 Invitations will be distributed to all Alumni Council nominees.

Section 4.3.3 Nominees are required to fill out a nomination form to be eligible for membership in the Alumni Council.

Section 4.3.4 The Nominating Committee will recommend nominees to the Alumni Council for voting to induct new Members.

Section 4.3.5 In case of vacancy left by member/s of the Executive Committee, the Nominating Committee will recommend qualified candidates to fill in as members of the Alumni Council

Section 4.4 Date of Terms

Section 4.4.1 The new members, as soon the recommendations from the Nominating Committee are approved by the Council, will begin their terms immediately for five (5) year term.

Section 4.4.2 For new members filling an expired term, their term shall begin from the first day of Clarke Schools' fiscal year following their election to the Alumni Council.

Section 4.4.3 For new members replacing members who had resigned from the Alumni Council, their term shall begin from the date of their appointment to completion of the term following their election to the Alumni Council.

Section 4.4.4 For existing members continuing their term, their term shall

continue as outlined in section 4.4.2 above.

**Article V MEETINGS AND QUORUM**

Section 5.1 Regular Meetings

Section 5.1.1 The regular meetings of the Alumni Council shall be held at least two (2) times per fiscal year at a time and place to be determined by the Executive Committee of the Alumni Council.

Section 5.2 Quorum

Section 5.2.1 Twenty five (25) percent of the voting members of the Alumni Council present at a meeting shall constitute a quorum.

Section 5.2.2 A quorum at any Special Meeting shall consist of a majority of members of the Alumni Council present at the Special Meeting.

Section 5.3 Special Meetings

Section 5.3.1 Special meetings of the Alumni Council may be called at any time by the Executive Committee, provided notice has been given to the members of the Council at least two (2) weeks in advance of the meeting date, but no more than thirty (30) days prior to said meetings. Special meetings will also be called by the Chairperson of the Alumni Council with like notice, whenever he or she is formally requested to do so in writing by a majority of members of the Alumni Council.

Section 5.3.2 Notice of special meetings shall state the objective of the meeting. No other business than that so stated shall be transacted thereat.

Section 5.4 Proxy Voting

Section 5.4.1 Voting by proxy shall not be permitted at any meeting at any time.

**Article VI EXECUTIVE COMMITTEE**

Section 6.1 Governing Body of the Alumni Council

Section 6.1.1 The governing body of the Alumni Council shall be the Executive Committee consisting of the following:

- 6.1.1.a Chairperson
- 6.1.1.b Vice Chairperson
- 6.1.1.c Secretary
- 6.1.1.d Treasurer

Section 6.2 Duties of the Executive Committee

Section 6.2.1 The duties of the Executive Committee shall include the following:

- 6.2.1.a To oversee the affairs of the Council, including emergency financial measures.

6.2.1.b To have the power to fill vacancies which may occur on the Executive Committee for un-expired terms.

6.2.1.c To consider all committees' reports.

Section 6.3 Terms of Officers

Section 6.3.1 The terms of officers shall be for five (5) years.

Section 6.3.2 There shall be a maximum of two consecutive terms.

**Article VII DUTIES OF OFFICERS**

Section 7.1 Chairperson

Section 7.1.1 Duties of the Chairperson shall be as follows:

- a To preside at all meetings of the Alumni Council and the Executive Committee.
- b To actively oversee the management of the affairs of the Alumni Council.
- c To see that all orders and resolutions of the Alumni Council are carried into effect.
- d To have general supervision and direction of all the other officers of the Executive Committee and Members of the Alumni Council.
- e To be ex-officio member of all Standing committees except the Nominating Committee.
- f To submit a report of the operations of the Alumni Council annually to the Executive Committee, the Members of the Alumni Council, and the President of Clarke.
- g To appoint Members of the Alumni Council to be on any Standing Committees upon approval of the Executive Committee.

Section 7.2 Vice Chairperson

Section 7.2.1 Duties of the Vice-Chairperson shall be as follows:

- a To perform all duties of the Chairperson in the Chairperson's absence, or to fill the office of the Chairperson when such office is vacant.
- b To chair the Bylaws Committee when necessary.

Section 7.3 Secretary

Section 7.3.1 Duties of the Secretary shall be as follows:

- a To make careful records of all meetings of the Council, the Executive Committee and any other committees when required.
- b To see that proper notice of at least thirty (30) days is given for all meetings of the Alumni Council and of the Executive Committee.

Section 7.4 Treasurer

Section 7.4.1 Duties of the Treasurer shall be as follows:

- a To handle all monies collected and paying bills during the Reunions every five (5) years, and annual Homecomings.

- b To submit an annual financial report to the Members of the Alumni Council and to the Schools.
- c To perform such other duties as may be prescribed from time to time by the Executive Committee or the Chairperson.

Section 7.4.2 Alumni Fund

- a Clarke Schools shall provide the Treasurer a line item for the money to be used for Reunions to be held every five (5) years, Annual Homecomings and fund raising expenses and other purposes as deemed necessary.

**Article VIII DISMISSAL**

Section 8.1 Any Officer or Members of the Alumni Council may be dismissed for failure to act in good faith to the Alumni Council and of the Schools by a simple majority vote from the Alumni Council.

Section 8.2 Any Officer or Members may be dismissed for good cause after a majority vote at a Special Meeting.

Section 8.3 When there is a dismissal of an Officer, the remaining Officers and the rest of the Members of the Alumni Council shall appoint a replacement from the membership of the Alumni Council.

Section 8.4 When there is a dismissal of a Member or Members, replacement shall be made as defined in Article IV, Section 4.3 of these Bylaws.

**Article IX STANDING COMMITTEES**

Section 9.1 Finance Committee

Section 9.1.1 The Finance Committee shall consist of three (3) members appointed annually by the Chairperson.

Section 9.1.2 The Committee shall recommend an annual budget for approval by the Alumni Council.

Section 9.2 Nominating Committee

Section 9.2.1 The Nominating Committee shall consist of at least five (5) members of the Alumni Council appointed by the Chairperson at least three (3) months prior to the end of the fiscal year.

\*Section 9.2.2 The Committee shall work with selected Clarke staff to nominate new candidates from each decade to serve on the Alumni Council.

Section 9.2.3 The Committee shall be responsible to invite new candidates to be on the Alumni Council, pursuant to Article IV, Section 4.3 of these Bylaws.

Section 9.2.4 The Committee shall be responsible to recommend candidates to fill in vacancies for current term.

Section 9.3 Communications Committee

Section 9.3.1 Shall, as directed by the Alumni Council, have the full responsibility of the setting

up, development, and administration of all the Alumni Council's activities associated with the Network including, but not limited to, the Internet, E-mail, and newsletters.

**Section 9.4 Alumni Events**

Section 9.4.1 Shall handle logistics relating to the Homecomings and the Reunions.

Section 9.4.2 Shall handle logistics relating to all functions and events for the Alumni Council.

**Article X RULES OF ORDER**

Section 10.1 All parliamentary procedures shall be governed by and conducted in accordance with Robert's Rule of Order, unless otherwise provided for in these Bylaws.

**Article XI AMENDMENTS TO THE BYLAWS**

Section 11.1 These Bylaws may be altered, amended, or repealed, or new Bylaws added to or substitute hereof, at any regular or special meeting of the Alumni Council upon the affirmative vote of two-thirds (2/3) of the Members of the Alumni Council present at such meeting, provided that the notice of the subject matter of the proposed amendments is given to the Members at least thirty (30) days before the said regular Meeting.

Section 11.2 These Bylaws may also be amended by a two-thirds (2/3) vote of Members present and voting at any Special Meeting.

**Article XII DISSOLUTION**

Section 12.1 The Alumni Council may be dissolved by a two-thirds (2/3) vote of Members present and entitled to vote.

Adopted April, 2008  
Amended October, 2008  
Amended April, 2009  
Amended June, 2009  
Amended March, 2010