

BYLAWS
GEORGETOWN UNIVERSITY
COMMUNICATION, CULTURE & TECHNOLOGY
CCT ALUMNI NETWORK

ARTICLE I

Name

The official name of this group is “Georgetown University, Communication, Culture & Technology Alumni Network.” The group may also be known as “CCT Alumni Network” and may be referred to in these Bylaws as the “Network.”

ARTICLE II

Purposes

The purposes of this Network shall be

--to perpetuate and strengthen bonds of loyalty and friendship among the alumni of the Communication, Culture & Technology Program at Georgetown University (“CCT”)

--to sustain and develop the interest and understanding of the alumni in CCT’s objectives, program activities, challenges, and achievements;

--to support current records of all alumni of CCT, so as to provide an efficient means of communication with the alumni and networking opportunities for alumni to interact;

--to provide for and encourage support for CCT, by connecting and reconnecting alumni to the University, through informative communications and direct experiences;

--to provide for the establishment, augmentation, and administration of such funds for the accomplishment of any or all of these purposes as may from time to time be deemed appropriate by the CCT Alumni Network Executive Council.

ARTICLE III

Membership

Section 1.

The following are eligible for membership in the Network:

- a. All persons holding academic or honorary degrees from CCT;
- b. All persons who are or have been connected to the University as professors or instructors, with the consent of the Chair of the Network Executive Council;
- c. All persons who have been elected to honorary membership, with the consent of the Chair of the Network Executive Council; and all past members of the CCT Staff

Section 2.

Those persons meeting the requirements for membership in the Network pursuant to Article III, Section 1 hereof, shall attain such membership automatically, subject to any action by the CCT Alumni Network to require a dues payment or other affirmative action to activate membership, and shall be vested with full voting rights.

ARTICLE IV

Membership

Section 1.

Annual Meeting. A regular meeting of the Network shall be held annually on or about October 15 in each given year at the offices of the Georgetown Communication, Culture and Technology program or at an alternate location selected by the Executive Council Chair in conjunction with the CCT Staff. All Network members are invited to attend.

Quarterly Meetings. Quarterly meetings of the Executive Council shall be held. Quarterly meetings may be held via teleconference.

Special Meetings. Special meetings may be held at any time or place upon the call of the Chair, or upon petition of a majority of the members of the Executive Council, provided that a minimum of five days notice is given to all council members that any special meeting is to be held. Attendance at a special meeting may be conducted via teleconference.

Quorum. At any meeting of the Council, one-half of the number of the voting members of the Council shall constitute a quorum for all purposes.

ARTICLE V

Election of Executive Council Members

Section 1.

Election of Council Members and Officers. Elections shall be conducted biannually by CCT. The CCT Director's designee shall oversee the election process, and the CCT Director shall certify the election results. CCT alumni seeking election to the Council shall submit to the designee the following: (1) a letter or email written by the candidate detailing the individual's qualifications and how the candidate would serve the interests of CCT and its alumni as a CCT Alumni Council member, and (2) a written nomination letter from either a CCT alumnus and/or a current CCT student. A CCT staff or faculty member may also submit a letter of support for any candidate who has been nominated in conjunction with the above process. Candidate letters and nominations must be received by CCT no later than fourteen (14) days prior to the election start date to ensure that an official ballot is complete and has been certified by the CCT Director. Elections shall be conducted via an online survey tool designated by the CCT designee, and election information will be available in a password protected designated section of the CCT web site. Additionally, the CCT designee will select two Network members to act in a slating role to ensure continuity with the new elected officials. Votes shall be counted by the Director's designee and certified by the CCT Director. Candidates receiving the top vote totals, including ties, shall take office no later than 90 days after certification. Any election disputes, ties, incomplete results, or other issues that arise during the conduct of the election shall be addressed by the CCT Director's designee in consultation with the CCT Director. The nomination period shall take place from May 1-15 of odd numbered years. Ballots will be open from June 1-15 of odd numbered years, and election results will be certified before the new fiscal year on July 1.

Section 2.

Special Elections. The CCT Director can designate a period for special elections. The length of time allotted for the nomination and election processes will remain the same, however, the CCT Director can designate different months for the elections if such a necessity should arise.

Section 3.

Term of Office. Members and Officers will be elected to two (2) year terms. Vacancies occurring among the elected members of the Council may be filled by the remaining members of the Council. Terms of office may be served consecutively and there is no limit on the number of terms that may be served.

ARTICLE VI

Officers of the Executive Council

Section 1.

Officers. The officers of the Council shall consist of a Chair, Vice-Chair, Secretary-Treasurer, and Communications Chair. All shall be elected by the alumni of CCT as provided in these Bylaws or in accordance with policies and procedures adopted by the Network. The Officers shall be responsible for coordinating interaction among the Council, its Members, and CCT staff.

Chair. The Chair shall be elected to represent all CCT alumni. The Chair shall preside over all meetings of the Executive Council, except that in the Chair's absence, or at the Chair's request, the duties of the office shall devolve upon the Vice-Chair, Secretary-Treasurer, or Communications Chair, in that order. The Chair shall serve as the primary liaison between the Executive Council and CCT staff. In general, the Chair exercises all powers and performs all duties usually incident to that office, provided, however, that all actions taken by the Chair or by the Committees appointed by the Chair shall be in accordance with the policies established by the Executive Council. The Chair shall render a report covering the period of his/her administration to the Council at its annual meeting. The Chair is authorized, with the assistance of the Secretary-Treasurer, to direct the disbursement of funds between meetings of the Council with the concurrence of at least two other members of the Executive Council, subject to ratification by the Council.

Vice-Chair. The Vice-Chair shall exercise the duties of the Chair when the Chair is unavailable and carries out duties assigned by the Chair.

Secretary-Treasurer. The Secretary-Treasurer shall keep minutes of all meetings of the Council (and the Executive Committee). The Secretary-Treasurer shall conduct the correspondence of the Council not otherwise provided for, shall cause to give appropriate notice of all meetings of the Council (and the Executive Committee), and shall perform such other details as the Chair shall designate. The Secretary-Treasurer will work with the CCT Director to ensure that the records of the Council are properly maintained. The Secretary-Treasurer will work with the Network Chair and Committee chairs to draft a budget for the year being served. This budget is approved by the Executive Council the Secretary-Treasurer shall report annually on the financial affairs of the Council and at such other times as the Council may request.

Communications Chair. The Communications Chair shall serve as a standing member of the Outreach Committee.

ARTICLE VII

Executive Council Committees

Section 1.

Committees. All dues paying members of the CCT Alumni Network are eligible to be members of or chair the standing committees. For chair consideration, interested parties must submit a 500-word rationale, which includes his or her goals for the committee in the coming fiscal year, and how those goals fit with the overall mission of the CCT Alumni Network. The Executive Council shall evaluate the rationale, and the Executive Council Chair shall appoint all standing and *ad hoc* committees of the Council at the first meeting of the new fiscal year. All members of the Executive Council shall be required to serve on at least one committee. Additionally, provisions will be made, as the organization grows to accommodate regional groups affiliated with the overall CCT Alumni Network.

Section 2.

Standing Committees. The standing committees of the Executive Council shall include, but shall not be limited to:

Outreach. This committee shall have an appointed chair. The Outreach Chair will be responsible for appointing members to the Outreach Committee. The Communications Chair of the Executive Council is a permanent member of the Outreach Committee. Responsibilities of the Outreach Committee shall include outreach to CCT alumni and chapters, and development of an online knowledge sharing platform for members to interact and participate in alumni networking.

Fundraising. The Fundraising Committee chair shall be appointed by the Executive Council Chair. The Committee shall liaise with the Council on the financial report and will have primary responsibility for developing and updating a fundraising strategic plan. The Committee shall coordinate these fundraising activities with CCT's Business Manager.

Membership. The Membership Committee chair shall be appointed by the Council Chair. The committee is responsible for member relations, recruitment and retention, and raising the overall membership of CCT programs and its alumni.

Other Committees. In addition to the Standing Committees, the Council Chair may establish and appoint other committees that generally conform to the activities designated for the Council. Examples may include committees for: Admissions, Academic Program, Strategic Planning, Career Development, Alumni-Student Relations, and Elections.

ARTICLE VIII

Removal of Members or Officers

Section 1.

Expulsion. Any member of the Executive Council who does not serve as an officer may be removed at the request of the CCT Program Director by a vote of the Executive Committee. Recall of an Officer may be initiated by a petition of one-third of Network members. A two-thirds majority vote of all Network members is required to remove an Officer.

ARTICLE IX

Amendment

Section 1.

Amendment of Bylaws. These Bylaws may be repealed, amended, or supplemented by a majority vote of the Executive Council present and voting at a meeting at which a quorum is present, or by a majority vote of the membership of the Executive Council present and voting at a meeting at which a quorum exists, whenever such action may be deemed necessary for the proper administration of the affairs of the Council. Any amendments made by the Executive Council will be presented to the entire Network at the annual meeting. Network members can repeal any amendments with two-thirds vote of the dues paying Network membership.

ARTICLE X

Miscellaneous

Section 1.

Procedure. All questions of procedure arising at meetings of the Council and at the meetings of the members of the Council shall be determined in accordance with the latest published edition of *Robert's Rules of Order*.

Section 2.

Fiscal Year. The fiscal year of the Council shall begin on the first day of July and end on June 30 the following year.

CERTIFICATION

I certify that these Bylaws have been approved by the Alumni Council Planning Committee of the Georgetown Communication, Culture and Technology program by a vote of _____ AYES and _____ NAYS on the _____ of _____, 2006.

_____, Secretary

_____, [Printed Name]

_____, Date