



PENNSYLVANIA TSA  
**ALUMNI ASSOCIATION**

<http://patsa.org/alumni/>

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## Alumni Association Bylaws

12/14/07

# **Bylaws of Pennsylvania Technology Student Association Alumni Association**

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## **ARTICLE I – MISSION STATEMENT**

The mission of the PA-TSA Alumni Association is to provide a conduit for graduate former members of PA-TSA to become involved in PATSA and to serve as mentors, advisors, judges and support personnel to the organization.

## **ARTICLE II – MEMBERSHIP**

Any individual who has been a member of PA-TSA at any time during their primary or secondary education and has since completed their secondary education is eligible for membership in the PA-TSA Alumni Association. Memberships shall be classified as Inactive, Active and Membership in Good Standing. A Member in Good Standing is also an Active Member but not necessarily vice-versa. Alumni with membership in good standing are a subset of all Active Members. Inactive members are any members which are not active.

### **Section 1: General Active Membership Requirements**

Anyone eligible for membership in the Alumni Association will be considered to be an active member so long as they have participated in any Regional, State or National TSA activity or have participated in any Alumni Association Activity within the past 2 years.

### **Section 2: Requirements Membership in Good Standing**

Membership in Good Standing shall be the minimum eligibility requirement for some leadership positions within the Alumni Association. Members in good standing shall have attended at least one previous State Leadership Conference or have attended at least one Regional Conference **and** one TSA Alumni Association Planning Activity in the past calendar year and have attended a State Leadership Conference previously as an Alumni Association Member.

### **Section 3: Benefits & Duties of Membership**

All members of the PATSA Alumni Association may vote in Alumni Association matters however special conditions are placed on eligibility for office on the Alumni Executive Committee (See Article III).

### **Section 4: Verification of Membership Status & Maintenance of Membership Records**

It shall be the responsibility of the Alumni Membership Coordinator to verify the membership status of PA-TSA Alumni and maintain records of those members and their standing. Record maintenance responsibility may be shared with or delegated to the Custodian of Records.

## **ARTICLE III – EXECUTIVE COMMITTEE, TERMS OF OFFICE, AND CANDIDATE ELIGIBILITY**

### **Section 1: Membership of the Executive Committee**

The Alumni Association shall be guided by an Executive Committee. The Executive Committee shall be elected by the Alumni Association.

#### Section 1.1: Terms

Membership on the Executive Committee shall run for a term of 1 year, with terms being from May 1<sup>st</sup> to April 30<sup>th</sup>. In the event of a vacancy, the replacing member shall serve until the end of the terms from such time that special elections are held.

#### Section 1.2: Vacancies in the Office of Alumni President

A vacancy in the position of Alumni President may be filled only by an election open to all active members of the Alumni Association. Special elections for a replacement Alumni Association President may be held if 30 days advance notice of such an election is provided to all Active Members or the office may remain vacant, at the discretion of the remainder of the Executive Committee, until the State Leadership Conference.

#### Section 1.3: Vacancies in the Offices Other Than That of Alumni President

Vacancies in offices of the Alumni Executive Committee other than the Alumni President may be filled for the remainder of their term by appointment by the balance of the Alumni Executive Committee. The Alumni President must nominate an individual to fill the vacancy and the nomination must be approved by at least 50% of the Alumni Executive Committee, the Alumni President included.

### **Section 2: Offices & Duties of the Executive Committee Members**

The Alumni Executive Committee shall consist of no more than 5 members. The positions are the Alumni President, the Alumni Activity Coordinator, the Alumni Membership Coordinator the Alumni Technology Coordinator and the Alumni Secretary & Custodian of Records.

#### Section 2.1: Alumni President

The President of the Alumni Association presides over meetings of the Alumni Association and its Executive Committee. The President also serves as the representative of the Alumni Association to the PA-TSA Inc. Board of Directors.

#### Section 2.2: Alumni Activity Coordinator

The Alumni Activity Coordinator serves to administer the activities undertaken by the Alumni Association to provide service to PATSA.

#### Section 2.3: Alumni Membership Coordinator

The Alumni Membership Coordinator serves to administer the activities undertaken by the Alumni Association increase and maintain its membership as well as provide member services.

#### Section 2.4: Alumni Technology Coordinator

The Alumni Technology Coordinator serves to administer the technological aspect of all activities undertaken by the Alumni Association.

#### Section 2.5: Alumni Secretary & Custodian of Records

The Alumni Secretary & Custodian of Record serves to maintain all records, documents and media of the Alumni Association.

### **Section 3: Terms of Office of the Executive Committee**

The following terms apply to all offices

#### Section 3.1: Term

All offices shall be held for a one year term with elections held annually.

#### Section 3.2: Elections

All positions elected by a simple majority vote.

#### Section 3.3: Term Limits

There is no maximum number of terms whether in total or consecutive.

#### Section 3.4: Eligibility for Office

Members are eligible for office after 2 years of active participation in the Alumni Association while in Good Standing.

### **Section 4: Election Procedures**

#### Section 4.1: Declaration of Intent for Candidacy

All eligible candidates for office on the Alumni Association Executive Committee shall declare their intent for candidacy by means of written notice to the existing Executive Committee. For the purposes of declaring the intent for candidacy, an e-mail notification of intent is sufficient to constitute written notification. A sample notification of intent for candidacy for office shall be made available on the PA TSA Alumni Association Website.

#### Section 4.2: Ballot & Election Type

The election shall be held by means of a secret paper ballot which will be distributed to all active members present at the time and place of the election. The existing Executive Committee shall make election provisions such as to guarantee a reasonable sense of secrecy to the election process.

### Section 4.3: Election Procedure

1. Executive committee will review application for eligibility
2. Paper ballots created by Executive Committee
3. Voting will take place at an announced time during the state leadership conference
4. Votes will be tabulated by the existing executive committee
5. Winner will be determined by a simple majority vote

### Section 4.4: Runoff & Tie Procedures

If a tie occurs, the Executive Committee will generate a runoff ballot containing only the tied parties. The relevant election procedures of section 4.3 shall be repeated.

### Section 4.5: Certification of Results

The executive committee will verify all submitted votes and announce the winner in writing. The written announcement shall constitute a certification of the results.

## **ARTICLE IV – MEETINGS**

### **Section 1: Regular Meetings**

Up to two meetings shall be held at the PATSA State Leadership Conference with the date and location determined by the PA-TSA State Conference Planning Team in conjunction with the Alumni President.

One optional “Retreat” planning meeting will be held at another time during the year. This meeting shall be open to all Active PATSA Alumni Association members with the date and location determined by Alumni Executive Committee.

### **Section 2: Special Meetings**

Up to two meetings shall be held at the TSA National Conference IF the National Conference occurs in Pennsylvania. Should the National Conference be held in Pennsylvania, planning meetings may also be held in advance of the conference at the discretion of the Executive Committee.

### **Section 3: Business Meetings**

A majority of the members of the current executive committee must be present for a meeting to be considered a business meeting. While there is no explicit requirement for a quorum, no Alumni Association business may occur and no matters may be decided if a majority of the Executive Committee is not present.

### **Section 4: Telecommunications & Online Collaboration**

No fewer than 1 teleconference call(s) for Executive Committee and any interested members shall be held between July 1st and November 1st of the year. Additional calls may be held throughout the year at the discretion of the Alumni Executive Committee.

Online Collaboration via a Project Collaboration System will be open to all registered alumni members. Members are encouraged to participate. The Alumni Technology Coordinator shall be responsible for the setup and support of both the conference call and the online project collaboration system.

## **ARTICLE V – OPERATIONAL POLICIES**

### **Section 1: Regular Meeting Procedures**

TBD

### **Section 2: Executive Meeting Procedures**

TBD

## **ARTICLE IV – AMENDMENT OF BYLAWS**

Amendments to the Bylaws may occur only during the State Leadership Conference. Revisions and addendums may be submitted by any registered member of the association, and must be submitted

in writing or via electronic mail to the Executive Committee prior to the first Alumni Meeting at State Leadership Conference.

Amendments shall be passed by a simple 2/3 majority vote of all active members in attendance.