

**NASSON COLLEGE ALUMNI ASSOCIATION  
BYLAWS**

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**ARTICLE I - NAME**

This organization shall be known as the Nasson College Alumni Association. Its fiscal year shall be the calendar year, January 1 through December 31.

**ARTICLE II – OBJECTIVES**

The objectives of this Association shall be:

1. To further the interests and growth of its members by providing a network of communication among Nasson College alumni and to foster a spirit of cooperation and friendship among its members;
2. To maintain a facility known as the Nasson Heritage Center, a museum, which includes the Flag Plaza and the Alumni Memorial Walkway;
3. To award educational scholarships;
4. To provide educational and cultural programs;
5. To support the Nasson Community Center.

**ARTICLE III – MEMBERS**

Section 1. Any person who holds a Bachelor or Associate Degree from the former Nasson College, Springvale, Maine, or who completed a minimum of one semester of study at Nasson College is an alumnus of Nasson College and a Lifetime member of this Association.

Section 2. Any person formerly employed by Nasson College, full time or part-time, as faculty, administrative or support staff may become a member of this Association.

Section 3. Honorary membership may be granted by vote of the Board of Directors to deserving persons outside the Association in recognition of service to the Association.

Section 4. The Board of Directors may establish other such classes of membership as they deem necessary.

**ARTICLE IV – OFFICERS**

Section 1. The Officers shall be President, Vice-President, Recording Secretary, and Treasurer.

Section 2:

The Officers shall be elected at the annual meeting. The officers will serve a term of three years and their term's expiration year will be noted in the Board of Directors roster. This roster will be distributed at the next Board of Directors meeting following the annual meeting. Officers and Directors shall constitute the Board of Directors.

Section 3. Elections shall be by hand vote, provided that there is only one candidate per office; otherwise, election shall be by ballot. Nominations may be made from the floor provided the consent of the nominee has been obtained. A majority shall elect.

Section 4. The Officers shall serve until their successors are duly elected. Their term of office shall begin at the close of the annual meeting at which they are elected.

Section 5. No member shall hold more than one office at a time.

Section 6. Vacancies in offices shall be filled by the Board of Directors until the next annual meeting when the vacancy shall be filled for the unexpired term.

#### **ARTICLE V – DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Association, supervise the affairs of the Association, serve as chairperson of the Administrative Committee, and serve as an ex-officio member of all committees.

Section 2. The Vice-President shall perform the duties of the President in his/her absence or inability to serve.

Section 3. The Recording Secretary shall keep accurate records of all meetings of the Association and the Board of Directors. All books and records of the Recording Secretary shall be the property of the Association and shall be accessible at all reasonable times and places.

Section 5. The Treasurer shall have the charge of and be responsible for all funds of the Corporation and present periodic statements to the Board of Directors at regular scheduled meetings.

#### **ARTICLE VI – BOARD OF DIRECTORS**

Section 1. The officers of the Association, including the Directors, shall constitute the Nasson College Alumni Association Board of Directors.

Section 2. There shall be a minimum of three, maximum of thirty-five, Directors.

Section 3. The Board of Directors shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform other duties as are specified in these Bylaws such as oversight of nominations of Board members and officers and the election process. The Board of Directors shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

Section 4. The Board of Directors shall hold at least one regular meeting a year. Voting by proxy shall not be allowed.

Section 5 Directors shall serve staggered three-year terms.

Section 6. The Directors shall represent the interests of alumni and assist in directing the business of the Association.

## **ARTICLE VII – MEETINGS**

Section 1. The Annual Meeting of the Association shall be held once each year normally in conjunction with Homecoming.

Section 2. Meetings of the Board of Directors shall be at the call of the President or upon the written request of one-third of the members of the Board of Directors. Except in cases of emergency at least two weeks' notice shall be given.

Section 3. Special meetings of the Association may be called upon the written request of seventy-five members of the Association. The purpose of the meeting shall be stated in the call. Except in emergency, at least one month's notice shall be given.

Section 4. Twenty members shall constitute a quorum for the Annual Meeting of the Association. One-third of the members of the Board of Directors shall constitute a quorum for a Board of Directors meeting.

## **ARTICLE VIII – COMMITTEES**

Section 1. There shall be four standing committees and others as needed to carry out the work of the Association. Each standing committee shall meet at the call of the chairperson. The chairperson shall report as necessary to the President and the Board of Directors, and shall prepare a written summary of activities for each annual meeting.

### **Section 2. The Administrative Committee**

2a) The Administrative Committee will meet at times determined by the Committee Chair. The Committee will be made up of the following: Current NCAA President, (will serve as Chair), Immediate Past President, Vice-President, Treasurer, Recording Secretary and 6 members to be appointed by the President, for a total of 11 members.

2b) shall oversee the management of the Nasson Heritage Center; shall oversee alumni fundraising; shall supervise the selection of recipients for alumni awards; shall oversee the planning of Alumni Day and Homecoming.

### **Section 3: Finance Committee**

The Finance Committee, chaired by the Board Treasurer and comprised of minimally two NCAA Board members who meet at least yearly, coordinates the Board's financial oversight responsibilities by recommending policy to the Board and monitoring its implementation. The Committee monitors the organization's financial records; reviews and oversees the creating of accurate, timely, and meaningful financial statements to be presented to the Board; reviews the annual budget and recommends it to the full Board for approval; monitors budget implementation and financial procedures; monitors budget assets; monitors compliance with federal, state, and other reporting requirements; and helps the full Board understand the organization's finances.

#### Section 4: Nominating Committee

The Nominating Committee is responsible for finding appropriate nominees from the Association membership to fill vacancies in the Officers and Directors for the Board of Directors. The Chairperson of the Nominating Committee will approach each nominee to ensure (s)he is able and willing to serve on the Board of Directors. The committee chairperson will submit the names of all nominees at the annual meeting.

#### Section 5. Scholarship Committee

The Scholarship Committee shall carry out the intent of the NCAA to provide educational scholarships with preference to descendants of Nasson College alumni, faculty, staff or members of the Nasson family. Students not related to descendants of the Nasson family are also eligible to apply. Each year the Board of Directors will determine the number and dollar amount of the scholarship(s) based on availability of funds.

Section 6. Special Ad Hoc committees may be appointed by the President to serve for special purposes that have been adopted by the Board of Directors or the Association. Special committees shall be subject to annual review by the Board of Directors for continued existence.

### **ARTICLE IX – NASSON HERITAGE CENTER**

The purpose of the Nasson Heritage Center, a museum, as developed and maintained by the Association shall be:

1. To maintain and display documents and memorabilia related to Nasson College, Springvale, Maine.
2. To house the records and operations of the Association;
3. To be a facility where the activities of the Association may take place;
4. To be a facility where educational activities may take place.

### **ARTICLE X – ALUMNI AWARDS**

Section 1. Upon recommendation of the Administrative Committee, the Board of Directors shall vote to present awards. Awards may be created as need arises.

Section 2. The Distinguished Alumnus Award, which is the Association's highest award, is given to a member of the Nasson College Alumni Association for continued service and dedication to the goals and programs of the Association.

Section 3. The Nasson College Alumni Association Community Service Award, known as the Hall of Fame Award, is given in recognition of commitment to others.

## **ARTICLE XI – DISSOLUTION**

Section 1. When it is agreed that the Nasson College Alumni Association should disband, the assets of this Association shall be distributed exclusively for the following:

1. all debts of the Corporation shall be paid;
2. any property which has been loaned to the Association shall be returned;
3. any artifacts, historical documents, or the monies derived from the sale thereof shall be given to another organization with similar objects and which qualifies under Section 501c3 of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended;
4. Remaining monetary funds shall be distributed to another organization with similar objectives and which qualifies under Section 501c3 of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The Board of Directors may consider the George Nasson Trust as a suitable recipient of such funds.
5. No monies shall accrue to the officers or any Association members as individuals as specified in Section 501c3 of the Internal Revenue Code or corresponding section of any future federal tax code.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

In the event of a procedural dispute brought to the prompt attention of the chair, the rules contained in the newest edition of Robert's Rules of Order shall govern this Association in all cases in which they are not inconsistent with these Bylaws.

## **ARTICLE XIII – AMENDMENTS**

Section 1. These Bylaws may be amended at the Annual Meeting of the Association by a vote of two-thirds of the members present and voting, provided such an amendment is presented to the Board of Directors prior to the Annual Meeting.

Section 2. Amendments shall take effect at the close of the Annual Meeting.

**APPROVED BY THE MEMBERSHIP, OCTOBER 6, 2012**