Distance Education Constituent Alumni Chapter
By-Laws

Article I  Duties of Officers and Directors

Section 1
The duties of the officers shall be such as are implied by their respective titles and such as are specified by the By-Laws. All officers shall keep a permanent record of their activities (in an electronic format), which shall be delivered to their successors. Records will be collected by the distance learning center staff at the end of each year.

Section 2
The president shall preside at meetings of the Chapter. The president, with the assistance of the other officers, shall administer the affairs of the Chapter and appoint any additional committees, as are necessary. The president shall prepare an annual report to be presented at the annual meeting of the Chapter.

Section 3
The principal duties of the vice-president shall be to discharge the duties of the president in the event of absence, and to assist the president in the details of the office. The vice president shall also initiate and direct activities to increase membership.

Section 4
The secretary/treasurer shall keep a record of all meetings of the Chapter and the Board of Directors, and shall, in cooperation with the university administration, keep a record of the names and addresses of all chapter alumni. In addition, this person should approve the expenditure of funds from the chapter account. In the event that the secretary/treasurer is unavailable to approve expenditures, one of the other officers may approve them.

Section 5
The Board of Directors shall determine the program of activities of the Chapter and shall have the power to carry out the same.

Section 6
The Executive Director of Alternative Delivery Systems (or designee) will be an ex-officio member (non-voting) of the chapter. This individual will assist with organization of meeting agendas, proposals, and reports. In addition, this individual and the Director of Alumni Services will have authority to sign checks from the chapter account, provided the secretary/treasurer has approved the expenditure.

Article II  Storage of Records

The records for this chapter will be maintained and stored in the Distance Learning Center at UW-Platteville. Meeting minutes, lists of activities, and other appropriate records will be made available to the group via the Distance Education alumni website.
Article III  Amendments to By-Laws

By-Laws may be adopted, amended, or repealed at the annual meeting of the Chapter by a 2/3 majority vote of the members present. No prior notification is required, however, all efforts will be made to notify members of the proposed changes, prior to the meeting.