



Alumni Constitution





Legal

This constitutes the by-laws of the Alumni Association of the Design and Technology Institute (DTI) (hereinafter referred to as "Association") and its affiliated organizations that no person shall be discriminated against in employment and Association programs on the basis of sex, race, color, religion, sexual orientation, nationality, age, or marital status.

Article 1: Name

The name of the association shall be "DTI Alumni Association" under the brand name "Innovators". The date upon which this Association receives sanction from the executive management of DTI will be its official chartering date.

Article 2: Purpose

- The primary purpose of this alumni association shall be to promote unity and the creation of strong, mutually beneficial relationships and bonds amongst alumni by providing an avenue to network. It shall also offer support and provide guidance to the membership of the Association.

- Members of the Association shall be notified of identified employment opportunities and given the opportunity to participate in programs sponsored by the institute, exchange programs, mentorships and several others.
- Association shall promote the friendship and core values of the institute amongst the alumni through events and opportunities.

Article 3: Membership

Association membership shall be open to all former learners of the institute who have shown an active or vital interest in the Design and Technology Institute and its Alumni Association, and those who have paid membership dues to the Association for the current year in such amount as may be prescribed by the Alumni leadership. Such persons shall include but are not limited to the alumni, faculty, and staff of the Design and Technology Institute.

Article 4: Dues

- A. Contributions of annual dues amount shall be compulsory for all members in order to remain an active member in good standing with the Association. Such amount shall be determined through general consensus during annual meetings
- B. The association shall operate a fiscal year of January 1 to December 3.

Article 5: Association Membership Meetings

A. Association Meeting Dates and Time

The Annual Meeting of the Association (hereinafter referred to as Annual Meeting) shall be held on a date designated by the President of the executive management (hereafter referred to as the President) between January 1 and December 31 at such hour and place as the executive management shall decide.

Special meetings may be called at the discretion of the president or by written request of alumni members numbering 20 or more. No less than 14 days' notice shall be provided for any special meeting.

B. Quorum

Twenty (20) Association members, in good standing, shall constitute a quorum (minimum number) at any annual or special meetings of the Association. All Association members (whether regular or associate) shall be entitled to vote at any such meeting. Except as otherwise provided by law or in Articles of incorporation or by-laws of the Association, all matters coming in before any meeting shall be decided by the majority of the Association members present.

C. Notice of Annual meeting

Notice of Annual Meetings or any special meetings of the Association shall be given at least 30 days prior to the meeting by a formal letter posted to the alumni page, and group email address of graduates or other appropriate channels.

Article 6: Alumni Leadership

A. Alumni leader Eligibility

The members of the Alumni leadership shall be drawn from the membership of the Association and must be Association members in good standing at the time their terms commence and must remain Association members in good standing for the duration of their terms.

B. Leadership Composition

The Alumni leadership shall be constituted as:

Four (4) elected leaders of the Association (hereinafter referred to as "Alumni Leaders") made up of

- President
- Vice President
- Secretary
- Treasurer

Each leader shall be responsible for performing the duties prescribed herein

C. President of the Association

The President shall be elected by the Association membership and shall serve for a term of two years. In the event of the President's resignation, removal from office, or death, the vice president will fill the position of the president while the leadership of the Alumni shall meet and elect a new vice president at its next regularly scheduled meeting. The new president and newly elected vice president shall remain in Office until they complete the remaining portion of the term. The duties of the president shall be to;

1. Schedule, organize and chair all alumni leadership meetings, general meetings, and special meetings of the Association.
2. Oversee operations of the Alumni Associations.
3. Ensure that the Association is meeting its obligations.
4. Serve as the Alumni Association representative to the Design and Technology Institute and the community.
5. Appoint chairmen of committees as needed.
6. With the executive leadership, review by-laws annually for needed corrections, changes, and updates.
7. Discuss with the Association members any pending Congressional business to ensure that the Association's views can be adequately represented.
8. Coordinate the conduction of elections with the Secretary. The President shall conduct elections unless he is directly involved as a candidate, in which case the next highest-ranking officer shall serve.

9. Maintain a manual of operations to be passed to the next President and schedule a transition meeting from the old executive leadership to the new leadership.

D. Vice President

The duties of the Vice-President shall be to:

1. Assume the duties of the President in his absence.
2. Serve as chair of the social activities committee.
3. Serve as chair of the Fundraising committee.
4. Be responsible for auditing the Association's financial books at least twice a fiscal year.

E. Secretary

The duties of the secretary shall be to:

1. Keep minutes of all executive leadership and general Association meetings.
2. Maintain a membership list and directory, as well as attendance records of meetings.
3. Maintain a history of the Association.
4. Handle the Association's correspondences directed by the President or the executive leadership.
5. Send notice of all meetings, changes of officers, events, death of member with an obituary, and all reports to members of the Alumni Association.
6. Maintain and distribute the list of chapters (alumni and area alumni) and update names and addresses as needed by the Association.

F. Treasurer

The duties of the treasurer shall be to:

1. Prepare a budget for approval by the executive leadership.
2. Collect such dues and fees from members as are required by the Alumni Association and deposit them into Alumni Association Financial Account.
3. Pay all bills of the Association and maintain an accounting of all income and expenses that shall be audited at the conclusion of each fiscal year by the vice president with or without the help of an external audit service.
4. Make quarterly financial reports to the executive board and general membership.
5. Maintain the Association's bank account in a federally insured bank or savings and loan institution.

Article 7: Elections, Terms, and vacancies

A. Nomination

Nomination for the office of the president may be taken from the floor at annual meetings prior to elections or may be submitted beforehand by email to the secretary.

B. Election

Elections will immediately follow the closure of nominations from the floor. Voting shall be by secret ballot. A Majority vote is needed to elect. A run-off election between the two (2) top candidates shall determine the outcome in the event that no candidate receives a majority of votes.

C. Term of Office

Officers and leaders of the association shall serve a term of two (2) years. They shall be installed at the first general meeting of the calendar year following their election.

D. Vacancy

Should a vacancy occur in any position, the vacancy shall be filled by an appointee of the president of the association for the remainder of the current term of office.

E. Oath of Office

Upon installation, new officers shall take the oath prescribed within the constitution of the alumni association, which shall be administered by the outgoing president to the president-elect, and by the president-elect to the other new officers.

Article 8: Standing Committees

The standing committees of the Association shall be the Social Activities Committee, the Communication Committee, and the Fundraising Committee. Ad hoc committees may be created by the executive leadership as and when the need arises. All committees shall be chaired by the president of the association.

A. Social Activities Committee

The social activities committee shall be responsible for establishing, planning, and executing social activities of the calendar year of the association.

B. Communications Committees

The social activities committee shall be responsible for all communications that go out to the public and also the members of the association.

C. Fundraising Committee

The fund-raising committee shall be responsible for raising funds for use by the association for defraying expenses, establishing a scholarship fund, and any other uses, deemed appropriate by the Association.

Article 9: Amendments

These by-laws may be amended at any general meeting, by a two-thirds majority vote, provided that due notice has been given at the preceding general meeting. If any changes in the policies and activities shall at any time necessitate amending the by-laws, such amendments shall take place automatically without need for a vote by the association.



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