

Richmond Chapter of the Virginia Tech Alumni Association Bylaws

Article 1 – Meetings

1. The Board of Directors shall meet on the third Tuesday of each month, unless otherwise decided upon by the Board of Directors.
2. The Chapter shall host at least four (4) meetings per year, open to the entire alumni population in the Greater Richmond Region.

Article 2 – Elections

1. At the April Board of Directors meeting, the Board shall appoint a five (5) member Nominating Committee whose duty shall be to nominate officers. The Board shall also designate a chairperson of this committee. The President shall serve as the ex-officio member of this committee when not up for re-election.
2. The Nominating Committee shall interview potential candidates for the positions of President (unless being assumed by the President-Elect), President-Elect, Recording Secretary, Communications Director, and Treasurer. The slate of officers shall be presented to the Board of Directors for their review.
3. The slate of officers shall be presented for election to the members of the Chapter during the month of May. The active members must be given the opportunity to nominate other candidates. The person receiving the majority of the votes cast for each office shall be declared elected.
4. All officers shall hold office for a term of one (1) year, beginning on the first day of July.

Article 3 – Responsibilities of Chapter Officers and Succession Plan

President

The President is the highest officer in the Chapter and coordinator of all its activities. The President's leadership and guidance serves as an inspiration to all members in achieving the objectives of the chapter.

1. Preside at all meetings of the Chapter.
2. Preside at monthly meetings of the Executive Committee.
3. Serve as ex-officio member of all committees.
4. Make appointments to all committees.
5. Represent Virginia Tech in the chapter area.
6. Attend annual Officers Forum in Blacksburg.
7. Submit annual chapter report to Blacksburg on or before July 1 each year.
8. Work to ensure chapter and committee goals are accomplished yearly.
9. Carry out the annual plan devised during the previous year.
10. Attend Board of Directors meetings.
11. Perform such other duties as usually devolve upon such officer or are demanded by the needs of this chapter.
12. Train and prepare President-Elect for office of the President.

President-Elect

1. Perform the duties of the President in the absence or disability of the President.
2. Attend monthly meetings of the Executive Committee.
3. Train and prepare for the office of the President.
4. Help develop the Chapter's annual plan for the following year.

5. Recruit committee chairs for the upcoming year.
6. Assist the President in the fulfillment of the President's duties.
7. Assume the office of the President on July 1 of the year the office of the President is vacant.
8. Attend annual Officers' Forum hosted by the University.
9. Perform other duties as usually devolve upon such officer or are demanded by the needs of the Chapter.

Recording Secretary

1. Keep the records of the Chapter, including login and passwords for all Chapter business.
2. Record minutes of all Chapter and Executive Committee meetings.
3. Submit to the Alumni Association a report of each Chapter meeting, Executive Committee meeting and Chapter event regularly.
4. Attend monthly meetings of the Executive Committee.
5. Work with Executive Committee to complete and file annual plan, Chapter year-end financial report, and roster with Blacksburg on or before July 1 of each year.
6. Perform such other duties as usually devolve upon such officer or are demanded by the needs of the Chapter.

Communications Director

1. Notify Executive Committee of time, place, and date of all monthly meetings.
2. Responsible for creating a Committee comprised of social media and website technology volunteers.
3. Attend monthly meetings of the Executive Committee.
4. Work with Executive Committee to complete and file annual plan, chapter year-end financial report, and rosters with Blacksburg on or before July 1 of each year.
5. Perform such other duties as usually devolve upon such officer or are demanded by the needs of the Chapter.

Treasurer

1. Maintain Chapter checking accounts and other funds.
2. Record all chapter financial transactions.
3. Pay all financial obligations of the Chapter.
4. Submit monthly financial reports to the Board of Directors.
5. Submit financial event reports to the Board of Directors regularly.
6. Submit complete year-end financial report to Blacksburg by July 1 of each year.
7. Perform such other duties as usually devolve upon such officer or are demanded by the needs of the Chapter.

In the event a vacancy occurs in one of the Officer positions, other than the President, the Executive Committee shall appoint a member of the Chapter to fill the unexpired term of that vacant office. In the event of a vacated Presidency then the provisions of the Chapter By-Laws shall govern the installation of the President-Elect.

Article 4 – Responsibilities of Board of Directors

1. Attend, at minimum, quarterly meetings of the Board of Directors.
2. Assist in formulation of Chapter goals and objectives and ensure the achievement of those goals.
3. See the policies of the Chapter, and the procedures set forth in the Chapter Constitution and Bylaws and the current Alumni Volunteer Handbook, are adhered to.

4. Handle matters referred by the Chapter to the Board for proper action.
5. Attend special meetings of the Board as needed and properly called.
6. Attend major events held by the Chapter, as required.
7. Select a five (5) member Nominating Committee each April, for which the Board shall designate a chairperson.
8. Audit Chapter finances at least annually through full review by the Board of Directors, independent accountant, or assigned Committee.

In the event a vacancy occurs on the Board of Directors, then the Executive Committee shall appoint a member of the Chapter to fill the unexpired term of the vacant seat.

Article 5 – Responsibilities of Committee Chairpersons

1. Direct the efforts of the Committee.
2. Ensure the success of objectives as set forth by the Executive Committee.
3. Attend Board of Directors meetings when requested by the President.
4. Submit all communication requests at least two (2) weeks prior to post.
5. Perform such other duties as usually devolve upon such officer or are demanded by the needs of the Chapter.

In the event a vacancy occurs in one the Chairpersons, then the Executive Committee shall appoint a member of the Chapter to fill the unexpired term of the vacant seat after receiving input from members of the Committee involved.

Article 6 – Appointment of Committee Chairpersons

1. Committee Chairpersons shall be appointed by the President
2. Chairpersons will serve at the pleasure of the Board of Directors for one (1) year, beginning July 1

Article 7 – Amendments

These Bylaws may be amended at any regular Board of Directors meeting by two-thirds (2/3) vote of those present and voting, provided:

1. The amendment is not in conflict with the Constitution and Bylaws of the Virginia Tech Alumni Association; and
2. A quorum is present.

Ratified September 1992. Amended October 2009. Amended June & July 2020.