

**THE CONSTITUTION AND BYLAWS
OF THE UNIVERSITY OF NEW MEXICO
GREATER ALBUQUERQUE AREA ALUMNI CHAPTER**

CONSTITUTION

ARTICLE I
Name

This organization shall be known as the Greater Albuquerque Area Alumni Chapter (GAAAC) of the University of New Mexico Alumni Association. It is an exclusively charitable and educational entity as contemplated by Section 501 c (3) of the Internal Revenue Code of 1954, and operates under the exemption granted by the University of New Mexico Alumni Association, as a fundamental operating unit of that Association.

ARTICLE II
Objectives/Purpose

To build community among alumni of the University of New Mexico in the Greater Albuquerque Area through social events, professional development, community service and wherever an opportunity arises. To promote pride in the University of New Mexico and encourage interest in attending UNM among prospective students. The Greater Albuquerque Area Alumni Chapter serves as a bridge between the Young Alumni Chapter and the UNM Alumni Association.

ARTICLE III
Membership

Section 1: Membership Type - The Greater Albuquerque Area Alumni Chapter has three types of members: General Members, Affiliate Members and Board Members.

Section 2: General Members - Any person living in the Greater Albuquerque area and is a member of the UNM Alumni Association may be a General Member. To become a member of the Greater Albuquerque Area Alumni Chapter, the individual must attend a scheduled event, Board meeting, or request to be added to the GAAAC email list or Facebook page.

Section 3: Affiliate Members - Any person who is not a University of New Mexico Alumnus and manifests a genuine interest in the promotion of the programs of GAAAC may request to be added as an Affiliate Member by attending a scheduled event or request to be added to the GAAAC email list or Facebook page. Affiliate Membership carries with it the rights of committee participation and the ability of holding a committee chair position if appointed or elected. Affiliate Members who are serving as a Committee Chair may serve and vote on the GAAAC Board of Directors. Affiliate Members, who are not serving as Committee Chairs, may not serve or vote on the GAAAC Board of Directors. Affiliate Membership does not transfer into membership of the UNM Alumni Association.

Section 4: Greater Albuquerque Area Alumni Chapter Board of Directors Member – The GAAAC Board of Directors is the governing organization of the Albuquerque Area Alumni Chapter and members are selected or appointed via the process described in ARTICLE VII.

ARTICLE IV

Greater Albuquerque Area Alumni Chapter Board of Directors Composition

Section 1: The GAAAC Board of Directors shall be comprised of an Executive Committee and other appointed representatives for a total of up to 10 members before Committee Chairs. Committee Chairs, if not already GAAAC Board of Directors Members, will also have a seat and vote on the GAAAC Board of Directors.

ARTICLE V

Greater Albuquerque Area Alumni Chapter Board of Directors Executive Committee

Section 1: The GAAAC Board of Directors Executive Committee shall be comprised of the Chair, Vice-Chair, Secretary, Treasurer and Committee Chairs.

Section 2: A simple majority of the GAAAC Board of Directors Executive Committee must be present to constitute quorum at a GAAAC Board of Directors Executive Committee meeting.

ARTICLE VI

Greater Albuquerque Area Alumni Chapter Election of Board of Directors Officers

Section 1: Officers shall serve a term of one year that coincides with the UNM fiscal year.

Section 2: Officers may not serve more than 2 consecutive terms.

ARTICLE VII

Greater Albuquerque Area Alumni Chapter Board of Directors Member Selection, Nominations, Elections, Appointments, Terms and Term Limits

Section 1: Selection of GAAAC Board of Directors Members – GAAAC Board of Directors Members shall be selected as needed in the fall, spring or summer. The selection date(s) will be called by the current GAAAC Board of Directors Chair, and then communicated to the entire general GAAAC membership with a minimum of 2 weeks notice for applications before the due date.

Section 2: GAAC Board of Directors Nomination Process - Nominations are open to any GAAAC General Member who is in good standing. Nominations can be made by any member of the GAAAC, and can be either self-nomination or nomination by another member. All nominations must complete the application provided by the GAAAC Board of Directors.

Section 3: GAAAC Board of Directors Selection Voting Process – When the number of nominations for the GAAAC Board of Directors is less than or equal to the number of available positions on the GAAAC Board of Directors, vote shall be by voice and a majority results in selection. If there are more nominations than positions available one vote will be cast by each Board of Directors Member for the nominee of their choice. The nominee who receives the majority of votes will be appointed to the first open position. If there is a tie, the nominee with the earliest graduation date will prevail. The voting process will continue with the nominee gaining the majority of votes each round being selected until all of the Board of Directors positions are filled. The Board of Directors Chair will notify all newly selected members after the vote.

Section 4: GAAAC Board of Directors Member Appointments – When the number of selections for the GAAAC Board of Directors is less than the number of available positions on the Board, the GAAAC Board of Directors Executive Cabinet shall appoint, after taking nominations and suggestions, the necessary number of members needed to fill the GAAAC Board of Directors.

Section 5: GAAC Board of Directors Member Terms – When selected, GAAAC Board of Directors Member terms shall last for a period of two years.

Section 6: GAAAC Board of Directors Member Term Limits - There will be a two consecutive term limit on all GAAC Board of Directors Members.

Section 7: Voter Eligibility - Only GAAAC Board of Directors Members considered in good standing, as defined in the By-Laws, may cast a vote for new Board of Directors members.

ARTICLE VIII

Greater Albuquerque Area Alumni Chapter Governance

Section 1: All changes to the GAAAC Constitution and Bylaws need to be submitted to the Alumni Association Board of Directors for Approval. Changes to the Constitution and Bylaws will not take affect until the Alumni Association Board of Directors has approved them.

ARTICLE IX

Greater Albuquerque Area Alumni Chapter Amendments

Section 1: This Constitution may be amended at any regular meeting of the GAAAC Board of Directors, or at any special meeting called for that purpose, by a two thirds vote of all GAAAC Board of Directors Members in good standing in attendance, provided that notice of the meeting, together with copies of the proposed amendment, shall have been given to each member of the Board of Directors at least two weeks before the meeting at which such amendment is to be considered.

Section 2: In the event that the GAAAC Constitution and/or Bylaws conflict with the UNM Alumni Association's Constitution and/or Bylaws, the GAAAC Constitution and/or Bylaws shall be amended automatically to align.

ARTICLE X

Dissolution of the Greater Albuquerque Area Alumni Chapter

Section 1: The Greater Albuquerque Area Alumni Chapter may be dissolved by a 2/3 majority vote by the GAAC Board of Directors.

Section 2: The Greater Albuquerque Area Alumni Chapter may be dissolved by a 2/3 majority vote of the UNM Alumni Association Board of Directors.

Section 3: In case of dissolution, the assets of this chapter shall be used to retire any debts and thereafter, shall be paid over to the University of New Mexico Alumni Association.

BYLAWS OF THE GREATER ALBUQUERQUE AREA ALUMNI CHAPTER

ARTICLE 1

GAAAC Board of Directors Officers and Duties and Committee Chair Duties

- A. Composition and Duties of the GAAAC Board of Directors Officers:
- a. Chair - The Chair shall be the principal executive officer of the GAAAC and shall preside over all meetings of the GAAAC Board. The Chair shall be an ex-officio member of all committees. The Chair shall also serve as the chapter's official representative to the UNM Alumni Association.
 - b. Vice-Chair - The Vice-Chair shall perform the duties of the Chair in the absence of the Chair. If the office of the Chair becomes vacant, the Vice-Chair shall become GAAAC Chair for the unexpired term. The Vice-Chair shall also be the Chair-Elect.
 - c. Secretary - The Secretary shall keep an accurate account of the activities of the GAAAC, including GAAAC Board of Directors meetings and Executive Cabinet Meetings. If both the Chair and Vice-Chair become vacant, the Secretary will become Chair for the unexpired term. Should the vice-chair position become vacant, the Secretary will become the Vice-Chair for the unexpired term.
 - d. Treasurer – The Treasurer shall keep an accurate account of all financial transactions of the GAAAC, submitting a report on these matters at each GAAAC Board meeting. A copy of the GAAAC's financial report must be submitted to

the Alumni Association at fiscal year's end.

B. Duties of GAAAC Committee Chairs:

- a. Committee Chairs - The committee chair shall oversee and execute the duties set forth in the by-laws for the committee they chair. The committee chair shall call their committee meetings as needed and shall also keep an accurate account of participation of GAAAC members in their respective committee. The committee chair shall submit a report on these matters at each GAAAC Board meeting.

ARTICLE 2

Good Standing in the Greater Albuquerque Area Alumni Chapter

A. Good Standing

- a. Status for General Members – To be considered a general member in good standing, an individual must be current in any membership dues that may be assessed and attend two activities in either or both of the following two categories within the previous calendar year:
 - Any scheduled GAAAC, Alumni Association or Young Alumni event.
 - Any scheduled GAAAC Board Meeting.
- b. Good Standing Status for Affiliate Members – To be considered an Affiliate Member in good standing, an individual must be current in any membership dues that may be assessed and attend two activities in either or both of the following two categories within the previous calendar year:
 - Any scheduled GAAAC event.
 - Any scheduled GAAAC Board Meeting.
- c. Good Standing Status for GAAAC Board of Directors Members – To be considered a GAAAC Board of Directors Member in good standing, an individual must attend 75% of regularly scheduled full Board Meetings, attend at least three GAAAC events a year and actively participate as a member of a GAAAC committee.

ARTICLE 3

GAAAC Board of Director Officer and Committee Chair Nominations, Elections, Removal from Office and Chair Elections

A. GAAAC Board of Directors Officer Nomination Process

- a. Nominations for officer positions of the GAAAC Board of Directors shall be taken at the beginning of the meeting where the election is taking place. All nominations must be from currently seated GAAAC Board of Directors members.

B. GAAAC Board of Directors Officer Election Process

- a. The voting process for each officer position shall be conducted by the Chair,

however, the Chair may not preside over an election in which they are a candidate. In this case, the next highest officer who is not a candidate for that position will preside over the election. Voting shall be by secret ballot and a majority rules. In the case of multiple candidates, the lowest vote getter will be eliminated and a run off will continue until a final vote with only two candidates takes place. In the case of a tie, the nominee with the earliest graduation date will prevail. Candidates for officer positions may vote in the process.

C. GAAAC Board of Directors Officer Election Voter Eligibility

- a. Only GAAAC Board of Directors members considered in good standing as defined in this document may cast a vote for Board of Director officers or Removal from Office procedures.

D. GAAAC Board of Directors Officer Special Elections

- a. In the event of a resignation or removal of an officer, other than Chair or Vice Chair, an election shall be held at the next Board of Directors meeting following the process as set forth in the By-Laws, ARTICLE 3, Sections A and B.

E. GAAAC Board of Directors Removal from Office

- a. To be removed from office or committee chair position, a documented breach of duties must occur and be brought to the attention of the GAAAC Board at any regular Board meeting. The current Board Chair (or Vice-Chair if the Chair is considered for removal) must call a special meeting to take place within two weeks of the documented breach is brought before the GAAAC Board. All present GAAAC Board Members, including the officer to be removed (if he/she desires), will vote on removal proceedings. Before the vote takes places, the chair must discuss the breach of duties with the committee, and the accused has a right to defend their actions. After discussion, a vote will be held. A simple majority vote, by secret ballot of GAAAC Board of Directors present, will determine the outcome of the removal proceedings. The individual who is being considered for removal may not vote in this process. General GAAAC members are not included and cannot participate or vote in this action.

F. GAAAC Committee Chair Elections

- a. Committee Chair elections shall be determined by a majority vote of those present at the committee's first meeting after the GAAAC Chair's term begins. Nominations should be taken at the meeting and a vote should immediately follow. If a committee has not met, or a new committee is being formed, the GAAAC Board may appoint a committee chair to finish out the term. Dual chair positions are allowed if the committee choses to do so, however, only one chair will be allowed to represent the committee and vote on the GAAAC board.

G. GAAAC Committee Chair Term

- a. The Committee Chair's(s) term shall last as long as the term of the currently serving GAAAC chair. A Committee Chair may serve no more than 2

consecutive terms. They may again serve as Chair once there has been at least one term period completed between them serving as chair.

ARTICLE 4

Greater Albuquerque Area Alumni Chapter Board of Director Meetings and Meeting Quorum

- A. GAAAC Board of Directors Meetings
 - a. The GAAAC Board of Directors will have, at a minimum, quarterly management and planning meetings each year (for a total of 4 meetings minimum per year), and as many events as necessary to serve the community. The current Board of Directors Chair will set the date and location for each of the meetings, and communicate the information to the GAAAC Board of Directors.
 - b. A GAAAC Board of Directors special meeting may be called by the Chair or by a combination of three other members.
- B. GAAAC Board of Directors Executive Committee Meetings
 - a. A GAAAC Board of Directors Executive Committee meeting may be called by the Chair or by a combination of three other members whenever necessary.
- C. GAAAC Committee Meetings
 - a. Committee meetings may be called by the Committee Chair whenever deemed necessary.
- D. GAAAC Meeting Quorum
 - a. Quorum for all GAAAC meetings (GAAAC Board of Directors, Executive Committee, Committee, etc.) will be 50% of elected/appointed members.
 - b. Quorum for GAAAC Committee Meetings shall be the number present at the called meeting.

ARTICLE 5

Greater Albuquerque Area Alumni Chapter Committees

- A. GAAAC Professional Development/Recognition Committee- this committee is responsible for providing professional development opportunities for area Alumni, including educational workshops, career development resources and exposure of UNM Alumni owned businesses. This committee will also create and maintain a recognition program for area UNM alumni for reasons they see fit.
- B. GAAAC Community Service Committee- this committee is charged with the development and execution of community service opportunities for Albuquerque Area Alumni that allows them to give back to the community.

- C. GAAAC Social Networking/Programming Committee- this committee is responsible for the development and execution of social, spirit and networking events and opportunities.
- D. GAAAC Marketing/Membership Committee- this committee is responsible for marketing GAAAC events to members via email, social media, and other avenues to ensure healthy levels of participation. This committee is also responsible for promotion of vacant GAAAC Board of Directors positions and increasing General Membership.
- E. Any other committee the GAAAC Board of Directors may see fit to create.

ARTICLE 6

Greater Albuquerque Area Alumni Chapter By-Law Changes

The GAAAC By-Laws may be amended at any regular meeting of the GAAAC Board of Directors, or at any special meeting of the GAAAC called for that purpose, by a majority vote of GAAAC Board of Directors in good standing. Notice of the meeting, together with copies of the proposed amendment, shall have been given to each member of the Board at least two weeks before the meeting at which such bylaw revision is to be considered.

ARTICLE 7

Greater Albuquerque Area Alumni Chapter Dues

Dues may be charged for Active Membership in the chapter. The amount of such dues shall be determined by the GAAAC Board.