

**GRADUATE SCHOOL OF EDUCATION ALUMNI ASSOCIATION  
STATE UNIVERSITY OF NEW YORK AT BUFFALO**

**BYLAWS - DRAFT**

**ARTICLE I - Name**

*The name of the association shall be the Graduate School of Education Alumni Association (GSEAA). The GSEAA is organized as a constituent of the University at Buffalo Alumni Association (UBAA).*

**ARTICLE II - Purpose**

The purpose of this association shall be to engage in activity designed to extend the reputation and influence of the Graduate School of Education of the State University of New York at Buffalo as an institution devoted to the highest standards of learning and ethics in education; to cooperate with the governing body of the State University of New York; to assist the GSE in providing effective programs of research, teaching and preparation for practice; to assist worthy students in their studies of education; to facilitate employment of GSE graduates; to stimulate the interest of the alumni and community in the GSE; *to be a part of an intellectual bond among the alumni, faculty, and students, and to offer service and benefits to alumni of the GSE.*

**ARTICLE III - Membership**

- 3.01 *All persons holding a degree from the GSE shall be receive automatic membership in the GSEAA.*
- 3.02 *All members of the faculty and teaching staff and former members of the faculty and teaching staff of the GSE shall receive automatic membership in the GSEAA, regardless of whether they hold degrees from the GSE or the State University of New York.*
- 3.03 Dues for the GSE will provide combined membership in the UB Alumni Association and the GSE Alumni Association and shall be established by the Board of Directors.
- 3.04 *The annual dues of each member of the GSEAA shall be determined by a resolution from the Board of Directors.*

**ARTICLE IV - Meetings**

- 4.01 *Bi-annual meetings of the GSEAA shall be held in the spring and fall of each year. The date and time to be fixed by the Board of Directors. Notice of the bi-annual meetings shall be given by mail, in the Association's official publication, or in such other manner prescribed by the Board of Directors, not less than two weeks before the date of said meetings.*
- 4.02 Special meetings may be called by the President or by order of the Board of Directors at any time, provided that reasonable notice thereof shall be mailed to each member, stating the object and the business to be transacted at such special meeting.
- 4.03 At each meeting of the Association, members present in person and in good standing may vote. Each member shall be entitled to one vote.

**ARTICLE V - Board of Directors**

- 5.01 *The Board of Directors shall consist of nine members of the GSEAA who shall be elected by the members of the Association. The members will be selected equally from each school in the GSE (three each from CSEP, ELP, and LAI). In addition, up to four emeritus board members may serve, with reduced demands, in recognition of their contribution to the GSE.*
- 5.02 *The term of office of a member of the Board of Directors shall be two years, to commence on following the annual spring meeting at which the member was elected.*

- Alternately, four or six directors shall be elected at the annual meeting.*
- 5.03 *Each year, candidates for election to the Board of Directors shall be selected by a Nominating Committee consisting of five members of the Association appointed for such purpose by the President, of whom two shall be members of the Board of Directors and two shall be non-directors, and the fifth shall be the President-elect of the Association. In addition, names may be submitted to the Nominating Committee by GSEAA members, or outside interested parties, for consideration. The names of the nominees selected by the Nominating Committee shall be furnished to the membership of the Association at least 30 days prior to the annual meeting. The Board of Directors shall be elected at the annual meeting from the names of those nominees selected by the Nominating Committee and there shall be no nominations from the floor at the annual meeting of the membership.*
- 5.04 *One half of the membership of the Board of Directors shall constitute a quorum.*
- 5.05 The Board of Directors shall make appropriations for specific purposes, direct all expenditures, audit the accounts or the Treasurer, act on applications for membership, interpret the Bylaws of the Association and have general supervision and conduct of the affairs of the Association.
- 5.06 The Dean of the GSE shall be an ex officio member of the Board of Directors, but shall not be entitled to vote. The Dean may also appoint a special liaison with the GSE who shall also be an ex officio member, but who shall not be entitled to vote.
- 5.07 Appointment of representatives to the General UB Alumni Board shall be made by the Board of Directors.

#### **ARTICLE VI - Officers**

- 6.01 *The officers of the Association shall be a President, a Vice-President, a President-elect, a Secretary and a Treasurer.*
- 6.02 *The terms of office of each officer shall be for two years and shall commence at an election at the spring bi-annual meeting of the Board of Directors. The terms shall expire two years thereafter at the spring bi-annual meeting of the Board of Directors, or until a successor is duly elected.*
- 6.03 The officers shall be elected by the Board of Directors at the annual meeting of the Board of Directors except that the President-elect shall automatically become President.
- 6.04 *Candidates for election as officers shall be selected by the Nominating Committee consisting of five members of the Association appointed for such purpose by the President, of whom two shall be members of the Board of Directors and two shall be non-directors, and the fifth shall be the President-elect of the Association. The names of the candidates shall be furnished to the Board of Directors prior to the annual meeting of the Board. The officers shall be elected from the names of those nominees selected by the Nominating Committee, and from any additional nominations from the floor at the annual meeting of the Board.*
- 6.05 *When an office shall become vacant for any reason, it shall be filled by an appointment by the President in consultation with the GSEAA officers and the Dean. The appointee shall hold office for the balance of the unexpired term.*
- 6.06 *It shall be the duty of the President to preside at all GSEAA meetings of the Association and of the Board of Directors. He/she shall be an ex officio member of all committees and perform such other duties as pertain to the office of President. He/she shall make a report in writing of the affairs of the Association at its bi-annual meetings. In addition, the President will Chair the Executive Committee.*
- 6.07 *It shall be the duty of the Vice-President to preside at all GSEAA meetings as well as assist the President and President-elect as requested. In addition, the Vice-President will Chair the Activities and Events Committee.*

- 6.08 *It shall be the duty of the President-elect to assume the duties of the President in the case of his/her absence. It shall also be the duty of the President-elect to assist the President in the performance of the duties of his/her office as requested. In addition, the President-elect will Chair the Student Relations/Scholarship Committee.*
- 6.09 *It shall be the duty of the Secretary to record the minutes of all meetings of the Association and of the Board of Directors and give reasonable notice to members of the Association of all meetings. In addition, the Secretary will Chair the Membership Committee.*
- 6.10 *It shall be the duty of the Treasurer to collect all dues and keep an accurate account of the financial transactions of the Association. He/she shall deposit all funds in such bank or other depository as may be designated by the Board of Directors. At the bi-annual meetings of the Board of Directors, and whenever required by the Board of Directors, he/she shall report on the finances of the Association and shall perform such other duties as may be prescribed by the Board of Directors. In addition, the Treasurer will Chair the Development and Finance Committee.*

#### **ARTICLE VII - Standing Committees**

*There shall be the following standing Committees:*

1. *Activities and Events Committee* – Chair: Vice-President  
*This committee will be responsible for developing and coordinating activities among GSEAA, as well as between members of the GSEAA, students, and faculty.*
2. *Development and Finance Committee* – Chair: Treasurer  
*This committee will be responsible for oversight of the GSEAA's finances, as well as coordinating the receipt and use of funds from activities sponsored by the other GSEAA committees.*
3. *Executive Committee* – Chair: President  
*This committee will consist of the President, Vice-President, President-elect, Secretary, and Treasurer.*
4. *Membership Committee* – Chair: Secretary  
*This committee will be responsible for enhancing and promoting GSEAA membership in coordination with the UBAA.*
5. *Student Relations/Scholarship Committee* – Chair: President-elect  
*This committee will be responsible for developing and maintaining relations with current GSE students, as well as developing scholarships to assist current GSE students with specific costs incurred as a part of their academic pursuits (e.g., defraying scholarly conference travel costs, costs of materials for academic presentations)*

#### **ARTICLE VIII - Amendments**

These Bylaws may be amended at any meeting of the Association at which a quorum is present by a two-thirds vote of the members present.

#### **ARTICLE IX - Fiscal Year**

The fiscal year of the Association shall begin on the first day of September in each year, and end on the 31st day of August of the following year.

#### **ARTICLE X - Ratification**

The Bylaws take effect with the approval of a two-thirds majority of GSEAA members present at a bi-annual meeting.