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# CAPITOL TECHNOLOGY UNIVERSITY

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1927

**Alumni Association**

## **MISSION STATEMENT** revised 1/15/2015

The mission of the Capitol Technology University Alumni Association is to support and promote the University's mission through advocacy, community outreach, education, and philanthropic activities. The Association will serve as a forum for mutual communication and a vital knowledgebase essential to enhancing alumni relations with the University and alumni, matriculating a diverse body of students, and establishing the university's reputation as a leader in the creative use of technology in education and training.



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# CAPITOL TECHNOLOGY UNIVERSITY

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## Alumni Association

### BY-LAWS

#### *ARTICLE I*

##### NAME

The Association shall be called the Capitol Technology University Alumni Association, hereafter referred to as the Association.

#### *ARTICLE II*

##### VISION STATEMENT

The Association will engage alumni, students, faculty, staff, and friends in building a network of diverse individuals who thrive in the global workforce and positively reflect the University's mission to develop professionals and leaders who change the world through innovation and leadership.

##### MISSION STATEMENT

The mission of the Capitol Technology University Alumni Association is to support and promote the University's mission through advocacy, community outreach, education, and philanthropic activities. The Association will serve as a forum for mutual communication and a vital knowledgebase essential to enhancing alumni relations with the University and alumni, matriculating a diverse body of students, and establishing the University's reputation as a leader in the creative use of technology in education and training.

#### *ARTICLE III*

##### CORE VALUES OF THE ASSOCIATION

- A. Advocacy: We strive to enhance the quality and stature of Capitol Technology University. We create and maintain a culture of giving back.

- B. Community: We engage alumni to create and promote relationships within the Capitol Technology University community and to build connections with the global community.
- C. Education: We believe in life-long learning and support Capitol Technology University's mission to provide learning opportunities to students who seek to grow and realize their potential. We are dedicated to the support and development of students, and to the enterprise of individual learning.

## ***ARTICLE IV***

### **GOALS**

- A. To promote the principles of Capitol Technology University among alumni, within the Capitol Technology University community, and to the larger community through outreach programs and recruitment and career events.
- B. To advise the President of Capitol Technology University on matters related to alumni affairs.
- C. To expand the Capitol Technology University network to qualified alumni.
- D. To promote alumni volunteerism and participation in a system of education and professional development.
- E. To promote the professional objectives and interests of qualified alumni.
- F. To utilize the Capitol Technology University alumni network to build relationships between alumni, students, and the community.
- G. To maintain and enhance the value of Capitol Technology University degree and certificate programs.
- H. To enrich the university experience for Capitol Technology University students through the support of various on and off campus student support programs.

## ***ARTICLE V***

### **GOVERNANCE**

#### **SECTION 1. ALUMNI COUNCIL**

The Association shall have an Alumni Council, hereafter referred to as the Council, as its governing body, working in cooperation with the Assistant Director of Development (or other such associated position), and operating subject to the authority of the University President. The Council shall consist of no less than eight and no more than twelve members. The current University President and Vice President of Advancement are ex officio non-voting members of the Council.

#### **SECTION 2. TERM OF OFFICE**

Each Council member shall serve for a period of two years. A Council member may serve for up to three consecutive terms.

#### **SECTION 3. COUNCIL NOMINATIONS**

Council members shall be selected by nominations from the membership of the Association and voted on by the membership at the Association's annual meeting by majority vote.

#### SECTION 4. COUNCIL MEMBERSHIP

Removal of any Council or Executive Committee member requires a majority vote by three-fourths of all Council members.

#### SECTION 5. EXECUTIVE COMMITTEE

The Council, at the annual meeting, shall elect a President, Vice President, and a Secretary to serve for a period of two years. An officer may succeed him/herself for up to one additional term. The Executive Committee will meet with the University President as necessary and act on behalf of the Council between Council meetings as needed.

#### SECTION 6. SUBCOMMITTEES

The Council shall appoint subcommittees as needed to support the Association's mission. Each subcommittee must be chaired by a Council member and membership is open to any member of the Capitol Technology University community.

### ***ARTICLE VI***

#### DUTIES OF COUNCIL

- A. Coordinate the activities of the Association.
- B. Communicate Association activities and programs to alumni, students, and the university community.
- C. Appoint such subcommittees as necessary to carry out the mission of the Association.
- D. Plan and coordinate the membership program of the Association.
- E. Elect a President and Vice-President to oversee the business of the Association, working closely with the Assistant Director of Development.
- F. Elect a Secretary to maintain an accurate record of Association meetings.
- G. Observe and comply with all applicable policies and procedures identified in writing by Capitol Technology University.

### ***ARTICLE VII***

#### MEETINGS

##### SECTION 1. ANNUAL MEMBERSHIP MEETING

The Association shall meet annually at Capitol Technology University and via teleconference or other such electronic method.

##### SECTION 2. COUNCIL MEETINGS

The Council shall hold quarterly conference calls or other such electronic method to conduct the business of the Association.

##### SECTION 3. QUORUM

Five members shall constitute a quorum at the annual membership meeting, and three Council members shall constitute a quorum at quarterly Council meetings. A majority vote of the Council members present at each meeting shall be necessary to approve motions brought before the Council.

## ***ARTICLE VIII***

### **MEMBERSHIP & DUES**

- A. All individuals with a degree from Capitol Technology University shall be eligible for membership in the Association.
- B. Honorary membership shall be granted to all CREI graduates, all present administrators and faculty members of Capitol Technology University, and former administrators and faculty members with at least seven years of service with the University.
- C. Former Capitol Technology University students who have not completed a degree are considered “Friends of the Association.”
- D. Former Capitol Technology University students who have received certificates are considered “Friends of the Association.”
- E. The Council may set dues for the membership.
- F. “Friends of the Association” do not have a vote but are invited to participate in Association activities and events.

## ***ARTICLE IX***

### **LIAISON WITH THE CAPITOL TECHNOLOGY UNIVERSITY BOARD OF TRUSTEES**

- A. Any alumni serving on the Capitol Technology University Board of Trustees shall not simultaneously serve on the Council.
- B. Any alumni serving on the Capitol Technology University Board of Trustees shall be invited to attend Council meetings.

## ***ARTICLE X***

### **RATIFICATION**

These by-laws shall become effective upon acceptance by a two-thirds vote of the Capitol Technology University Alumni Task Force Members after the Task Force has solicited input from the Capitol Technology University alumni community. These by-laws shall be operative pending a resolution of approval by the University President. The Alumni Task Force and the Alumni Advisory Board will then nominate members to form the Charter Council, and the University President will appoint the full Charter Council from this list of nominees with staggering terms to ensure future continuity. The Charter Council will be responsible for contacting the broader alumni community and convening the first annual Association meeting to be held during the University’s commencement weekend. The first half of the Council will be elected at the first annual Association meeting and the second half at the second annual Association meeting.

## ***ARTICLE XI***

### **AMENDMENTS**

These by-laws may be amended by approval from two-thirds of the members of the Alumni Council and approval by the University President.



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# CAPITOL TECHNOLOGY UNIVERSITY

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## **Alumni Association**

### **STATEMENT OF AGREEMENT**

As a council member of the Capitol Technology University Alumni Association, I have a duty and commitment to assisting Capitol Technology University realize its mission to:

Educate individuals for professional opportunities in engineering, computer and information sciences, and business. The University will provide relevant learning experiences that lead to success in the evolving global community.

As a council member of the Capitol Technology University Alumni Association, I have a duty and commitment to assisting the Alumni Association realize its mission to:

Support and promote the University's mission through advocacy, community outreach, education, and philanthropic activities. The Association will serve as a forum for mutual communication and a vital knowledgebase essential to enhancing alumni relations with the University and alumni, matriculating a diverse body of students, and establishing the University's reputation as a leader in the creative use of technology in education and training.

I will act responsibly and prudently as a steward of the organization and as a representative of Capitol Technology University to the individuals and communities that the organization serves.

As part of my responsibilities as a council member, I agree that I will:

1. Make a personal financial contribution or commitment to Capitol Technology University at a level that is personally meaningful to me. I understand my gift may be in the form of an annual donation, or as a pledge to give a specified amount during the year. I will make this gift or pledge as early in the fiscal year as possible.
2. Bring other resources to the organization in ways that best suit my skills and personal contacts. I will participate in fundraising activities such as individual solicitation in person or by phone, working on special events, writing mail appeals, setting up meetings with potential donors, and other important activities. I understand that there is no required amount of money that I must raise; but I will set a goal and make a good faith agreement to do my best.
3. Attend at least 75 percent of the council meetings each year, which is approximately 4 meetings per year. I will be available for phone consultation and follow up discussions.
4. Actively participate in the work of at least one council committee or task force and attend at least 75 percent of its meetings.
5. Excuse myself from discussions and voting when I have an actual conflict of interest, and bring any apparent conflict of interest to the attention of the Council President or Capitol Technology University Assistant Director of Development.
6. Review proposals and documents prior to council meetings and be prepared to offer insight into matters in which I have specialized knowledge or experience.
7. Make every effort to fulfill my council term, which last two years from joining the board. Council term renewal will include a self-assessment in light of this voluntary agreement.

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Member, Alumni Association Council

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Date

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Assistant Director of Development,  
Capitol Technology University

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Date