

**CONSTITUTION
OF THE UCLA ALUMNI SCHOLARS CLUB**

ARTICLE I

NAME

The name of this organization is the UCLA Alumni Scholars Club, hereinafter called ASC.

ARTICLE II

PURPOSE

2.1 The ASC Mission Statement is:

To promote service, leadership and community among all Alumni Scholars.

2.2 Vision Statement:

To broaden the undergraduate experience of all Alumni Scholars by interacting with alumni, developing leadership skills, serving the university, and strengthening the ASC community.

2.3 Strategic Goals:

Promote opportunities unique to the UCLA Alumni Association
Identify and promote service programs to all Alumni Scholars
Encourage a strong social bond among all Alumni Scholars
Create productive relationships with alumni
Encourage leadership among all Alumni Scholars
Support scholarships for the education of promising students

ARTICLE III

ORGANIZATION

3.1 EXECUTIVE BOARD

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- 3.1.1 The governing body of the Alumni Scholars Club is the Executive Board. The Executive Board comprises the President, Vice-President, Directors, and Ex-officio members.
- A. Committees of coordinators and their responsibilities are determined by the Executive Board.
 - B. Ad hoc Committees as well as additional Board positions may be created by the Executive Board whenever necessary.
 - C. The Ex-officio members of the Executive Board shall include the Director, Alumni Scholarship Programs, the Program Manager, Alumni Scholarship Programs, the Director, Alumni Outreach Programs, the Chair of the Scholarship Steering Committee, the President of the Student Alumni Association, and the immediate past president of the Alumni Scholars Club, provided that individual is still a registered and enrolled student at UCLA and is willing to serve.
 - D. The Ex-officio members of the Executive Board shall act in an advisory capacity and be non-voting members of the Executive Board (with the exception of Board elections).
 - E. Care shall be taken to insure that the Executive Board has broad representation across years in school and majors, and from the Dr. Ralph J. Bunche Scholarship Program and the Community College Transfer Scholarship Program.
 - F. The Executive Board shall act as the final authority on any Executive Committee or Committee actions and shall have final authority over the club's operation.
- 3.1.2 All members of and applicants to the Executive Board must be able to serve a full term. Should it become necessary for a Board member to withdraw, he/she shall immediately inform the President in writing.
- A. A Board term is defined as the time period from July 1st to June 30th of the following year, with the exception of ad hoc committees whose terms are specified.

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- 3.1.3 Each Director shall oversee a Committee. Each Committee may consist of sub-committee members, the number of which will vary according to the needs of the sub-committee as determined by the Executive Committee.

3.2 MEMBERSHIP

- 3.2.1 All ASC members must be registered and enrolled UCLA students throughout the duration of their term (not including summer), who have received an Alumni Scholarship.
- 3.2.2 In accordance with applicable State and Federal laws and University policy, ASC does not discriminate in any of its policies, procedures, practices, or programs on the basis of race, color, national origin, religion, sex, sexual orientation, physical limitations, age, veteran status, medical condition, ancestry, marital status, or citizenship.

3.3 SELECTION OF THE EXECUTIVE BOARD

- 3.3.1 Applications for Executive Board positions shall become available during the Spring Quarter and interested parties must complete and submit an application by the stated deadline.
- 3.3.2 The Presidential Selection Committee selects the new President. This committee shall consist of current Executive Board members not applying for President or any other Executive Board position and at least one of the ex-officio members of the Executive Board. The number of ex-officio members in the Presidential Selection Committee shall not exceed three or half the number of current Executive Board members in the selection committee, except in the case where fewer than one-third of the current Board members are able to sit on the selection committee. In this case, additional people will be asked to serve on the selection committee, in a manner approved by the selection committee and the current Executive Board.
 - A. The Presidential Selection Committee shall conduct the interviews of each Presidential candidate. Members of the current Executive Board who are applying for President or any other Executive Board positions shall not be present

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during the interviews of the other candidates and may not vote.

- B. The Presidential Selection Committee shall choose the new President through printed secret ballot. Ballots shall be counted by the Director, Alumni Scholarship Programs.
- C. Each member of the Presidential Selection Committee is entitled to one vote. If there is a tie, the Program Manager, Alumni Scholarship Programs, or Director, Alumni Scholarship Programs shall cast the deciding vote.

3.3.3 Interviews for, and selection of, all other Executive Board positions will be conducted by the President-elect, current Executive Board members not applying for any Executive Board positions, and at least one ex-officio member. In the case where fewer than one-third of the current Board members are able to sit on the selection committee, additional people will be asked to serve on the committee, in a manner approved by the selection committee and the current Executive Board.

3.3.4 If representative positions are deemed necessary by the President, such positions shall be filled during the Fall quarter at the first general membership meeting of the academic year through the process of election, unless otherwise specified by the Executive Board.

3.3.5 Any candidate not selected for an Executive Board position may appeal the decision to the outgoing President.

3.4 DISMISSAL OF EXECUTIVE BOARD MEMBERS

In cases where a Director is not fulfilling his or her responsibilities, the President will consult with the Advisors to formulate a strategy to address the situation. Such strategy may include informal discussion with the Director in question, formal counseling, written request to perform, a request for the Director's resignation, or dismissal, or any combination of the above as deemed appropriate by the President and Advisors.

3.5 POSITION VACANCIES

All vacancies occurring on the Executive Board, within the first six months of a term, with the exception of ex-officio positions shall be filled

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in the same manner as the selection process. Any vacancies occurring thereafter shall be filled in a manner deemed appropriate by the current Executive Board and the Advisors, the Director, Alumni Scholarship Programs and Program Manager, Alumni Scholarship Programs. Methods can include leaving the position vacant, selecting a current Executive Board member to fulfill the responsibilities of the vacant position, coordinator appointment, or the same manner as the selection process.

ARTICLE IV

RESPONSIBILITIES

4.1 PRESIDENT

4.1.1 The President of ASC is the chief spokesperson for the Alumni Scholars Club. This person shall delegate responsibilities, oversee the execution of all ASC programs, fill any vacancies following the process stated in the Constitution, prepare the agendas for Executive Board meetings, plan the Executive Board Fall Retreat, oversee coordinator selection process, guide ASC to its intended goals and act as liaison to the Student Alumni Association, the Alumni Association Board of Directors, and other campus groups. The President also sits on the Alumni Association Scholarship Steering Committee.

4.1.2 The President convenes the Executive Board outside of regular meeting times as deemed necessary.

4.2 VICE PRESIDENT

4.2.1 The Vice President is responsible for representing ASC to both internal and external organizations when necessary and requested to do so by the President; serving as the primary liaison between the Alumni Scholars Club and alumni; and fulfilling the duties of ASC President in the President's absence.

4.3 DIRECTORS

The Directors organize, develop, and assure the execution of their respective programs.

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4.4 DUAL RESPONSIBILITY

In addition to individual responsibilities, the Executive Board is individually and collectively responsible for the overall direction and welfare of the Alumni Scholars Club and all programs of the Executive Board.

ARTICLE V

CONDUCT OF BUSINESS

5.1 QUORUM

5.1.1 The Executive Board may take no formal action unless 2/3 of Executive Board members are present.

5.1.2 The incoming Executive Board shall determine the quorum requirements for the summer session.

Section 5.2 MEETINGS

5.2.1 ASC general meetings shall occur at least once a quarter during the academic year (Fall, Winter, Spring quarters) on a date determined by the Executive Board.

5.2.2 The Executive Board shall meet weekly or as needed during the academic year (excluding 10th week and finals week), as needed during the summer, and once a quarter in the form of a retreat, as needed.

5.2.3 Special meetings of the Executive Board may be called at any time by the President or by three or more members of the Executive Board on written petition filed with the President.

5.2.4 Committee meetings shall take place as needed to be determined by each Director.

5.2.5 All Executive Board meetings are open to non-board members unless otherwise specified by the Executive Board.

5.3 ATTENDANCE

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- 5.3.1 All Executive Board meetings and key events, including, but limited to, the fall Executive Board retreat, donor receptions, and State Finals, are mandatory to all members of the Executive Board except for ex-officio members.
- 5.3.2 After two unexcused absences to Executive Board meetings, the President reviews the Board member's status with Advisors, and, if necessary, the Executive Board.

5.4 VOTING PROCEDURES

- 5.4.1 If consensus cannot be reached after discussing an issue (excluding impeachment and amendments) a vote requiring a simple majority is taken.
- 5.4.2 In order for a closed ballot to be used for voting on an issue, it must be requested by at least one Executive Board member.

ARTICLE VI

FUNDING

6.1 FUNDING

Funding for ASC comes from the UCLA Alumni Association.

6.2 ALLOCATION

The Director, Alumni Scholarships and Advisor, Alumni Scholarships, and the ASC President shall prepare an annual ASC budget as needed.

6.3 AUTHORITY

Authority for expenditures remains with the Director and the Program Manager, Alumni Scholarship Programs.

6.4 FINANCIAL RECORDS

The UCLA Alumni Scholars Club shall make any and all financial records available to authorized University officials upon request.

ARTICLE VII

CONDUCT

7.1 CONDUCT

All ASC members are expected to follow University codes of conduct at all ASC events.

ARTICLE VIII

ADOPTION

8.1 AMENDMENTS

Any proposed amendments to this Constitution must be typed and submitted to the President or his/her designate at least three days before the next scheduled Executive Board meeting. The proposal is placed on the agenda, presented, discussed, and voted on at the following Executive Board meeting.

8.2 NOTICE

Any proposed amendments to this Constitution shall be furnished in writing to the Executive Board at least five (5) business days prior to any vote. Discussion shall occur as necessary and a vote recorded at a regularly scheduled meeting of the Executive Board, or at a special meeting called by the President with the provision that notice is given to all Executive Board members no later than five (5) working days prior to said meeting.

8.3 ADOPTION

A 2/3 majority of a quorum of the Executive Board is needed in order for any proposed amendment of this Constitution to be adopted. The President adds the approved amendment to the UCLA ASC Constitution.

ARTICLE IX

RIGHTS

9.1 **RIGHTS**

All powers and rights not granted or implied by this Constitution shall be under the authority of the ASC Executive Board.

ARTICLE X

BYLAWS

10.1 DEFINITION

The Bylaws of the ASC Constitution are additional articles that specifically define the programming and operating responsibilities for the Alumni Scholars Club.

10.2 PROPOSALS

Any proposed amendments to the Bylaws must be typed and submitted to the President or his/her designate at least three days before the next Executive Board meeting. The proposal is placed on the agenda, presented, discussed, and voted on at the following Executive Board meeting.

10.3 ADOPTION

A 2/3 majority of the entire Executive Board is needed in order for any proposed amendment to the Bylaws to be adopted. The President or his/her designate adds the approved amendment to the Bylaws.

10.4 DUTIES OF EXECUTIVE BOARD MEMBERS

10.4.1 The **President** shall chair Executive Board meetings, plan and implement Board retreats, oversee delegation of tasks to the Board, coordinate Alumni Scholar participation in the annual Scholarship Reception, coordinate Executive Board selection process in the spring and coordinator selection process in the fall, and serve as liaison to various Alumni Association and other committees as a representative of ASC, including attending all Alumni Association Board of Director meetings and sitting on the Scholarship Steering Committee. This person also helps to oversee positive executive board relations, such as recognition of outstanding performance and remembering birthdays.

10.4.2 The **Vice President** serves as liaison to Alumni Association Committees as directed by the President, acts as liaison to other Association programs, and shall fulfill the duties of the ASC

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President in his/her absence. The Vice President also executes and fundraises for the ASC Scholarship campaign, organizes coordinator development activities, and plans and implements the end-of-the-year volunteer recognition.

- 10.4.3 The **Community College Transfer Student (CCTS) Director** will co-coordinate activities that recruit prospective students to UCLA, including, but not limited to, phone calling projects, receptions, and hosting scholarship interviews. In addition, the director may implement programming that engages continuing transfer scholars, including an Ambassador Program in the early spring.
- 10.4.4 The Dr. Ralph J. **Bunche Director** will plan and coordinate Bunche Scholar participation in the Bunche Reception, recruitment events, Bunche Area Interviews, and any other programs/events involving the Dr. Ralph J. Bunche Scholarship and Outreach Program. The director will also be a member of the Dr. Ralph J. Bunche Scholarship Committee. The director shall be a student who was previously awarded a Dr. Ralph J. Bunche Alumni Scholarship.
- 10.4.5 The **Freshman Scholarship Director** shall be responsible for planning the Freshman State Finals Competition and the Welcome Event, as well as other programs identified by the Assistant Director and Director, Alumni Scholarship Programs. This includes aspects of recruitment, training, publicity, and event coordination. This individual will also coordinate the Ambassador Program.
- 10.4.6 The **Communications Director** oversees production of the Alumni Scholars Club Quarterly Newsletter. This includes, but is not limited to, designing, writing, editing, and layout for the newsletter. This individual is also responsible for the upkeep and running of the ASC office, including responding to inquiries left on the ASC voicemail and creating posters in conjunction with the Marketing Director. The Communications Director will also be responsible for taking and preparing minutes for Executive Board meetings and helping staff collect and update scholar addresses.
- 10.4.7 The **Campus Volunteers Director** will work closely with the Alumni Association staff and the UCLA community to

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coordinate Alumni Association and UCLA service opportunities for Alumni Scholars. This person is also responsible for promoting, organizing and expanding the Campus Volunteers program.

- 10.4.8 The **Leadership Development Director** will work with the Executive Board, Alumni Association staff, and alumni to establish a curriculum designed to strengthen and develop leadership skills among Alumni Scholars. This person will be responsible for coordinating all levels of organization of ASC leadership training events, including logistical details and event materials.
- 10.4.9 The **Scholar Relations Director** will encourage positive relations among Alumni Scholars through social interaction. This individual will coordinate social activities and events to promote ASC cohesion and plan the quarterly meetings. This position will also oversee the Guardian Angels Program in the spring and summer. At the discretion of the Executive Board Selection Committee, this position may be filled by two co-directors.
- 10.4.10 The **Alumni Relations Director** will develop, oversee, and implement the Alumni Mentor Program, together with the Senior Manager – Student Relations, as well as promote other opportunities for interaction between alumni and Alumni Scholars, such as Feast on Foot. The director will develop and coordinate any mentor/mentee activities and initiate other ASC programs and activities that promote an awareness of the Alumni Association.
- 10.4.11 The **Marketing Director** will develop ASC-wide publicity flyers, handouts and facilitate phone calling. This individual will also manage methods of online communication, including updating the ASC Subscription on the MyUCLA Web page and regularly checking the ASC Web pages on the UCLA Alumni Association Web site to ensure its marketing and information is up-to-date. This person will also handle maintenance of the ASC Web site, including its content, updates and layout.
- 10.4.12 The **Spirit Director** will coordinate volunteers for the Heal the Bay volunteer program each quarter and coordinate volunteer participation in the “I’m Going to College” program. This

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person will also plan and coordinate the ASC Entry in the Blue and Gold Week Beat 'SC Parade.

10.5 EXECUTIVE BOARD RESPONSIBILITIES

- 10.5.1 Executive Board members are expected to execute their responsibilities fully and in a timely manner. This includes, but is not limited to, attending all scheduled Executive Board meetings, quarterly meetings, Freshman State Finals, and the annual Scholarship Reception event. Directors are also expected to assemble their committees promptly at the beginning of the year and maintain regular communication with their own committee members as well as the President and the rest of the Executive Board.
- 10.5.2 In cases where a Director is not fulfilling his or her responsibilities, the President will consult with the Advisors to formulate a strategy to address the situation. Such strategy may include informal discussion with the Director in question, formal counseling, written request to perform, a request for the Director's resignation, or dismissal, or any combination of the above as deemed appropriate by the President and Advisors.
- 10.5.3 Specific responsibilities may be adjusted to reflect programmatic needs. Any changes will occur in consultation with appropriate directors and staff members.

10.6 STANDING RULES

- 10.6.1 No person may use the ASC name or his/her ASC title to endorse candidates for student government positions.
- 10.6.2 No person may initially hold more than one Executive Board position at the same time unless that position is part of an ad hoc committee. In cases of vacancies on the Executive Board occurring mid-term, Executive Board members may assume the responsibilities of that vacant position, if deemed appropriate by the Executive Board and the Advisors.
- 10.6.3 Executive Board positions may be added to accommodate expansion of ASC programs or eliminated during fiscal planning

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should it be determined that resources are unavailable to fulfill the duties of that particular Board position.