

Stonecoast Alumni Association
A Chapter of the
University of Southern Maine Alumni Association

OFFICIAL CHARTER

Article I: NAME

The name of this organization shall be The Stonecoast Alumni Association, a Chapter of the University of Southern Maine Alumni Association. Hereinafter, this Chapter generally shall be referred to as “the Association.”

Article II: PURPOSE

The mission of the Association shall be to a.) foster moral, creative and career support for Stonecoast MFA alumni/ae through networking and the organization of social, Educational and professional events; b.) initiate and support fundraising activities to benefit the Stonecoast MFA Program; c.) enhance the reputation and stature of the Stonecoast MFA Program within the literary and academic community nationwide; and d.) encourage preservation, maintenance and appropriate uses of The Stone House located on Wolf Neck Point in Freeport, ME.

Under the general auspices of the University of Southern Maine Alumni Association, the Association will support efforts to promote the University of Southern Maine as well as to promote interest in the Masters of Fine Arts (MFA) in Creative Writing program of the USM College of Arts and Sciences.

Article III: MEMBERS

Section 1: Regular Members

Regular members are Alumni who have received a Stonecoast MFA degree from the University of Southern Maine and who have expressed an interest in participation in the Association. Regular Members have full voting rights.

Section 2: Associate Members

Associate members shall be current students in the Stonecoast MFA Program at the University of Southern Maine. Associate Members have no voting rights.

Section 3: Faculty of Staff Members

Faculty or staff members who are current members of the Stonecoast MFA faculty or staff at the University of Southern Maine. Faculty or staff members have no voting rights in the Association, but do have full standing to be heard in all discussions of the Association, including those expected to conclude in a vote.

Section 4: Honorary Members

Honorary members shall be any persons who are not otherwise qualified for designation as members and who give evidence of vital interest in or service to the Stonecoast MFA Program, and who first are nominated by any Regular Member of the Association and second are granted status by majority vote of those present at any official meeting of the Association.

Honorary members have no voting rights in the Association, but do have full standing to be heard in all discussions of the Association, including those expected to conclude in a vote.

Article IV: DUES

Dues will be set annually by the membership. Payment of annual dues is voluntary.

Article V: OFFICERS AND DIRECTORS

Section 1: Designation of Positions

The officers of this organization shall be a president, vice president, secretary and treasurer, who shall be elected by simple majority of voting members annually to serve a term of two years, and who shall perform the duties as defined by consensus of the Chapter pertaining to the office. Officers must be active members of the Association. Also, there shall be a number of directors. Current students in good standing are eligible to stand for election as Associate Directors, but as such will continue to be considered Associate Members without voting privileges.

Section 2: Election and Terms of Service

Officers and directors shall be elected by simple majority of votes cast. Each officer shall serve for a term of two (2) years, with terms expiring for President/Vice President and Secretary/Treasurer in alternating years. Each director shall serve for a term of two (2) years, approximately one half of the directors being elected each year. Officers and new directors shall commence service as the final item of business at the annual meeting at which they are elected. Individuals may be reelected to serve consecutive terms in the same office or position.

Section 3: Duties of Officers

- a. The president shall be responsible for the preparation of the agenda for each meeting of the Association and of its Board of Directors, for the proper conduct of all such meetings, for direction of affairs of the Association with the guidance, and assistance of the Board of Directors.

- b. The vice president shall be responsible for proper execution of the duties of president in the event of the president's inability to serve for any reason or at any time, and for assistance to the president and other officers as may be appropriate from time to time.
- c. The secretary shall be responsible for recording and maintaining minutes and other records of the proceedings, including the Annual and other meetings of the Association and its Board of Directors.
- d. The /treasurer shall be responsible for executing and maintaining records of financial operations of the Association.
- e. Directors shall be responsible for guidance, oversight of and assistance to the president and other officers as needed. Further, each director shall serve on and as leaders of committees as deemed necessary for the proper execution of the program of the Association.

Article VI: BOARD OF DIRECTORS

Section 1: Composition

The board of Directors shall comprise all officers of the Association, plus a maximum of five (5) additional directors.

Section 2: Responsibility

The Board of Directors shall manage the affairs of the Association between meetings of the general membership of the Association.

Section 3: Meetings

Meetings shall be set in advance by the Board at a previous meeting in order to maintain continuity of operation of the Association. Special meetings may be called by the president.

Article VII: COMMITTEES

The Executive Committee shall be comprised of the Association officers and representatives of the Standing Committees. Standing Committees shall exist as deemed necessary by the Board of Directors.

Article VIII: MEETINGS

There shall be an annual meeting of the general membership of the Association for the purpose of electing officers and directors, reviewing the program of the previous year and considering the program of the coming year, and for any other business or item of interest to the Association. Additional meetings shall be held as deemed necessary by the Officers.

Article IX: VOTING

Voting for officers, directors, or other balloted issues shall be done in person at meetings or by email.

Article IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases where they are applicable, and in which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

Article X: AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting of the Association by a simple two-thirds vote of those present or voting via alternative methods, provided that the amendment has been submitted in writing to the members one month in advance, and in accordance with the guidelines for University of Southern Maine Alumni Association Chapters.