

CommCrew

FRIENDS AND ALUMNI OF THE EAST CAROLINA UNIVERSITY SCHOOL OF COMMUNICATION

BY-LAWS

Article I. Name

The name of the organization shall be CommCrew: Friends and Alumni of the East Carolina University School of Communication, hereafter referred to as the *CommCrew*.

Article II. Mission

The mission of the *CommCrew* is to provide a forum for recognition, communication, support, and professional fellowship among alumni, faculty, and friends of the School of Communication. The *CommCrew* seeks to strengthen the School by providing awareness of its excellence in the professions and throughout the community, recognizing outstanding alumni and student achievement, supporting student activities and scholarships, and promoting the goals and objectives of the School of Communication.

Article III. Membership

Section 1. Membership shall be encouraged among School of Communication alumni, and shall be open to the public, offering ample opportunity for personal involvement on behalf of the School of Communication on the University campus, among the communication professions, and in the community.

Section 2. Each member shall be entitled to one vote.

Article IV. Meetings

Section 1. An annual meeting of the membership shall be held to elect officers, to recognize retiring board members, and to transact other business of the *CommCrew*. Other general meetings of the membership may be called by the Executive Committee and shall be announced one month in advance.

Section 2. Twenty-five members or 10 percent of the membership, whichever shall be lower, shall constitute a quorum.

Article V. Officers and Board of Directors

Section 1. The officers of the *CommCrew* shall be a president, president-elect, past president, two vice presidents, a treasurer, and a secretary. The treasurer and secretary shall be members of the School of Communication staff.

Section 2. The length of term shall be three years for the president (one year as president-elect, one year as president, and one year as past president). The length of term shall be two years for the vice presidents; by consent of the board and the officer, the term may include one year in one position and one year in another position. Term of office shall begin at the close of the annual meeting at which they are elected.

Section 3. The Board of Directors of the *CommCrew* shall be the officers, members at large, and the Director of the School of Communication, as voting

members; and, as nonvoting member, a faculty liaison (elected by the faculty of the School of Communication).

Article VI. Duties

Section 1. The president shall preside at all meetings of the membership, and of the board.

Section 2. The vice presidents shall serve as chairpersons or co-chairpersons of their respective committees.

Section 3. The treasurer shall collect membership fees and contributions and transmit them to the appropriate ECU Foundation account(s). The treasurer shall keep accounts and make reports regarding *CommCrew* finances.

Section 4. The secretary shall record the minutes of the proceedings of the meetings of the *CommCrew* and of the board of directors and shall carry out correspondence as determined by the board.

Section 5. The board of directors shall be responsible for making the general policies for managing the affairs of the *CommCrew*, and shall conduct any urgent business as deemed appropriate.

Section 6. Use of the *CommCrew* mailing list must be approved by the board.

Article VII. Committees

Committees, standing or special, shall be appointed by the president of the *CommCrew* or its Board shall from time to time deem necessary to carry on the work of the *CommCrew*. The president shall be an ex officio member of all committees except the Nominating Committee. The

chairperson of the Nominating Committee shall be the past president.

Article VIII. Finances

Expenditure of funds shall be made by the School of Communication through its normal channels. Funds of the *CommCrew* shall be credited to a designated School of Communication account in the East Carolina University Foundation. Authorization for nonroutine expenditures against this account shall be made by the *CommCrew* board, in consultation with the Director of the School of Communication.

Article IX. Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable in which they are not inconsistent with this document.

Article X. Amendment of By-Laws

These articles can be amended at any regular meeting of the organization by a two-thirds vote of those present and voting, provided that the amendment has been submitted in writing one month prior to the meeting.