Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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WINDWARD COMMUNITY COLLEGE

Student Services

CONSTITUTION OF THE ASSOCIATION OF WINDWARD COMMUNITY COLLEGE ALUMNI AND FRIENDS, UNIVERSITY OF HAWAI‘I

1. **Purpose:**

   To provide the framework and constitutional authority for the establishment and operation of an alumni association at Windward Community College.

2. **Basis:**

   A. Board of Regents Bylaws and Policies, Section 7-9.
   B. E7.203 Executive Policy, "Authority to Establish alumni Organizations."
   C. CCCM #10200, "Authorization to Form Alumni and Friends Organizations (Draft)."

3. **Policy:**

   The approved Constitution of the Association of Windward Community College Alumni and Friends, University of Hawai‘i, in its entirety is attached to this memorandum as Appendix A, pages 1 to 8.

4. **Effective Date:**

   This policy guideline is effective as of August 1, 1995.

   Peter T. Dyer
   Provost
CONSTITUTION OF THE ASSOCIATION OF WINDWARD COMMUNITY COLLEGE ALUMNI AND FRIENDS UNIVERSITY OF HAWAI'I

PREAMBLE

The ASSOCIATION OF WINDWARD COMMUNITY COLLEGE ALUMNI AND FRIENDS, hereinafter referred to as the Association, is hereby established for the express purpose of supporting the goals and activities of Windward Community College. It is the intention of the Association to actively promote the programs of the College in the community at-large, and the Windward area specifically. The Association, furthermore, pledges to promote and support the recruitment of students from the Windward area to attend the College.

In addition, the Association is equally dedicated to the following purposes:

a. to establish a permanent, continuing relationship between the alumnus/ae and the college, a sense of "ohana" and a life-long relationship with the institution, and

b. to work closely with the University of Hawai'i office responsible for promoting the overall effectiveness of alumni organizations.

The organization of the Association, and the manner in which provisions of this Constitution herein contained, shall be governed in accordance with the basic purposes stated above. It must be emphasized that the function of the Association is not that of a group independent of the College. Rather, the Association has undertaken the responsibility of enhancing the quality of the various programs of the College as an integral group under the aegis of the College.

ARTICLE I - MEMBERSHIP

1.01 Membership Qualifications

Membership in the Association is open to any individual who is presently or has been in the past a registered student at Windward Community College, or qualifies as a "Friend of the College."

a. Application Procedure:

An applicant for membership shall fill out the approved application form and return it to the College.

b. Certification:

Upon receipt of the membership application, the College will acknowledge the membership status of the individual and have the member's name placed on the Association mailing list in order that the member will receive notification of all campus alumni activities, and all other materials that are distributed to members of the Association.

c. Continued Membership:

Members will be encouraged annually to continue their active membership in the Association.
1.02 Types of Membership

The Director of Student Services will be the liaison office between the Association and the College. Membership in the Association is divided into the following categories:

a. Active Members:

Active members are those members who have met the criteria established above in Article 1.01 a. Active membership is maintained by an annual contribution of any amount to the WCC Alumni Fund of the University of Hawai‘i Foundation.

b. Inactive Members:

Inactive members are those individuals who no longer meet the criteria for being an active member. Inactive members will be maintained on the rolls of the Association for a maximum of five years. Inactive members are non-voting members of the Association. After five years an inactive member’s membership shall be considered lapsed.

c. Friends of the College:

Those individuals, including faculty and staff, who do not meet the qualifications for membership in the Association but who wish to support the goals and programs of the Association, may become Friends of the College and participate in Association activities by submitting the required application form and making an annual donation to the WCC Alumni Fund. Friends will be entitled to full voting privileges.

1.03 Privileges of Membership

A member in good standing shall be entitled to all rights and privileges of the Association, as provided in accordance with the Constitution, and shall receive such other benefits provided by the Association.

1.04 Lapsed Membership

An inactive member, or an individual whose membership has lapsed, may be reinstated to active membership by indicating an intention to become active again and by contributing to the WCC Alumni Fund.

ARTICLE II - OFFICERS

2.01 Duties of Officers

Officers must be members in good standing of the Association and their respective duties must be performed in accordance with the following provisions:

a. President:

The chief executive officer of the Association shall be the President who shall

1. preside at all meetings of the Executive Committee and the Association;

2. plan, promote, and direct Association business, and be the primary spokesman for the Association;

3. call additional regular meetings during the year at the discretion of the President or the Executive Committee; and

4. submit an annual written report of the Association's activities which shall be distributed to each member at the annual business meeting
b. Vice-President:

The Vice-President of the Association shall

1. assume the responsibilities and duties of the President in case of the absence or disqualification of the President;

2. assist in planning, promoting, and coordinating any public relations program of the Association under the direction of the Executive Committee;

3. assist in establishing and maintaining liaison with all activities engaged in by the Association; and

4. direct the Association’s program for recruiting new members.

c. Secretary:

The Secretary of the Association shall

1. record and publish the minutes for all business meetings of the Executive Committee and the Association;

2. carry on official Association correspondence, including the solicitation of annual membership contributions; and

3. maintain and keep all records of the Commission and the Association.

d. Treasurer:

The Treasurer of the Association shall

1. keep full and accurate accounts of all monies received and disbursed;

2. deposit all money in the name of and to the credit of the Association at the University of Hawai‘i Foundation;

3. prepare such vouchers as may be necessary for the payment of any legally incurred debts by the Association; and

4. along with the Fiscal Officer of the College, be one of the two signatures required on fiscal documents of the Association;

5. present a Treasurer's report at the annual business meeting of the Association and such special reports as the President or the Executive committee shall direct; and

6. submit an annual written financial statement of receipts and disbursements for the fiscal year ending December 31st.

2.02 Term of Office

The term of office for all officers shall be two years. The president and secretary elected on odd numbered years; the vice-president and treasurer on even numbered years.

2.03 Nominations for Office

The President shall appoint a nominating committee at least three months prior to the annual business meeting of the Association. This committee shall prepare a list of nominations for office and submit the list to the Association at the appropriate time.
during the annual meeting. Additional nominations may be made from the floor by any member of the Association at the annual meeting.

2.04 Election of Officers

The election of officers shall take place at the annual business meeting. The election shall be conducted by written ballot and a majority vote of the members eligible to vote who are present shall be required. The newly elected officers shall take office immediately following the annual business meeting.

2.05 Vacancy

The Executive Board, by majority vote, shall have the power to fill any office vacancy except that of the President. In the event that there is a vacancy in the office of the President, the Vice-President shall be appointed interim President by the Executive Board. Officers appointed by the Executive Board shall serve in office until the next annual meeting at which time the Association membership shall elect replacements to complete any unexpired term of office.

2.06 Recall

The members of the Association may remove any officer by a three fourths vote in favor of such removal. The officer involved in a recall will be afforded a hearing at a special meeting of the Association. One month's notice of the special meeting must be provided members of the Association. Only those members of the Association who are in attendance at the hearing shall be entitled to vote. The vote for removal may be held at the conclusion of the special meeting, or by mail no later than one week following the special meeting.

ARTICLE III - EXECUTIVE BOARD

3.01 Duties of the Executive Board

The executive body of the Association shall be the Executive Board. It shall coordinate and administer the programs of the Association. The Executive Board is authorized to perform such other duties as are specifically provided for in the Constitution. In addition, the Executive Board shall engage in any other activity which it deems necessary to carry out the purposes of the Association and the provisions of the Constitution.

3.02 Membership of the Executive Board

For purposes of coordinating and administering the activities of the Association, the Executive Board shall be comprised of all the officers described in Section 2.01, paragraphs "a" through "d", as well as the chairmen of the permanent standing committees of the association described in Article IV. The College's Director of Student Services and Director of Community Services will be ex-officio non-voting members of the Executive Board.

ARTICLE IV - STANDING COMMITTEES

4.01 Membership Committee

The Membership Committee shall be responsible for advising the Association and coordinating the Association activities directed at maintaining and increasing membership.

4.02 Recruitment Committee

The Recruitment Committee shall be advisory to the College and the Association. It shall coordinate the Association activities directed at recruitment of students in the community to attend Windward Community College
4.03 **Hospitality Committee**

The Hospitality Committee shall be advisory to the College and the Association in promoting the mission of the College within the community.

4.04 **Ho’olaule’a Committee**

The Ho’olaule’a Committee shall be advisory to the College and the Association. It shall coordinate alumni participation in the annual Ho’olaule’a.

**ARTICLE V - FINANCES**

5.01 **Collection**

The Association with the assistance of the College has the responsibility for collecting all donations to the Association, and income from any fundraising activities initiated by the Association.

5.02 **Annual Audit**

The Association shall have its financial accounts examined on an annual basis by the College’s Director of Administrative Services. The University also reserves the right to audit the Association’s financial records at any time.

**ARTICLE VI - MEETINGS**

6.01 **Annual Business Meeting**

There shall be at least one business meeting of the Association annually, held during the Spring of each year. Additional meetings may be called at any time during the year at the discretion of the President or Executive Board. Notice of all business meetings should be sent to members at least one month prior to the scheduled date for the meeting. A quorum necessary for the transaction of Association business shall consist of all members present at the meeting. Regular business meetings shall be conducted in accordance with Robert's Rules of Order, as revised.

**ARTICLE VII - ACTIVITIES**

7.01 **Regulations Governing Association Activities**

a. All fund raising done for the benefit of the College shall be coordinated by the University of Hawai’i Foundation in accordance with Foundation policies and procedures.

b. All on-campus activities of the Association must follow established campus policies and procedures (e.g., reserving of facilities; use and/or sale of alcoholic beverages).

c. The Provost of the College shall have veto rights over any Association activity. Such rights shall be exercised only when it is deemed by the College that the activities would be contrary to the purpose of the Association and of Windward Community College.

7.02 **Activities of the Association**

The activities of the Association will include, but not be limited to the following:

a. An alumni newsletter distributed on a periodic basis.

b. Receptions for alumni before or after campus events such as cultural activities and commencement.
c. Seminars, professionally or culturally oriented, offered at cost only (minimal charge), specifically for alumni.
d. Recruiting activities to interest potential students in attending the College.
e. Participation in the annual Ho’olaule’a activity.

ARTICLE VIII - AMENDMENT

8.01 Constitutional Amendment

The Constitution of the Association may be amended only in compliance with the following procedures. A written copy of any proposed amendment must be presented or mailed to the President at least two weeks prior to the annual meeting and will be distributed to all in attendance at the annual meeting. At the annual meeting, any properly distributed proposed amendment may be adopted by at least a two-thirds vote of those members present. Constitutional amendments do not become final until approved by the Provost of the College and the Chancellor for Community Colleges.

Approved by Provost:

Peter T. Dyer __________________________ DATE

Approved by Chancellor for Community Colleges:

Joyce S. Tsunoda ______________________ DATE