

Alumnae Coordinating Council University of Southern California

Constitution And By-Laws

Article I – Name

The name of this organization shall be the Alumnae Coordinating Council (ACC) of the USC Alumni Association of the University of Southern California. This Council shall meet regularly to advise, discuss, and organize the activities of its membership.

Article II – Purpose

The purpose of the Council shall be to encourage interest and participation by all alumnae and interested friends in the University and the USC Alumni Association. The Alumnae Coordinating Council shall be responsible to:

- Section 1. Coordinate and promote the activities of all alumnae organizations. Recommend all new alumnae organizations to the Board of Governors of the USC Alumni Association for official recognition.
- Section 2. Encourage programs and activities that will foster greater participation by alumnae in support of all facets of the University and alumni affairs.
- Section 3. Be aware of the purpose and activities within various alumnae organizations and orient each toward proper support of the University.
- Section 4. Develop and maintain a master calendar of alumnae events.

Article III – Membership

- Section 1. Organization Membership. University of Southern California alumnae organizations chartered by the Alumni Association and Board of Governors may automatically be members of the Alumnae Coordinating Council. The alumnae organizations of this Council are the following (in order of date founded): Trojan League of Los Angeles*, Trojan Guild of Los Angeles*, Trojan League of Orange County*, Trojan Affiliates, Association of Trojan Leagues, Trojan League Associates of San Diego County, Trojan Guild of Orange County, Trojan League Associates of the Valleys, Trojan League of South Bay, Trojan League Associates of the Foothills, Trojan League Associates of the Desert, Society of Trojan Women. (*indicates a charter member group in 1961)
- Section 2. Affinity Organization. Any organization not chartered by the USC Alumni Association that has a close relationship with the Alumnae Coordinating Council.
Affinity organizations represented on the Council are (in order of date founded): Town and Gown of USC*, Interfraternity Parents' Council, and Intersorority Parents' Council. (*indicates a charter member group in 1961).
One Alumni Association staff member will serve as a member of the Council
- Section 3. The following members in good standing shall each have one vote on the Council:
 - a. Each member of the Executive Committee
 - b. The president and a representative of all alumnae member organizations
 - c. The president of all Affinity organizations
 - d. Standing committee chairmen appointed for a one-year term as designated by the Alumnae Coordinating Council Chairman
 - e. One Alumni Association staff member

- Section 4. Honorary Members. New Honorary Members shall be recommended by the Executive Committee and approved by the voting Council. The candidate shall have provided outstanding exceptional service and support to the Alumnae Coordinating Council throughout the years.
- Section 5. Past Chairman. Past Chairman are welcome to attend meetings and signature events by invitation (such as the president's holiday party, scholarship luncheon, and the Annual Meeting). They shall pay based on a fee per event.

Article IV – Dues

Annual membership dues for each position on the Alumnae Coordinating Council shall be determined and voted on by the ACC members at the January meeting of each year. The dues should be made payable to ACC and mailed to the Treasurer before September 1st of each year to be a member in good standing.

Article V – Officers

- Section 1. The Executive Committee of the Alumnae Coordinating Council shall consist of the following officers: Chairman, Chairman-Elect, Immediate Past Chairman, Recording Secretary, and a member of the Alumni Association staff.
- Section 2. The Chairman serves as a representative of the Council to the Board of Governors.

Article VI – Meetings

Meeting shall be held bi-monthly from September through May or by written request of two-thirds of the membership.

Article VII – Elections

- Section 1. The Chairman of the Nominating Committee shall be the Immediate Past Chairman of the Alumnae Coordinating Council. The Nominating Committee shall include the Executive Committee and three Committee members, plus two alternates (who shall serve if needed), elected by the Council at the January meeting.
- Section 2. The Chairman serves as a representative of the Council to the Board of Governors.
- a. The Chairman-Elect shall be a USC degreed alumna and shall have previously served on the Council for at least two years and shall serve a progressive term as Chairman- Elect, Chairman, and Immediate Past Chairman.
 - b. The Secretary shall have served on the Alumnae Coordinating Council for at least one year and shall serve a one-year term only.
- Section 3. The Chairman serves as a representative of the Council to the Board of Governors.
- a. Chairman: The Chairman-Elect shall act as Chairman until such time as she normally assumes Chairmanship
 - b. Chairman-Elect: A special election shall be held to fill the term of the current Chairman-Elect
 - c. Immediate Past Chairman: The Executive Committee shall appoint a member of the Council to complete the term of this office.
 - d. Secretary: The Executive Committee shall make the appointment to fill the vacancy.
 - e. Standing Committee Chairmen: The Council Chairman shall make the appointments for fill the vacancies.

Section 4. For a special election, if the annual Nominating Committee has not or cannot be appointed, a special Nominating Committee shall be formed by the Executive Committee to fill vacancies.

Article VIII – Amendments

This Constitution and By-Laws may be amended at any meeting of the Council by a two-thirds vote of the members present.

Article IX – Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Alumnae Coordinating Council in all cases in which they are applicable and in which they are not in conflict with the articles of incorporation of the USC Alumni Association of the University of Southern California.

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Standing Rules

1. Dues. The dues of the Alumnae Coordinating Council shall be \$175.00 for all active members.
2. All expenditures must be submitted to the Treasurer with a reimbursement voucher in order to be paid by the end of the fiscal year.
3. Unbudgeted expenditures must be approved by the Executive Committee and reported at the next Alumnae Coordinating Council meeting by the Treasurer.
4. The fiscal year will be July 1 – June 30.
5. The budget shall be approved at the September meeting
6. The financial records of the Alumnae Coordinating Council shall be reviewed annually by 2 former Treasurers appointed by the current Alumnae Coordinating Council Chairman.
7. Any potential Alumnae Coordinating Council product must be approved by the voting members of the Alumnae Coordinating Council prior to acquisition.

Revised:

11/22/02

6/18/04

1/19/07

1/23/09

3/1/13

6/6/14

9/11/15