

AGENDA

SAUK VALLEY COLLEGE BOARD MEETING

President Sabol's Office

April 14, 1969

7:30 p.m.

- A. Call to order
- B. Roll call
- C. Recommended actions:
 - 1. Approval of minutes as submitted
 - 2. Approval of current bills for payment
 - 3. Acceptance of gifts to the college
 - 4. Recognition of newly formed alumni association
- D. Old business
 - 1. Preliminary budget estimates
 - 2. Revision of faculty salary schedule
 - 3. Proposal for faculty tenure policy
 - 4. Other old business
- E. New Business
 - 1. Authorization for completion of Interior Design Graphics work in new building
 - 2. Proposed request for Change Order #11: Relocation for pressure-reducing valve on feedwater lines
 - 3. Other new business
- F. President Sabol's report:
 - 1. Construction progress report
 - 2. Fall semester admissions report
 - 3. Sauk Valley Area Career and College Night
 - 4. World Affairs Conference
 - 5. In-Service Institute for High School Physics Teachers, April 12
 - 6. Northwest Division of the Illinois Association of Teachers, April 26
 - 7. Designation of Sauk Valley College as Official
 - 8. Fall and spring enrollment in Associate Degree Program
 - 9. Progress of transfer students at University of College of Engineering
 - 10. Other items
- G. Time of Next Meeting
- H. Adjournment

MINUTES OF REGULAR MEETING SAUK VALLEY COLLEGE BOARD

April 14, 1969

The Board of Sauk Valley College met in regular meeting at 7:30 p.m. on April 14, 1969 in the President's office at Sauk Valley College, Rural Route #1, Dixon, Illinois. Chairman Schuneman called the meeting to order at 7:45 p.m. and the following members answered roll call: Orval DeWeerth, Peter Dillon, Catherine Perkins, Kenneth Reuter, Gerald Stuff, Warren Walder, and Clayton Schuneman.

Member Perkins moved that the minutes of the March 24, 1969 meeting be approved with the following correction and addition. Par. #2, Page #1, Mr. Dillon's title should be referred to as Vice-Chairman. Par. #9, Page #1, add "an addressograph and plate printer". Member Reuter seconded the motion. Motion voted and carried.

Member Walder moved the adoption of the attached resolution canvassing the election for the Board on April 12, 1969 and the certification of the election of Mr. Warren Walder and Mr. Clayton Schuneman to three year terms to the Board of Sauk Valley College. Member Perkins seconded the motion and the following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

Proceeding to organize the Board for the coming year, Member DeWeerth suggested that voting for officers of the Board be conducted by secret ballot. Voting then took place by secret ballot and the following results were recorded: Clayton Schuneman, Chairman of the Board; Peter Dillon, Vice-Chairman; and Kenneth Reuter, Secretary.

Member Perkins moved, seconded by Member Dillon, to set the second and fourth Mondays of each month as regular meeting dates at 8:00 p.m. as the meeting hour at present. Motion voted and carried unanimously.

Member Walder moved, seconded by Member DeWeerth, that Robert Edison be appointed as Treasurer of Sauk Valley College and the following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

Member Reuter moved, seconded by Member Stuff, that all banks in the college district and Harris Trust Company of Chicago, Illinois, be appointed legal depositories for the funds of the college. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

Member Dillon moved, seconded by Member Perkins, that the existing policies and regulations of the Board be continued until altered, amended or abolished. Motion voted and carried.

Member Dillon moved, seconded by Member DeWeerth, that the Board approve payment to the attached list of election judges. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

Member Perkins moved, seconded by Member Dillon, that the college approve a gift from Dixon Motors of a Slant "6" second-hand motor to be used in the Automotive Technology program. Motion voted and carried unanimously.

In regard to the newly formed Alumni Association of Sauk Valley College, Member Perkins noted that it was with a great deal of pleasure that she move the recognition of this association and approval of the attached constitution. Member Dillon seconded the motion, the motion was voted and carried unanimously.

Member Walder moved, seconded by Member Perkins, that the Board approve the attached salary schedule for instructional staff at Sauk Valley College. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder and Schuneman. Nays-0. Motion carried.

Member Walder moved, seconded by Member DeWeerth, that the attached Criteria for Recruitment and Selection of Professional Staff be approved. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

Member Walder moved, seconded by Member DeWeerth, that the attached Administrative Salary Schedule be approved. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

Member Walder moved, seconded by Member Dillon, that the following Fringe Benefits be approved:

1. Sick Leave shall be extended to 15 days for the first year, beginning with the first contractual day of employment, and accruing without limit at the rate of 10 days per year thereafter, terminating on the last day of employment.
2. Tuition-free enrollment at Sauk Valley College shall include children and spouse of all full-time staff.
3. The option of the pro-rated distribution of 10 months salary over a 12 month period shall be available to all full-time members of the faculty.

4. Expenses for academic robes and ali for any Sauk Valley College function shall be paid by the college.

The following vote was recorded: Ayes Members DeWeerth Dillon, Perkins, Reuter, Walder, and Schuneman. Nays-Member Stuff. Motion carried.

Member Walder moved, seconded b Member Dillon, tha the attached Tenure Policy be adopted by the Sauk Valley College Board. The following vote was ordered: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Walder, and Schuneman. Nays-Member Stuff. Motion carried.

Discussion was held on the 1969-70 Building Fund projection. This item was tabled for further study.

The authorization for completion of Interior Design and Graphics work in the new building was tabled until the next meeting.

Member Dillon moved, seconded by Member Reuter, that the Board approve the request for Change Order #11, which is the relocation for pressure-reducing valves on the feedwater lines in the new building, at a cost of \$1,310.00. The following vote was recorded: Ayes Members Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-Member DeWeerth. Motion carried.

Member Walder moved, seconded by Member Dillon, that the Board acknowledge receipt of copies of the letter sent to President Sabol from the Associated Students Board in regard to Personnel Policies of the college. Member Walder asked President Sabol to prepare a response to the letter. Motion voted and carried.

Dr. Sabol noted that with 63% of the time elapsed on the new building, 68% of the work has been completed. The following construction report was presented to the Board:

Unit I columns are all poured and the roof deck is being formed. Unit II roof is now installed. Interior partitions are being set and wallboard installed. Painting of ceiling area has begun. Lighting fixtures are being installed. All trades are concentrating in getting this unit ready for the finish trades. Unit III gym roof is poured and post-tensioning and grouting is completed. Scaffold is being removed. Forming has begun on the last small pour on third floor of this unit. Forming of mechanical equipment screen is 60% done. One cooling tower base is poured, one is formed ready to pour and one remains to be poured. Unit IV clerestory roof being finished today (4-11-69). Insulating roof fill is being placed and being followed by the roofer. Window frames are installed on the second and third floors and the glass is installed on the third floor. Brick work is underway on the first floor. Elevator #3 is being installed. The last stairway in the building (#11) has now been formed as far as first to second.

Toilet room plumbing for this unit is being roughed in and the Bricklayers will follow them. Duct work is being installed on first floor and in the mechanical chases. Tile and duct work in basement kitchen area has progressed far enough for the kitchen equipment manufacturer to make his field measurements. Built in freezers and coolers are being built. The electric power company is now working on the last electrical vault. General clean up has begun on the exterior so that grading and sidewalks, etc. can soon follow. One crane is being dismantled and the other will follow as soon as the Mechanical Screen, third floor roof pour of Unit III and the roof pour of Unit I are completed. The end is in sight for the structural concrete pours.

Dr. Sabol reported the following:

Eighteen paid applications have been received for the summer session and as of April 11, 1969, 223 new applications have been received for the fall semester of 1969.

College Night will be held at Sauk Valley on April 17, 1969.

Sauk Valley College has been officially designated as a GED Testing Center with John Sagmoe appointed as Chief Examiner.

Investigation of the costs involved in moving the 16' telescope from Rockford to Sterling are estimated to run about \$2,300. Member Walder commented that he wished to commend the committee for their efforts and he would like President Sabol to earnestly proceed to find a way of moving this telescope to our campus at no cost to the college.

At 10:25 p.m. Member Dillon moved, seconded by Member DeWeerth, that the Board adjourn to Executive Session. Motion voted and carried.

At 11:45 p.m. Member Dillon moved, seconded by Member Reuter, that the Board return to regular session. Motion voted and carried unanimously.

There being no further business, Member Walder moved, seconded by Member Reuter, that the board adjourn to 8 p.m. April 28, 1969. The following vote was recorded: Ayes Members DeWeerth, Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried

The meeting was adjourned at 11:47 p.m.



Kenneth L. Reuter
Kenneth L. Reuter
Secretary

CANVASS OF REGULAR ELECTION HELD SATURDAY, APRIL 12, 1969, FOR
THE ELECTION OF TWO MEMBERS TO THE BOARD OF JUNIOR COLLEGE
DISTRICT NO. 506, WHITESIDE, LEE, OGLE, HENRY, AND BUREAU
COUNTIES, ILLINOIS AND DECLARATION OF RESULTS OF SAID ELECTION

WHEREAS, the Board of Junior College District No. 506, Whiteside, Lee, Ogle, Henry, and Bureau Counties, Illinois did on the 24th day of March, 1969 call a regular election for the purpose of election two (2) members to the Board of said College, and

WHEREAS, the Board has caused a proper notice to be given of said election by publishing notice thereof once in The Daily Gazette of Sterling, Illinois, and once in the Dixon Evening Telegraph of Dixon, Illinois, the same being newspapers published in and having a general circulation within the territory of the district, the date of publication of such notice being at least ten (10) days prior to the date of said election, which notice did specify the precincts where the election was to be held, the time of the opening and closing of the polls, and the purpose of the election, all as evidenced by an Affidavit of the publishers of said newspapers, and having attached thereto newspaper clippings of such notice as so published, which said notices and Affidavits are now on file with and are a part of the permanent records of the Board of said Junior College District and are in words and figures as follows:

and

WHEREAS, at said election the names of candidated were submitted upon proper ballots, and

WHEREAS, an Affidavit properly signed by each person desiring to vote at said election and sworn to before an officer authorized by law to take Affidavits, such Addidavits stating the name and address of the person desiring to vote, stating that each voter resides within Junior College District No. 506, Whiteside, Lee, Ogle, Henry, and Bureau Counties, Illinois, and is registered to vote in general elections from a residence located within said district, and further stating that such person so desiring to vote is a qualified voter in said school district has been filed with the Secretary of the Board and an examination of such Affidavits evidences the fact that each person that did vote at said election did sign such an Affidavit as above referred to, a true and correct copy of the form of Affidavit prepared for use at said election being as follows:

SAUK VALLEY COMMUNITY COLLEGE

AFFIDAVIT OF VOTERS

(Under Section 9-9 of the School Code)

State of Illinois)
)
) ss
County of _____)

The undersigned, each being first duly sworn upon oath individually, deposes and says that affiant is desirous of voting in an election held under the provisions of the School Code on _____, 19 _____ and represents the following facts to be true:

1. My signature below hereon designates my correct name and the address opposite my signature is my correct address.
2. I reside within Junior College District #506 of Whiteside, Lee, Ogle, Henry, and Bureau Counties, Illinois and am registered to vote in general elections from a residence located in the school district.
3. I am a qualified voter in said School District.
4. That I am above the age of twenty-one (21) years; have resided in the State of Illinois for one (1) year or more, in the County of my residence for ninety (90) days or more and in said district for thirty (30) days or more prior to the date of the signing hereof.

Number of

Voter	Name	Address	, Illinois
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Subscribed and sworn to before me by each of the above affiants individually this _____ day of _____, 19 _____.

Notary Public (or judge of election)

and

WHEREAS, the returns of said election have been submitted to the Board and the Board has duly canvassed the returns of the votes cast at said election:

NOW, THEREFORE, the Board of Junior College District No. 506, Counties of Whiteside, Lee, Ogle, Henry, and Bureau, State of Illinois, as a canvassing board finds as follows:

A. That proper notice of and proper ballots were used at the election held in and for the territory known as Junior College District No. 506, Whiteside, Lee, Ogle, Henry, and Bureau Counties, Illinois, on the 12th day of April, 1969 and that all persons voting at said election did sign a proper Affidavit indicating the affiants to be qualified voters of the territory of said district, all as referred to hereinabove in the preamble of this document.

B. That the total number of Affidavits of voters signed and the total number of voters voting at said election were 3,157

C. That the details of the votes cast for the respective candidates in the various precincts were as follows:

precincts	Warren E. Walder	Clayton R. Schuneman	Spoiled or Blank	Write-ins	Total Votes Cast
#1 Dixon	52	57			60
#2 Prophetstown	17	16			17
#3 Sterling	209	211	1	4	231
#4 Coleta	54	58			59
#5 Nelson	37	37			39
#6 Rock Falls	561	670			745
#7-Dixon Jefferson School	261	227	6	8	279
#8-Dixon Washington School	410	350			444
#9-Dixon Grand Detour School	79	70			82
#10 Dixon South Central School	114	98		1	123
#11-Dixon Lincoln School	118	98	10	1	133
#12-Dixon Madison School	190	152		3	196
#13 Campico	71	78	6		84
#14 Deer Grove	34	38			39
#15 Mboy	128	116			150
#16 Ublette	14	9			19
#17 Laytown	50	45			56
#18	29	29			31
#19 Medina	39	32			40

Recincts	Warren E. Walder	Clayton R. Schuneman	Spoiled or Blank	Write-ins	Total Votes Cast
#20	28	26			34
#21 Walnut	48	50			50
#22 Polo	55	55			58
#23 Ohio High School	37	37			40
#24 Franklin Grove	135	115	2	3	148
Totals 4-14-69	2,770	2,674	28	20	3,157

D. That the two (2) individuals receiving the greatest number of votes and the votes received by said individuals were as follows:

Clayton R. Schuneman	2,674
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Warren E. Walder	2,770
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NOW, THEREFORE, IT IS HEREBY ORDERED by this Board that at the regular election held on Saturday, the 12th day of April, 1969, in and for Junior College District No. 506, Whiteside, Lee, Ogle, Henry, and Bureau Counties, Illinois, Clayton R. Schuneman and Warren E. Walder were duly elected to the Board of said district.

SAUK VALLEY COLLEGE
Dixon, Illinois

FACULTY TENURE POLICY

TENURE DEFINITION:

Tenure is hereby defined as the continued contractual appointment to a professional position of employment at Sauk Valley College. Tenure applies to all full-time professional staff members (except the president) employed by the institution though the status of tenure is not related to a specific position.

TENURE SCHEDULE:

Normally professional staff members shall initially be appointed for no longer than one year. Such appointments must be reviewed annually and eligibility for tenure will be based upon completion of three years of professional service at Sauk Valley College. During that period, if the employee is not to be re-employed at the end of his contract, he shall be given written notice not later than March 1st of the contract year.

APPROVAL PROCEDURE:

Tenure will be granted upon recommendation of the president of the College with specific Board approval required in each individual case. A maximum of one additional probationary year may be approved by the president upon recommendation of the appropriate dean. In such cases, the president shall notify the Board and the individual concerned in writing of the specific reasons for the additional year of probation, as well as the requirements to be fulfilled during that year.

DISMISSAL FOR CAUSE:

Any one of the following shall be considered adequate cause for suspension and possible termination of tenured staff:

- a. Inadequate performance of duties
- b. Willful and continuous neglect of duties
- c. Unprofessional conduct
- d. Violation of official college policies
- e. Moral turpitude
- f. Unjustifiable insubordination
- g. Physical or mental incapacity

OTHER REASONS FOR TERMINATION:

Age: Tenure shall expire automatically and without notice on June 30 of the contract year in which the 65th birthday of a tenured staff member occurs. Employment after 65, if any, shall be on either a temporary or an annual contract basis.

BUDGET OR PROGRAM RETRENCHMENT: The services of any member of the professional staff may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent and every effort shall be made to assist the individual concerned to locate another position. Such termination shall normally be made at the close of the contract year.

SAUK VALLEY COLLEGE
Dixon, Illinois

CRITERIA FOR RECRUITMENT AND SELECTION OF PROFESSIONAL STAFF

I. General Requirements: The following general qualifications will be considered in the recruitment and selection of teaching staff:

- a. Mastery of subject matter
- b. Demonstrated teaching capability
- c. Interest in students as individuals
- d. Understanding of the comprehensive community college program
- e. Potential for continued professional growth

II. Specific minimum requirements for instructional staff: The instructional staff is classified into five groups:

- a. Assistant Instructor
- b. Instructor
- c. Assistant Professor
- d. Associate Professor
- e. Professor

Initial appointments are made in accordance with the following guides for employment at the various ranks. Appointments are made on an individual basis and final salary and rank depend upon personal qualifications as well as education and experience. In individual cases outstanding prior achievement may be equated to degree requirements and/or professional experience.

- a. Assistant Instructor: A certificate or diploma from a vocational technical or other training school in the field of specialization. Program of preparation should be the equivalent of two years of post high school education. One year of credit is given for each two years of clinical and work experience in determining placement on the schedule. This rank may also be assigned to an appointee who holds a bachelor's degree and is working toward a master's degree in the field of teaching specialization or a master's degree with a graduate major in the teaching subject field.
- b. Instructor: A master's degree in the field of specialization, or a master's degree with a graduate major in the teaching subject field.

In those fields in which a graduate degree is not available, the following alternatives may be considered:

- 1. A bachelor's degree and 30 semester hours of graduate credit or
- 2. A total of 150 semester hours of college credit

In all cases the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.

c. Assistant Professor: A master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field and four years of professional experience; or a doctor's degree in the field of specialization and less than four years of professional experience.

In those fields in which a graduate degree is not available, the following alternatives may be considered:

1. A bachelor's degree and 30 semester hours of graduate credit or
2. A total of 150 semester hours of college credit

In all cases the preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.

d. Associate Professor: A master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field and 30 hours of approved graduate credit, and eight years of professional experience, at least two of which shall be successful college teaching; or a doctor's degree in the field of specialization, and six years of professional experience, at least two of which shall be successful college teaching.

In those fields in which a graduate degree is not available, the following alternatives may be considered:

1. A bachelor's degree and 60 semester hours of graduate credit or
2. A total of 180 semester hours of college credit.

In all cases preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.

e. Professor: A doctor's degree in the field of specialization or a master's degree in the field of specialization or a master's degree with a graduate major in the teaching subject field, and 60 hours of approved graduate credit. Ten years of experience, at least five of which shall be successful college teaching.

In those fields in which a graduate degree is not available, the following alternatives may be considered:

1. A bachelor's degree and 80 semester hours of graduate credit or
2. A total of 200 semester hours of college credit

In all cases preparation should include the equivalent of an undergraduate major and appropriate graduate courses in the field of specialization.

SAUK VALLEY COLLEGE
Dixon, Illinois

CRITERIA FOR RECRUITMENT AND SELECTION OF ADMINISTRATIVE STAFF
(12 month positions)

Criteria for recruitment and selection of general administrative staff, counselors, audio visual and other specialized twelve-month personnel include the general requirements for professional staff listed in the Faculty Handbook.

Specific qualifications for administrative positions are determined in accordance with the functions to be fulfilled. These duties and responsibilities are listed in the current Faculty Handbook.

ADMINISTRATIVE SALARY SCHEDULE

12 MONTH POSITIONS

GRADE I	6,700	7,025	7,375	7,750	8,150	8,550	8,975	9,425
GRADE II	7,900	8,300	8,725	9,150	9,600	10,075	10,575	11,100
GRADE III	9,275	9,750	10,225	10,725	11,250	11,825	12,425	13,050
GRADE IV	10,900	11,450	12,025	12,625	13,250	13,925	14,625	15,350
GRADE V	12,825	13,475	14,150	14,850	15,600	16,375	17,200	18,050
GRADE VI	15,100	15,850	16,650	17,475	18,350	19,275	20,250	21,250
GRADE VII	17,775	18,650	19,575	20,550	21,575	22,650	23,800	25,000

Effective: July 1, 1969

Business Service

SAUK VALLEY COLLEGE

SALARY SCHEDULE

<u>Assistant Instructor</u>	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>
5,400	7,250	8,500	9,750	11,000
5,625	7,550	8,850	10,150	11,450
5,850	7,850	9,200	10,550	11,900
6,075	8,175	9,575	10,975	12,375
6,325	8,500	9,950	11,425	12,875
6,575	8,850	10,350	11,875	13,400
6,850	9,200	10,775	12,350	13,925
7,125	9,575	11,200	12,850	14,475
7,400		11,650	13,375	15,050
7,700		12,125	13,900	15,650
8,000			14,450	16,275
			15,025	16,925

Effective Sept. 1, 1969
Business Services

mav

ELECTION JUDGES

501.903

<u>Ck. No.</u>	<u>Name</u>	<u>Amount</u>
4221	Mrs. Arthur Houseman	\$ 7.50
4222	Mrs. Lee Schipper	7.50
4223	Mrs. Robert Aiken	7.50
4224	Mrs. Francis Varney	10.00
4225	Mrs. Paul Detra	10.00
4226	Mr. Carl Q. Swanson	10.00
4227	Mrs. Myrtle Bushman	7.50
4228	Mrs. Edna Cassens	7.50
4229	Mr. Kenneth Rice	7.50
4230	Mrs. Norma Milles	7.50
4231	Mrs. Mary Ann Schuneman	7.50
4232	Mrs. Virginia Jokerst	7.50
4233	Edyth Naylor	7.50
4234	Mrs. Mildred DeJonge	7.50
4235	Mrs. Lois Nicholson	7.50
423	Mrs. Bernice Rhode	7.50
4237	Mrs. Henry Janssen	7.50
4238	Mrs. Andrew Laidig	7.50
4239	Mrs. Harry Remrey	7.50
4240	Mrs. Lawrence Cain	7.50
4241	Mrs. Donald Finch	7.50
4242	Mrs. Darlene Nelson	7.50
4243	Mrs. Lowell Spencer	7.50
4244	Mrs. Kathryn Sharp	7.50
4245	Mrs. Verna Dodd	7.50
4246	Mrs. Lyle Bellows	7.50
4247	Mrs. Mary Lois Raymond	7.50
4248	Mrs. Lena Huffman	7.50
4249	Mrs. John Shular	7.50
4250	Mrs. Merle Brown	7.50
4251	Mrs. Erma Foxley	7.50
4252	Mrs. Norma Bally	7.50
4253	Mrs. Mabel Bennyhoff	7.50
4254	Mrs. Ruth McPherson	7.50
4255	Mrs. Lucy Henning	7.50
4256	Mrs. Marilyn Emmert	7.50
4257	Mrs. Donna Everhart	7.50
4258	Miss Katherine Witzleb	7.50
4259	Mrs. Edith Musser	7.50
4260	Mrs. Gene Coffey	7.50
4261	Mrs. Verna Meredith	7.50
4262	Myrtle Denison	7.50
4263	Louise Renkes	7.50
4264	Ruth Brandau	7.50
4265	Doris Price	7.50
4266	Marjorie Wetzell	7.50
4267	Gayle Broers	7.50
4268	Agnes Kellen	7.50
4269	Lena Merlo	7.50
4270	Leona Welty	7.50
4271	Sally Pry	7.50
4272	Shirley Hinrich	7.50
4273	Helen Rapp	7.50
4274	Mildred Kelly	7.50

Election Judges, cont'd

4275	Harriet Snow	7.50
4276	Winifred Spratt	7.50
4277	Luella Burke	7.50
4278	Joan Kessel	7.50
4279	Kathryn Drew	7.50
4280	Mrs. Irma Bothe	7.50
4281	Mrs. Fred Glessner	7.50
4282	Mabel Berei	7.50
4283	Ann Larson	7.50
4284	Johanna Hopkins	7.50
4285	Ruth Brill	7.50
4286	Mrs. Caryl Wedding	7.50
4287	Mrs. Irene Gonigam	7.50
4288	Mrs. Helen Ganschow	7.50
4289	Ruth Groves	7.50
4290	Gladys Hammer	7.50
4291	Florence Anderson	7.50
4292	Louise Fahs	7.50
4293	Leigh Smith	7.50
4294	Mrs. Rita Dippel	7.50
4295	Mrs. Dorothy J. Hillison	7.50
4296	Mrs. Ruth Briggs	<u>7.50</u>
	Total for Judges	\$ 577.50

CONSTITUTION
OF
SAUK VALLEY COLLEGE ALUMNI ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be, THE SAUK VALLEY COLLEGE ALUMNI ASSOCIATION. Hereafter, this organization shall be referred to as the ASSOCIATION.

ARTICLE II - PURPOSE

This ASSOCIATION is established as a means of continued support of the college, through progressive action at the local, state, and federal level; to cooperate with college officials for the advancement of the college community; to evaluate the college and make recommendations for desirable future changes; to provide a means for special interest groups to establish subcommittees affiliated with the parent organization; and to encourage alumni participation in the functions of the college.

ARTICLE III - MEMBERSHIP

The membership of the ASSOCIATION shall include all former students and graduates of SAUK VALLEY COLLEGE.

Any person who meets the above requirement and has paid his (her) annual dues, shall be an active member in good standing.

- A. Active membership - persons who have met all financial obligations to the ASSOCIATION, shall have the right to vote.
- B. Associate membership - persons who have met all financial obligations to the ASSOCIATION, and persons holding honorary membership, shall not have the right to vote.

ARTICLE IV - BOARD OF DIRECTORS

The BOARD OF DIRECTORS of the ASSOCIATION shall consist of eight (8) members: four (4) officers and four (4) members at-large; elected at-large for a term of two (2) years. It shall be the responsibility of this board to conduct all business of the ASSOCIATION between regular meetings.

ARTICLE V - OFFICERS

The officers of the ASSOCIATION shall be: chairman, vice-chairman, secretary-treasurer, sergeant at arms.

- A. CHAIRMAN - the chairman shall preside over all meetings; shall appoint all committee chairmen and member(s); subject to a majority vote of the BOARD OF DIRECTORS; shall appoint one member(s) of the BOARD OF DIRECTORS to fill unfinished terms in the event of a member's disability, resignation, or removal from office, subject to a majority vote of the BOARD OF DIRECTORS; shall in the absence of the secretary-treasurer assume all financial duties; shall call special meetings as deemed necessary; and shall serve as an ex-officio member to all committees.
- B. VICE-CHAIRMAN - the vice-chairman shall preside over all meetings in the absence of the chairman; shall succeed the chairman in the event of the chairman's disability, resignation, or removal from office. In this event a new vice-chairman shall be elected by and from the BOARD OF DIRECTORS; and shall assume all duties which the chairman designates.
- C. SECRETARY-TREASURER - the secretary-treasurer shall be responsible for maintaining a journal of all ASSOCIATION and BOARD OF DIRECTORS meetings; shall maintain the official active membership list; shall in the absence of the chairman and vice-chairman act as chairman pro-tempore for that meeting; shall administer all financial matters, as directed by the BOARD OF DIRECTORS; and shall prepare a report of financial status at each meeting.
- D. SARGENT AT ARMS - the sergeant at arms shall be responsible for interpreting the parliamentary authority; shall maintain parliamentary procedures during all meetings; and shall assume all duties which the chairman designates.

ARTICLE VI - MEETINGS

Regularly scheduled meetings of this ASSOCIATION shall be held in the fall and spring of each year. A quorum shall constitute ten (10) active members of ten percent (10%) of the active membership, whichever is larger.

The BOARD OF DIRECTORS shall meet at least four (4) times each year. A quorum shall constitute five (5) of the eight (8) members.

ARTICLE VII - FINANCE

All necessary funds for the operation of this ASSOCIATION shall be solicited through the membership; and through its associates. The BOARD OF DIRECTORS shall have the sole right to levy annual dues upon the membership; payable to the Secretary-Treasurer of this ASSOCIATION.

ARTICLE VIII - INITIATIVE, REFERENDUM, RECALL

- A. **INITIATIVE** - The membership shall have the right to initiate legislation by submitting to the BOARD OF DIRECTORS a petition signed by ten percent of the active membership. This petition must contain the full content of the proposed legislation. The BOARD OF DIRECTORS must act on the proposal at the next regular meeting of the ASSOCIATION. The text of the proposed legislation shall be published thirty (30) days prior to the ASSOCIATION'S next regular meeting. A majority of those voting favorably on the question shall be necessary to enact the legislation.
- B. **REFERENDUM** - the membership shall have the right to a referendum vote on any measure (except ones concerning annual dues) passed by the BOARD OF DIRECTORS. Request for referendum must be made by submitting to the BOARD OF DIRECTORS a petition signed by ten percent (10%) of the active membership. The BOARD OF DIRECTORS must act on the proposal at the next regular meeting of the ASSOCIATION. The text of the law shall be published thirty (30) days prior to the ASSOCIATION'S next regular meeting. A majority of those voting favorably on the question shall be necessary to approve the referendum.
- C. **RECALL** - all members of the BOARD OF DIRECTORS shall be subject to recall. A request for recall shall be made by petition stating the exact reason(s) for recall, signed by thirty-five percent (35%) of the active membership. The BOARD OF DIRECTORS must call a special election within thirty (30) days upon receipt of the petition. The member shall be considered recalled if two-thirds (2/3) of the votes cast favor his (her) recall.

ARTICLE IX - ELECTION PROCEDURES

Three (3) months prior the end of each two (2) year term of office it shall be the responsibility of the chairmen to appoint a nominating committee. This committee shall submit, thirty (30) days prior the ASSOCIATION'S next regular meeting, to the membership a slate of candidates for election to the BOARD OF DIRECTORS. Any active member shall have the right to nominate from the floor a candidate(s) for election to the BOARD OF DIRECTORS. Officers shall be elected individually by separate ballot; and the remaining four directors shall be elected on a single ballot.

ARTICLE X - PARLIAMENTARY AUTHORITY

Parliamentary authority shall be "Robert's Rules of Order" (Revised).

ARTICLE XI - AMENDMENTS

Amendments may be proposed to the BOARD OF DIRECTORS by petition signed by ten percent (10%) of the active membership, or may be added or amended by a three-fourths (3/4) vote of the BOARD OF DIRECTORS, and by a majority of the active members voting on the question.

Ratification will be made by a majority of the active membership voting favorably on the question.

ARTICLE XII - RATIFICATION

This constitution shall become ratified upon approval of a majority of the membership voting on the question.