

**CONSTITUTION AND BY-LAWS OF THE
BOARD OF THE CENTER FOR ITALIAN CULTURE**
Including board member documents in Appendices A, B, and C

CONSTITUTION

Section 1. - Name and location:

The name of the organization is the Center for Italian Culture. The Center is located at Fitchburg State University (FSU), Fitchburg, Massachusetts. The Center's Board functions as its executive body.

Section 2. - Mission and Vision:

Mission: To encourage the understanding and appreciation of all aspects of Italian language, history, and culture, including ancient and contemporary studies, and the Italian experience in the New World.

Vision: The Center for Italian Culture is a dynamic, interdisciplinary center dedicated to the study, preservation, and celebration of all aspects of *Italianità*. Through excellence in teaching, scholarship, the dissemination of learning, and community outreach, the CIC is a university and regional resource that advances Italian heritage and immigration through educational, cultural and social events and activities. In collaboration with the University, community, and other local and international organizations, the CIC provides innovative programming that connects, informs and inspires the communities of Fitchburg, North Central Massachusetts, and beyond.

Section 3. - Governance:

The CIC Board will elect officers from its members, as stated in Article V, Section 2 of its By-Laws.

BY-LAWS

Article I - Parliamentary Procedure:

The CIC Board will follow Robert's Rules of Order Newly Revised (RONR).

Article II - Duties of CIC Board:

The CIC Board will manage all of the affairs of the Center in coordination with the FSU Vice President for Academic Affairs (or designee), the FSU Vice President for Advancement, the Dean of the Amelia V. Gallucci-Cirio Library, and the Financial Aid Office. The members may, by a vote of the majority, appoint sub-committees for the Center's current programs, future initiatives, and to further enhance its mission.

Article III - Membership:

Section 1 - CIC Board:

The CIC Board will be composed of up to twenty-five community citizens and University members who bring unique knowledge, experience and skills, and whose commitment and volunteer participation will enhance the Center's current programs, future initiatives, and mission as stated in Section 2 of the Constitution.

The CIC Board will have as permanent members the FSU Vice President for Academic Affairs (or their designee), the Dean of the Amelia V. Gallucci-Cirio Library (or designee), and representatives the Office of Institutional Advancement, the Department of Humanities, and the Department of Economics, History and Political Science.

Members of the CIC Board will serve for terms of three years, with term endings aligning with the closing of the fiscal year. A member whose term has expired will be invited to serve on the Board for additional terms.

Section 2 – Eligibility:

Anyone committed to fulfilling the Responsibilities and Expectations of the CIC Board (Appendix A) and who supports the mission, vision, objectives and activities of the organization is eligible for membership.

The names and brief resumes of prospective candidates will be submitted to the CIC Executive Committee at a regular meeting. The Executive Committee will evaluate the nomination(s) and present the name(s) and biographical information to the full board for a vote. If favorable, an invitation to join the Board will be extended to the candidate.

Section 3 - Acceptance:

A reply of acceptance from the invited candidate should be received by the Board within two weeks from the date the invitation was sent by the Board. Upon receipt of the acceptance, the Board will send a Welcome Packet containing the CIC Constitution and Bylaws, Board Member Responsibilities and Expectations, and a survey to identify areas of interest for participation.

Section 4 - Separation:

In the event that a member of the CIC Board sustains two (2) consecutive unexcused absences from Board meetings, the member will be contacted for a reaffirmation of commitment by a member of the Executive Committee. In the absence of a response to this effort, the Board member's position will be vacated and open to another individual.

Any resignations by CIC Board Members will be submitted in writing to the Executive Committee.

Article IV- Meetings:

Section 1 - Regular Meetings:

Regular meetings of the CIC Board will be held on the second Wednesday of alternating months. The date, location and an agenda will be shared with board members at least

twenty-four hours in advance of the meeting. The Board may change the date and location of regular meetings provided a notice of at least twenty-four hours is given to all members.

Section 2 - Special Meetings

When it appears necessary, special meetings may be called by the Board. Notice of at least twenty-four hours must be given to all members as to date, time, location, and purpose for the special meeting.

Section 3 - Annual Board Convivio:

An annual Board Convivio will be held in May before the close of each fiscal year; the date, time, and location will be determined by the Board provided a notice of at least forty-eight hours be given to all members.

Section 4 - Quorum:

At any meeting of the Board, a majority of the members – that is one-half plus one – shall constitute a quorum.

Section 5 - Action by Vote:

When a quorum is present at any meeting, a majority of the CIC Board present and voting shall decide any question, including election of officers, unless otherwise provided by these By-Laws. Voting by proxy shall not be permitted.

Article V- Officers of the CIC Board:

Section 1 - Officers:

The officers of the Center will be the President, Vice President, Secretary, Treasurer, and FSU Vice President for Academic Affairs (or designee).

Together, the officers, who comprise the Executive Committee, shall determine the agenda for each Board meeting.

Section 2 - Duties of Officers:

The CIC President shall have supervision of the affairs of the Center and the Board, shall report to and is subject to the Board members. The CIC President shall preside at all meetings of the CIC Board.

The CIC Vice President shall assist the President, and in the absence of, or the inability of the President to fulfill his/her duties, shall assume the duties of the President.

The Secretary shall assist, in consultation with the Board President, the Executive Committee in its tasks.

The Treasurer shall keep full and accurate records of the financial affairs and funds of the Center and its endowment, and shall, in consultation with the FSU Vice President for Advancement, distribute copies of budget reports to the Board members at each CIC Board meeting.

The FSU Vice President for Academic Affairs (or designee) shall be the chief University liaison and academic officer of the CIC and shall collaborate with the President in managing the affairs of the Center.

Section 3 – Elections:

The CIC Board shall elect officers for three-year terms. The elections will take place at the CIC Annual Convivio in May of each year.

Officers may be re-elected by the Board, by a vote of the majority, for successive three-year terms.

Any resignations by Board Officers will be submitted in writing to the Executive Committee by the meeting prior to the Annual Board Convivio in May.

Section 4 - Vacancies of CIC Board Officers:

Should the position of any CIC Board Officer become vacant, the vacancy shall be filled as follows:

- 1) the Vice President shall be eligible to assume the position of President in the event of a vacancy in that office;
- 2) A vacancy in any office shall be filled by a member of the Board. Board members may nominate individuals from the Board and be duly elected by the Board.

An ex-officio member of the Board is not eligible to hold office.

Article VI - Committees:

All committees of the CIC will include representatives from both Fitchburg State University and the regional community. At the beginning of each academic year, each committee will meet, outline their strategic goals and performance indicators for the year ahead, and submit these goals to the Executive Committee prior to the second regular meeting of the CIC Board. At minimum, CIC committees will meet in months between full CIC Board meetings.

Section 1 - Executive Committee:

There shall be an Executive Committee consisting of the officers of the CIC Board and one other Board member nominated by the CIC Board President and elected by the Board. The CIC Board President shall preside.

Section 2 - Program Committee:

There shall be a Program Committee consisting of a minimum of six members of the Board. The CIC Board President shall select a chair for this committee at the first regular meeting of the CIC Board following the Annual Convivio. The Program Committee will present a slate of members every third year to the CIC Board at its Annual Convivio in May.

The role of the Program Committee is to identify, organize, and deliver academic and cultural programs for the campus and community. The chair of the Program Committee will set a meeting schedule for the Program Committee and oversee its activities in consultation with

the Board President and FSU Vice President for Academic Affairs (or designee). The chair of the Program Committee will report on current and upcoming program events and future plans at each regular meeting and an annual report at the Annual Convivio of the CIC Board.

Section 3 - Scholarship Committee:

There shall be a Scholarship Committee appointed by the CIC Board President with the consent of the CIC Board. The CIC Board President board will select a chair for this committee. The Scholarship Committee will consist of the chair and four other members of the CIC Board. The Scholarship Committee will present a slate of members every third year to the CIC Board at its Annual Convivio in May.

Members of Scholarship Committee will help determine Fitchburg State University student scholarship recipients as well as determine recipients of CIC scholarships beyond the university. The chair of the Scholarship Committee will report on scholarship distributions at regular meetings and at the Annual Convivio of the CIC Board in May.

Section 4 - Archives Committee:

There shall be an Archives Committee consisting of a minimum of six members of the CIC Board. The CIC Board President will select a chair for this committee at the first regular meeting of the CIC Board following the Annual Convivio. The Archives Committee will present a slate of members every third year to the CIC Board at its Annual Convivio in May

The role of the Archives Committee is to encourage the preservation of Italian and Italian American history and culture by supporting the archival collections for the CIC at the Fitchburg State University Archives and Special Collections. The Archives Committee works with the Dean of the Amelia V. Gallucci-Cirio Library, who oversees all property assigned to the library and archival collections, and with the University Archivist.

Section 5 – Marketing Committee:

There shall be a Marketing Committee consisting of a minimum of six members of the CIC Board. The CIC Board President will select a chair for this committee at the first regular meeting of the CIC Board following the Annual Convivio. The Marketing Committee will present a slate of members every third year to the CIC Board at its Annual Convivio in May.

The role of the Marketing Committee is to promote the CIC, its programs and archival collection as an academic and community resource, including marketing the CIC through print and social media and developing and maintaining the CIC website.

Section 6 – Other Committees

The CIC Board may appoint other ad-hoc committees when it appears necessary, with the consent of the majority of the Board.

Article VII - Fiscal Year:

The Center for Italian Culture will operate on a fiscal year basis, beginning July 1, and ending on June 30 in each year, and will also follow the processes and budgetary calendars of all academic departments within the University.

Article VIII - Amendments:

The Constitution and By-Laws of the Center for Italian Culture may be amended by vote of the majority of the CIC Board.

Any member of the CIC Board may make a proposed amendment. It must be submitted to the President, in writing, at a regular meeting of the Board. The President will read the proposed amendment to the Board members for their consideration and also confer with the Executive Committee on the proposal. No action will be taken on the proposed amendment at the first reading.

The proposed amendment shall be read for a second time at the next regular Board meeting, when a vote will be called. A two-thirds (2/3) vote by the CIC Board will be required for the proposed amendment to pass.

Article IX - Dissolution or Disassembling:

Should it become necessary to dissolve or disassemble the Center for Italian Culture and/or any of its assets, the method of dissolving or disassembling will be determined by vote of the majority of the CIC Board.

AMENDMENT HISTORY

Articles III, IV, V, VI emendations accepted on 5/20/20

Vision adopted on 5/20/20

Mission adopted April 2000; amended 5/20/20

Article IV amendment accepted 2/8/06

Article II – Section 4 amendment accepted 09/12/07

Article IV – Section 3 amendment accepted on 03/10/10

Article IX – amendment accepted 7/1/04

APPENDIX A:

Fitchburg State University Center for Italian Culture Board Members' Responsibilities and Expectations 2020-2021

Mission:

To encourage the understanding and appreciation of all aspects of Italian language, history and culture, including ancient and contemporary studies, and the Italian experience in the New World.

Membership:

The Center for Italian Culture Board is comprised of up to 25 community citizens and Fitchburg State University academic members whose commitment and volunteer participation will enhance the CIC's mission, strategic goals and programming. Members of the CIC Board bring unique knowledge, experience and skills, along with their advice and support to the Center, University, and community.

The CIC Board will meet five times during the academic year. The Board Chair, working closely with the Vice President for Academic Affairs (or designee) will guide and facilitate planning and activities of the Board. CIC committees will meet a minimum of four times each academic year.

CIC Board members are individuals who are passionate about Italian culture and who are dedicated to supporting the mission to promote the study of Italian language, history and culture, as well as the vision, objectives and activities of the organization.

Membership will be a three-year commitment; the ending of the term will be at the closing of the fiscal year. A member whose term has expired will be invited to serve on the Board for additional terms.

Specific Duties:

1. Make recommendations and/or provide key information to the CIC Board President and Vice President for Academic Affairs (or designee) regarding CIC Italian programming and development.
2. Serve on one of four operating committees to advance CIC activity in Programming, Scholarships, Marketing, or Archives.
3. Provide oversight of program planning and evaluation, including strategic planning, achieving goals, and evaluating programs.
4. Encourage the preservation of Italian and Italian American history and culture by supporting the archival collections for the Center for Italian Culture at Fitchburg State University's Archives and Special Collections.
5. Serve as an advocate for, promote, and attend CIC initiatives and activities.
6. Provide knowledge, assistance or expertise.
7. Assist in the process of donor identification, cultivation, solicitation and stewardship.

As a member of the CIC Board, I will:

1. Attend and actively participate in CIC Board meetings, committee meetings, and special events and activities.
2. Be conversant with the mission, vision and goals of the CIC and Fitchburg State University.
3. Be an ambassador for the CIC and encourage broader awareness of the CIC and its programming, by communicating the CIC mission and programs in the community.
4. Be familiar with CIC finances, budget, and objectives.
5. Be alert to student and community concerns that can be addressed by the CIC mission, objectives, and programs.
6. Enrich the student experience on campus and abroad.
7. Make the CIC aware of opportunities that can enrich programming for students, the University and/or the wider community
8. Exercise prudent and reasonable care when acting as a steward of the CIC.
9. Suggest potential nominees to the CIC Board who can contribute to the work of the CIC and its committees.
10. Support the CIC's Annual Giving drive in a manner commensurate with one's ability.

Signature

Date

PLEASE RETURN THIS FORM ELECTRONICALLY TO:

Jasmine Yang, on behalf of Anna Maria Clementi, at jyang8@fitchburgstate.edu

OR BY MAIL TO:

Jasmine Yang, on behalf of Anna Maria Clementi
Fitchburg State University Foundation
Sanders Administration Building
160 Pearl Street
Fitchburg, MA 01420

APPENDIX B

**Board of the Center for Italian Culture
Engagement Questionnaire**

2020-2021

“How can I help?”

We would like to learn of your level of interest for involvement as a member of Fitchburg State University’s Center for Italian Culture Board. Thank you for your continued involvement and for playing an active role!

Name: _____

I can:

- _____ Bring friends, family and colleagues to CIC events and lectures/presentations
- _____ Invite groups, clubs, boards, etc., with which I am involved to CIC
- _____ Spread the word/promote CIC events within the community
- _____ Make introductions on behalf of the CIC (i.e. phone calls, emails)
- _____ Participate on a committee or focus group for special initiatives (topics vary)
- _____ Thank donors for their support via phone calls, emails, or personal notes
- _____ Help identify new prospects/donors
- _____ Accompany dean, staff or faculty on fundraising appointments
- _____ Serve as host and underwriter of CIC receptions/dinners
- _____ Host an event in my home
- _____ Attend and invite others to the CIC 20th Anniversary celebrations
- _____ Provide a student internship opportunity at my workplace
- _____ Provide in-kind donations or services

- _____ Unfortunately, other commitments will make it impossible for me to continue serving on the Board at this time.

Additional comments:

PLEASE RETURN THIS QUESTIONNAIRE ELECTRONICALLY BY JUNE 1 TO:

Jasmine Yang, on behalf of Anna Maria Clementi, at jyang8@fitchburgstate.edu

OR BY MAIL TO:

Jasmine Yang, on behalf of Anna Maria Clementi
Fitchburg State University Foundation
Sanders Administration Building
160 Pearl Street
Fitchburg, MA 01420

APPENDIX C

**Board of the Center for Italian Culture
Member Biographical Profile**

In order to enable us to identify your interests accurately and to leverage your talents effectively, please complete this form and return at your earliest convenience. All questions are optional, and thorough responses are most helpful. Thank you.

Name: _____

Address: _____

City, State, Zip: _____

Telephone Numbers: Home: _____ Fax: _____
Work: _____ Fax: _____
Cell: _____
Other: _____

Email: Home: _____
Work: _____
Other: _____

Occupation or Former Occupation: _____

Professional Title: _____

Employer Name: _____

Employer Address: _____

Employer City, State, Zip: _____

Assistant's Name and Telephone Number/Extension: _____

Where do you wish to receive our written communications and mail? (circle one):

Home, Business, Email address

Education/Training: _____

Professional/Vocational Organization Memberships and Leadership Positions: _____

Educational Organization Memberships and Leadership Positions: _____

Other Public or Private Boards or Leadership Positions: _____

Hobbies and Interests: _____

Very briefly, why are you interested and what are your interests in Fitchburg State University's Center for Italian Culture? _____

Based upon your experiences and activities, what talents do you think you bring to contribute to the challenges and issues that periodically confront the CIC? _____

Are you willing to volunteer periodically to serve on appropriate Advisory Board committees, special projects or problem-solving task forces? _____

Are you interested in advising the Dean of Arts and Sciences with respect to short- term goals and/or long-range planning for the CIC? _____

On which of the following committees are you interested in participating (please rank in order of preference):

- ____ Program
- ____ Scholarship
- ____ Archives
- ____ Marketing

Other information that you would like us to know. Please feel free to attach material.

PLEASE RETURN THIS PROFILE ELECTRONICALLY TO:

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