

**Albright College
Alumni Association Bylaws**

Article I - Name

The name of this organization shall be the Albright College Alumni Association (hereinafter referred to as the "Association").

Article II - Purpose

The purpose of this Association shall be to support the missions of Albright College (hereinafter referred to as the "College") and the Association; to promote communication and involvement of the College alumni and friends; to foster loyalty and preserve the ideals, traditions, and relationships of the College community.

Article III - Members

Section 1. The Association shall consider all interested persons as Association members in three classes:

- a. **Alumni Members:** All persons who have received a degree from the College or its predecessor institutions. Alumni Members shall be voting members of the Association.
- b. **Honorary Members:** All former students of the College who have completed in good standing the equivalent of one year or two semesters (eight course units), recipients of honorary degrees, trustees, and individuals who the Alumni Executive Committee (hereinafter referred to as the "Executive Committee") considers entitled to recognition as Honorary Alumni by reason of their active interest in promoting the welfare of the College, its predecessor institutions, and their Alumni. Honorary Alumni shall be non-voting members of the Association.
- c. **Student Members:** All members of the Lion Diplomats, Student Alumni Association, shall be Student Members. Student Members shall be considered non-voting members of the Association unless otherwise hereinafter provided.

Section 2. All Association Members are entitled to the following: to have a voice in the affairs of the Association, to participate in programs and activities, and to receive communications about the Association and the College. Those members meeting the criteria in Section 1.a. also are eligible to serve as an officer of the Association and on the National Board of Directors (hereafter referred to as the Alumni Board). The president of the Lion Diplomats or his/her designee, in the absence of the president of the Lion Diplomats, shall be a voting member of said Board.

Article IV - Government

Section 1. The Officers of the Association shall be a President, a President-Elect, and the Chairs of the Alumni Outreach committee, the Campus Outreach Committee and the Advancement committee. These Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association. There shall be no fewer than eighteen (18) elected members to the Alumni Board from Alumni members as described in Article III, Section 1.a hereof. The term of such members to the Alumni Board shall be for three (3) years. Each such member of the Alumni Board shall serve for a total of no more than six (6) consecutive years. Should the term of any officer be beyond these six (6) consecutive years, the officer's term on the Board will be extended through the end of their office term. During such extended period, the Officer will continue to have all the rights and responsibilities of a board member. The extended period may not allow an officer to serve more than eight (8) consecutive years on the Board.

Section 2. **President:** The President of the Association shall preside at all meetings of the Association, the Alumni Board and the Executive Committee; shall appoint all committees with the approval of the Executive Committee; shall serve as an ex-officio member of all committees except

the Governance committee, and shall present a report of the Association's activities at the Annual Meeting. The term of office of the President shall be one (1) consecutive two (2) year term. Pursuant to the provisions of the Bylaws of the Albright College Board of Trustees, the President of the Alumni Association shall be a non-voting representative to Board of Trustees during his or her term as President, in order to facilitate communication between the Alumni Association and the Board of Trustees.

Section 3. President-Elect: The President-Elect of the Association shall act in the absence of the President and preside at all meetings when the President is absent and shall chair such committees as are appropriate. To insure continuity of the office of President, the President-elect shall succeed to the office of President when the President's term of office expires. The President-Elect shall serve as the chair of the Governance Committee. If the office of President becomes vacant for any reason whatsoever, the President-Elect shall perform the duties of the unexpired term of the President and shall thereafter serve as President of the Association for an additional two (2) year term of office.

Section 4. The Chair of the Advancement Committee: The Chair of the Advancement Committee shall oversee the committee that recommends and implements means to assist the Office of Development in their mission to advance the College through fundraising activities. The term of office for the Chair of the Advancement Committee shall be one consecutive two year (2) term.

Section 5: Chair of the Alumni Outreach Committee: The Chair of the Alumni Outreach Committee shall oversee the committee which implements activities that will promote goodwill, open communications and interaction between the Alumni Association Board, Office of Alumni Relations and Albright alumni to show the value of the Alumni Association and provides guidance on all communications on social media sites, mailings and other methods of outreach to the alumni. The term of office for the Chair of the Alumni Outreach Committee shall be one consecutive two year (2) term.

Section 6. Chair of Campus Outreach Committee: The Chair of the Campus Outreach Committee shall oversee the committee that implements activities that will promote goodwill, open communications and interaction between alumni, faculty staff and students. The term of office for the Chair of the Campus Outreach Committee shall be one consecutive two year (2) term.

Section 7: Succession: In the event that the sitting President and President-Elect cannot fulfill the duties of their positions, the full alumni board will vote to fill these positions at the next full board meeting. Nominations will be taken from the floor at that that meeting.

Section 8. Alumni Trustees: Pursuant to the provisions of the Bylaws of the Albright College Board of Trustees, the Alumni Association will elect alumni nominees annually to be submitted to the Trusteeship and Governance Committee of Board of Trustees for consideration for trusteeship.

Section 9. Alumni Board: Each member of the Alumni Board shall meet all of the following requirements: Attend at least one (1) Association-sponsored event per year; attend at least two (2) or more of the Board meetings; and serve on at least one of the Alumni Board committees. Members must attend at least one meeting in person and the other may be attended via electronic means. Board members are encouraged to serve on their reunion year committees during their reunion year. The term of office for the Alumni Board shall be for three (3) years. Each member of the Alumni Board is eligible, if nominated and elected to serve a second consecutive three (3) year term. Once a board member's second consecutive term is complete, that person may not return to the board as a voting member until after three years from the date that their term expired.

- A. **Attendance:** If during the College school year, i.e., September through June, any Officer or member of the Alumni Association Board shall fail to attend two (2) of the three (3) regular meetings of said Board without having first presented a satisfactory

excuse to the President of the Association, and shall fail to attend at least one (1) Association-sponsored event membership of such individual on the Alumni Board may be declared vacant by a majority vote of the said Board.

Section 11. Alumni Association Board: The Officers and members of the Alumni Board shall constitute the Alumni Association Board. President Emeriti of the Association shall have the privilege of the floor at said Committee meetings but shall not be entitled to vote upon matters presented to the Alumni Association Board for its consideration and determination.

Section 12. Nomination and Election of Alumni Board Members: The Alumni Relations Office will receive and assemble nominations for proposed alumni board members for review by the Governance Committee. The Governance Committee shall give due consideration to said nominees considering the diverse demographics identified by the entire Alumni Board to promote full representation of such. The Governance Committee shall then prepare a slate of proposed alumni board candidates to be presented to the full Alumni Board for vote. Voting to approve said slate will be completed via a secret ballot in person or via a secure form of electronic communication within seven days from the original date of the Alumni Association Board Meeting.

Section 13. Nomination and Election of Alumni Board Officers: The Alumni Relations Office will receive and assemble nominations for proposed alumni board officers for review by the Governance Committee. The Governance Committee shall prepare a ballot of proposed alumni board officer candidates to be presented to the full Alumni Board for election. Voting will be conducted by secret ballot of all members present provided that there is a quorum of members recognized (50% of membership). A single candidate will be elected as an officer by a 2/3 majority of the quorum. If no candidate has obtained the necessary 2/3 majority of votes on the first ballot a runoff ballot will be prepared with the candidates with the two highest numbers of votes from the previous vote. A winning candidate from the runoff will be decided by a simple majority of the members present. Counting of all ballots will be completed by the members of the Alumni office or their designees and the results will be presented to the entire Alumni Board immediately as they are known.

Section 14. Vacancy in Government: Should a vacancy occur in any Office of the Association, and/or the Alumni Board, the same shall be filled by appointment by the President with the approval of the Alumni Board. Such appointees shall serve the unexpired term of their predecessor in office.

Article V - Committees

Section 1. Standing Committees: The Standing Committees of the Association shall be: Executive, Governance, Alumni Outreach, Campus Outreach, and Advancement. Each chairperson and committee member shall serve a one (1) year term unless otherwise stated in these Bylaws. Alumni Board Officers shall chair all Standing Committees.

Section 2. Governance Committee: The President-Elect of the Association shall chair this committee. This committee oversees the annual nomination, election, and awards processes. This committee is responsible for bylaws and other governance issues of the Association. Special sub committees may be formed to handle specific issues of governance.

- A. Awards Committee:** This subcommittee is responsible for reviewing nominations and applications of nominees, and making recommendations to the Governance Committee for recipients of awards given by the Alumni Association.
1. This committee will consist of 5-7 members (including the Chairperson of the Governance Committee), with the majority of members being from the Alumni Board.
 2. The Chairperson of the Governance Committee will preside over this committee as Chairperson of the committee. The Chairperson will only vote in the event of the need for a break of a tied vote.

3. Members of the Awards Committee are appointed by the Governance Committee. Each member of the Awards Committee shall serve a two (2) year term. A member of the committee can be reappointed for additional terms, including consecutive terms.
4. Nominations and/or applications for awards will be received, and assembled for review by the Awards Committee, by the Alumni Relations Office. The nominations and/or applications will then be reviewed by the Awards Committee for the purpose of making recommendations to the Governance Committee. Recipients of awards will be approved for recommendation by the Awards Committee by majority vote.
5. Recommendations from the Awards Committee will be presented to the Governance Committee by the Chairperson of the Governance Committee. The recipient recommendations are voted upon, and accepted by, the Governance Committee by majority vote. The names of those candidates accepted by the Governance Committee will then be presented by the Chairperson of the Governance Committee to the general Alumni Association Board for final approval.

Section 3. Alumni Outreach: This committee shall implement activities that will promote goodwill, open communications and interaction between the Alumni Association Board, Office of Alumni Relations and Albright alumni to show the value of the Alumni Association. The committee will provide guidance on all communications on social media sites, mailings and other methods of outreach to the alumni.

Section 4. Advancement Committee: This Standing Committee shall recommend and implement means to assist the Office of Development in their mission to advance the College through fundraising activities.

Section 5. Executive Committee: This Standing Committee shall consist of the President, President-elect, and Chairs of the Advancement, Alumni Outreach, and Campus Outreach Committees. The committee shall establish the agenda for Alumni Association Board Meetings and shall have authority to act on matters between regular meetings of said Board. Such action shall be reported to the Alumni Board at the next meeting.

Section 6. Campus Outreach Committee: This Standing Committee shall implement activities that will promote goodwill, open communications and interaction between alumni, faculty staff and students.

Section 7. Duties of Committee Chairperson: All Committee Chairpersons shall preside over their respective committees. Chairpersons may appoint sub committees to meet the needs of their duties. These subcommittees shall be comprised of members from the Alumni Board, and any other Albright alumni, students or employees as deemed necessary. The majority of voting members of the subcommittee shall be members from the Alumni Board. All recommendations from a subcommittee will be presented to its parent Alumni Association Board committee for final approval or action. Upon request of the President of the Association, or when deemed necessary, the Chairperson shall give an oral status report of the committee's activities to the Alumni Board at the Annual and/or regular Board Meetings.

Section 8. Office of Alumni Relations: The senior professional member of the Office of Alumni Relations or his/her designee shall be a non-voting member of all committees and sub committees of the Association. The Secretary of the Alumni Relations Office shall record the minutes of all Executive Committee Meetings and other meetings of the Association, file reports and papers received by the Association; provide committee chairs with names and addresses of committee

members; notify Alumni Board Members of meetings; update and distribute the Orientation Notebook; prepare letters and other communications as requested by the Executive Committee and maintain a mailing list of members.

Section 9. **Vacancies:** The President of the Association, with the approval of the Alumni Board, shall appoint a member of the Association to complete the term of a Committee Chairperson that becomes vacant for any reason whatsoever.

Article VI – Meetings

Section 1. **Annual Meeting:** The Annual Meeting of the Association shall be held yearly on a date determined by the Executive Committee. The Annual Meeting shall consist of a report by the President of the Association on the state of the Association, installation of such officers, and new members of the Alumni Board and, if necessary, voting on items of business such as amendment to the bylaws of the Association. Said newly elected officers and directors shall take office as of June 1 after their election and installation.

Section 2. **Alumni Board Meetings:** The Alumni Board shall meet on at least three occasions during the College calendar year, September through June. A quorum shall consist of fifty (50%) percent of the Alumni Board Members. Alumni Board Members shall be notified of meetings by mail, which shall include the agenda and informational material for discussion at the meeting. In the event that the meeting day must be changed because of an unanticipated conflict, the meeting may be rescheduled to another date by the Officers and written notice shall be given to the Members of the Board.

Article VII - Amendments

Section 1. These bylaws may be changed or amended at any meeting of the Alumni Board by a two-thirds vote of those present, provided notice of the substance of the proposed change or amendment is sent to all Alumni Board members at least ten (10) days before the meeting. Said changes will go into effect immediately upon an affirmative vote.

Section 2. These bylaws shall be reviewed annually by the Governance Committee, which shall recommend any necessary changes to the Alumni Board.

Article VIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, and any special rules of order the Association may adopt.

Submitted:	02/19/1998
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