

# **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 the Association shall be to support the mission/vision of Albright College (hereinafter referred to as the "College"); 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.

Section 1. **Albright College Mission:** As a diverse community of learners, we cultivate integrity, curiosity, connection, and resilience.

Section 2. **Albright College Vision:** Albright College endeavors to be an equitable, sustainable, inclusive learning community and a leader in advancing lives in our dynamic world.

## **Article III - Alumni Association 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.

A. **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) and recipients of honorary degrees.

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 Article III, Section 1a (Alumni Members) are also eligible to serve on the Alumni Board.

## **Article IV - Alumni Board**

Section 1. The Alumni Association shall be governed by the Alumni Board (hereinafter referred to as the "Board"). There shall be no fewer than twenty-one (21) elected Members to the Board from Alumni Members as described in Article III, Section 1a.

A. **Elected Members:** All persons who have been elected to serve on the Board as representation of the Alumni Member population.

A. **Student Members:** All Members of the Lion Diplomats shall be Student Members, as well as a representative from the Student Government Association (SGA). Student Members are non-voting members.

Section 2. The term of service for Members to the Board shall be three (3) years. Terms shall start on June 1 and expire on May 31st three years later. Members may be re-elected for an additional three-year term, allowing each Member of the Board to serve for a total of no more than six (6) consecutive years. Should the term of any Alumni Board Executive Committee (hereinafter referred to as the "Executive Committee") Member be beyond these six (6) consecutive years, the Executive Committee Member's term on the Board will be extended through the end of their office term. Members may serve an additional two terms after taking a minimum three (3)-year hiatus in perpetuity.

President Emeriti of the Association shall have the privilege of the floor at Board meetings but shall not be entitled to vote upon matters presented to the Board for its consideration and determination.

**Section 3. Board Requirements:** Each Member of the Board shall meet all of the following requirements: (i) Engage in the Albright Community in a meaningful way. This includes, but is not limited to, attending on-campus events, mentoring students, teaching, serving on advisory boards, sponsoring an event, etc.; (ii) attend at least three (3) or more of the Board meetings and serve on at least one of the Board committees. Meetings can be attended either in person or virtually (fully engaged and on-screen.) (iii) Board Members are required to serve on their reunion year committees during their reunion year. (iv) Board Members are required to annually provide a thoughtful and meaningful financial gift to the college. Each Member of the Board determines what they are able to give and there is no minimum requirement. At the point a member is unable to participate based on the criteria above, the Executive Committee will evaluate the member's situation and either recommend a leave of absence or declare the spot vacant by a majority vote.

**A. Attendance:** If during the College Academic Year (June 1- May 31), any Member of the Board shall fail to attend three (3) of the four (4) regular meetings of said Board, Membership of such individual on the Board may be declared vacant by a majority vote of the Executive Committee. Attendance at a meeting is defined as physically attending or dialing in and actively participating for at least 75% of the meeting. Committee chairs will alert the Executive Committee if a member is not actively participating and engaging with their said committee.

**A. Leave of Absence:** A Board Member in good standing may request a one-year leave of absence from Board service to fulfill unique employment obligations, personal family reasons, or other such obligations that would make it difficult to meet the responsibilities of a Board Member. After one year of time, they shall either complete their remaining term or resign from the Board. All requests for a leave of absence should be submitted in writing to the President of the Board with a copy to the Assistant Vice President of Alumni and Donor Engagement. Upon receipt of the Board Member's letter/email requesting a leave of absence, the Executive Committee of the Board will review and determine if the leave of absence is granted. If the leave of absence is granted, the Board Member's current term of service will stop. They will resume Board service as of the date the leave of absence ends. For example, if a Board Member begins a leave of absence in September of year one during their second term of Board service, the Board Member resumes Board service the following September, with the term of service picking up in year one of their second term. The period of time that a Board Member is away on an approved leave of absence shall not count against their maximum allowable years of Board service.

**Section 4. Board Vacancies:** With the exception of the President, any vacancy in general membership or on the Executive Committee, shall be filled by appointment by the President with the approval of the Board by a simple majority of the Members present (whether in person or digitally). Appointees shall serve the remaining unexpired term of their predecessors' tenure. If the office of President becomes vacant for any reason whatsoever, the Vice President shall perform the duties of the President for the remainder of the Academic Year (June 1- May 31).

## **Article V - Government**

**Section 1.** For the first year of the Executive Committee's term, the Executive Committee of the Board shall consist of a President, Vice President, and three (3) General Executive

Committee Members. On the second year, the Executive Committee of the Board will have a sixth member: President Elect. The Executive Committee shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board.

A. **President:** The President shall: preside at all meetings of the Board and the Executive Committee; have a passion to support the Mission and Vision of the College and possess strong organizational and communication skills for effective leadership. The President, in conjunction with the Executive Committee, will facilitate the selection of Ad Hoc Committees, as well as assigning members to those committees. 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 Board shall be a non-voting representative to Board of Trustees during their term as President, in order to facilitate communication between the Alumni Association and the Board of Trustees.

A. **Vice President:** The Vice President shall act in the absence of the President and preside at all meetings when the President is absent. If the office of President becomes vacant for any reason whatsoever, the Vice President shall perform the duties of the President for the remainder of the Academic Year (June 1- May 31). They must have served as a Board Member for at least one (1) year prior to election on the Executive Committee.

A. **President Elect** – The President Elect's main responsibility is to become familiar with the Board's governing documents, strategic vision and prepare to serve as President for the upcoming term.

A. **General Executive Committee Members:** These three (3) Board Members will work as part of the Executive Committee to perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board. They must have served as a Board Member for at least one (1) year prior to serving on the Executive Committee.

**Section 2. Nomination and Election of Board Executive Committee:** The Alumni & Donor Engagement Office will receive and assemble nominations for proposed Executive Committee Members and confirm nominees meet the criteria for each Executive Board position. Candidates can be nominated by fellow Board Members or can self-nominate. All nominees must accept their nomination prior to the elections taking place. Directly before the election, nominees will have the opportunity to speak to the Board regarding their interest and qualifications for the position they are running for. Voting will be conducted by secret ballot of all Members present (whether in person or digitally) provided that there is a quorum of Members recognized (75% 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. The winning candidate from the runoff will be decided by a simple majority of the Members present (whether in person or digitally). Counting of all ballots will be completed by the Members of the Alumni & Donor Engagement Office, or their designees, and the results will be presented to the entire Board immediately as they are known.

A. Election for First Year of Executive Committee Term: Voting will occur in the following order: President, Vice President, General Executive Committee Members. This will allow nominees to run for additional positions if they are not voted into the initial roles they were nominated for.

A. Election for Second Year: Election will occur before the start of the second year of the Executive Committee's term. This ensures that the President Elect has at least one year of experience on the Executive Committee before serving as President. In the event another position becomes vacant on the Executive Committee as a result of the President Elect election, a special election will occur following the same processes as the elections above for that vacancy.

Section 3. **Succession:** In the event that a sitting President cannot fulfill the required duties, the Vice President will take over those duties for the remainder of the Academic Year (June 1- May 31). If the term of the previous President does not expire at the end of the Academic Year, the Board will then hold a special election at the last meeting of the year and vote to fill this position. The elected individual shall serve the unexpired term of the predecessor and will be eligible to be re-elected for an additional term if their Board service term limit has not expired. Voting will be conducted by secret ballot of all Members present (whether in person or digitally) provided that there is a quorum of Members recognized (75% 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.

If the Vice President or a General Executive Committee Member position becomes vacant, the position shall be filled by appointment by the President with the approval of the Board by a simple majority of the Members present (either in-person or digitally). Such appointees shall serve the unexpired term of their predecessors and will be eligible to be re-elected for an additional term if their Board service term limit has not expired.

## **Article VI - Committees**

Section 1. **Executive Committee:** The Executive Committee shall be a standing committee of the Association and consists of the President, Vice President, and three (3) General Executive Committee Members for the first year of the term. For the second year of the term, the Executive Committee will consist of a sixth position: President Elect. Each member of the Executive Committee is a voting member. In the event of a tie, the President's vote will be the tie breaker. The Executive committee shall establish the agenda for Board Meetings and have the authority to act on matters between regular meetings of the Board. Such action shall be reported to the Board at the next meeting. They are responsible for annually reviewing the bylaws and purposing edits as well as overseeing other governance issues of the Association. The Executive Committee shall create Ad Hoc Committees and participate in their execution. The Executive Committee, in conjunction with the Office of Alumni and Donor Engagement, oversees the administrative work of the Board, including tracking Member requirements, alumni engagement, attendance/committee participation, reunion committee, and giving. They may also facilitate the nominations for Alumni Trustees and appoint the Chair of the Awards/ Membership Committee.

**Alumni Trustees:** Pursuant to the provisions of the Bylaws of the Albright College Board of Trustees, the Alumni Board can submit alumni nominees annually to the Trusteeship and Governance Committee of the Board of Trustees for consideration for trusteeship.

A. The Executive Committee will solicit and vet all proposed Alumni Trustee nominations from the Alumni Board with the help of the Alumni & Donor Engagement Office.

A. The Executive Committee will review all nominations and create a recommendation of Alumni Trustees. The Executive Committee's recommendation will be presented to the entire Alumni Board for final approval.

A. The President will only vote in the event of the need for a break of a tied vote

A. The President will present alumni nominees to the Trusteeship and Governance Committee of the Board of Trustees for their consideration.

Section 2. **Awards/ Membership Committee:** This committee is responsible for facilitating the yearly process of Alumni Awards and Alumni Board New Member Elections. This committee will consist of at least six (6) Members who are chosen by the Executive Committee. The chairperson of this Committee will be appointed by the Executive

Committee. All members of the Board, except for the President, will serve on either the Awards/Membership Committee or an Ad Hoc Committee.

**A. Alumni Awards:** Responsible for reviewing nominations and making a recommendation to the entire Board for recipients of awards given by the Alumni Association.

1. Nominations and/or applications for awards will be received and assembled for review by the Awards Committee with the help of the Alumni & Donor Engagement Office. The Awards Committee will review all nominations and create a recommendation of award recipients. The Committee will create a slate of nominees for presentation to the Board for vote. Voting will be completed via a secret ballot in person or via a secure form of electronic communication.

1. The President will only vote in the event of the need for a break of a tied vote.

1. Following Board approval, the list of Award Recipients will be presented to the President of the College for final approval.

**A. Alumni Board New Member Election**

1. Receive and vet all proposed new Members with the help of the Alumni & Donor Engagement Office.

1. Review all nominations with the intention to represent the diverse demographics of the alumni body. The Committee will create a slate and present it to the Board for a vote. Voting will be completed via a secret ballot in person or via a secure form of electronic communication.

1. The President will only vote in the event of the need for a break of a tied vote.

1. Newly elected Members shall take office as of June 1.

**Section 3. Ad Hoc Committees:** The Board shall have the authority to establish Ad Hoc Committees to provide expertise to accomplish projects of the Board and College that will promote goodwill and open communication between the College stakeholders. Throughout the year, the Executive Committee will solicit project ideas from the Albright Community and the Board will discuss potential projects for the upcoming year.

When suggesting projects, the Board should consider:

- 1) Is project achievable by the Board within a reasonable time frame?
- 2) Does project further the mission and vision of the Board and the College?
- 3) Does project strengthen relationships between alumni and the campus community?

The Executive Committee will make the final decision for the following year's projects during their Summer Retreat and share the outcome with the Board. During the year Ad Hoc Committees can also be added on an as needed basis by the Executive Committee.

Members of each Ad Hoc Committee will be identified by the Executive Committee.

A. The Executive Committee will ask Members to join ad hoc committees. All members of the Board, with the exception of the President, will serve on either an Ad Hoc Committee or the Awards/ Membership Committee. Final committee assignments as well as committee assignment changes will be approved by the President.

A. During the first meeting of each year, the Members of each Ad Hoc Committees shall select a Chairperson. Each committee, including the Awards / Membership Committee, can also select a Vice Chairperson if they feel one would be beneficial for their committee. The Chairperson and Vice Chairperson (if applicable) will maintain their roles for the length of the project, unless their term on the board ends.

In that case a new Chairperson or Vice Chairperson will be selected by the Ad Hoc Committee.

1. **Duties of Committee Chairperson:** All Committee Chairpersons shall preside over their respective committees. The Chairperson shall schedule and oversee meetings of the committee, monitor the work of the committee Members, and give a status report of the committee's activities to the Board at the Board Meetings. All recommendations from a committee must be approved by the entire Board.

1. **Duties of Committee Vice Chairperson:** In the absence of the Chairperson, the Vice Chairperson shall complete the duties of the Chairperson. If a Vice Chairperson was not selected by the Committee and the Chairperson is no longer able to hold the chairperson position, the Committee should select a new Chairperson.

A. An Ad Hoc Committee may include Non-Board Members and/or Emeriti Board Members in the committee as desired. However, Non-Board Members or Emeriti Board Members shall not be entitled to vote upon matters presented to the Board for its consideration and determination.

Section 4. **Office of Alumni & Donor Engagement:** The staff of the Office of Alumni & Donor Engagement shall be non-voting Members of all committees of the Board. Members of the Office of Alumni & Donor Engagement shall file reports and papers received by the Board; will maintain and distribute the Board roster; notify Board Members of meetings; record Board member attendance at meetings; update and distribute new Member information; prepare letters and other communications as requested by the Executive Committee and maintain a mailing list of Alumni Association Members. A representative of the Alumni & Donor Engagement Office shall record the minutes of the Alumni Board meetings.

## Article VII - Meetings

**Board Meetings:** The Board shall meet on four (4) occasions during the College Academic Year (June 1- May 31). Board Members shall be notified of meetings, which shall include the agenda and material for discussion at the meeting. If the meeting day must be changed because of an unanticipated conflict, the meeting may be rescheduled to another date by the Executive Committee Members and notice shall be given to the Members of the Board.

## Article VIII - Alumni Awards

Section 1. The Board shall vote on recipients for Alumni Awards each year. Awards do not need to be awarded if the Board does not feel they have an appropriate candidate. Below are the award descriptions:

A. **Jacob Albright Award-** Presented to Albright alumni who have used their liberal arts education to its greatest potential, thereby making outstanding contributions to the Albright College community, profession, and in service to society. This is the highest honor bestowed upon a graduate.

A. **Distinguished Alumni Award-** Presented to Albright alumni for outstanding service and accomplishments in at least one area including community, state, nation, church, profession, academic, and/ or service organizations. Up to 3 of these awards may be awarded each year.

A. **Mary Fry Good '49 Service to Alma Mater Award-** Presented to alumni of Albright College for outstanding service to Alma Mater.

A. **Young Alumni Achievement Award**- Presented to Albright alumni for outstanding achievement in at least one of the following areas: profession or career, dedicated volunteer service to Albright, church or community. To be eligible, nominees must be 35 years of age or younger by the nomination deadline.

Section 2. The President will only vote in the event of the need for a break of a tied vote.

#### **Article IX - Amendments**

Section 1. These bylaws may be changed or amended at any meeting of the Board by a two-thirds (2/3) vote of those present (whether in person or digitally) provided notice of the substance of the proposed change or amendment is sent to all 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 Executive Committee but any member can recommend any necessary changes to the Board.

**Article X - 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 Revised:  
03/19/1998 Revised: 04/16/1998 Revised:  
04/21/1998 Adopted: 05/02/1998 Revised:  
01/23/2002 Adopted: 05/04/2002 Revised:  
07/11/2005 Revised and Adopted:  
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Revised and Adopted: 05/04/2013  
Revised and Adopted: 03/21/2015  
Revised and Adopted: 01/09/2016  
Revised and Adopted: 02/25/2017  
Revised and Adopted: 09/09/2017  
Revised and Adopted 02/08/2020 (Changes will take effect June 1, 2020 while maintaining the president-elect transition from the previous structure.)  
Revised and Adopted 04/30/2022