

# Alfred University

## Alumni Association By-laws

### Article I - Finances

- Section 1. *Fiscal Year* – The fiscal year of the Association shall begin on July 1 of each calendar year and extend through June 30 of the succeeding calendar year.
- Section 2. *Expenditures* – Alumni Association expenditures shall be paid by the Treasurer of the Association or by the Alumni Relations Office of the University at the discretion of the Alumni Relations Director, in consultation with the President of the Association and the Alumni Council.
- Section 3. *Budget* – The Alumni Council shall annually adopt a budget for the forthcoming fiscal year during its summer meeting. The Treasurer will circulate the proposed budget for the forthcoming fiscal year twenty days prior to the Council's summer meeting for consideration.

### Article II – Nomination and Selection of Members of the Alumni Council

- Section 1. *Selection of Members* – The Alumni Council shall, from time to time, select those alumni whom it shall designate as the Appointed Members of the Alumni Council. The election of new members may occur during any regularly scheduled meeting of the Alumni Council, or by electronic or mail-in ballot in the event the Governance and Organizational Development Committee deems it appropriate.
- Section 2. *Selection Criteria* – Whenever practical, the election of Appointed Members shall reflect geographical, gender, cultural and ethnic diversity as well as consideration of graduation year and undergraduate major as a student at Alfred University.
- Section 3. *Nomination* – Any Alumni Association member may submit, in writing, the nomination of a candidate for membership in the Alumni Council. Names of willing candidates, together with their biographical sketches, are to be submitted to the Secretary of the Association or the Alumni and Community Relations Director for consideration by the Governance and Organizational Development Committee at any time.
- Section 4. *Installation* – Installation of Alumni Council members shall be at the meeting following their election.
- Section 5. *Orientation* – The Association Secretary will be responsible for contacting newly elected members of the Alumni Council and arranging an appropriate time for their orientation including, but not limited to, terms and conditions of their election, expectations, and the on-going work of the Association and Alumni Council.
- Section 6. *Election of Officers* – At the summer meeting the Council shall elect from among its continuing members a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice

President, Secretary and Treasurer for the Association as their terms require. They shall be installed at the conclusion of the summer meeting.

Section 7. *Ex officio Members* – *Ex Officio* members of the Council may attend and participate in meetings of the Council. *Ex Officio* members may not vote on matters under consideration by the Council.

### **Article III – Nominations for the Alumni Elected Trustee**

- Section 1. *Nominations* – The Alumni Council shall nominate and elect one member of the Alumni Association annually to serve as the Alumni Elected Trustee.
- Section 2. *Guidelines* – The Alumni Council will consider the following as their guidelines in the selection of the nominees for Alumni Elected Trustee:
- a. The Nominee should be a participating alumnus or alumna of Alfred University whose year of graduation or, for non-graduates, the year when they were to have graduated, is at least five years prior to the date on which they would take office.
  - b. The Council should nominate those individuals who have exhibited a profound interest in higher education and a particular interest in Alfred University and the Alumni Association.
  - c. Nominees should be individuals who can envision what Alfred University, at its very best, could be.
  - d. No alumnus or alumna of Alfred University who receives a salary or other compensation from Alfred University shall be eligible for nomination or election as Alumni Elected Trustee.
- Section 3. *Term* – The Alumni Elected Trustee shall serve for a three-year term.
- Section 4. *Vacancies* – In the event of resignation or inability to serve of an Alumni Elected Trustee, the President of the Alumni Association, in consultation with the Alumni Council, shall name a suitable alumni successor for the unexpired term.

### **Article IV - Officers**

- Section 1. *President* – The President shall have general supervision of the Association, subject to the control and direction of the Council. The President shall cause a summary of Association activities to be published in University publications, shall carry on necessary correspondence and duties incidental to the office and on behalf of the Council, and represent the Council when deemed necessary.
- Section 2. *1<sup>st</sup> Vice President* – The 1<sup>st</sup> Vice President shall preside at all meetings in the absence of the President and shall immediately succeed to the powers and duties of the President in the event of refusal or incapacity of the President to act. If the Presidency becomes permanently vacant, he/she shall assume the title of President. If his/her service is for only a part term, it will not be considered a limitation in serving two successive terms to which he/she is elected. The 1<sup>st</sup> Vice President serves as Chair of the Awards and Recognitions Committee.

- Section 3. *2<sup>nd</sup> Vice President* – The 2<sup>nd</sup> Vice President shall serve as the primary liaison, along with the Council President, to the University and its various affiliated offices on all matters related to alumni and student programs. The 2<sup>nd</sup> Vice President serves as Chair of the Alumni and Student Programs Committee
- Section 4. *Secretary* – The Secretary shall keep full and complete minutes of all meetings of the Association and the Council. The Secretary shall serve as Parliamentarian at all regularly scheduled meetings of the Council and shall advise the President concerning proper parliamentary procedure. The Secretary serves as Chair of the Governance and Organizational Development Committee.
- Section 5. *Treasurer* – The Treasurer shall keep accurate books of accounts, cause a report to be provided at meetings of the Council, and perform all duties incidental to the office. The Treasurer serves as Chair of the Finance and Development Committee.
- Section 6. *Administrative Manager* – The Director of Alumni and Community Relations or equivalent position shall serve as the administrative manager of the Association. The advice and counsel of this individual shall serve to aid in furthering and implementing the activities of the Association. It is understood that this person will be a full time employee of the University.

#### **Article V – Committees**

- Section 1. *Standing Committees* – The Council shall have four Standing Committees: Awards and Recognitions, Alumni and Student Programs, Finance and Development, Governance and Organizational Development.
- a. *Awards & Recognitions.* The Awards and Recognitions Committee shall be chaired by the 1<sup>st</sup> Vice President. Major committee activities include Alumni Association Awards and other recognitions.
  - b. *Alumni & Student Programs.* The Alumni and Student Programs Committee shall be chaired by the 2<sup>nd</sup> Vice President. Major committee activities include admissions, career development, alumni and student events.
  - c. *Finance & Development.* The Finance and Development Committee shall be chaired by the Treasurer. Major committee activities include Council budget and fundraising, development and University-wide fundraising activities.
  - d. *Governance & Organizational Development.* The Governance and Organizational Development Committee shall be chaired by the Secretary. Major committee activities to include routine governance, organizational development, member development, and general oversight of the nomination/election process for Council membership, officer positions, and alumni elected trustee positions.
- Section 2. *Ad-hoc Committees and Task Forces* – The President, by and with the advice and consent of the Council, may form ad hoc committees or task forces to consider topical issues outside the scope of the standing

committees and to recommend rules or resolutions concerning such issues.

- a. The President, with the advice and consent of the Council may set and extend a date for the termination of any ad hoc committee.
- b. The President shall appoint the chair of each ad-hoc committee.
- c. The Council may invite non-Council members to participate on ad hoc committees.
- d. Ad hoc committees shall keep the Council informed of their activities.
- e. Ad hoc committees may form sub-committees as they deem advisable.
- f. Ad hoc committees shall disband upon issuing a final report or recommendations to the Council, upon expiration of the time set for termination, or upon the order of the Council.

## Article VI - Awards

Section 1. *Types of Awards* – The Council shall deliberate and present awards on behalf of the Alumni Association as follows:

**a. The Alfred University Alumni Award for Distinguished**

**Achievement.** This award is given to honor **alumni** whose achievements in their profession, career or avocational pursuits or service to society bring honor and distinction to Alfred University. Alumni receiving this award must demonstrate loyalty and commitment to the University. Alumni of any graduation year are eligible. **Up to two awards can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

**b. The Alfred University Alumni Award for Distinguished Service.**

This award is given to **alumni** in recognition of loyalty and commitment in service to Alfred University. Alumni of any graduation year are eligible. **One award can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

**c. Abigail Allen Award for Service to Women.** This award is given to honor an Alfred **alumnus/a** in recognition of distinctive career achievement, community service, or avocational pursuits that have improved the quality of women's lives. Alumni of any graduation year are eligible. **One award can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

**d. Lillian T. Nevins Award for Lifetime Service to Alfred University.**

This award is given to honor **alumni** who have rendered outstanding service to Alfred University. It is reserved for those who, throughout a

period of many years, have worked with interest, intelligence and success to promote the highest interests of Alfred University and alumni. This award is made with seriousness, honor, and esteem and expresses great recognition and gratitude on behalf of Alfred University and the Alumni Association. **One award can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

Section 2. *Awards and Recognition Committee* –The 1<sup>st</sup> Vice President shall Chair the Awards and Recognitions Committee. Additional members of the Awards and Recognitions Committee will consist of the Director of Alumni and Community Relations, and one or more Alumni Council members appointed by the President of the Council as needed. The Council will deliberate and determine awards recipients at its winter meeting, with awards presented during Reunion Weekend.

Section 3. *Nomination Process* - On an annual basis, the Awards and Recognitions Committee is responsible for initiating and carrying out the awards process in accordance with descriptions and criteria outlined in these bylaws and included below:

- a. *Call for Nominations* - The call for nominations is made by late summer/early fall to Alumni Council, faculty, staff, and students via the Alfred Magazine or AU People, AU website, Alfred E-news and the Fiat Lux. Announcements in Enews and on the website run continuously through December 1<sup>st</sup>. Reminders are repeated as necessary. The Alumni Council welcomes nominations from alumni, faculty, staff and students.
- b. *Nominee Eligibility* - All current employees (full or part-time) of Alfred University are not eligible for awards with the exception of the Honorary Alumnus/a Recognition Award, Trustees (unless their term is ending with the exception of the Honorary Alumnus/a Recognition Award) and current members of the Alumni Council (unless their term is ending) are not eligible.
- c. *Nominations* - All nominations are due, in writing, either by letter, fax or email, to the Office of the Director of Alumni & Community Relations no later than December 1<sup>st</sup>. Nominees are NOT carried over from year to year. However, the Awards Committee MAY suggest the nomination of previous candidates. The Council President or Awards Committee may exercise the right to change a nominee's award category if qualifications as presented better fit the alternative award. This can be done without consultation with the nominator. Nominations will not be accepted verbally, nor will they be accepted after the deadline unless approved by the President of the Alumni Association.
- d. *Selection Process* – By mid January, the Director of Alumni and Community Relations will provide nominee information, a ballot, and a deadline for casting votes to Council members. Award winners will

be voted on by council members via e-mail. Teleconferences can be utilized if needed for discussion and debate. Tie votes will be broken by a re-vote of the Awards and Recognitions Committee. Selections by the Alumni Council are deemed final. Decisions on all other Award matters will be made by the Awards and Recognitions Committee in consultation with the Alumni Council President and Director of Alumni and Community Relations.

- Section 4. *Honorary Alumnus/a Recognition Award* – The Council may, upon nomination by alumni, faculty, staff, students or friends of the University, recognize deserving individuals (non-graduates) as “Honorary Alumni” of Alfred University in recognition of interest, allegiance and exemplary contributions/service in support of the University, its various programs and alumni, that the recipient will evermore be one of us. In addition to nominations from the general University community, members of the Alumni Council, unlike other awards can choose recipients for this recognition award throughout the year. No person shall receive the award more than once. The award shall not necessarily be made annually. No more than two awards shall be given in any year. Current AU employees and trustees are eligible.
- Section 5. *Honorary Alumni Nomination & Selection Process* – The 1<sup>st</sup> Vice President and/or the Administrative Manager of the Alumni Association shall forward nominations received for Honorary Alumnus/a to the Awards and Recognitions Committee for consideration. Should the Committee deem nominees worthy and eligible for formal consideration by the Council, the 1<sup>st</sup> Vice President shall present such nominees at the next regularly scheduled meeting of the Council. Council will consider nominations for Honorary Alumnus/a recognitions on a rolling basis, and will deliberate on those nominations forwarded by the Awards and Recognitions Committee at the Council’s next regularly scheduled meeting. Honorary Alumni will be recognized during Reunion Weekend.