



## **Wittenberg Alumni Constitution and Bylaws**

### **Article I**

#### **The Organization**

The name of this organization is Wittenberg University Alumni.

### **Article II**

#### **Purpose**

The mission of the Alumni Board is to serve as a liaison for Wittenberg University by engaging and connecting the alumni body for the purpose of supporting the University's mission and goals.

### **Article III**

#### **Non Alumni Board Classifications**

- **Section I.** The affairs of the alumni body shall be supported by the Alumni Board.
- **Section II.** Wittenberg alumni have three classifications:
  - Regular: the membership of the alumni body consists of any former student of the University's for credit program who (a) has received an earned degree from Wittenberg University, (b) has earned a minimum of twenty-four (24) credit hours or two (2) semesters as a full- time student.
  - Honorary Alumni: members of the University community who do not otherwise meet the criteria established for membership can be designated honorary alumni through the annual Alumni Achievement Awards.
  - Honorary Degreed Alumni: holders of honorary degrees from the University are automatically accorded membership in the alumni body. Honorary degreed alumni cannot be elected to the Alumni Board.

### **Article IV**

#### **Membership of the Alumni Board**

Each member of the Alumni Board must be a graduate of Wittenberg University. Each Alumni Board member shall serve a term of office of three (3) years. Terms shall be staggered to allow one-third (1/3) (or an approximation thereof) of such members to be elected annually. Terms generally begin on July 1 and end on June 30. Upon completion of a three-year term, a member of the Alumni Board must submit an email or written communication to the secretary declaring whether or not they will serve an additional term by March 1. No such member of the Alumni Board shall serve more than three (3) consecutive terms for a total of nine (9) years. Members of the Alumni Board are expected to actively participate in meetings, attend at least three of four meetings annually, take an active role on at least one standing committee of the board, consistently support the university financially throughout their term on the board, and participate as possible in their local and regional alumni activities.

**Section I. Membership:** The membership of the Alumni Board shall be representative of the Association and of the campus community and shall include the following:

- President;
- President-Elect;
- Secretary;
- Immediate Past President; and
- at least eighteen (18), but not more than twenty-three (23) alumni elected by the Alumni Board, inclusive of the executive officers listed above.
- Each member of the Alumni Board shall be entitled to one (1) vote on any matter which may be submitted to a vote of the Alumni Board.
- The Director of Alumni Relations shall be an *ex officio* member of the Alumni Board, but shall not have voting privileges.

**Section II. Board Composition:** The Alumni Board shall be comprised of members who represent a broad spectrum of alumni, and, to the extent reasonably practicable, the following factors, among others, shall be considered by the Board Recruitment Committee:

- Class year;
- gender;
- racial and ethnic diversity;
- geographical location;
- vocation, and
- evidence of an appreciation of and support for the purposes and objectives of the University.

**Section III. Vacancies:**

- If a member of the Alumni Board vacates that position, whether through resignation, removal, election as an officer or otherwise, the President, with the advice and consent of the Board Recruitment Committee, shall appoint a member to fill the unexpired term. At the end of the unexpired term, the board member is eligible to be elected to serve two additional consecutive terms.
- **Leave of Absence.** Alumni Board of Directors members in good standing may request one one-year leave of absence from membership on the board for personal, health and /or professional reasons. The member must submit his or her request in writing to the Board Recruitment Committee. Leaves of absence will commence upon approval and extend up to but not exceeding 12 months. Terms of service will not be altered for board members requesting and being granted leaves of absence.
- **Removal.** Members who have missed three meetings, unexcused, in one fiscal year will be removed from the Alumni Board.
- **Section IV. Executive Officers:** The executive officers of Wittenberg University Alumni Board shall be chosen by the Alumni Board members and shall consist of a President, President-Elect, Secretary, and the Immediate Past President. The Executive Officers shall meet at least quarterly prior to Alumni Board quarterly meetings or more frequently as necessary. Two-thirds (2/3) of the members of the Executive Officers shall be necessary to constitute a quorum for the transaction of business. Executive Officers shall hold office for a term of one year and shall have such authority to exercise the powers of the Alumni Board in the intervals between meetings of the Alumni Board. The powers and duties of the Executive Officers shall also include:
  - fulfilling the duties of the Alumni Board and;

- appointing alumni board members to the position of committee chair.
  - meeting as needed to determine Alumni Board Meeting agendas and monitoring activities of the Alumni Board.
  - Each Executive Officer shall be entitled to one (1) vote on any matter which may be submitted to a vote of the Executive Committee.
- **Section V. Duties of Executive Officers:**
    - **The President** or their designee shall call all meetings of the Executive Officers and the Alumni Board; shall see that all orders and resolutions of the Alumni Board are carried into effect; shall be an ex-officio member of all committees; and shall have the general powers and duties of supervision and management usually vested in the office of the Wittenberg Alumni Board President.
    - **The Secretary** shall attend all Executive meetings and quarterly Alumni Board meetings and act as clerk thereof and record all the votes of the board and the minutes of all its transactions. Minutes shall be distributed by the secretary within two weeks of the meeting.
    - **The Immediate Past President** shall be the person who has most recently completed a term as President. The Immediate Past President shall serve as an advisor to the President of the Alumni Board.
    - **The President-Elect** shall act in all cases for and as the President in the latter's absence or incapacity, shall perform such other duties as may be required, and shall have principal administrative responsibilities for managing committees. In the event of the incapacity of both the President and the President-Elect, the Secretary will act in all cases for and as the President. If all three of the above-named officers are incapacitated, the Immediate Past President shall so act.
- **Section VI. Standing Committees:** The following committees of the Alumni Board shall be considered permanent:
    - **Prospective Students Committee:** In partnership with Alumni Relations staff, work with the Office of Admissions and other campus divisions to promote the University to prospective students and assist in recruitment.
    - **Student Alumni Engagement Committee:** In partnership with Alumni Relations staff, work with campus partners to promote interaction between alumni and current students.
    - **On Campus Engagement Committee:** In partnership with Alumni Relations staff, support campus alumni engagement initiatives such as Homecoming Tailgate, reunions, and oversee the annual Alumni Achievement Awards selection process.
    - **Regional Alumni Engagement Committee:** In partnership with Alumni Relations staff, provide support to the alumni leaders and have an engaged experience for alumni around the country.
    - **Board Recruitment Committee:** In partnership with Alumni Relations staff, Alumni Board members, Alumni Leaders, this committee collects names of prospective Alumni Board members and works with the Alumni Board Executive Officers to recruit and prepare a slate of candidates for consideration by the full Alumni Board. The committee shall submit a slate of potential candidates at the Winter Meeting. Committee shall take into consideration the following when developing a slate of candidates of new board members: The Alumni Board

should represent the diversity that is inherent to the alumni population of Wittenberg University. The Board should represent diversity of class years, ethnic backgrounds, professional or academic interests, geographic diversity across the country and internationally, athletic, and extracurricular activities while on campus and maintain a balance of male and female graduates.

- Chairpersons for each committee shall be appointed by the President of the Alumni Board in consultation with Executive Officers.
  
- **Section VII.** Meetings: The Alumni Board meetings will be held quarterly, in person, by phone, or video conference. The dates of the meetings shall be determined by the Executive Committee.
  
- **Section VIII.** Meetings and Quorum: The Alumni Board shall meet quarterly per year as directed by the Executive Officers. One-third (1/3) of the members of the Alumni Board, constitutes a quorum for the transaction of business. Members on approved leaves of absence will not be counted for the purposes of determining quorum.

## **Article V**

### **Election of Alumni Board Members**

- In partnership with Alumni Relations staff, Alumni Board members, Alumni Leaders, the Board Recruitment committee collects names of prospective Alumni Board members and works with the Alumni Board Executive Officers to recruit and prepare a slate of candidates for consideration by the full Alumni Board. The committee shall submit a slate of potential candidates at the Winter Meeting.
- Committee shall take into consideration the following when developing a slate of candidates of new board members: The Alumni Board should represent the diversity that is inherent to the alumni population of Wittenberg University. The Board should represent diversity of class years, ethnic backgrounds, professional or academic interests, geographic diversity across the country and internationally, athletic, and extracurricular activities while on campus and maintain a balance of male and female graduates.

## **Article VI**

### **Rules of Procedure**

The rules contained in the latest revision of *Robert's Rules of Order* shall govern all meetings of the Alumni Board except to the extent that the same may conflict with these bylaws.

## **Article VII**

### **Amendments**

The By-Laws of this Alumni Board may be amended by a two-thirds (2/3) majority vote of the Alumni Board. Any such change shall be effective immediately upon the approval thereof by the Alumni Board, unless specified in the motion requesting approval.

*(Revisions accepted: 7/31/20)*