

# William Penn University Alumni Association Constitution

September 2016

## Article 1: Name

The name of the alumni association will be “William Penn University Alumni Association.”

## Article 2: Mission

The mission of the Alumni Association will be to maintain and strengthen the ties and interests that unite those who have attended William Penn University in order to serve to support, and to uphold the University in its mission.

## Article 3: Membership

All graduates and former students of William Penn University and Nebraska Central College are regular members.

## Article 4: Privileges of Membership

All members are entitled to receive all publications of the Alumni Association, notices to all Alumni Council Meetings held by the Association, and University alumni publications.

## Article 5: Duties of Officers and Council Members

The Alumni Association Council shall consist of an Executive Committee and the Alumni Council.

- **Section 1: Executive Committee:**

- President Duties
  - Represent the Alumni Association at University events.
  - Prepare and preside over Alumni Association meetings.
  - Consult with the University’s Advancement Administration regularly.
  - Appoint committees.
  - Co-chair the Nominating Committee.
  - Call special meetings.
  - Develop strategic plan for the Alumni Association to grow and meet the needs of the Alumni.
  - Serve a two year term.
- Executive Vice President Duties
  - Represent the Alumni Association at University events.
  - Prepare and preside over Alumni Association meetings, in the absence of the President.
  - Consult with the University’s Advancement Administration and Alumni Association President on a regular basis.
  - Co-chair the Nominating Committee.
  - Serve on other committees, to be determined.
  - Serve a two-year term.
- Vice President Duties
  - Represent the Alumni Association at University events.
  - Serve on committee, to be determined.
  - Serve a two year term.
- Secretary/Treasurer Duties
  - Shall record minutes and attendance of all Association meetings.

- Keep updated contact information for Executive Committee and Alumni Council Members.
    - Shall be responsible for financial issues with the Association.
    - Serve on a committee, to be determined.
    - Serve a two year term.
  - Representative of the William Penn University Advancement Department
    - Is a regular member of the Executive Committee without vote.
    - Represents William Penn University and the Alumni Association at all events and through all communications.
    - Will provide leadership and direction.
    - Will ensure the diverse demographics of graduates from all schools within the university.
    - Will make sure all activities of the Alumni Association are in line with the mission of William Penn University.
  - Past President Duties
    - Represent the Alumni Association at University events.
    - Consult with the current president and the University's Advancement Administration.
    - Assist with the development of the strategic plan for the Alumni Association to grow and met the needs of the alumni.
    - Serve a two year term.
- **Section 2: Alumni Council Members:** Shall consist of no less than 7 members nominated by the Nomination Committee.
  - Alumni Council Duties:
    - Leadership within the Alumni Council as well as outside of the Council.
    - Assist in promotion of University sponsored events. Such as: networking events, University athletic events, and special events held for or by alumni.
    - Utilizing technology to be actively involved in Association events and meetings
    - Assist the University in finding, contacting, updating and involving alumni through means of social networks, emails, phone calls and/or paper correspondence keeping the University apprised of any changes.
    - Members are required to network and recruit new members to the association through various alumni and students outings. By promoting a dynamic and enriching group, we will offer support for all academic and professional endeavors.
    - Regular attendance at Association meetings is required.
    - Serve on committees as assigned by the President.
    - Serve a two year term.

#### **Article 6: Elections**

The call for nominations for Alumni Council will be posted in university alumni publications, and social media in the fall of the year. The Nominating Committee will work with the Advancement Office to publish the election ballot via social media and in university alumni publications during the winter. The results of the election will then be published via social media and in university alumni publications in the spring.

#### **Article 7: Committees**

- **Nomination Committee**

The Nomination Committee shall be co-chaired by the President and Executive Vice President with up to five additional committee members. To continue the growth of the Association, the committee will review all current Alumni Council members' performance prior to their name being added to the nomination slate. The Nomination Committee shall draft a slate of officers and council members to be voted upon by ballot.

The Nominating Committee is to be committed to maintaining an Alumni Council that is as balanced as possible in terms of respective schools within the university, age, gender, geographical location, and ethnicity. There will be no less than 7 Alumni Council Members.

- **Alumni Hall of Fame Committee**

This committee will be co-chaired by a representative of the Advancement Department and an Alumni Association Council Member appointed by the President. Up to 5 additional committee members may serve on this committee. A request for nominations will be included in university alumni publications. Final selection by the committee will be completed during the summer each year, and presented to the President of the University for approval. The recognition and induction will take place during Homecoming.

- **Events Committee**

This committee is appointed by the President. Committee members assist in planning and execution of Alumni events. This committee will be responsible for reporting progress of each event to the President and the Advancement Department Representative.

- **Governance Committee**

This committee is appointed by the President. The responsibility of the Governance Committee is to orientate new Alumni Council members and continuing to educate all members on their responsibilities ensuring that the Alumni Council operates by the policies of the Constitution. The Governance Committee will review all amendments and office removals.

- **Special Committees**

The President of the Association may appoint special committees, subject to the approval of the Executive Committee. The President must designate purpose, duties, and the chairperson.

### **Article 8: Meetings and Attendance**

Meetings will be held each month. Alumni Council members should attend at least half of Association meetings and events. Meetings will be located on the William Penn University campuses as well as conference call or other virtual means.

### **Article 9: Procedures**

- **Fiscal Year**

- July 1 - June 30

- **Board of Trustees Appointment**

- Appoint one member of the Alumni Association's executive committee to serve on the University Board of Trustees.
- **Finances**
  - The Association is funded by the University through its annual budget. While there are no membership dues, 100% giving by the Association is encouraged. Having a council that is 100% active is advantageous to the University when being considered for grants and government funding.
- **By-Laws**
  - By-laws may be adopted to meet temporary conditions as they arise and may be adopted at any regularly called meetings of the Association.
- **Amendments**
  - The constitution of this Association may be amended by a two thirds vote of the Council, who are present at any regularly called meeting of the association, providing that the substance of the proposed amendment has been submitted and reviewed by the Governance Committee.
- **Removal of Office**
  - In order for an officer or council member to be removed from office, a review of the activities/violations will be conducted by the Governance Committee. Findings will be shared with the Executive Committee and a vote requiring two-thirds acceptance of the Alumni Council will be needed for the proposed action to occur.
- **Resignation of Office**
  - A letter of resignation is required along with a status of current activities/involvements to the Nomination Committee. The Nomination Committee shall provide a list of candidates to be voted on by the Alumni Council.
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- **Good Standing**
  - A member of the Alumni Council of Executive Committee must be in good standing with the University and emulate the values of the institution. If a member is found in violation of the Association's Code of Conduct, a formal review will be conducted with the Governance Committee with appropriate action taken.