

# **Governors State University Alumni Association Constitution**

## **ARTICLE I, NAME**

The name of this association shall be the Governors State University Alumni Association (hereinafter referred to as the "Association").

## **ARTICLE II, PURPOSE**

The fundamental purpose of the Association is to bind the university's alumni/ae into an organization for the purpose of serving the needs of the alumni/ae and of promoting the growth and development of Governors State University.

The Board of Directors of the Association shall promote the mission of the Association by overseeing and setting policy for all Association activities. Collectively its members will represent the Association's broad range of constituents and will work with the Association President and staff and with University representatives as appropriate.

## **ARTICLE III, MEMBERSHIP**

**Section 1.** All graduates, former students and currently enrolled students of Governors State University are members of the Alumni Association.

**Section 2:** Membership categories. There are 3 types of memberships in the Alumni Association:

- a. Basic membership – All Governors State University graduates, former students, and currently enrolled students are basic members.
- b. Premium membership – A member that has donated an amount as set by the board of directors to the GSU Foundation annually earmarked for use by the Alumni Association are premium members.
- c. Lifetime membership – Any member donating a cumulative of \$650 to the GSU Foundation earmarked to the Alumni Association will be considered lifetime members. Lifetime members receive Premium member status.

## **ARTICLE IV, OFFICERS**

**Section 1.** The Officers of the Alumni Association shall be five in number: the President of the Alumni Association; the Vice President of Constituent Relations; the Vice President of Programs; the Vice President of Finance; and the Vice President of Outreach.

**Section 2.** The Officers shall be elected by the Premium members of the Association.

**Section 3.** The duties of the Officers are defined in Article VI.

**Section 4.** In the event of death or resignation of any Officer of the Association, the President may appoint any other Board member or Premium Member to assume that absent Officer's powers and duties or any portion thereof up to the next election.

**Section 5.** In the event of the death or resignation of the President, the Vice President of Outreach is to call a special meeting of the Board of Directors, for the sole purpose of electing, from among those serving on the Board, a President who shall complete the term of the previous President.

This special board meeting shall take place no later than thirty days after the President's death or resignation. The Vice President of Outreach shall preside at this special meeting.

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**Section 6.** An Officer may be removed by a majority vote of the Board of Directors. Among the grounds for such action: missing two consecutive board meetings; incapacity or unwillingness to perform duties; consistent, unexcused absence from Board and/or committee meetings; actions which bring scandal upon the Association or University. Before the Board takes such action it must notify the Officer of its intentions in writing.

**Section 7.** The term of an Officer shall be three years in length. No Officer may hold the same office for more than two (2) successive terms.

**Section 8.** Only persons serving on the Board of Directors at the time of a Presidential election are eligible for nomination to the presidency.

### **ARTICLE V, THE BOARD OF DIRECTORS**

**Section 1.** The Board of Directors of the Alumni Association shall consist of the elected officers, three representatives each from the College of Education, the College of Health and Human Services and the College of Business and Public Administration, and six representatives from the College of Arts and Sciences, (three of whom represent the School of Interdisciplinary Learning -- formerly Board of Governors Degree Program), and up to six (6) at-large positions.

**Section 2.** The Governors State University Associate Vice President for Advancement and Alumni Relations, the Vice President for University Advancement and the President of the Student Senate shall be ex-officio, non-voting members of the Board of Directors.

**Section 3.** All College Representatives shall be elected by the Premium members from their College.

**Section 4.** The at-large members shall be appointed by the Alumni Association President with the approval of a majority of the Executive Committee and the Associate Vice President for Advancement and Alumni Relations.

**Section 5.** The Board of Directors shall meet not less than three (3) times per year with additional meetings being called at the discretion of the board. Special meetings may be called by the Board President, the Associate Vice President for Advancement and Alumni Relations, or by the Vice President of Outreach, or upon the written request of five (5) board members.

**Section 6.** Two-thirds (2/3) of the current Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. A majority of the directors present at a meeting at which a quorum is present shall be the action of the Board.

**Section 7.** In the event of death or resignation of any Representative or at-large member of the Association, the President may appoint any other Board member or Premium Member to assume that absent Representative's or at-large member's powers and duties or any portion thereof up to the next election.

**Section 8.** A Representative or at-large member of the board may be removed by a majority vote of the Board of Directors. Among the grounds for such action: missing two consecutive board meetings; incapacity or unwillingness to perform duties; consistent, absence without notification from Board and/or committee meetings; actions which bring scandal upon the Association or University. Before the Board takes such action it must notify the Representative of its intentions in writing.

**Section 9.** The term of a representative shall be three (3) years in length. A representative cannot serve more than three consecutive terms.

**Section 10.** The term of the at-large members shall be one (1), two (2) or three (3) years in length as recommended by the Associate Vice President for Advancement and Alumni Relations and approved by a majority of the Executive Committee.

**ARTICLE VI, DUTIES OF THE BOARD**

**Section 1.** The duties and responsibilities of the Board of Directors shall include: (1) attend and participate in meetings of the Board; (2) participate in board sponsored and endorsed projects and programs; (3) serve on at least one committee a year and attend its meetings; (4) participate in committee-level work.

**Section 2.** It is the function of the Office of Alumni Relations to manage the affairs of the Association in accordance with the policies set by the Board of Directors. Existing policies are on file in the Office of Alumni Relations.

**Section 3.** The President of the Alumni Association or designee will preside at all meetings of the Board and Association, and shall represent the Association, when invited, at important University and community events. The President shall have the power to appoint members to special committees and to call meetings of the Board and Association (consult Article VII, Section 1).

**Section 4.** The Vice President of Constituent Relations or designee shall be responsible for overseeing the management of alumni clubs and the board's interaction with the Constituent Groups. The clubs will be managed in accordance with the Policy and Procedures for Establishment and Operations of Alumni Clubs guidelines.

**Section 5.** The Vice President of Programs or designee shall be responsible for the planning, development and administration of all programs sponsored by the Association, e.g., social, cultural, academic, etc.

**Section 6.** The Vice President of Finance or designee shall assist with the periodic review of financial affairs of the Alumni Association and report as directed by the Board of Directors.

**Section 7.** The Vice President of Outreach or designee shall oversee and support efforts to increase and maintain the size of this Association. In addition, the Vice President of Outreach or designee shall be responsible for all official elections of the Association (consult Article XIV).

**Section 8.** The Representatives and At Large Members shall actively represent the college in which they graduated by serving as liaisons of the board at their college Constituent Group meetings.

**ARTICLE VII, COMMITTEES**

**Section 1.** The Board is comprised of the following standing committees: 1) Program Committee; 2) Finance Committee; 3) Constituent Relations Committee; and 4) Outreach Committee.

**Section 2.** The Board may create ad hoc committees on an as needed basis. Ad hoc committees will be comprised of Board members.

**Section 3.** The Board may also create sub-committees on an as needed basis. Any such sub-committee shall be chaired by a Board member. Any member of the Association is eligible to serve on sub-committees.

**Section 4.** The Chairperson of any ad hoc or sub-committee shall present reports to the Board when requested, shall file appropriate committee records with the Board and shall submit a final report on the work of the committee when it is completed, at which time the committee shall cease to exist.

**Section 5.** All special committees shall meet as often as necessary to perform their assigned duties.

**ARTICLE VIII, ANNUAL MEETING**

**Section 1.** Premium members of the Association shall be invited to attend an annual meeting to be held near the end of the fiscal year. Its purpose may include reviewing the Association's activities and progress during the previous year and any other business before the board.

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**Section 2.** Meeting quorum – Premium members in attendance shall constitute a quorum at any meeting of the Premium members of the Alumni Association.

**ARTICLE IX, AMENDMENTS**

**Section 1.** These by-laws may be amended at any time by a two-thirds vote of the members of the Board present at a regular or special meeting of the Board when prior written notice of the proposed amendment has been given to the Board members.

**ARTICLE X, ELECTIONS**

**Section 1.** The Associate Vice President for Advancement and Alumni Relations shall establish deadlines and forms for the filing of nominating petitions, as well as a calendar for the election process.

**Section 2.** To be listed on the ballot, an individual must: 1) be a Premium Member; 2) have submitted a nominating petition in response to the Association's request for such petitions; and 3) have been interviewed and nominated by the Nominating Committee.

**Section 3.** Ballots shall be sent to all Premium members. To be counted, all ballots must be signed by the voter and returned to the Office of Alumni Relations no later than the date stipulated on the ballot. The Vice President of Outreach or designee shall endorse receipt of all election correspondence and certify results of election.

**ARTICLE XI, ALUMNI CONSTITUENT GROUPS, ALUMNI CLUBS AND CHAPTERS**

**Section 1.** Constituent Groups – The purpose of the Alumni Association Constituent Groups is to bring alumni of a particular affinity together in order to form a network of relationships that is both personally and professionally advantageous to those involved. The constituent group exists to help further the mission of Governors State University Alumni Association through alumni contributions of time, talent and support to the university; and, to fulfill the Governors State University Alumni Association’s purpose by contacting, engaging, serving, empowering and acknowledging GSU alumni.

There will be four (4) constituent groups sanctioned by the GSU Alumni Association to equally represent GSU’s four colleges: 1) College of Arts and Sciences, which includes the Interdisciplinary Learning Program (formerly the School of Interdisciplinary Learning and Board of Governors Degree Program); 2) College of Business and Public Administration; 3) College of Education; and the 4) College of Health and Human Services (formerly College of Health Professions).

**Section 2.** Alumni Clubs – Should a group of alumni wish to form a Club, or any other alumni group, a written request should be forwarded to the Office of Alumni Relations. Alumni clubs can be formed based on the following classifications; academic clubs, special interest clubs and virtual clubs. It is the prerogative of the Board of Directors to grant or deny the request, and to approve Club by-laws.

rev. 05/22/80  
rev. 10/10/85  
rev. 06/07/88

rev. 10/16/89  
rev. 03/04/96  
rev. 06/10/96

rev. 06/18/01  
rev. 07/23/01  
rev. 06/13/05

rev. 5/28/09  
rev. 9/21/10