

Wittenberg Alumni Association Constitution and Bylaws

Article I The Organization

The name of this organization is the Wittenberg University Alumni Association.

Article II Purpose

The mission of the Wittenberg Alumni Association (Alumni Association) is to serve as a liaison for Wittenberg University (University) by engaging and connecting the alumni body for the purpose of supporting the University's mission and goals. The affairs of the Alumni Association shall be supported by the Alumni Association Board (Board).

Article III Alumni Association Classifications

- **All alumni of Wittenberg University are members of Alumni Association.** 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 has:
 - (a) received an earned degree from the University, or
 - (b) has earned a minimum of twelve (12) credit hours from the University
 - 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.

Article IV Alumni Association Board Leadership

Each member of the Board must be a graduate of the University. Each 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, in accordance with the University fiscal year. Upon completion of a three-year term, a member of the Board must submit an email or written communication to the Secretary by March 1 declaring whether or not they will serve an additional term. No such member of the Board shall serve more than two (2) consecutive terms for a total of six (6) years. Members of the 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 Board shall be representative of the Alumni Association 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 Board, inclusive of the Executive Officers listed above.
- Each member of the Board shall be entitled to one (1) vote on any matter which may be submitted to a vote. The President shall only vote in Board meetings in the case of a tie.
- The Director of Alumni Relations shall be an *ex officio* member of the Board but shall not have voting privileges.

Extension of Board Term for Officers

If a member of the Board has been elected to the position of President-Elect, or President, that Board Member's term on the Board shall be extended until the completion of his or her term as Immediate Past President. Upon completion of the term as Immediate Past President, the Board Member's term on the Alumni Board shall expire. The Board Member appointed to succeed shall be appointed to complete the board term which shall maintain the established staggered term.

- **Section II. Board Composition:** The 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 Nominations and Slating Committee:
 - class year;
 - gender;
 - identification;
 - 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 Board vacates that position, whether through resignation, removal, election as an Executive Officer or otherwise, the President, with the advice and consent of the Board Nominations and Slating Committee, shall appoint a member to fill the unexpired term at the end of the fiscal year unless the vacancy would result in the membership of the Board falling below the minimum number of eighteen (18) as provided in Section I, in which case the appointment should be made before the next regularly scheduled Board meeting. At the end of the unexpired term, such member is eligible to be elected to serve two additional consecutive terms.
 - **Leave of Absence.** Board members in good standing may request one (1) 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 Nominations and Slating Committee. Leaves of absence will commence upon approval and extend up to but not exceeding twelve (12) months. Terms of service will not be altered for Board members requesting and being granted leaves of absence.
 - **Removal.** Members who have missed two Board meetings, unexcused, in one fiscal year will be removed from the Board.

- **Section IV. Executive Officers:** The Executive Officers of the Board shall be chosen by majority vote of the Board members and shall consist of a President, President-Elect, Secretary, and the Immediate Past President. The Executive Officers shall constitute the Executive Committee. The Executive Officers shall meet at least quarterly prior to Board quarterly meetings or more frequently as necessary. Two-thirds (2/3) 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 Board in the

intervals between meetings of the Board. At the conclusion of a term as an Executive Officer term, such member will revert to regular Board membership for the remainder of their three-year term. The powers and duties of the Executive Officers shall also include: fulfilling the duties of the Board and;

- appointing Board members to the position of committee chair.
 - meeting as needed to determine Board meeting agendas and monitoring activities of the 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 Board; shall see that all orders and resolutions of the 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 a presiding officer.
 - **The Secretary** shall support all Executive Committee meetings and quarterly Board meetings, acting as clerk, and recording 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 Board and lead the Alumni Association Emeritus Board Committee
 - **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. The President Elect will also serve on the Board Nominations and Slating committee.
 - **Section VI. Committees:** The Board shall have its own Standing Committees to be headed by the members of the Board duly appointed by the President. Other committees may be created from time to time for purposes of expediency and to facilitate the attainment of the objectives of the Association. The following committees of the Board shall be considered permanent Standing Committees:
 - **Prospective Students Committee:** In partnership with Alumni Relations staff, work with the Office of Admission 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 Nominations and Slating Committee:** In partnership with Alumni Relations staff, and with leadership from the Immediate Past President, President Elect, and a standing committee member co-chair, this Committee prepares a slate of candidates for consideration by the Executive Board and approval of the full Board. The Committee shall submit a slate of potential candidates at the third quarter meeting. The Committee shall take into consideration the following when developing a slate of candidates of new Board members: The Alumni Association 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 Board in consultation with the Executive Officers.

- **Alumni Association Board Emeritus Committee:** In partnership with Alumni Relations staff and with leadership from the -Immediate Past President (ok)events and communications directed toward all former Alumni Association Board members will be created annually to help former members remain connected to the Wittenberg Alumni Association.

Alumni Communication Channel: In partnership with Alumni Relations staff and with leadership from the Secretary the alumni communication channel committee will read and respond to communications sent to the Alumni Association Board through the AAB contact form. This committee will ensure that alumni concerns are shared with the appropriate divisions and departments of the University as well as sharing issues, as needed, with the Alumni Association Board through the Executive Committee. Any alumnus/a can connect with the Alumni Association Board through this channel.

www.wittenberg.edu/contactAB

Each Standing Committee may request a change in the name of the Standing Committee to better represent the mission and goals of the Committee. The Executive Officers may approve the request for change in name of the Standing Committee subject to approval and ratification by the Alumni Association Board at the next regular meeting.

- Term of office of Committee Chairperson will be two (2) years. A Committee Chairperson shall be eligible to be re-appointed to a one consecutive term.
- **Section VII. Meetings:** The Board meetings will be held quarterly, in person, by phone, or video conference. The dates and format/location of the meetings shall be determined by the Executive Committee and communicated to all Board members well in advance of any change to the long-term schedule.

- **Section VIII.** Quorum: One-third (1/3) of the members of the 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 Association Board Members

- In partnership with Alumni Relations staff, Board members, and other members of the Alumni Association, the Alumni Association Board Nominations and Slating Committee collects names of prospective Board members and works with the Executive Officers to recruit and prepare a slate of candidates for election by a majority of the full Board. The Committee shall submit a slate of potential candidates to the Board not later than the Spring Meeting.

Article VI

Rules of Procedure

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

Article VII

Amendments

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

(Revisions accepted: 10/02/2023)