ARTICLE I
Meetings

Section 1.1 Alumni Board. Meetings of the Alumni Board shall be held as determined by the Executive Committee; however, meetings will generally be held in the fall (the “Fall Meeting”), winter (the “Winter Meeting”), and spring (the “Spring Meeting”).

Section 1.2 Executive Committee. The Executive Committee shall meet as many times as necessary to conduct the business of the Wittenberg University Alumni Association (“Association”) and the Alumni Board.

ARTICLE II
Duties of Officers

Section 2.1 President. The President of the Association shall be the chief executive officer of the Association and shall have the usual duties and powers of the President of a voluntary association.

Section 2.2 President-Elect. The President-Elect, in the absence, resignation, or death of the President, shall succeed to, have, and discharge the duties and powers of the office of the President.

Section 2.3 Secretary. The Secretary shall be responsible for maintaining records and standards for the Association, including operating documents, agendas, minutes; and shall have the usual duties and powers of the Secretary of a voluntary association. The Secretary shall also serve as the Chair of the Board Affairs Committee.

ARTICLE III
Standing Committees

Section 3.1 Standing Committees. The following committees of the Alumni Board shall be considered permanent:

a) Alumni Relations Committee;

b) Current Students Committee;
c) Prospective Students Committee;
d) Board Affairs Committee; and
e) Board Recruitment Committee.

Section 3.2 Chairpersons. Chairpersons for each committee shall be appointed by the President of the Association, with the exception of the Board Affairs Committee.

Section 3.3 Duties. The duties of the Standing Committees shall be as follows:

a) Alumni Relations Committee:

Work with the Office of Advancement and Alumni Engagement to develop and support outreach activities to alumni; work to strengthen and develop alumni chapters across the country and around the world; and promote alumni commitment and involvement with the life of the University, including fundraising.

Work with the Office of Advancement and the Alumni Director to prepare a slate of candidates for the following seven (7) Alumni Awards for consideration by the full Alumni Board:

a. Class of 1914
   The Class of 1914 Award is Wittenberg’s most prestigious alumni award. This recognition honors Wittenberg alumni, faculty, staff and friends who have served Wittenberg above and beyond what might be expected of any contributor to the University’s welfare. The 1914 Award will be awarded to no more than one person each year.

b. The Alumni Citation
   The Alumni Citation celebrates those who have brought honor to Wittenberg by their exceptional and continual dedication to Wittenberg’s ideals. Any alumnus/a shall be eligible for the citation on the basis of exceptional accomplishment. In general, a citizen who places service to humanity ahead of personal gain shall govern eligibility. The Alumni Citation may be granted to three to five people with a balance of community investment, career success and services to Wittenberg.

c. The Honorary Alumnus/a Award
   The Honorary Alumnus/a recognizes non-alumni who have been loyal and devoted to Wittenberg, working to sustain the University in an exemplary manner.

d. The G.O.L.D. Young Alumni Service Award
The G.O.L.D. Young Alumni Service Award identifies Graduates Of the Last Decade who have generously shared their time and talents in service to the University.

e. The Outstanding Alumnus/a Award
The Outstanding Alumnus/a Award recognizes the outstanding achievement of graduates of the last fifteen years in their profession, vocation or avocation which exemplifies the liberal arts tradition of Wittenberg.

f. The Award for Distinguished Teaching.
The Award for Distinguished Teaching rewards a faculty member for superior classroom teaching at Wittenberg. Faculty must currently be teaching full time and have taught at Wittenberg for at least five years. Selection is based on a faculty member's current performance. The committee will grant one Distinguished Teach Award each year.

g. The Graduating Senior Alumni Award.
The Graduating Senior Alumni Award rewards a Wittenberg Senior in good standing for commitment to the life of the University exemplary transition into a Wittenberg Alumnus/a.

The Alumni Relations Committee shall convene a special task force at or prior to the Winter Meeting of the Alumni Board for the purpose of nominating Alumni Award recipients.

Membership:
1.) Chair person of the Alumni Relations committee
2.) All members of the Alumni Relations committee
3.) Other members of the Alumni Association, as designated by the Alumni Committee Chair; however, no more than eight (8) additional Alumni shall serve on the Awards task force

Membership Responsibilities:
1.) Read and review all the nominations for all of the awards
2.) Follow all selection criteria outlined herein, and honor the confidentiality of all committee selection discussions and processes

Nominations:
Nominations for all awards, except for The Distinguished Teaching Award, may be considered active for five years. After such time has passed, the nomination would be no longer considered. However, the nominator would be free to write and submit a new and updated nomination.

All nominators shall receive a letter from the Committee Chair of acknowledgement and appreciation for the nomination, which will also outline when the committee will review the nominations, upon receipt
of the nomination. The correspondence shall be sent from the Office of Alumni Relations.

Award recipients and nominators, with the exception of The Distinguished Teaching Award, shall receive a letter from the Committee Chair of congratulations and notification within one month of the awards being determined. The correspondence shall be sent from the Office of Alumni Relations.

If a person is nominated for an award for which they do not qualify, the Office of Alumni Relations will contact the nominator. If the nominator does not resubmit the person for the appropriate award, the committee will not consider the nomination valid.

The committee will not conduct or engage in additional research in order to know more about the nominees. The strength of the nomination is solely dependent upon what the nominator provides. All calls for nomination will explicitly state this code so that nominators do not have other expectations.

Voting:
Voting will be conducted by secret ballot and the recipient will be determined by simple majority. A revote will be called in case of a tie vote.

During the Winter Meeting, the full Alumni Board shall vote to approve or reject the Committee’s nominees for Alumni Awards, as outlined above.

b) Current Students Committee:

Work with the Dean of Students, the Student Success Center, and campus Student-Alumni organizations to engage current students and promote student retention, a positive University experience, a sense of vocation, and preparation for the transition to Alumni.

c) Prospective Students Committee:

Work with the Office of Admissions to promote the University to prospective students and assist in recruitment through career fairs, direct contact, and other admission activities.

d) Board Affairs Committee:

Update and maintain the Constitution and By-Laws of the Alumni Association, along with other records important to the regular operations of the Alumni Board, including but not limited to Board operating documents, meeting minutes, rosters for current and emeritus Alumni Board members.
e) Board Recruitment Committee:

Shall consist of members and have the powers and duties as outlined in Section 7.1 of the Constitution of the Wittenberg University Alumni Association and shall track the terms of service for current board members in accordance with Section 4.4 of the Constitution of the Wittenberg University Alumni Association.

Shall work with the Office of Advancement and the Alumni Director to recruit and prepare a slate of candidates for consideration by the full board. The committee shall submit a slate of potential candidates at the Winter Meeting.

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.

A final slate of candidates shall be elected by the full Alumni Board at the Spring Meeting, with appropriate alternate nominees if an elected nominee declines the Alumni Board appointment.

Each member of the Board Recruitment Committee shall be entitled to one (1) vote on any matter which may be submitted to a vote of the Board Recruitment Committee.

Shall assist in orientation of new Alumni Board members, including a packet of useful Alumni Board materials.

ARTICLE IV
Special Committees

The President of the Association may appoint a special task force as may be required to conduct the business of the Association.

ARTICLE V
Amendments

The By-Laws of this Association 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.
Exhibit A: Organizational Structure

President*
President-Elect*
Executive Committee
Secretary*
Recruitment Chair
Past President
Board Affairs
Recruitment
Standing Committees
Alumni / Awards
Prospective Students
Future Students

Exhibit B: Alumni Board Purpose

Represent Alumni to the University
Promote general welfare of the University
Help students to become better Alumni
Impact prospective students