

Alfred University

Alumni Association By-laws

Article I - Finances

- Section 1. *Fiscal Year* – The fiscal year of the Association shall begin on July 1 of each calendar year and extend through June 30 of the succeeding calendar year.
- Section 2. *Expenditures* – Alumni Association expenditures shall be paid by the Treasurer of the Association or by the Alumni Relations Office of the University at the discretion of the Alumni Relations Director, in consultation with the President of the Association and the Alumni Council.

Article II – Nomination and Selection of Members of the Alumni Council

- Section 1. *Selection of Members* – The Alumni Council shall meet at the Summer Meeting to select those alumni whom it shall designate as the Appointed Members of the Alumni Council.
- Section 2. *Nomination* – Any Alumni Association member may submit, in writing, the nomination of a candidate for membership in the Alumni Council. Names of willing candidates, together with their biographical sketches, are to be submitted to the Secretary of the Association or the Alumni and Community Relations Director of the University no less than four weeks prior to the Summer meeting of the Alumni Council.
- Section 3. *Installation* – Installation of Alumni Council members shall be at the Fall meeting following their election.
- Section 4. *Election of Officers* – At the Summer meeting the Council shall elect from among its continuing members a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer for the Association as their terms require. They shall be installed at the conclusion of the Summer meeting.
- Section 5. *Ex officio Members* – *Ex Officio* members of the Council may attend and participate in meetings of the Council. *Ex Officio* members may not vote on matters under consideration by the Council.

Article III – Nominations for the Alumni Elected Trustee

- Section 1. *Nominations* – The Alumni Council shall nominate and elect one member of the Alumni Association annually to serve as the Alumni Elected Trustee.
- Section 2. *Guidelines* – The Alumni Council will consider the following as their guidelines in the selection of the nominees for Alumni Elected Trustee:
 - a. The Nominee should be a participating alumnus or alumna of Alfred University whose year of graduation or, for non-graduates, the year when they were to have graduated, is at least five years prior to the date on which they would take office.
 - b. The Council should nominate those individuals who have exhibited a profound interest in higher education and a particular interest in Alfred University and the Alumni Association.
 - c. Nominees should be individuals who can envision what Alfred University, at its very best, could be.
 - d. No alumnus or alumna of Alfred University who receives a salary or other compensation from Alfred University shall be eligible for nomination or election as Alumni Elected Trustee.

- Section 3. *Term* – The Alumni Elected Trustee shall serve for a three-year term.
- Section 4. *Vacancies* – In the event of resignation or inability to serve of an Alumni Elected Trustee, the President of the Alumni Association, in consultation with the Alumni Council, shall name a suitable alumni successor for the unexpired term.

Article IV - Officers

- Section 1. *President* – The President shall have general supervision of the Association, subject to the control and direction of the Council. The President shall cause a summary of Association activities to be published in University publications, shall carry on necessary correspondence and duties incidental to the office and on behalf of the Council, and represent the Council when deemed necessary.
- Section 2. *1st Vice President* – The 1st Vice President shall preside at all meetings in the absence of the President and shall immediately succeed to the powers and duties of the President in the event of refusal or incapacity of the President to act. If the Presidency becomes permanently vacant, he/she shall assume the title of President. If his/her service is for only a part term, it will not be considered a limitation in serving two successive terms to which he/she is elected. The 1st Vice President serves as Chair of the Awards and Recognitions Committee.
- Section 3. *2nd Vice President* – The 2nd Vice President shall serve as the primary liaison, along with the Council President, to the University and its various affiliated offices on all matters related to alumni and student programs. The 2nd Vice President serves as Chair of the Alumni and Student Programs Committee.
- Section 4. *Secretary* – The Secretary shall keep full and complete minutes of all meetings of the Association and the Council. The Secretary shall serve as Parliamentarian at all regularly scheduled meetings of the Council and shall advise the President concerning proper parliamentary procedure. The Secretary serves as Chair of the Governance and Organizational Development Committee.
- Section 5. *Treasurer* – The Treasurer shall keep accurate books of accounts, cause a report to be provided at meetings of the Council, and perform all duties incidental to the office. The Treasurer serves as Chair of the Finance and Development Committee.
- Section 6. *Administrative Manager* – The Director of Alumni and Community Relations or equivalent position shall serve as the administrative manager of the Association. The advice and counsel of this individual shall serve to aid in furthering and implementing the activities of the Association. It is understood that this person will be a full time employee of the University.

Article V – Committees

- Section 1. *Standing Committees* – The Council shall have four Standing Committees: Awards and Recognitions, Alumni and Student Programs, Finance and Development, Governance and Organizational Development.
- a. *Awards & Recognitions*. The Awards and Recognitions Committee shall be Chaired by the 1st Vice President. Major committee activities include Alumni Association Awards and other recognitions.
 - b. *Alumni & Student Programs*. The Alumni and Student Programs Committee shall be Chaired by the 2nd Vice President. Major committee activities include admissions, career development, alumni and student events.
 - c. *Finance & Development*. The Finance and Development Committee shall be Chaired by the Treasurer. Major committee activities include Council budget and fundraising, development and University-wide fundraising activities.

d. *Governance & Organizational Development.* The Governance and Organizational Development Committee shall be Chaired by the Secretary. Major committee activities to include routine governance, organizational development, member development, and general oversight of the nomination/election process for Council membership, officer positions, and alumni elected trustee positions.

Section 2. *Ad-hoc Committees* – The President, by and with the advice and consent of the Council, shall appoint Ad-hoc Committees as necessary for conducting the business of this Association.

Article VI - Awards

Section 1. *Types of Awards* – The Council shall deliberate and present awards on behalf of the Alumni Association as follows:

The Alfred University Alumni Award for Distinguished Achievement. This award is given to honor **alumni** whose achievements in their profession, career or avocational pursuits or service to society bring honor and distinction to Alfred University. Alumni receiving this award must demonstrate loyalty and commitment to the University. Alumni of any graduation year are eligible. **Up to two awards can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

The Alfred University Alumni Award for Distinguished Service. This award is given to **alumni** in recognition of loyalty and commitment in service to Alfred University. Alumni of any graduation year are eligible. **One award can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

Abigail Allen Award for Service to Women. This award is given to honor an Alfred **alumnus/a** in recognition of distinctive career achievement, community service, or avocational pursuits that have improved the quality of women's lives. Alumni of any graduation year are eligible. **One award can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

Lillian T. Nevins Award for Lifetime Service to Alfred University. This award is given to honor **alumni** who have rendered outstanding service to Alfred University. It is reserved for those who, throughout a period of many years, have worked with interest, intelligence and success to promote the highest interests of Alfred University and alumni. This award is made with seriousness, honor, and esteem and expresses great recognition and gratitude on behalf of Alfred University and the Alumni Association. **One award can be made annually.** No person shall receive the award more than once. The award shall not necessarily be made annually. Current AU employees, trustees and Alumni Council members are not eligible.

Section 2. *Awards Nomination & Selection Process* –The 1st Vice President shall Chair the Awards and Recognitions Committee. Additional members of the Awards and

Recognitions Committee will consist of the Director of Alumni and Community Relations, and one or more Alumni Council members appointed by the President of the Council as needed. On an annual basis, the Awards and Recognitions Committee is responsible for initiating and carrying out the awards process in accordance with descriptions and criteria outlined in the Alfred University Alumni Association Awards Memo and Nomination Form. The Council will deliberate and determine awards recipients at its winter meeting, with awards presented during Reunion Weekend.

- Section 3. *Honorary Alumnus/a Recognition Award* – The Council may, upon nomination by alumni, faculty, staff, students or friends of the University, recognize deserving individuals (non-graduates) as “Honorary Alumni” of Alfred University in recognition of interest, allegiance and exemplary contributions/service in support of the University, its various programs and alumni, that the recipient will evermore be one of us. In addition to nominations from the general University community, members of the Alumni Council, unlike other awards can choose recipients for this recognition award throughout the year. No person shall receive the award more than once. The award shall not necessarily be made annually. No more than two awards shall be given in any year. Current AU employees and trustees are eligible.
- Section 4. *Honorary Alumni Nomination & Selection Process* – The 1st Vice President and/or the Administrative Manager of the Alumni Association shall forward nominations received for Honorary Alumnus/a to the Awards and Recognitions Committee for consideration. Should the Committee deem nominees worthy and eligible for formal consideration by the Council, the 1st Vice President shall present such nominees at the next regularly scheduled meeting of the Council. Council will consider nominations for Honorary Alumnus/a recognitions on a rolling basis, and will deliberate on those nominations forwarded by the Awards and Recognitions Committee at the Council’s next regularly scheduled meeting. Honorary Alumni will be recognized during Reunion Weekend.