ARTICLE I – Name

The official name of this organization shall be “The University of Jamestown Alumni Association.” The fiscal year of the Alumni Association shall be July 1 through June 30.

ARTICLE II – Purpose & Objectives

A. Purpose:
The University of Jamestown Alumni Association is an organization of former students who support the mission and needs of the University of Jamestown and its Alumni. The Association shall provide leadership in the areas of Alumni Relations, Development and Enrollment.

B. Objectives:
The objectives of the Alumni Association are to serve the needs of the University of Jamestown and its Alumni and to maintain an effective operating structure to deliver services to the College and Alumni. The Alumni Association shall cooperate with the President of the University of Jamestown or the person designated by the President.

ARTICLE III – Membership

A. Membership:
Every person who has successfully completed the equivalent of at least one full year at the time that the affiliated class has graduated is considered a member.

B. Honorary Members:
The Alumni Association may grant honorary membership for outstanding service to the College. This action requires the approval of 2/3 of the members of the Alumni Board.

ARTICLE IV – Board of Directors

A. Purpose and Objectives:
The Board of Directors shall have as its purpose and objectives the implementation of the purpose and objectives of the Alumni Association as stated in Article II. The Board shall work in cooperation with the President of the College or the President’s designee.

B. Membership:
The University of Jamestown Alumni Association Board of Directors shall consist of fifteen (15) members: Board President, Executive Vice President, Secretary, three Vice Presidents and nine members at large. The representative designated by the College President shall serve ex officio without a vote.
C. **Qualifications:**
To be eligible for nomination as an Alumni Association Board member, the nominee must be a member of the Alumni Association.

D. **Board Member Terms:**
Board members’ terms are three years. A member is eligible for two consecutive terms. Newly appointed members shall assume their terms in office at the spring meeting. Board members are not eligible to serve again until one year after their second consecutive term. The Executive Committee may extend the term of a board member under unique circumstances. Should a member be unable or unwilling to complete his/her term, the Executive Committee shall appoint a replacement effective immediately.

E. **Officers:**
1. **Qualifications**
   a. The officers and the three Vice Presidents must have served at least a one year term on the Alumni Association Board.
   b. The members at large must be members of the Alumni Association.
2. **Terms of Office**
   The Board President, Executive Vice President and the Secretary shall serve a new three year term upon election to the office. The elected officers may serve a second three year term if at the time of the original election they had served less than three years. The officers shall be elected three months before the expiration of the terms of their predecessors.
3. **Elections/Appointments**
   a. The Board President, Executive Vice President and Secretary shall be elected by the membership of the Alumni Association Board. Should the President be unable to complete the term of office, the Executive Vice President will succeed to that office for the remainder of his or her term. Should there be a vacancy for the office of Executive Vice President, the President shall appoint a replacement subject to the approval of the Alumni Association Board.
   b. The Executive Committee shall appoint the Vice Presidents.
   c. The Board President, in consultation with the Vice Presidents, shall appoint the members at large.
4. **Duties**
   a. President:
      The President shall serve as chair of the Executive Committee and be an ex-officio member of all committees of the Board. The Board President shall preside at all Board meetings. The President, in consultation with the Vice Presidents, shall appoint the members at large.
   b. Executive Vice President:
      The Executive Vice President shall serve as a member of the Executive Committee and shall serve in the absence of the Board President. The Executive Vice President shall oversee all standing and Ad-Hoc Committees and report actions of the committees to the Executive Committee.
c. Secretary:
The Secretary shall serve as a member of the Executive Committee and maintain a record of all the actions taken by the Executive Committee and the full Board.

d. Vice Presidents:
Vice Presidents shall serve as the chairs of the permanent committees to which they have been assigned. In consultation with the Board President, they shall select members at large and determine their committee assignment. They shall be aware of the abilities and experience of those selected to insure their suitability to carry out the committee assignment. They shall report actions to the Executive Committee.

e. Members At Large:
The members at large shall serve on the Alumni Association Board and be assigned to one of the standing committees of the Board.

G. Meetings:

1. Frequency of Meetings. The Alumni Association Board shall hold a minimum of two regularly scheduled meetings (Fall and Spring) each year. The Alumni Association Board President may call additional meetings, after a majority consenting vote by the Executive Committee.

2. Quorum and voting. In order to conduct the business of the Alumni Association Board, a majority of the Board members will constitute a quorum. Each member has one vote and must be present to vote in person or by teleconference.

3. Attendance. Attendance at all board meetings is expected. Meetings may be in person or by teleconference as determined by the Board President. If a Board member misses two Board meetings during a term, the member’s name will automatically be placed before the Executive Committee for review. After due consideration, the member may be removed from the Alumni Association Board.

H. Committees:

1. Executive Committee

a. Composition
The Executive Committee shall consist of the Board President, Executive Vice President, and Secretary. The College President’s designee will serve as an ex-officio, non-voting member. The President shall chair the Executive Committee.

b. Duties
1. The Executive Committee shall provide leadership to establish and oversee implementation of policies, long range planning, and strategic direction of the Alumni Association.
2. The Executive Committee shall have and may exercise all the powers of the Alumni Association Board when the Board is not in session, with the exception of the following:
   a. The election of an executive officer (Board President, Executive Vice President, or Secretary) of the Alumni Association Board.
   b. Approval of amendments to the bylaws.
c.  *Meetings*
The Executive Committee will meet as requested by the Board President or as determined by the Executive Committee.

2.  **Alumni Relations Committee**
   a.  *Composition*
   The Alumni Relations Committee shall be chaired by a Vice President and consist of three members at large. The Board President and a representative of the College shall serve ex-officio without a vote.
   b.  *Duties*
   The Alumni Relations Committee shall provide assistance to the Office of Institutional Advancement at the University of Jamestown in its efforts to maintain and elevate the College’s image among its alumni and other constituencies.
   c.  *Meetings*
   The Alumni Relations Committee will meet at least once per year as determined by the Alumni Relations Vice President.

3.  **Development Committee**
   a.  *Composition*
   The Development Committee shall be chaired by a Vice President and consist of three members at large. The Board President and a representative of the College shall serve ex-officio without a vote.
   b.  *Duties*
   The Development Committee shall provide assistance to the Office of Institutional Advancement regarding fundraising activities and initiatives.
   c.  *Meetings*
   The Development Committee will meet at least once per year as determined by the Development Vice President.

4.  **Enrollment Committee**
   a.  *Composition*
   The Enrollment Committee shall be chaired by a Vice President and consist of three members at large. The Board President and a representative of the College shall serve ex-officio without a vote.
   b.  *Duties*
   The Enrollment Committee shall provide assistance to the Admissions Office regarding recruiting and retention activities and initiatives.
   c.  *Meetings*
   The Enrollment Committee will meet at least once per year as determined by the Enrollment Vice President.
5. Ad-Hoc Committees
Ad-Hoc Committees may be appointed by the Board President. Ad-Hoc Committees may serve no longer than twenty-four months. The Executive Vice President shall oversee the activities of all Ad-Hoc Committees and report to the Executive Committee.

6. Nominating Committee
a. Composition
The Nominating Committee shall consist of five people. They shall be the Vice President in charge of Alumni Relations, who shall chair the Committee, the designee of the President of the University of Jamestown, and three members appointed by the President of the Alumni Association. One appointment shall be a member at large from either the Development Committee or the Enrollment Committee, and two appointments shall be from the general membership of the Alumni Association.

b. Responsibilities
1. The Nominating Committee shall develop a slate of candidates who are qualified under these bylaws to fill vacancies that occur. The Committee shall offer one candidate for each vacant position.
2. The Nominating Committee shall obtain the consent of all candidates in order to place their names in nomination.

c. Supplemental Nominations
The Alumni Association Board may supplement the slate of candidates of the Nominating Committee with names they suggest.

ARTICLE V – Amendments

These bylaws may be amended by submitting a proposed amendment to the Board of Directors at least 60 days prior to a vote to amend. A majority vote of the board is required to adopt the amendment. All amendments to the Bylaws of the University of Jamestown Alumni Association must be approved by the Board of Trustees of the University of Jamestown before they can take effect.