



# Alumni Council

VIRGINIA WESLEYAN UNIVERSITY

## **BYLAWS OF THE VIRGINIA WESLEYAN UNIVERSITY ALUMNI COUNCIL**

### **ARTICLE I**

#### **NAME**

The NAME shall be known as the Virginia Wesleyan University Alumni Council.

### **ARTICLE II**

#### **ALUMNI DESIGNATION**

All persons who have matriculated at Virginia Wesleyan University and who have attended for at least one term (12 credit hours) or semester. This includes graduate and undergraduate learners. Honorary degree recipients shall be considered alumni.

### **ARTICLE III**

#### **ALUMNI COUNCIL**

##### ***Section A. Purpose***

**As a volunteer advisory group**, the principal purpose of the Alumni Council is to strengthen the bond between alumni and Virginia Wesleyan University, its students, faculty, and administration. In all its programs, the Council shall represent with equality and fairness the interests of all Virginia Wesleyan University without regard to race, color, sexual orientation, creed, national origin, gender, age, or disability. The Council encourages the participation of all alumni in its programs and activities on an equal basis.

### ***Section B. Qualification and Selection***

B.1 There shall be no less than 15 and no more than 30 members on the Alumni Council.

B.2 Members of the Alumni Council shall be selected in such a manner to ensure that the Council shall be broadly representative of the interests of all alumni.

**B.3 Members of the Alumni Council must read, sign, and adhere to expectations set forth in the General Roles and Responsibilities of an Alumni Council member.**

B.4 Prospective Alumni Council members shall be nominated by the Nomination and Awards Committee. Nominations for Alumni Council shall be received by the Office of Alumni and Parent Relations and vetted by the **Director of Parent and Alumni Engagement**. Those elected to the Council shall serve three-year terms. Each term shall begin on July 1. Each term shall end on June 30. Council members shall serve no more than two consecutive terms. A former member is eligible for nomination and election to the Council after one year as a non-member.

### ***Section C. Vacancies***

Any vacancy or vacancies on the Alumni Council for an uncompleted term may be filled by appointment from the Nomination and Awards Committee. Each person so elected shall serve for the balance of the unexpired term and can serve for up to two subsequent terms. Such election shall be presented for ratification to the Council at the next regularly scheduled meeting(s).

### ***Section D. Meetings and Notice of Meetings***

D.1 Regular or general meetings of the Alumni Council shall be held three times per year including one to be scheduled in fall and one in spring.

D.2 Special meetings of the Council may be called by the President of the University, Director of Parent and Alumni Engagement, or Chair of the Alumni Council after consultation with the

President and Director. **The Chief of Staff may act on behalf of the President in his/her absence.** Notice of each special meeting shall be communicated by the Director of Alumni and Parent Engagement to each Council member at least 10 working days prior to the date of such special meeting. Such notice shall state the time, place, and purpose of the meeting.

#### ***Section E. Quorum and Manner of Acting***

E.1 Fifty percent of the members of the Council shall be present at each meeting to constitute a quorum. The President of the University and Director of Parent and Alumni Engagement serve ex officio with vote. Each member shall be entitled to one vote. Motions shall be carried when approved by a majority of those voting.

E.2 Effective May 2017, participation by electronic means represents each member as “in attendance”. Therefore, no proxy voting is permitted.

E.3 Roberts Rules of Order shall govern the conduct of meetings.

#### ***Section F. Termination***

Any Council member unable to attend two consecutive regular/general Alumni Council meetings shall have forfeited their membership on the Alumni Council. Such absences may only be approved by the President of the University, Director of Parent and Alumni Engagement, and Chair of the Alumni Council by majority agreement of the three.

### **ARTICLE IV**

#### **EXECUTIVE DIRECTOR OF ALUMNI RELATIONS**

**The Director of Parent and Alumni Engagement, appointed by the President of Virginia Wesleyan University, shall be an ex officio member of the Executive Committee and of all other standing committees. The Director of Parent and Alumni Engagement shall be responsible for leading communications between the Council and the University and within the Council.**

## ARTICLE V THE EXECUTIVE COMMITTEE

### *Section A. Number, Qualification and Designation*

The officers shall include a Chair, Vice Chair, Secretary, and Immediate Past Chair. Each officer shall, prior to election, have been a member of the Alumni Council for at least two years. The President of the University and the Executive Director of Alumni Relations serve ex officio.

### *Section B. Election and Term of Office for Officers*

B.1 The Chair and Vice Chair shall be elected for two year terms, respectively. **Nominations for these positions shall come from the Nominating and Awards Committee.** It is the intent of this process to develop continuity among Council leadership. Although not guaranteed, preference should be given to succession.

B.2 **The Secretary shall be nominated by the Nominating and Awards Committee and presented to Council for ratification. Except for vacancies due to attendance, inability to serve, or resignation, the Secretary shall be elected for a two year term, respectively.**

B.3 After serving as Chair, Vice Chair, or Secretary, members may fulfill regular terms on the Alumni Council.

### *Section C. Vacancies*

C.1 A vacancy in the office of Chair may cause an early succession of officers to the next highest office. A vacancy in Vice Chair, shall necessitate a new nomination and election by the Council.

C.2 **A vacancy in the office of Immediate Past Chair shall not be filled until the next yearly succession of officers. Should the expiring Chair be unable to serve as Immediate Past Chair, the position shall be deemed vacant.**

#### ***Section D. General Responsibilities of the Officers***

**D.1 Officers will serve as liaisons to committees, encouraging their work and communication.**

D.2 The Chair shall preside at all meetings of the Alumni Council. With the Director of Parent and Alumni Engagement, the Chair shall facilitate the creation of the agenda for each meeting. The Chair represents the Alumni Council as ex officio (without vote) at meetings of the VWU Board of Trustees.

D.3 The Vice Chair shall perform the duties of the Chair in the Chair's absence. **With the Director of Parent and Alumni Engagement, the Vice Chair assists with new member orientation, assesses new member acclimation into the Council, and oversees the Council's goal of 100% participation in the Annual Fund.**

D.4 The Secretary shall perform all duties normally pertaining to the office of Secretary. The Secretary facilitates the work of the Chair, Vice Chair, and committees.

**D. 5 The Director of Parent and Alumni Engagement is the Chief Alumni Officer of the University. Other than the President of the University, she/he shall be authorized to speak on behalf of the Alumni Council on all matters. Director of Parent and Alumni Engagement supports the Council by serving as the official recorder of the minutes. The Director of Parent and Alumni Engagement shall be responsible for the timely distribution and safekeeping of the minutes of all meetings. The Director of Parent and Alumni Engagement shall ensure the timely collection of minutes from all committee meetings, general meetings and conference calls, including maintaining a record of member attendance. The Director of Parent and Alumni Engagement shall see that all appropriate notices are given and reports and records properly maintained.**

D.6 The Immediate Past Chair is a member of the Executive Committee without vote and shall serve in an advisory capacity. The Immediate Past Chair will serve for a term of one (1) year.

## **ARTICLE VI**

### **COMMITTEES AND TASK FORCES**

**Standing committees shall perform the work of the Council.**

#### ***Section A. Membership***

All Council members will serve on at least one committee.

#### ***Section B. Committee and Task Force Leadership***

**B.1 Committee Chair(s) will be appointed by the Nomination and Awards Committee. Except for vacancies due to attendance, inability to serve, or resignation, the Committee Chair(s) shall be elected for a two year term, respectively.**

#### ***Section C. Standing Committees***

C.1 The Executive Committee shall be empowered to act between meetings, when necessary, as defined by the President of the University, the Director of Parent and Alumni Engagement, and the Chair. The membership of the Executive Committee shall consist of the Chair, Vice Chair, Secretary, Immediate Past Chair, as defined above, the President of the University and the Executive Director of Alumni Relations. The Chair shall preside over the Executive Committee. When necessary, the Executive Committee may recommend committee assignments based on the subject matter and necessary expertise.

C.2 The Nominating and Awards Committee shall be comprised of the Alumni Council ex officio members and current Chair. They shall confer and consider all names which have been suggested and upon receiving the consent of the suggested persons chosen, shall nominate one (1) person for each vacancy.

C.3 Alumni Engagement Committee

*Goal: To recruit fellow alumni in volunteering their time, talent and treasures.*

#### C.4 Alumni Resource Development Committee

*Goal: To engage alumni in supporting funding initiatives of VWU*

### **ARTICLE VII AMENDMENTS**

These Bylaws are effective January 1, 2024, and supersede any and all previous documents. Recommendations for amendment require approval of a majority of those members present at a meeting, provided that a quorum is present. The recommendations are then submitted to the Advancement Committee of the VWU Board of Trustees for review. If approved, the proposed amendment(s) shall be submitted to the VWU Board of Trustees for action. The Advancement Committee reserves the right to return the proposed amendments to the Alumni Council for further revision.

VWU Board Approved (1/1/24)