

**CONSTITUTION
OF THE NORTHERN VERMONT UNIVERSITY – JOHNSON
ALUMNI ASSOCIATION & COUNCIL BYLAWS**

May, 2018

ARTICLE I NAME

The name of this organization shall be the Northern Vermont University – Johnson Alumni Association, hereafter referred to as the Association.

ARTICLE II PURPOSE

The purpose of the Association is to support and promote the interests and mission of the College, to strengthen alumni/ae loyalty, to provide opportunities for growth and fellowship, and to promote pride in Northern Vermont University – Johnson.

ARTICLE III MEMBERSHIP

Membership in the Alumni Association is open to all Northern Vermont University – Johnson, Johnson State College, Johnson Teachers College, and Johnson Normal School degree recipients, former students of the above institutions who completed a minimum of 60 academic credits and are in good standing with the College, and current and former faculty and staff.

ARTICLE IV GOVERNANCE

4.1 The Association shall be governed by the Northern Vermont University – Johnson Alumni Council hereafter referred to as the Johnson Alumni Council, which is authorized to act on behalf of the Association. The Council shall seek to improve communications and general support between the College and the Association; assure greater understanding of the programs and services offered by the College, and provide the College administration with the advice and judgement of alumni/ae representatives. The Council may adopt bylaws or policies to assist in carrying out its responsibilities.

4.2 COUNCIL MEMBERSHIP

4.2.1 Voting Members At least 10 and not more than 20 voting members, who must be graduates of the aforementioned institutions.

4.2.2 Honorary Council Members The Alumni Council may appoint Honorary Council Members in recognition of long and distinguished service to Northern Vermont University – Johnson. Appointment criteria shall be established by the Council on the recommendation of the Nominating and Recognition Committee.

4.2.3 Ex officio members The President of Northern Vermont University and the Director of the Development Office, or their representatives, shall be ex-officio non-voting members.

4.2.4 Student representative A representative of the Student Government Association (SGA), typically the current SGA President, shall also serve as an ex-officio member, without vote, for a one year term.

4.3 Appointments

Members of the Council shall be appointed or reappointed by the President of Northern

Vermont University on the recommendation of the Alumni Council.

4.4 Terms The terms for voting members shall be three years. Terms shall be renewable based on the recommendation of the Alumni Council but may not exceed three consecutive three-year terms.

4.5 Alumni Council Member Responsibilities Council members shall be expected to give leadership to all Alumni Association endeavors and programs. This general responsibility shall include but is not limited to the following: attend Council meetings and Association programs, encourage alumni/ae to be active in Alumni programs and events, promote volunteer assistance of Alumni to the College, and support the Annual Fund through financial contributions and by encouraging the participation of others. Two consecutive unexcused absences from Council meetings by any Council member may be considered a resignation from the Alumni Council. The Nominating Committee will consider the absences and make a recommendation to the President of the Council for action by the Alumni Council. Council members shall remain committed, in their respective locations, to represent and promote education for the public good.

ARTICLE V OFFICERS OF THE ASSOCIATION

5.1 Officers of the Association The officers of the Council shall also serve as officers of the Association. The executive officers of the Council shall be elected by the Council and shall include the President, Vice-President, Treasurer, Secretary, one member-at-large, and the immediate past president. The term of office is for one year. Officers can be re-elected, but may not serve more than three consecutive terms (with the exception of Treasurer, which shall have no term limit).

5.2 Officer responsibilities

5.2.1. **President:** The President shall preside at all meetings of the Council, Association, and the Executive Committee. The President shall, unless otherwise determined by the Constitution, appoint chairs and members to all committees, and shall serve as an ex-officio member of all committees. The President shall assign special responsibilities to members of the Executive Committee and other alumni/ae as deemed necessary. The President has such other duties as commonly pertain to this office.

5.2.2. **Vice President:** The Vice President shall serve in the absence of the President. In the event of the President's death, resignation, or inability to serve, the Vice President shall automatically succeed to the office of the President.

5.2.3. **Secretary:** The Council Secretary, in coordination with the Development Office staff, shall record and preserve minutes of the meetings of the Council, the annual reports of each committee, and maintain a true and current copy of the Constitution. The Development Office shall send out notices of meetings, conduct official correspondence and carry out other duties as assigned.

5.2.4. **Treasurer:** The Council Treasurer is responsible for creating a working budget for the Council, to be presented for approval at the annual meeting. The Treasurer monitors and approves, with signature, all expenditures and presents updated reports of income and expenses to the Council. The Treasurer shall chair the Finance Committee.

ARTICLE VI COMMITTEES OF THE COUNCIL

Standing committees of the Council shall be:

6.0 Executive Committee

The Executive Committee is chaired by the President of the Council. The other officers of the Council also serve on this committee along with a member at large. This committee is responsible for:

- 6.0.1 planning the future direction of and for the Council;
- 6.0.2 meeting periodically with college representatives;
- 6.0.3 making decisions that must be made prior to the next full Council meeting;
- 6.0.4 directing the overall operations of the Council;

6.0.6 reviewing the Constitution and recommending amendment(s) as required.

6.1 Nominating and Recognition Committee

The Nominating and Recognition Committee is chaired by the immediate Past President and will consist of no fewer than three members. This committee is responsible for:

- 6.1.1 submitting a slate of new Council Officers each term;
- 6.1.2 seeking nominations and making recommendations on appointments and term renewals;
- 6.1.3 establishing criteria for the nomination of honorary council members;
- 6.1.4 assisting the Executive Committee with business as assigned by the Executive Committee;
- 6.1.5 soliciting nominations for the Distinguished Alumna/us Award, Distinguished Staff Award, and Distinguished Faculty Award;
- 6.1.6 developing other opportunities to recognize our membership at Northern Vermont University – Johnson;
- 6.1.7 presenting recommendations for awards to the full Council for approval;
- 6.1.8 forwarding final recommendation to the University President for approval.

6.2 Finance and Development Committee

The Finance and Development Committee is chaired by the Council Treasurer. This Committee is responsible for:

- 6.2.1 reviewing the Council Financial Statements;
- 6.2.2 reviewing and annually reporting the Alumni Scholarship Endowment activity, and;
- 6.2.3 developing budgets for each committee and activity of the Association;
- 6.2.4 working closely with the University's Development Director to plan fundraising activities aimed at increasing alumni support and involvement;
- 6.2.5 encouraging participation in the annual class and reunion giving campaign.

6.3 Alumni Involvement and Mentoring Committee

The Alumni Involvement and Mentoring Committee is chaired by a member of the Council and is responsible for the planning and implementation of alumni involvement and mentoring. This Committee is responsible for:

- 6.3.1 working with the University in the planning of alumni events;

- 6.3.2 planning new activities and developing new program possibilities;
 - 6.3.3 coordinating Council members to host different alumni sponsored events; and
 - 6.3.4 developing a budget for each activity;
 - 6.3.5 working with the Advising and Career Center to develop a mentoring and career network allowing both current students and graduates to identify others in the community with similar interests; make contact with those individuals, and foster a relationship based upon common interests and unique shared experiences (including, but not limited to, time spent at Johnson);
 - 6.3.6 ensuring continued strength and fostering closer, genuine ties with alumni throughout all stages of their lives;
 - 6.3.7 maintaining and enhancing contact between Johnson and its young alumni;
 - 6.3.8 focusing on short and long term goals of increased participation on behalf of Johnson and its young alumni.
- The Alumni Involvement and Mentoring Committee may establish sub-committees for specific events.

6.4 Alumni Council Scholarship Committee

The Scholarship Committee is chaired by a member of the Council. The Committee shall consist of no fewer than four Council members and a representative from the Development Office. This Committee is responsible for:

- 6.4.1 coordinating the scholarship application process with the Development and Alumni Relations Office;
- 6.4.2 reviewing applications;
- 6.4.3 selecting scholarship recipients and designating the awards. Voting members shall consist of members of the Scholarship Committee. Assigned staff shall serve in an advisory capacity without vote.

6.5 Archives Committee

The Archives Committee is chaired by a member of the Council and is responsible for the preservation of College/University history. This Committee is responsible for:

- 6.9.1 collecting, inventorying, preserving, cataloguing, and maintaining the College's history and archives for future generations;
- 6.9.2 making the collection available to faculty, students, staff, alumni, and the broader community;
- 6.9.3 fostering institutional pride.

Specific guidelines, time lines, and responsibilities of these committees shall be maintained by the committee chair. Written reports shall be presented at the annual meeting and held by the Development Office for the permanent record. Creation of other committees shall be determined as needed by the Council. Committee Chairs and representation to external Council appointments (such as the Hall of Fame) shall be appointed from the Council Membership by the President of the Council, unless otherwise determined by the Constitution. Committee membership may include alumni/ae not serving on the Council as deemed necessary by the President of the Council.

ARTICLE VII MEETINGS

7.0 The Council shall meet at least three times a year, with meeting dates for the

following year set at each annual meeting.

7.1 Additional meetings shall be held upon the call of the Council President or by the Executive Committee.

7.2 The date of the annual meeting of the Council shall be set by the Council President.

7.3 A quorum shall consist of a simple majority of the current Voting Members of the Council.

7.4 The annual meeting of the Alumni Association shall take place on the date established for Alumni Homecoming.

7.5 The Nominating Committee shall propose new and renewing members, and a slate of officers at the Spring meeting of the Council, to be elected at that meeting for a term beginning on July 1 and ending on June 30 of the upcoming year.

ARTICLE VIII AMENDMENTS

This constitution may be amended at any annual meeting of the Alumni Council by a two-thirds vote of current Alumni Council Voting Members.

ARTICLE IX SUCCESSOR INSTITUTIONS

This Constitution shall serve to govern the Northern Vermont University – Johnson Alumni Association or any successor institution of higher education. In the event of dissolution, all of the remaining assets and property of the Association shall, after payment of necessary expenses thereof, revert to the Northern Vermont University – Johnson Endowment.

Adopted 1982

Amended September 21, 1982

Amended July 9, 1994

Amended July 22, 1995

Amended July 30, 1996

Amended July 12, 1997

Amended July 15, 2000

Amended July 2009

Amended July 2010

Amended July 9, 2011

Amended May 2, 2013

Amended May, 2018