

Northern Vermont University-Lyndon Alumni Association

By-Laws

Article I: Alumni Council

Section 1: The Alumni Council shall conduct the business of the association and be its general managers. This group shall serve the interests of the members of the alumni association by adopting measures necessary to interpret and to put into effect the provisions of this constitution and by-laws and by carrying out policies established at the annual meeting. Powers not delegated to the officers or other committees shall be vested in the Alumni Council. The Executive Committee shall make managerial, administrative, and operational decisions while the Alumni Council is not in session, but shall report to and be responsible to the council.

Section 2: The Alumni Council shall consist of the following:

- President
- Vice president
- Secretary
- Treasurer
- Immediate past president of the council
- President of the university (ex officio)
- Faculty and staff representatives (ex officio)
- Student representatives
- Manor Vail Society Committee representative
- Elected Members: 20 half with three-year terms and half with two-year terms
- Honorary Members
- Satellite Members

Section 3: The council shall be classified, with respect to the time for which they generally hold office, into four classes. The term of office of one class of directors expires each year in rotation so that one class is elected each year to take office at the annual meeting for a full term (either two-years or three-years), except as specified in Article II, Section I.

Section 4: Members of the council shall be elected on the recommendation of the Membership, Scholarship, and Recognition Committee and a majority vote of the Alumni Council.

Section 5: Council-elect shall assume office at the next meeting immediately following the time when the council has elected officers of the association, and after the Alumni Council has selected potential members to recommend to the council. All council members who have served the number of years for which they were elected or appointed shall vacate their office at the time when the newly elected members assume office.

Section 6: Council members serving two-year terms may renew for another two-year term, if approved. Members serving three-year terms may renew for a one-year term, if approved.

Members shall not be eligible to succeed themselves in office serving their renewal term unless they were appointed to fill a vacancy.

Section 7: Council members, by virtue of the formal position they hold within the association, shall be expected to provide leadership to all alumni association endeavors and programs. This general responsibility shall include but is not limited to the following: attend all council meetings and association programs either in person or through technological means to the greatest extent possible (including mandatory in-person attendance at Homecoming & Family Weekend), encourage all alumni to be active in alumni programs and events, promote volunteer assistance of alumni to the university, and support the university through financial contributions and by encouraging the participation of others.

Section 8: Alumni who live more than 400 miles from Northern Vermont University-Lyndon may become an active member of the Alumni Council through the Alumni Council Satellite Program. These members would encourage all alumni in their area to be active in alumni programs and events, promote volunteer assistance of alumni to the university, and support the university through financial contributions, and by encouraging the participation of others.

Article II: Officers

Section 1: The officers of the association elected by the council shall be president, vice president, treasurer, and secretary. The vice president will be elected for a two-year term, and then serve a consecutive two-year term as president. Secretary and treasurer positions shall be held for a two-year term.

Section 2: Election of officers shall be conducted at such time during the annual meeting each year as is set by the president and there shall be a separate election with respect to each of the officers elected. Nominations shall be made by members of the council in writing, and need not be seconded. Elections shall be from among the nominees by written ballot. A majority vote of the ballots cast shall be required for election.

Section 3: Officers shall assume their respective offices at the conclusion of the election of all of the officers.

Section 4: The president shall preside at all meetings, preserve order, enforce the constitution, appoint all special committees, call Executive Committee meetings, serve as an ex-officio member of all committees, except the Membership, Scholarship, and Recognition Committee, and make appointments to fill vacancies therein, subject to the approval of the council.

Section 5: The vice president shall act in the place of the president in his or her absence or disability.

Section 6: The secretary shall keep the roll of members, shall record all proceedings, and shall assist the president with association correspondence.

Section 7: The treasurer will work with the Executive Committee and the Office of Institutional Advancement to:

1. Develop an Alumni Council budget and maintain the budget.
2. Ensure proper disposition of donations to the Alumni Council and association.
3. Identify and manage fundraising opportunities for the Alumni Council and association.
4. Be responsible to the Alumni Council for implementing the budget and fundraising policy and programs of the Alumni Association.

Section 8: In the absence of the president or vice president, the treasurer shall preside at council meetings.

Article III: Meetings

Section 1: The annual meeting of the alumni association shall be held at the time and place determined by the Alumni Council.

Section 2: The Alumni Council shall hold three regular meetings each year on dates determined by the council. All meetings of the council are open to all members of the association, both full and associate.

Section 3: Special meetings may be convened at the call of the president or by any three members of the council, upon ten days written notice to all council members.

Section 4: Ten voting members of the Alumni Council membership shall be present at any regular or special meeting for a quorum to be declared.

Section 5: The Alumni Council will endeavor to provide videoconferencing abilities or other communication technology for members or alumni who may wish to attend or take part in a meeting.

Section 6: Any member of the Council may be removed by a two-thirds vote of all members of the council with voting rights. Said action may only take place at a regular meeting of the council, or at a special meeting of the council called for that purpose. A member of the Alumni Council who fails to participate or give cause for his or her removal, including not attending two consecutive meetings, shall have his or her membership reviewed by the council. In case of a tie during a vote for dismissal; the president will have the final decision.

Section 7: The conduct of all meetings shall be in accordance with the provisions of the constitution and by-laws. Robert's Rules of Order shall be the parliamentary authority for the council on all questions not covered by the constitution and by-laws.

Article IV: Elections

Section 1: The active members of the council will elect the president, vice president, secretary, and treasurer. The Membership, Scholarship, and Recognition Committee shall present the candidates for each office. Only active, full members with voting privileges may hold office.

Section 2: Election of officers shall be conducted at such time during the annual meeting each year as is set by the president and there shall be a separate election with respect to each of the officers to be elected. Nominations shall be made by the Membership, Scholarship, and Recognition Committee and need not be seconded. Elections shall be from among the nominees by written ballot. A majority vote of the ballots cast shall be required for election. Officers shall assume their respective offices at the conclusion of the election of all of the officers.

Section 3: See Article II, Section 1.

Section 4: Should the president fail to accept the office, or cease to act as such, the vice president shall assume the office of the president. Should the vice president fail to accept his or her office, or cease to act as such, or should he/she assume the office of president, the Executive Committee shall appoint a member from within its own ranks to serve as vice president until the next annual meeting. Any other vacancies may be filled at any time for the unexpired portion of the term by the Alumni Council.

Section 5: Any officer may be removed by a two-thirds vote of the council at any time and a successor elected if the officer fails to participate or give cause for his or her removal. In case of a tie, the president will have the final decision.

Section 6: Any officer may resign at any time by giving written notice of such resignation to the president. Unless otherwise specified in written notice, such resignation shall take place upon receipt.

Article V: Standing Committees

Specific guidelines, time lines, and responsibilities of these committees shall be maintained by the committee chair. The chairman of each standing committee shall submit a plan for the year's work to the president for approval. The chairman of each committee may select members of the association as non-voting members to assist in committee functions. Creation of other committees shall be determined as needed by the council. Committee chairs shall be appointed by the president of the council, unless otherwise determined by the constitution. The president may prescribe or assign other duties to each of the committees. It is at the discretion of the president to suspend a committee, if not needed, excluding the Executive Committee. Such a decision must be re-evaluated at the beginning of each year.

Section 1: Executive Committee

Shall consist of the president, vice president, treasurer, secretary, and one other member appointed by the president and approved by the council.

The Executive Committee shall conduct business between Council meetings and shall meet at the call of the president or any three of its members. Three members shall constitute a quorum. The committee shall submit a report of all meetings at the next meeting of the council. The Executive Committee shall recommend an annual budget to the council.

Section 2: Membership, Scholarship, and Recognition Committee

Purpose of the Committee: This committee is responsible for nominating and recommending new members to the Alumni Council and soliciting and reviewing nominations for alumni association awards and scholarships.

Duties of the Committee: This committee identifies and recommends appropriate candidates to the council, selects recipients for alumni scholarships, and makes nominations for the alumni association awards (Distinguished Alumni Award, Award of Special Merit, Loyalty Award, and Faculty and Staff Recognition Award). Nominees for all alumni awards will remain in the nomination pool for five years. After five years in the nomination pool, the nominee becomes inactive and must be re-nominated to be considered again for that recognition.

Key Responsibility Areas:

1. Coordinate recruitment of new council members for nomination.
2. Interview prospective volunteers to prepare a slate of candidates for the council.
3. Develop and coordinate an alumni association orientation program.
4. Evaluate nominating program and process.
5. Review the constitution and recommend amendment(s) as required.
6. Assist the Executive Committee with business as assigned by the Executive Committee.
7. Periodically review awards and their criteria.
8. Research, review, and bring forward possible award candidates.
9. Explore new award potential.

Section 3: Fundraising Committee

Purpose of Committee: The purpose of this committee is to identify projects that will benefit Northern Vermont University-Lyndon and to implement campaigns to raise the necessary funds. The committee will work with alumni, the Office of Institutional Advancement, and other departments to identify funding needs and the prioritization of projects. The treasurer will serve as the chair of the Fundraising Committee.

Key Responsibility Areas:

1. Identify projects of importance to alumni, college departments, and the Office of Institutional Advancement.
2. Develop and implement development/fundraising campaigns.

3. Train and advise council members in matters of development.

Section 4: Alumni and Students Committee

Purpose of the Committee: The purpose of this committee is to connect and reconnect alumni with Northern Vermont University-Lyndon, to develop strategies to involve alumni in recruiting students (future alumni) for NVU-Lyndon, and to encourage the current students of NVU-Lyndon to become active alumni.

Duties of the Committee: The committee is responsible for working with the Alumni Office to develop events and assist in the planning of the alumni activities. The committee will also work closely with Admissions in conjunction with the Alumni Office to establish student recruitment enhancements and to organize the efforts of the alumni association to meet recruitment goals, and to provide opportunities for members of the alumni association and current students to interact on a regular, continuing basis.

Strategic Priorities:

1. Continue to program and support events for the alumni.
2. Reconnect alumni to Northern Vermont University-Lyndon.
3. Work with student mentors and the Alumni Office to design and implement an alumni/student sponsor program for incoming students.
4. Educate and plan ways of informing alumni about what it means to be an alumni.
5. Coordinate with the Alumni Office and the Fam-O-Lum Committee to plan events for Homecoming & Family Weekend.

Section 5: Communications Committee

Purpose of the Committee: The purpose of the committee is to strategize and craft messages to the alumni body as well as to provide – on an advisory basis – appropriate feedback and support to the university administration and staff on public communications issues. The Communications Committee can also be another set of “ears on the tracks” for university administration, keeping the leadership advised of issues and opportunities for communicating to alumni about the current issues facing the university.

Duties of the Committee: The Communications Committee will work to manage a number of Alumni Council communications channels, including social media and traditional communications such as news media outreach and personal correspondence. Members of the committee will also work, on an advisory and ad hoc basis, with Institutional Advancement and the Office of Communications and Marketing, on communications strategies and tactics aimed at promoting Lyndon and the work of its students, faculty, staff, and alumni.

Strategic Priorities: Strategic priorities of the Communications Committee may include, but should not be limited to:

1. Keeping the Northern Vermont University-Lyndon alumni body informed on the significant issues facing the university.
2. Informing and advising the university administration on issues of interest or concern to alumni.
3. Through public communications channels, promote Northern Vermont University-Lyndon as one of the jewels of Vermont's public higher education system, working with other Alumni Council committees and university administration to optimize student and faculty recruitment, encourage philanthropy, and position Lyndon and its leadership as voices for higher education in Vermont and nationally.

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