



Alumni Association

MEMBER ASSOCIATIONS: BYLAWS TEMPLATE

Note: This bylaws template serves as a sample of the most typical items to be included in an alumni association's bylaws. It does not contain all possible items and some items may not apply to the individual organization.

(NAME OF SCHOOL OR COLLEGE) ALUMNI ASSOCIATION

Founded: (mm/dd/yr)

BYLAWS

Revised and Adopted: (mm/dd/yr)

ARTICLE I - NAME

The name of this organization shall be the (NAME OF THE ASSOCIATION)

ARTICLE II - PURPOSES

Section 1. The purposes of the (NAME OF ASSOCIATION) are to (DESCRIBE PURPOSES). As an example, Sections 1 and 2 of the TUAA bylaws state:

Section 1. The purposes of the Temple University Alumni Association are to promote continuing alumni activities and interest for support of the University's welfare, and to serve as the coordinating organization of alumni activities at Temple University.

Section 2. The Temple University Alumni Association is dedicated to strengthening and enhancing all relationships among alumni, faculty, administration, students and governing bodies of the university.

ALL SCHOOL/COLLEGE ALUMNI ASSOCIATIONS SHOULD INCLUDE THE FOLLOWING TWO SECTIONS UNDER ARTICLE II:

Section 3. Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent tax laws.

Section 4. No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

ARTICLE III - MEMBERSHIP

(DESCRIBE THE TYPES OF MEMBERS INCLUDED IN THE ASSOCIATION, i.e., ALL GRADUATES OF THE SCHOOL/COLLEGE)

There shall be X (NUMBER TO BE DETERMINED BY EACH ASSOCIATION) classifications of Membership in this Association.

Section 1. *Full Members* shall include every graduate and matriculate of (NAME OF SCHOOL OR COLLEGE) whose entering class has graduated, also referred to herein as *alumni*.

Section 2. (ADDITIONAL CATEGORY, such as honorary members, faculty/staff or parents)

Section 3. (ADDITIONAL CATEGORY)

ARTICLE IV - BOARD OF DIRECTORS

Section 1. Composition

The administration and operation of this Association shall be vested in a Board of Directors consisting of:

- A. Officers of the Association
- B. Directors-at-large: (INDICATE NUMBER OF AT-LARGE DIRECTORS)
- C. the Association's Immediate Past President
- D. the Director of Development and/or the Assistant Director of Development for (NAME OF SCHOOL OR COLLEGE), who shall be ex officio members of the Board of Directors.
- E. Dean of school or college
- F. Faculty
- G. Student Representatives
- H. Committee Chairs: The chairs of all Board committees, Standing and Non-standing

Section 2. Terms of Service

The Officers and Directors-at-Large shall be elected at an annual meeting of the Board of Directors.

The term of each Board member shall be two years commencing on July 1 of the election year. A Director may be elected to serve on the Board for a total of three consecutive two-year terms (a six-year maximum), after which the member must have a mandated hiatus from service of at least one year. After the one-year hiatus the former member would be eligible for re-election as if to a first two-year term; there is no limit to the rotations off and back onto the Board. Even when on hiatus from the Board, an individual may remain a member of a working committee.

The six-year maximum term before hiatus applies to non-Officers only. Once elected an Officer, that person's six-year eligibility starts anew. A faculty member shall serve only one two-year term. The Executive Committee (if applicable) shall fill vacancies of Officers or elected members of the Board for the unexpired terms. Unexpired terms for other Board members (voting, non-voting and ex officio) shall be filled in accordance with Article IV, Section 1.

Section 3. Conditions of Membership

Every member of the Board of Directors shall contribute a mandatory minimum of \$XXX (DESIGNATE AMOUNT) to Temple University during each year that the member serves on the Board of Directors of the Association. Student and Faculty representatives shall be exempt from this requirement.

Except when represented by an alternate in accordance with Article IV, Section 1, any member who misses three successive meetings of the Board of Directors will be deemed to have resigned.

Section 4. Duties and Responsibilities

- A. Meets X times per year (DESIGNATE NUMBER OF MEETINGS)
- B. Elects Officers and Directors-at-Large; selects any un-elected members of the Executive Committee in accordance with these bylaws.
- C. Approves all bylaw changes.
- D. Addresses such other matters as may be presented by the Executive Committee, Director of Development, or other appropriate representatives of Temple University.

ARTICLE V - EXECUTIVE COMMITTEE (if applicable)

Section 1. Composition

The Executive Committee shall consist of the President, Immediate Past President, President-elect, Treasurer, Secretary, Director of Development, and the Chairs of all Board committees.

Section 2. Terms of Service

Executive Committee members who are Officers may serve one two-year term per office. An Officer may be elected to other offices or positions for additional two-year terms. The Director of Development shall not have a term limit.

Section 3. Duties and Responsibilities

The Executive Committee shall meet X times a year and shall serve as the operational decision making body of the Association, overseeing all activities and approving all decisions involved in the operation of

the Association except for those specifically reserved for the Board of Directors as delineated above or in the Association's Constitution. The Executive Committee shall not have the power to amend or reverse prior decisions of the Board of Directors. The Executive Committee shall receive the first reading of nominees for officers and Directors-at-Large. A majority of the membership of the Executive Committee shall constitute a quorum for any meeting thereof.

ARTICLE VI - OFFICERS

Section 1. Composition

The officers of the Association shall be: President; President-elect; Treasurer; Secretary and Director of Development.

Section 2. Terms of Service

Officers shall serve one two-year term per office commencing on July 1 of the election year. After completing a term in office, a person may be elected to another office or position for an additional two-year term. The Director of Development shall not have a term limit.

Section 3. Duties and Responsibilities

- A. *President*: The President shall preside at all meetings of the Board of Directors and the Executive Committee. He or she shall be the Chief Executive Officer of the Association and shall appoint committees. The President shall have all powers and duties incident to such office and shall conduct and have charge of the affairs of the Association subject to the approval of the Board of Directors. He or she shall be a member ex officio of all committees of the Association.
- B. *President-Elect*: In the event of unavailability of the President, the President-elect shall preside at all meetings of the Board of Directors and the Executive Committee. He or she shall be a member ex officio of all committees of the Association.
- C. *Treasurer*: The Treasurer shall have receipt and transfer of funds and securities of the Association as per the TUAA bylaws and regulations. The Treasurer shall have the authority to disburse funds in payment of all ordinary expenses of the Association and such special expenses as may be duly authorized by the Executive Committee. The Treasurer shall be responsible for keeping accounts of receipts and expenditures as well as the assets of the Association.
- D. *Secretary*: The Secretary shall act as secretary at the meetings of the Board of Directors and the Executive Committee, and shall prepare the minutes of the Association, and shall transmit any such documents as required by the Constitution of the Association, these Bylaws, the Board of Directors or the Executive Committee.
- E. *School/College Director of Development*: The Director and/or Assistant Director of Development shall act as a liaison between the Association and the University. They shall assist with the management of the organizational functions and programs of the Association. The Director and Assistant Director of Development shall not be entitled to vote at either Board of Directors or Executive Committee meetings.

Article VIII - COMMITTEES

Chairs of Standing Committees shall be members of the Board of Directors in accordance with Article IV.

Section 1. Standing Committees (DETERMINE AS NEEDED)

A. *Composition*

1. Nominating Committee: the President, President-elect, Immediate Past President, Director of Development and if desired, one or two at-large members appointed by the President.
2. X Committee
3. X Committee

B. *Duties and Responsibilities*

1. Nominating Committee: Prior to the annual meeting, the Nominating Committee shall make nominations to the Board of Directors of the Officers, Directors-at-Large and such officials as required of the Association. The Nominating Committee shall (i) present its list of nominees at an Executive Committee meeting prior to the annual meeting for a first reading, (ii) direct that the Board of Directors be sent the list of nominees in writing five business days in advance of the annual meeting, and (iii) report its recommendations for election to the Board of Directors, as approved by the Executive Committee, at the annual meeting. Additional names for all positions may be placed in nomination by written request of not less than five Directors, provided that such nominees must meet the requirements of the Association for election to the Board of Directors and must be submitted to the Executive Director at least ten days prior to the annual meeting of the Board of Directors.
2. X Committee
3. X Committee

Section 2. Non-Standing Committees

A. *Composition*

Non-Standing Committees are all other committees which may be necessary from time to time and authorized by the President and/or the Board of Directors. With the approval of the Board, the President may appoint non-alumni to chair Non-Standing Committees when in the best interest of the Association.

B. *Duties and Responsibilities*

The duties, powers and authority of all non-standing committees of the Association shall be those as are expressly delegated by the President and/or the Board of Directors.

ARTICLE IX - MEETINGS

Section 1. The Board of Directors shall meet X times annually (INDICATE NUMBER OF MEETINGS AND APPROXIMATELY WHEN), on dates selected by the President and Executive Committee.

Section 2. The Executive Committee shall meet X times annually, on dates selected by the President and the Executive Committee.

Section 3. Special meetings of the Board of Directors or the Executive Committee may be called by the President or, if he or she is unavailable, by the President-elect, or upon the written request of X

(DETERMINE NUMBER) members of the Board of Directors (for a Board of Directors meeting) or X members of the Executive Committee (for an Executive Committee meeting). The request must state the purpose for which the meeting is to be called. Five days written notice of any special meeting shall be given to Board members or Executive Committee members, respectively, and only the business specified in the notice may be transacted at such meetings.

Section 4. Twenty percent of the then-current membership of the Board of Directors shall constitute a quorum.

Section 5. The order of business at the annual meeting of the Board shall be:

- A. Approval of the minutes of the prior meeting
- B. Report of the Treasurer
- C. Reports of the Committees
- D. Unfinished business
- E. New business
- F. Dean and/or Director of Development Report
- G. Nominations
- H. Elections

Section 6. Absentee balloting is not permitted at any meeting of the Board of Directors or the Executive Committee of the Association or any committee, whether standing or non-standing.

ARTICLE XII - FUNDRAISING

Section 1. The Association shall not solicit gifts from any source for any purpose or activity, except that the Association shall be permitted to inform alumni that the Association may be the designated recipient on a gift to the University.

Section 2. The Association shall not receive gifts from any source for any purpose except for gifts made to the University with the Association as the designee.

ARTICLE XIII - AMENDMENTS TO BYLAWS

These bylaws may be amended at any regular or special meeting of the Board of Directors (at which there is a quorum) by a majority vote of the members present at such meeting, provided that ten days notice of the proposed amendment shall have been given each Director by email or mail at his or her last known address.

ARTICLE XIV - PROCEDURE

Robert's Rules of Order shall govern procedures at all meetings of the Board of Directors, Executive Committee and all other Committees.

TEMPLATE