

# *Constitution of the Earlham College Alumni Association*

## **ARTICLE I. NAME**

The name of this organization shall be the Earlham College Alumni Association.

## **ARTICLE II. MEMBERSHIP**

Members of the Alumni Association shall include:

- a. graduates of Earlham College;
- b. those who attended Earlham for at least one term or semester in good standing;
- c. all recipients of honorary degrees awarded by Earlham College.

## **ARTICLE III. PURPOSES**

### **Section 1: General**

The purpose of the Earlham College Alumni Association (Alumni Association) shall be to facilitate the continuing relationship between Earlham College and its alumni, to encourage communication and fellowship among alumni, and to advance the interests of Earlham College.

The Alumni Association shall be governed by the Earlham College Alumni Council. The Alumni Council, in association with the College, shall plan and supervise activities which fulfill the Association's purposes.

### **Section 2: Alumni Association**

Alumni Association efforts shall be directed toward, but not limited to, serving the interests of the College through:

- a. service to the College;
- b. general promotion of the College to the alumni and the public;
- c. recruitment of students;
- d. advancement and support of fellowship among alumni;
- e. development of active Earlham Alumni Associations;
- f. financial assistance to the College.

### **Section 3: College**

The College will:

- a. promote significant alumni activities on campus, throughout the country, and internationally;
- b. provide current information about the College and its alumni to alumni through regional associations, alumni publications, or other appropriate means;
- c. inform alumni of the activities and needs of the College.

## **ARTICLE IV. ALUMNI COUNCIL**

### **Section 1: Governance**

The Alumni Council shall serve as the governing body of the Alumni Association and shall also serve as an advisory body to the College on matters listed in Article III of this Constitution. To demonstrate their leadership role in supporting Earlham, Alumni Council members will be asked to assist in supporting the annual Earlham Fund and to promote other alumni activities.

### **Section 2: Membership**

The Alumni Council shall be composed of the Alumni Council's Executive Officers, Committee Conveners, the Alumni Trustees, selected members, and two student representatives. Any Alumni Association member may attend Alumni Council meetings.

Four Alumni Trustees shall represent the Alumni Council on the Earlham College Board of Trustees. The incumbent Alumni Council Chair shall hold one of the four positions. The other three selected Alumni Trustees shall serve for three-year terms, and may be selected for no more than three terms.

Alumni Trustees are ex-officio members of the Alumni Council. They are expected to attend Alumni Council meetings in conjunction with their Board duties. They are responsible for communication between the Alumni Council and the Board of Trustees.

There shall be no fewer than fifteen nor more than forty-five Alumni Council members, including Alumni Trustees and excluding honorary members. Each Regional Association shall be assured of representation in accordance with Article VIII.

### **Section 3: Member Terms**

Members shall be selected by the Alumni Council to assure a broad representation. Terms of members shall be for a maximum of three consecutive three-year terms. Each remaining three-year term is renewable at the discretion of the Alumni Council, in consultation with the Nominating Committee. A member who has served three consecutive terms may become eligible to again serve on the Alumni Council after an absence of one three-year term.

At the discretion of the Alumni Council, honorary memberships may be granted to those members who have demonstrated a significant commitment to the College. An Honorary Alumni Council Member must have previously served on the Alumni Council, is without eligibility for additional terms, and may not hold office. Honorary Members are entitled to attend and participate in Alumni Council and committee meetings and to receive materials sent to members of the Alumni Council.

### **Section 4: Meetings**

There shall be two regular meetings of the Alumni Council each year, one per academic semester. The dates shall be selected by the Alumni Council Chair in consultation with the Executive Committee, Alumni and Development Office, and the Alumni Council. In addition, the Alumni Council Chair may call special meetings of the Executive Committee or Alumni Council as is necessary to transact the Alumni Council's business. Written notices of any regular or special meeting, and an agenda, shall be provided to participating Alumni Council members prior to the meeting.

The Executive Committee may, as necessary, invite non-members of the Alumni Council to participate in Alumni Council meetings and activities.

## Section 5: **Expectations of Members**

- a. Attendance
  1. Alumni Council members are expected to attend and actively participate in all Alumni Council meetings. Regional Associations with co-conveners must have at least one of the conveners present at each meeting. Any member who is unable to attend a scheduled meeting of the Alumni Council must notify the Alumni and Development Office within a reasonable time prior to the meeting. A member who misses two consecutive meetings without notification or justifiable cause will receive a warning from the Nominating Committee. The Chair shall notify the members of the pending loss of the position on the Alumni Council. If the member misses a third meeting, the member's position will be deemed vacated, and the Nominating Committee will proceed to nominate a replacement.
- b. Financial support of the College
- c. Preparation for meetings
- d. Participation in on and off campus events
- e. Participation in conversation and efforts between fall and spring meetings on campus
- f. Timely response to communications from the Alumni Council and the College

## Section 6: **Executive Committee**

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Committee Conveners, and an ex-officio appointee of the Alumni and Development Office. In addition to other duties assigned by the Alumni Council, the Executive Committee shall oversee the proceedings of the Alumni Council.

## Section 7: **Nominating Committee**

The Nominating Committee of the Alumni Council shall consist of a Convener, the members of the Executive Committee, two at-large members, and an ex-officio appointee of the Alumni and Development Office. In addition to the duties assigned by the Alumni Council, the Nominating Committee shall submit a slate for the following: (1) Executive Officers, (2) Members, (3) Regional Association Conveners, (4) Committee Conveners. The Nominating Committee shall recommend members for term renewals.

## Section 8: **Standing Committees**

In addition to the Executive and Nominating Committees, the Alumni Council shall establish other committees as needed. There shall be standing committees. The composition and duties of each standing committee shall be contained within the Alumni Council's Statement of Structure.

# **ARTICLE V. SELECTION OF ALUMNI COUNCIL MEMBERS**

## Section 1: **Terms**

Any member of the Alumni Association is eligible for membership on the Alumni Council. The term of an Alumni Council member shall be three years, commencing on July 1.

## Section 2: **Executive Officers/Committee Conveners**

A member of the Alumni Council who has completed one full term prior to January first, and who is in good standing, is eligible to serve as an Executive Officer or Committee Convener. The term of office for any Executive Officer or Committee Convener commences on July 1 and is for a term of three years. An Executive Officer or Committee Convener may be selected for no more than two consecutive terms.

### Section 3: **Nomination**

Potential members shall be nominated from a list of potential Alumni Council Members, which will be compiled and maintained by the Alumni and Development Office. Sources of this list shall be recommendations from the greater Earlham community as well as self-nominations.

The Nominating Committee shall meet to discuss a potential slate of members and Executive Officers, for the Alumni Council's consideration. The Nominating Committee shall take into consideration diversity, geographical distribution, class years, willingness to devote time and effort to the College, and other appropriate attributes when considering an individual for nomination.

At the fall meeting, the Convener of the Nominating Committee will make a general call for nominations for members eligible for Executive Office and for Committee Conveners. The Convener of the Nominating Committee shall compile the list of nominations and contact the members to assess their interest. Interested parties will be asked to submit biographical information to the Convener. The Nominating Committee shall then prepare a slate of potential Executive Officers and Committee Conveners for approval by the General Session of the Alumni Council at its Spring meeting. Any member of the Nominating Committee who is being considered for a position will be excluded from the nomination process for that position.

The Nominating Committee shall present a recommended slate of members to the full Alumni Council during the General Session of the Spring meeting. The Convener will then call for any other nominations from the floor. The General Session will then act upon the list of candidates who will be asked to join the Alumni Council as members. A letter of invitation will be sent to all candidates to ask if they desire to serve. The letter will outline what will be expected of each member. If the candidate accepts, a letter of welcome will be sent by the Chair inviting the new member to the fall meeting.

## **ARTICLE VI. OFFICERS**

### Section 1: **Executive**

The Executive Officers of the Alumni Association are the Chair, Vice-Chair, and the Secretary.

### Section 2: **Chair**

The Chair shall preside over all Alumni Council meetings, convene meetings of the Executive Committee, and serve as an Alumni Trustee in one of the four Alumni Trustee positions. The Chair, in conjunction with the Nominating Committee, shall notify all persons who have been selected for any duty on the Alumni Council. The Chair shall give leadership and direction to the Alumni Council, Trustees, and the College.

### Section 3: **Vice-Chair**

The Vice-Chair shall be vested with all the powers and perform all the duties of the Chair during the Chair's absence or disability and with such duties as the Chair may delegate. In the event both the Chair and Vice-Chair are absent, a designated member of the Executive Committee will assume the duties of the Chair *pro tem*.

### Section 4: **Secretary**

The duty of the Secretary shall be to keep the minutes of all General Sessions of the Alumni Council and Executive and Nominating Committee meetings. Alumni Council meeting minutes shall be available upon request of alumni.

## **ARTICLE VII. REGIONAL ALUMNI ASSOCIATIONS**

### **Section 1: General**

The Alumni Association encourages the organization of Regional Associations of alumni within a manageable geographic area.

A regional Association is sponsored by, and must be formally recognized by, Earlham College as a network of support for the Institution under the guidance of the Alumni Association. It is desirable that geographic areas have at least one hundred-fifty alumni.

### **Section 2: Convener and Region**

Selected members of the Alumni Council shall serve as regional alumni association conveners.

### **Section 3: Goals**

Goals of the Earlham College Regional Alumni Associations include:

- a. to identify and involve alumni;
- b. to develop programs which keep alumni and parents in an area informed of the College's mission, fundraising goals, and academic programs;
- c. to provide opportunities for alumni to assist the College in a variety of areas according to the College's needs and the volunteer's interests and abilities;
- d. to encourage alumni to maintain their ties with Earlham and with one another;
- e. to emphasize the importance of volunteer and financial support to the long-term strength of Earlham College.

## **ARTICLE VIII. CONSTITUTIONAL REVISIONS**

The Constitution of the Alumni Association shall be reviewed at least once every three years by a committee appointed by the Executive Committee of the Alumni Council in consultation with an appointee of the Alumni and Development Office. Should revisions in the Constitution be necessary, they shall be approved by the Alumni Council in General Session.

**Revised and Approved:** Spring 1998, October 2004