

# **BYLAWS OF**

## **Saginaw Valley State University (SVSU) Alumni Board of Directors**

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### **ARTICLE 1 SVSU Alumni**

**1.01 DEFINITION.** An alum of SVSU is any individual who has completed and been conferred a degree from the University. All graduates become members of the Alumni Association upon completion of their degree. Alumni can serve on the board of directors and take advantage of the benefits and programs offered by the Association.

### **ARTICLE 2 Directors**

**2.01 QUALIFICATIONS.** Any alum of SVSU can be elected to the SVSU Alumni Board of Directors.

**2.02 SIZE.** The board shall be comprised of 10-15 members.

**2.03 TERM.** Board members are eligible to serve two terms of three years each. The terms do not need to be served consecutively.

**2.04 SECOND TERM.** Board members reaching the end of their first three-year term will be given the option to continue into their second term without moving through the formal election process.

### **ARTICLE 3 Nominations and Elections**

**3.01 ELIGIBILITY.** Any alum of SVSU is eligible to be nominated as a candidate for the SVSU Alumni Board of Directors.

**3.02 CALL FOR NOMINATIONS.** A call for nominations will be sent to all university alumni and shared via the various alumni relations communication channels beginning in October to fill upcoming and current vacant seats.

**3.03 WHO CAN NOMINATE.** Alumni can self-nominate or be nominated by another individual.

**3.04 CHOOSING FROM APPLICANTS.** The executive committee and Executive Director of Alumni Relations will review applications for new directors.

**3.05 APPLICANT SELECTION TIMELINE.** Upon review, selected nominees will be presented to the full board for approval via an electronic vote in January.

**3.06 NEW MEMBER START DATE.** New board members will be instated immediately upon completion of the vote and will be welcomed at the next full meeting of the board.

#### **ARTICLE 4**

##### **Expectations of Board Members**

**4.01 SVSU REPRESENTATIONS.** All members of the board are expected to be a positive and enthusiastic representative and spokesperson in your community for SVSU and the Alumni Association.

**4.02 LEADERSHIP.** All members of the board are expected to accept leadership and participatory roles within the board.

**4.03 PROGRAMS AND ACTIVITIES.** All members of the board are expected to be familiar with the programs and activities sponsored, organized, or coordinated by the Office of Alumni Relations or on behalf of alumni.

**4.04 IDEA SHARING.** All members of the board are expected to provide advice and share new ideas on alumni programs, activities, and initiatives.

**4.05 ATTENDANCE.** All members of the board are expected to attend and participate in a majority of the scheduled board meetings.

#### **ARTICLE 5**

##### **Vacancies and Removal from Board**

**5.01 MEMBERSHIP REQUIREMENTS.** board members are required to meet the aforementioned board expectations to maintain their seat on the alumni board.

**5.02 MONITORING MEMBERSHIPS.** It is the responsibility of the 2<sup>nd</sup> Vice President to monitor the degree to which each member is fulfilling the expectations.

**5.03 BOARD REMOVAL.** board members not fulfilling their expectations can be removed from their seat by recommendation of the 2<sup>nd</sup> Vice President. The recommendation for removal will be sent for approval to the Executive Committee and presented to full board for a majority vote.

#### **ARTICLE 6**

##### **Officers**

**6.01 PRESIDENT.** The President of the SVSU Alumni Board of Directors shall act as chairperson of the board, preside over all meetings of the board and Executive Committee, and function as the official representative of the Board at University and Alumni Association events.

**6.02 VICE PRESIDENT.** The vice president shall assist the president in the conduct of their duties and will assume those duties in the absence of the president. They will work directly with

alumni relations staff to ensure the work and objectives of the committees continue to support the work and goals of the office.

**6.03 2<sup>ND</sup> VICE PRESIDENT.** The 2<sup>nd</sup> vice president will be responsible for ensuring members are fulfilling their expectations. They will monitor board engagement and contact members who may be failing at their expectations in an effort to re-engage with the alumni board.

## **ARTICLE 7 Election of Officers**

**7.01 TERM LENGTH.** Officers of the board will serve one-year terms through the entirety of the calendar year.

**7.02 NOMINATIONS.** A call for officer nominations will be made at the January board meeting. Nominations will be accepted at the meeting and via email for up to three days after the meeting date.

**7.03 PREVIOUS OFFICER NOMINATIONS.** The 2<sup>nd</sup> vice president, having already served one term, has the option to be automatically nominated for the position of vice president. The vice president, having already served one term, has the option to be automatically nominated for the position of president.

**7.04 SERVING SEVERAL OFFICER POSITIONS.** Should a member advance through the officer's succession chart and be elected to the vice president role in the last year of their second term, they may be afforded a term extension for a seventh year should they express interest and be elected as president by vote of the board.

**7.05 NOMINATION QUALIFICATIONS.** Any director who has served at least one year can be nominated for an officer position.

**7.06 ELECTIONS.** Officers will be elected by a majority vote of the board. A slate of officer nominees will be presented to the full board for election via electronic ballot and will close five days following. The newly elected officers will begin serving in their office at the next full meeting of the board.

**7.07 SUCCESSION.** All officer terms will be one year. If the office of president is vacated for any reason, the vice president immediately shall assume the office of president for the balance of the term. In such an occurrence, the newly appointed president will be allowed to serve their full one-year term following the assumed term served. A vacancy in any other officer role may be filled by a majority vote of the members in office. Any officer may be removed from officer, after just cause shown, by a majority vote of the members in office.

## **ARTICLE 8**

### **Committees**

**8.01 EXECUTIVE COMMITTEE.** The executive committee shall consist of the president, vice president, 2<sup>nd</sup> vice president, and the committee chairs for any current and active board committees. Should this result in an even number of committee members. The president will only vote to break a tie.

**8.02 BOARD COMMITTEES.** Action committees of the board will align with the goals of the Alumni Relations Office and the University as a whole. As such, committees will be fluid to address the changing needs and goals of the institution. All board members are expected to serve on at least one board committee.

## **ARTICLE 9**

### **Meetings**

**9.01 SCHEDULE.** The board will meet regularly on a schedule set at the January meeting of the board.

**9.02 ETTIQUETTE.** A quorum for the board shall consist of a majority of the members in office. All meetings of the board shall be governed by Robert's Rule of Order.

## **ARTICLE 10**

### **Bylaws**

**10.01 REVIEWING PROCESS.** Bylaws will be reviewed annually.

**10.02 AMMENDMENT PROCESS.** Updates or edits to the bylaws must be submitted in writing to the executive committee for review and presentation to the full board at the next scheduled meeting.

**10.03 AMMENDMENT APPROVAL.** Amendments to the bylaws must be approved by a majority vote of the board.