



## CONSTITUTION OF THE HUNTINGTON UNIVERSITY ALUMNI ASSOCIATION

### ARTICLE I - Name and Official Publication

- Sec. 1 - The official name of this organization shall be the Huntington University Alumni Association.
- Sec. 2 - The official publications through which the Alumni Board shall communicate with the Alumni Association is the *Huntington University Magazine* and an e-newsletter.

### ARTICLE II - Objectives

The purpose of the Huntington University Alumni Association and its Board shall be to advance the official mission of Huntington University by:

- A. Offering appropriate programs and services to alumni which will actively cultivate a sense of Christian community and pride among the alumni and foster the best traditions and prestige of Huntington University.
- B. Actively assisting in securing gifts for the University and expanding the alumni participation in the annual giving program of Huntington University.
- C. Actively assisting in the recruitment of new students.
- D. Maintaining an effective, collaborative relationship with the Advancement Office of the University.
- E. Pursuing other purposes as may be deemed appropriate by both the Alumni Association and the University.

### ARTICLE III - Members

Membership in the Huntington University Alumni Association shall be afforded to all persons who have successfully completed 12 or more credit hours of work at Huntington University and to all of those who have received honorary degrees.

## **ARTICLE IV - Meetings**

- Sec. 1 - Scheduling. Meetings of the Association shall be called at the discretion of the Alumni Board and shall require an official notice to the members of the Association.
- Sec. 2 - Notice of Meetings. Notice of meetings to both the Association and the University administration shall occur in a timely manner. Notice of meetings appearing in the official publication of the Association or by regular mail or email shall constitute official notice to the members.
- Sec. 3 - Representation. The Board and the University administration shall together determine how to best represent those alumni who have been unable to participate in official business and activities of the Association.
- Sec. 4 - Transaction of Business. A majority vote of those present shall be required for the transaction of business at all meetings of the Association.

## **ARTICLE V - Management and Administration**

- Sec. 1 - Administration. The general administration, management, and direction of the affairs of the Association shall be a joint venture between the Alumni Board and the University administration.
- Sec. 2 - Finances. The University shall provide funding for the activities of this organization through its normal budgetary process. All funds collected will be managed by the University and disbursed according to normal procedures as established by Huntington University.
- Sec. 3 - Alumni Board Membership. Only graduates of Huntington University are eligible to serve on this Board, except where noted. It is recommended that representation be as follows:
- A. Eight representatives elected at large as voting members.
  - B. The Senior Class Representative appointed as a voting member.
  - C. Regional representatives elected as voting members. Regions and their representation are recommended to be as follows:
    - Western Region (west of the Mississippi River) 2
    - Midwest Region (Illinois, Michigan, Minnesota, Ohio, Wisconsin) 3
    - Indiana Region (the state of Indiana only) 3
    - Huntington County 1
    - Eastern Region (east of Ohio and north of Kentucky, Tennessee, and North Carolina) 2

- Southern Region (east of the Mississippi River including Kentucky, Tennessee, North Carolina, and south) 2
- International (outside the United States) 1
- Graduate and Adult Studies 2

Sec. 4 - The University Administration's Representation on the Alumni Board.

- A. Pursuant to Section 1 of this article, the University administration will employ, with the consultation of the Alumni Board, a staff member (hereafter referred to as the Director of Alumni Relations and Engagement) to provide leadership to the Association and to the Alumni Board with continuance subject to review by the University in consultation with the Alumni Board. The Director of Alumni Relations and Engagement shall be appointed to the Alumni Board as a non-voting member.
- B. The University President, or his or her designee, appointed as a non-voting member.
- C. The University Vice President of Advancement, or his or her designee, appointed as a non-voting member.

Sec 5 - Terms of Office of the Alumni Board Members.

- A. Length of Term. The term of elected office shall be three (3) years. A member may be elected to a second three- year term by vote of the Alumni Board.
- B. Limitation of Terms. All voting members, whether elected or appointed, having completed two consecutive terms of service shall remove themselves from the Board for a period of one (1) full term before being eligible to be re-nominated for additional service. However, upon the recommendation of the Executive Committee, the Board may elect a Board Member to serve additional years without regard to the term limits. Such exceptions would be considered (a) to allow a Board Member to serve as president of the Board, or (b) to fill a specific need on the Board.
- C. Vacancies. Vacancies because of death, resignation, or other cause shall be filled through the majority vote of the Alumni Board.
- D. Annual Cycle. The annual cycle shall run from October 1 to September 30.

Sec. 6 - Election Process of Alumni Board Members.

- A. There will be an annual election.
- B. The Executive Committee will, to the best of its ability, solicit the Association at large to learn of potential candidates for the slate of nominees. The Executive Committee will prepare, for the approval of the Alumni

Board, a slate of nominees for membership on the Board. The number of nominees will equal the number of seats to be elected.

- C. The Alumni Board will determine appropriate deadlines in such a way that the University administration have received timely notice of the election.
- D. The Alumni Board will vote to fill the open seats on the Board from the ballot presented by the Executive Committee.
- E. There are to be no more than six new board members added per annual cycle.

Sec. 7 - Meetings of the Alumni Board and Quorum.

- A. Meetings. Regular meetings of the Alumni Board, in person or via teleconference, will be held at the discretion of the Board, and the meeting dates will generally be determined at the first meeting during the annual cycle. Timely notice of all meetings will be given to all of the Board members and the University administration.
- B. Quorum. A majority of the voting members must be present to conduct official business of the Alumni Board at any meeting of the Board. No official business shall be transacted except by the majority vote of the quorum.
- C. Orientation. All new members will take part in an orientation session.

Sec. 8 - Attendance of the Alumni Board. Board members are expected to attend all regularly scheduled meetings during the annual cycle as defined in Article V, Section 5, Paragraph D. Failure to attend at least 50% of the meetings in the annual cycle may result in the loss of a member's seat on the Alumni Board.

Sec. 9 - Powers and Duties of the Alumni Board. The duties of the members of the Alumni Board shall include the following:

- A. To inaugurate and carry out the objectives and purposes of this constitution.
- B. To direct the Alumni Board President to serve as a representative to the University Board of Trustees as desired by the University Board of Trustees.
- C. To direct and supervise the election of Alumni Board members.
- D. To direct and supervise the election of Board offices.
- E. To keep accurate records of all meetings.
- F. To create such ad-hoc committees as it may deem necessary or advisable.

Sec. 10 - Standing Committees of the Alumni Board. The following standing committees shall be maintained and the members thereof shall be appointed annually by the Alumni Board. The President of the Alumni Board and the Director of Alumni Relations and Engagement will serve as ex-officio members of all committees.

- A. Executive Committee - the 3 elected officers and one member of the Board elected at large.
- B. Alumni and Church Connections Committee – 3 to 5 members of the Alumni Board appointed by the Executive Committee.
- C. Homecoming Committee – Alumni Board members, faculty, staff, and students.

Sec. 11 - Bylaws. The Alumni Board may adopt and amend such Bylaws as it deems necessary not inconsistent with this Constitution.

Sec. 12 - Support Staff. Additional support staff will be secured as required to pursue the objectives of this Constitution.

## **ARTICLE VI – Officers of the Alumni Board**

Sec. 1 - Titles and Duties. These shall be the elected officers of the Alumni Board, with the following interpretation of duty and privilege:

- A. President. The President shall, in consultation with the Director of Alumni Relations and Engagement, fix the agenda and preside at all meetings of the Association, the Alumni Board, and the Executive Committee. The Alumni Board President is a voting member of the Huntington University Board of Trustees. He or she shall give direction to the committee system in such a way that they work toward their proper function.
- B. Vice President. In the absence of the President, the Vice President shall assume the duties of the President.
- C. Secretary. The Secretary shall keep and publish the official minutes of all meetings of the Board.

Sec. 2 - Election and term of officers. All officers of the Alumni Board shall be elected for the upcoming annual cycle by the Alumni Board at the last regular meeting following the election of the Alumni Board members. The Director of Alumni Relations and Engagement will oversee this activity. The term of office shall correspond to the annual cycle as defined in Article V, Sec. 5, Paragraph D.

## **ARTICLE VII - Alumni Chapters**

Any group of members of the Association having as its purpose the objectives of this Constitution may register as an Alumni Chapter of the Association and may ask for any type of appropriate assistance from the Alumni Board or the Director of Alumni Relations and Engagement. Other such groups may from time to time seek the assistance of the Board and the Director of Alumni Relations and Engagement without formally registering as a chapter; however, they must communicate their intentions to the Board and the University.

**ARTICLE VIII - The Governing Body of Huntington University**

This Constitution recognizes the Huntington University Board of Trustees as the governing body of Huntington University and shall operate within its framework and procedures.

**ARTICLE IX - Effective Date and Amendments**

Sec. 1 - Amendments. This Constitution may be changed, altered, or amended by the following procedures: The Executive Committee shall prepare a draft to be shared with the Association for review and input; the Executive Committee then finalizes the draft to present to the Alumni Board, in consultation with the University administration and/or University Board of Trustees, for final approval.

Sec. 2 - Effective Date. This Constitution shall supersede all other constitutions and, after ratification, shall become effective at the beginning of the next annual cycle, as defined per Article V, Sec. 5, Paragraph D.

**ARTICLE X - A listing of the Date of Ratification and of any Subsequent Amendments**

<b>DATE</b>	<b>ITEM</b>	<b>SIGNATURE</b>
1. July 1, 1991	Ratification	
2. April 21, 2017	Ratification	
3. April 16, 2020	Ratification	