



Bylaws

Article I **Name**

The name of the organization shall be the Grand Valley State University Alumni Association.

Article II **Purpose**

The Grand Valley State University Alumni Association is the organizational entity within the University representing the alumni of the University. The purpose of the Association is to promote, assist, and perpetuate the goals and objectives of Grand Valley State University. The Alumni Association represents a vital resource of the University – one for which the University has an expressed interest and a desire for further development. The alumni and the University are united through the Association by common interests, concerns, and goals.

Article III **Location**

The principal office shall be in the Alumni House and Visitor Center on the Allendale campus of Grand Valley State University, County of Ottawa, and State of Michigan. The business of the Association shall be conducted usually and chiefly on the Allendale campus of Grand Valley State University, County of Ottawa, State of Michigan.

Article IV **Membership**

- A. All holders of valid Grand Valley State University degrees shall be eligible as “Regular Members” of the Alumni Association, with such full entitlements as may be made available by the University.
- B. “Honorary Memberships” are available to persons receiving honorary degrees from Grand Valley State University, and past University presidents, as indicated by the Office of the President of the University. These members shall possess all the rights and privileges as regular members of the alumni association, however, they will not have the right to vote or hold office.
- C. Membership of any person may be revoked at any time, for cause or by determination that revocation is in the best interests of the alumni association by a simple majority of the Association Board of Directors with the concurrence of the Executive Director.

Article V Board of Directors, GVSU Alumni Association

- A.** The GVSU Alumni Association Board of Directors shall be the representative body of the Alumni Association and shall have full authority to transact business and engage in all lawful activities related to the purpose of the Alumni Association. The Board of Directors will create and maintain a long-range strategic plan for the growth, development and governance of the Alumni Association, and work closely with the Alumni Relations Office in administration of business, regular and special events. The Board will adhere strictly to the provisions of its mission statement, and the vision and mission statements of Grand Valley State University and the Alumni Relations Department.
- B.** **Membership**
The GVSU Alumni Association Board of Directors shall consist of not less than 21 members. The exact number of members who shall serve on the Board shall be fixed from time to time by action of the Board. The membership shall be comprised of the directors described in paragraphs 1-7, all of which shall be entitled to vote on all Alumni Association Board business, unless otherwise specified.
1. At-large member's terms will expire at the first meeting each fall (usually held on or before September 30th). At large candidates may be nominated by any individual or group not later than June 30th each year. In addition, the Executive Committee may solicit nominations and schedule an election of at-large members at any time by a simple majority vote of the Executive Committee, with the concurrence of the Executive Director. A slate of candidates, which includes the names and biographical information of nominees compiled by the Nomination Committee, will be furnished to members of the Board of Directors. The Board of Directors has 10 days to consider the slate of candidates prior to an electronic vote to be held no later than August 30th. The results of balloting will be announced prior to the first board meeting in the fall.
 2. One representative or their designee that has been appointed by each Alumni Society shall enjoy the same rights and privileges of a Full Board Member. "Societies" are defined as groups of alumni who organize according to common interest, such as majors, athletics, year groups, or any other aspect of their college or professional experiences. Such groups may name themselves "Associations," "Chapters," or other suitable titles. Board membership will not include leaders of GVSU Regional Alumni Clubs. For this purpose, "Clubs" are defined as groups of alumni

residing in areas of concentration away from the Grand Valley State University campus.

3. The President-Elect of the Alumni Association
4. The Immediate Past President of the Alumni Association
5. A current member of the Grand Valley State University faculty nominated by the Provost and confirmed by the Executive Committee. The term of the Faculty Representative will be three years, with the opportunity to extend for an additional three-year term, with the approval of the University Provost.
6. The Executive Committee shall appoint members of the Association to the GVSU Alumni Association Board of Directors to fill vacant positions on the Alumni Association Board as necessary to maintain the minimum Board size established in paragraph B. The individual appointed to fill the vacancy shall be eligible to be nominated and elected to a full term provided his or her service in the appointed capacity was for less than three years.
7. Up to two current students appointed by the GVSU Student Senate may serve on the GVSU Alumni Association Board of Directors as non-voting, ex-officio members (e.g. Student Senate President and Future Alumni Association representative).
8. The Director of Alumni Relations shall serve as a non-voting, ex-officio member of the GVSU Alumni Association Board of Directors, and as Executive Director of the GVSU Alumni Association.
9. The President, in consultation with the Executive Committee and with the consent of members affected, shall adjust the expiration of Board member terms from time to time to facilitate the Board rotation set forth in paragraph B. 1. This necessary action will always be taken with the greatest good of the GVSU Alumni Association in mind.

C. Terms of Office

1. A GVSU Alumni Association Board of Directors member shall serve for a three-year term and is eligible to nominate themselves for re-election or re-appointment to one additional three-year term unless otherwise stated, and they will be presented to the Board with any other candidates at the next scheduled election. After one year's absence, a past board member is eligible again for a three-year term.
2. Committee Leadership/ Elected Executive Directors Term Limits:

- A. If a Director is either appointed to Chair a Committee or elected to serve the Executive Committee, they will serve in this capacity for a three-year term. Appointment/ Election to these key positions will allow for an additional three-year term. (allowing the director a total of up to nine-years of consecutive board service without a rest period) This excludes election to board President.
- B. If an Executive Committee Director is elected as President of the Board they will serve in this capacity for a three-year term. (allowing the president a total of up to thirteen-years of consecutive board service without a rest period)
- 3. Any officer, GVSU Alumni Association Board of Directors member, or committee chairperson may be removed from office by a two-thirds vote of the GVSU Alumni Association Board of Directors members who are present at a scheduled board meeting. Grounds for removal may include, but are not limited to, absence without advance notice from two or more meetings of the GVSU Alumni Association Board of Directors.
- 4. Any officer, GVSU Alumni Association Board of Directors member, or committee chairperson who is unable to perform the duties of his/her office, may resign by submitting a letter of resignation to the President of the Alumni Association and the Alumni Relations office.

D. Meetings

- 1. The GVSU Alumni Association Board of Directors shall meet at least three times each year, at such date, time and place as the President shall designate in consultation with the Executive Committee in a calendar published annually. Special meetings of the GVSU Alumni Association Board of Directors may be scheduled at any time by majority vote of the Executive Committee or on petition of over half of the GVSU Alumni Association Board of Directors members in good standing. The President, in consultation with the Executive Committee, shall decide the exact time and place of the meeting and shall send not less than two notices to each GVSU Alumni Association Board of Directors member in good standing at least four and two weeks respectively prior to the date of the meeting. No business not stated in the calls for the special meeting is binding in any way on the Association.
- 2. An orientation meeting will be held each year, and will include presentations by the Executive Committee of the

Association Board, the Alumni Relations Office staff, and other components of the University faculty and staff that may be useful in orienting new members to their duties and the mission of the Association Board. All new and incumbent members will be expected to attend the meeting, normally held in October each year.

3. Being present at a meeting can be in person, by telephone through the use of conference equipment, internet or other electronic means which allows the Board member to participate fully in discussions and in voting.

E. Alumni Association Board Membership Requirements.

Notwithstanding anything contained herein to the contrary, all members of the GVSU Alumni Board of Directors are expected to abide by the Alumni Association Board Membership Requirements as set forth on Exhibit A, attached hereto and incorporated herein by reference.

Article VI Quorum

At least twelve members in attendance at a meeting of the GVSU Alumni Association Board of Directors constitute a quorum for the purpose of conducting business. Two of the ten must be members of the Executive Committee; one of the two Executive Committee members must be either the President or a Vice President. All actions taken by the Board except those specifically stated herein, require a simple majority of the members present and voting.

A. Voting Process

The voting process may be conducted either in person during the normal/ special board meeting when a quorum is present and the action item(s) are within the By Laws of the organization or in between meetings via electronic communication.

Electronic voting shall be open for consideration for no less than 10 days from the date sent. The same guidelines previously stated will be used to constitute a "Quorum". A simple majority will allow for a decision or election to be adopted or defeated. (*Abstention from voting electronically shall constitute affirmation of the majority decision*)

Article VII Executive Officers

A. Governance

The Alumni Association shall be governed by an Executive Committee consisting of the following Executive Officers: a President, three Vice Presidents, a Secretary and the Immediate Past President, together with the Executive Director of the Alumni Association. Terms of the Executive Officers will be three years, except with respect to the President-Elect and Immediate Past President, whose term will be one year. Executive Officers may not serve more than one three year term in the same or another Executive Officer position.

B. Election of Executive Officers

Election of Executive Officers shall be done by position every three years. Names and biographical information of nominees compiled by the Alumni Relations Office and will be furnished to members of the Board of Directors. The Board of Directors has 10 days to consider the candidates prior to an electronic vote to be held no later than June 30th. The results of balloting will be announced prior to the first board meeting in the fall. Terms of office shall begin at the first meeting in the fall and end following a three-year term. For nomination and election to the Executive Committee as an officer, the person must have served on the Association Board for a minimum of two complete years of service. An open call for nominations to the Executive Committee will be made at the same time eligible Board members are invited to petition for renewal of expired terms. GVSU Alumni Association Board of Directors terms of office may be extended to match the term of office of an officer in special cases. The President-Elect will be elected in the final year of sitting President's term. Upon the completion of the sitting President's term the President-Elect will assume the office of the presidency and begin their three-year term.

C. President

The President shall schedule and preside over all meetings of the Association, GVSU Alumni Association Board of Directors, and Executive Committee. He or She shall act as spokesperson for the Alumni Association and shall regularly attend the meetings of the GVSU Board of Trustees, and may designate, when appropriate, another member of the Executive Committee to act on his or her behalf for these purposes. The President shall delegate to the Vice Presidents and other members of the Executive Committee such affairs and activities of the Board as he/she deems appropriate. He/She shall also have the right to attend all committee, and sub-committee meetings, in addition to other activities and University events. The President shall vote only in tie-breaking situations.

D. Vice Presidents

The Vice Presidents shall serve to oversee three distinct arms of the Alumni Association and associated committees:

Vice-President of Finance

Finance Committee

- Responsible for fundraising, annual giving's

Activities Committee

- Responsible for events and volunteering activities

Special assignments will include but not limited to the oversight of the finances for the organization

Vice-President of Recognition

Recognition Committee

- Responsible for nominations and membership

Awards Committee

- Responsible for awards

Special assignments will include but not limited to oversight of the election process for the organization

Vice-President of Public Relations

Liaison Committee

- Responsible for university relations (internal and external) and outreach

Special assignments will include but not limited to the review of the organizations bylaws, university public relations, and communications

**See Goals and Objectives Document for complete description of responsibilities and additional clarification.*

If a Vice-President is elected President-Elect they will remain in their post until their Presidential term begins.

E. Secretary

The Secretary shall be responsible for recording and transcription of all official meetings of the GVSU Alumni Association Board of Directors and Executive Committee meetings. In conjunction with the Alumni Relations Office, he/she shall maintain the records of the Alumni Association and direct all notices or correspondence to the Executive Committee, GVSU Alumni Association Board of Directors or members of the Association. In the absence of the President the Secretary shall preside at meetings, when the President-Elect is not serving.

- F. Minutes
Within 10 days after each meeting, a complete set of minutes of any regular or special meeting, describing precisely the decisions made and action taken will be distributed to each Board member. These minutes will be reviewed and approved at the ensuing regular meeting.

Article VIII The Executive Committee

- A. The Executive Committee shall consist of the President, Vice Presidents, Secretary, Immediate Past President, President-Elect of the Association, and the Director of Alumni Relations/Executive Director of the GVSU Alumni Association.
- B. The Executive Committee shall be responsible to develop, maintain, and implement the general policies and programs of the GVSU Alumni Association Board of Directors consistent with the strategic plan of the Alumni Association.
- C. The Executive Committee shall have the power to act for the GVSU Alumni Association Board of Directors between general meetings; decisions will be presented at a subsequent meeting of the Alumni Board of Directors.
- D. The Executive Committee shall appoint new members to the GVSU Alumni Association Board of Directors and its committees to fill vacant positions for the remainder of the term.
- E. The Executive Committee shall provide leadership and assistance to the Director of Alumni Relations/Executive Director of the GVSU Alumni Association in the performance of his/her duties.
- F. The Executive Committee will officially take seat the June after a successful election

Article IX Committees

- A. Committee structure shall mirror the format outlined in Article VII sub-section D.
- B. The President of the Alumni Association may establish and appoint members to committees, standing and Ad-hoc's in cooperation with the Director of Alumni Relations/Executive Director of the GVSU Alumni Association, the Executive Committee, and the GVSU Alumni Association Board of Directors. To ensure the careful selection of nominees for open officer and Board member position, a Nominating Committee of at least five members will be appointed. The Committee will interview, evaluate and propose candidates to the Board of Directors, on a schedule to coincide with elections as prescribed in Article V.B.1. of these Bylaws.
- C. The President of the Alumni Association will appoint the Nominating Committee in June of each year and will ensure that its membership includes two members of the incumbent Executive

Committee, on-Alumni Society representative, and two at-large members of the Board.

- D. Committee Chairs will be appointed by the President prior to the first Board of Directors meeting of his or her tenure.
- E. Any member of the Alumni Association may be a member of any committee; however, committee chairs must be Full Board Members.
- F. Upon formation committee members will create annual committee goals and objectives to support the Alumni Board's established goals and objectives.
- G. Each committee chair will provide a report at each board meeting related to goals and objectives.
- H. Each Board Committee will be established or disestablished to serve the best interests of the GVSU Alumni Association and the GVSU Alumni Community.

Article X Alumni Societies and Regional Clubs

- A. Alumni Societies must be chartered and Regional Clubs recognized by the Association and may be established with the approval of the GVSU Alumni Association Board of Directors and the Alumni Relations Office. Procedural instructions for preparation and submission of charters for ratification will be furnished by the Alumni Relations Office. Members of such organizations must also qualify as members of the Association under Article IV. These organizations must exhibit a common interest in supporting the University, either through curriculum, past campus activity, geographical area of residence, or other appropriate affiliation.
- B. Primary administrative responsibility for such groups will rest with the Alumni Relations Office, with the Liaison Committee who will provide support to the various societies, clubs and organizations.
- C. Each affiliate organization shall submit an annual report to the Executive Committee for the purpose of cooperatively strengthening the Alumni Association.
- D. Each affiliate organization shall hold at least one community service event annually to benefit either the University or the community at large. The event should bring recognition and credit to the alumni organization and the University.
- E. Constituent Alumni Societies or Regional Clubs that are inactive will have their charters revoked by the Association Board of Directors and motions to renew those charters will not be entertained by the Board for one year after the date of revocation. Inactivity is defined as failure to actively participate in any local or Association-wide activity for one year.

Article XI Financial contributions

Given that the lives of all members of the Association have been impacted by their engagement with the University and the benefits continue to grow as the strength of the University grows, all members of the Alumni Board of Directors are expected to make annual financial contributions to the University.

Article XII Dues

Membership dues may be established by a two-thirds vote of the GVSU Alumni Association Board of Directors and approval of the Executive Committee. Alumni Societies and Regional Clubs may also charge dues with the approval of their individual governing or leadership organization and upon notifying the Alumni Association Board of Directors. Dues will not be considered as part of any scholarship or other fundraising initiative undertaken by the Board. Any dues or other funds which may be collected will be placed in University accounts named for the specific society or chapter, and will be administered by the Executive Director of the GVSU Alumni Association.

Article XIII Bylaws

- A. Amendments to these Bylaws will be adopted upon the affirmative vote of two-thirds of the GVSU Alumni Association Board of Directors in office at any regularly scheduled meeting or in a special circumstance. Written copy of the proposed changes to the Bylaws and written notification of the meeting shall be sent to each member at least 10 days in advance of such a vote.
- B. An Ad Hoc Bylaws Committee will meet periodically to review and amend the organization's Bylaws so as to keep them current with the Association's mission and needs of the alumni community.

These amended Bylaws were adopted as the Bylaws of the Grand Valley State University Alumni Association, by action of the GVSU Alumni Association Board of Directors present at a meeting held on the Allendale Campus of Grand Valley State University on May 6, 2017.

Revision Dates:

August 12, 2018 (Exhibit A, introduced)

May 6, 2017 (Complete Revision)

May 5, 2012

September 18, 2010 (Appendix 1)

May 22, 2010

January 10, 2009

January 19, 2008

September 15, 2007

May 19, 2007

September 10, 2005

Updated August 2018

Exhibit A

Alumni Association Board Membership Requirements

I. Purpose

The GVSU Alumni Board of Directors desires for all members to be active representatives of the University and abide by the requirements as set forth below.

II. Definitions

For purposes of these Alumni Association Board Member Requirements, the following terms shall have the following meanings:

“Board” shall mean the University’s Alumni Association Board of Directors.

“Bylaws” shall mean the Bylaws of the Board, as amended from time to time.

“Executive Committee” shall mean the Executive Committee of the Board.

“Fiscal Year” shall mean each year beginning July 1 and ending June 30.

“Freshman Member” shall mean any Board Member with less than one year of membership on the Board.

“Freshman Year” shall mean a Member’s first Fiscal Year of membership on the Board.

“Member” shall mean any member of the Board.

“Participation Points” shall have the meaning set forth in Article IV.

“Submission Form” shall have the meaning set forth in Article V.

“University” shall mean Grand Valley State University.

“Vice President” shall mean the then-serving Vice President of the Awards and Recognition Committee of the Board.

III. Participation Requirements

- A. All Members who are not Freshman Members must meet the following requirements each Fiscal Year:

1. Attend all regularly-scheduled meetings of the Board in person or through teleconference; Members unable to attend a meeting must be excused by the Executive Committee;
 2. Provide a financial donation, in any amount, to the University;
 3. Active participation in the University's Community Outreach Week; and
 4. Obtain five (5) Participation Points.
- B. Freshman Members must meet the following requirements by the end of their Freshman Year:
1. Attend all regularly-scheduled meetings of the Board in person or via teleconference. Members unable to attend a meeting must be excused by the Executive Committee;
 2. Provide a financial donation, in any amount, to the University;
 3. Active participation in the University's Community Outreach Week; and
 4. Obtain three (3) Participation Points.
- C. Members who are not Freshman Members may be excused from the requirements set forth in this Subsection A(1) and A(2) by the Executive Committee.

Freshman Members may be excused from the requirements set forth in this Subsection B(1) and B(2) by the Executive Committee.

IV. Participation Points

Members earn one (1) participation point ("Participation Point") each for attendance at any event that (a) is hosted or sponsored by the University; (b) advocates for the University; or (c) allows the Member to provide information about or advocate for the University. Notwithstanding the foregoing, no Participation Points shall be awarded for attendance at any regularly-scheduled Board meeting or for participation in the University's Community Outreach Week.

V. Submission of Participation Points

- A. Upon earning a Participation Point, a Member must submit a submission form ("Submission Form") to the Vice President indicating the earning of a Participation Point. Only Participation Points submitted to the Vice President on a Submission Form shall be counted toward a Member's Participation Point requirements set forth in Article III.

- B. Any Member may submit a Submission Form to the Vice President on behalf of any other Member who, in the submitting Member's opinion, has earned a Participation Point.
- C. No Participation Points submitted pursuant to this Section shall be denied.

VI. Tracking of Participation Points

- A. The Vice President shall hold responsibility for maintaining an updated list of Participation Points for each Member.
- B. The Vice President shall prepare and deliver a report of those Members who have not obtained their required Participation Points for the then-current Fiscal Year to the Executive Committee for review at the final regularly-scheduled Board meeting for the then-current Fiscal Year.
- C. The Vice President shall notify those Members who have not obtained their required Participation Points for the then-current Fiscal Year by May 1 of the then-current Fiscal Year. Such notification shall include the number of Participation Points still needed to satisfy the requirements set forth in Article III.

VII. Failure to Obtain Required Participation Points

Members who do not meet the requirements set forth in this Article III by the end of the Fiscal Year are subject to revocation of membership on the Board in accordance with the requirements set forth in Article IV of the Bylaws.