

# CONSTITUTION

## Article I – Name

This organization is the Central Michigan University Alumni Association, known here after as the “Association”.

## Article II – Place of Business

The office of the Association shall be the Alumni Relations Office, Carlin Alumni House, Central Michigan University, Mt. Pleasant, Michigan 48859.

## Article III – Purpose

Central Michigan University Alumni Association enhances the lifelong relationship between the university and its alumni by fostering a sense of spirit, pride and involvement. This is achieved by:

- A. Perpetuate a spirit of loyalty among alumni, current students, community members and friends of Central Michigan University.
- B. Promote the establishment of constituent associations (Chapters, Clubs, and Regional Affiliations).
- C. Act as an information source about the University.
- D. Assist the University in such other endeavors as are appropriate and in the best interests of the University.

## Article IV – Membership

All individuals who have attended Central Michigan University or its predecessor institutions, or who have received degrees, honorary or otherwise, shall be members of the Association.

Membership in the Association is open to all in accordance with the CMU Affirmative Action statement, as defined as: CMU, an AA/EEO institution, is strongly and actively committed to increasing diversity and providing equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, genders, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

## Article V – Alumni Association Board of Directors

The Association shall be governed and administered by a Board of Directors in accordance with the University’s policies and procedures. The Association shall be comprised of Directors, as elected in accordance with the Association’s bylaws.

## Article VI – Bylaws

The bylaws adopted by the Board of Directors shall be the governing rules of this Association so long as they are consistent with this Constitution.

## Article VII – Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the Board of Directors or a majority vote of the Association. Written notice of any proposed amendment must be communicated to the Board of Directors or the membership, at least fourteen (14) days before the meeting when the vote will be taken.

## BYLAWS

### Article I – Board of Directors Elections

#### Section 1: Board of Directors

- A. Directors shall be elected by the Board of Directors from a slate of candidates prepared by the Internal Relations. This majority vote election shall take place at the annual Spring meeting of the Association. A maximum number of twenty-three (23) Directors may serve on the Board. The slate shall be delivered at least fourteen (14) days prior to the Spring meeting. Each of the advisory boards for the following departments shall be entitled to have one of its members on the Board of Directors: the College of Business Administration, the College of Communication and Fine Arts, the College of Education and Human Services, the College of Health Professions, the College of Science and Technology, the College of Medicine, the College of Humanities, Social and Behavioral Sciences, and the Global Campus.
- B. A Board member's term expires at the conclusion of the annual Spring meeting of that year. Newly elected Board members term shall commence at the conclusion of that meeting.
- C. No Board Director shall serve more than four consecutive full terms, comprised of three years each. Partial terms shall not be counted against this limit. Former Board members may reapply for appointment to the Association after a one-year absence from a Director position.
- D. The Board of Directors may designate any student as an ex-officio member of the Board of Directors.
- E. Emeritus Directors of the Board of Directors shall be ex-officio Board Directors and provide a sense of continuity to the work of the Board. Emeritus Directors may attend Board of Directors meetings and special events, as applicable. Emeritus Directors are not entitled to vote or be eligible to serve as officers or chairs of standing committees, and their presence shall not be included in determining a quorum. Emeritus roles are reserved for those no longer wishing to be a Board of Directors.
- F. Emeritus Directors are determined as follows:
  1. Serve four (4), three (3) year terms, in good standing, on the Association.
  2. Be nominated by a current Association Board Director through application to the Executive Officers of the Board and the Executive Director of Alumni Relations. Application to consist of length of service, financial and non-financial giving to the University, and applicable interest for being Emeritus.

### 3. Be a financial supporter of the University

G. The Past President of Young Alumni Board (YAB) shall serve as a liaison to the Board of Directors. While serving as the liaison, the YAB Past-President shall be an ex-officio member of the Board of Directors.

#### Section 2: Resignation

A member's resignation is effective upon the Association's receipt of written notice.

#### Section 3: Vacancies

The Board of Directors may fill any vacancy in the Board of Directors. The person appointed to the vacancy shall serve until the remainder of that term expires. This partial term shall not be counted against any term limitations.

#### Section 4: Removal from Office

A member may be removed from the Board by a two-thirds (2/3) vote of the Board of Directors. Grounds for removal may be, but are not limited to, absence without advance notice from two or more meetings of the Association Board of Directors in a given year, or not participating in social/academic Alumni or Association events in one calendar year.

### Article II – Officers

#### Section 1: Officers

The officers of the Board of Directors shall be the President, Vice-President, and Past President. These officers shall serve one, two-year term in each position. Upon the end of the two-year term, the President will become the Past President. After the Past President term, he/she will serve out his/her remaining term on the Board as a Director. An officer must be a member of the Board of Directors, and the officer's term starts when elected. An officer's term will start at the conclusion of the annual Spring meeting following the election. An Oath of office shall be administered by the out-going Past-President.

#### Section 2: Election of Officers

Each year, the Internal Relations committee shall announce an open call to the Association Board of Directors for nominations of open Executive committee position(s).

To be considered for a nomination, nominees shall be a current board member in good standing of the Association and must have served at least one (1) full three (3) year term on the Association Board of Directors before becoming eligible to serve as an Executive Officer.

Candidates must also fill out a short four question application to be considered for an Executive officer position.

After receiving nominations and input from the Executive Director and the Alumni Relations Office staff, the Internal Relations committee shall propose the slate of

nomination applications to the full Association Board at the winter board meeting. The slate of nominations for the election of officers will be sent electronically by the Alumni Relations Office to all current Association Board members 30 days prior to the spring board meeting. The electronic voting will be sent to each member via email whereby they will login into an e-voting secure program to anonymously select the candidate of their choosing. The program will tabulate the votes and automatically send the results to the Alumni Relations office. The results of the votes will be sent to the Association Board of Directors one week prior the spring board meeting.

### Section 3: Vacancy

In the event the office of President is vacated, the Vice-President shall assume the position of President and fulfill the balance of that term. The Board of Directors shall elect a new Vice-President to fulfill the balance of that term. The balance of the term shall not count towards the two-year appointment of any officer.

### Section 4: Removal of Office

An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.

### Section 5: President

The President shall schedule and preside over all meetings of the Association, Alumni Association Board of Directors, and Executive Committee. He or She shall act as spokesperson for the Alumni Association and represent the Alumni Association at university and community meetings and events when appropriate. The President shall delegate to the Vice President 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.

### Section 6: Vice President

The Vice President shall be responsible for fulfilling the duties of the President at the discretion or absence of the President, assisting the President in ensuring the responsibilities of the Board are fulfilled, specifically through the oversight of the Committee Chairs.

### Section 7: Past President

The immediate Past President will automatically serve a two-year term on the Association following the election or appointment of their respective successor. The Past President will serve as the liaison between the Association, the University, and the Alumni Relations Staff, as deemed necessary by the President, and provide a historic organizational perspective when necessary. The Past President may serve beyond their Board term limit, as referenced in Article 1, Section 1, C, in order to complete their two years in the Past President position.

### Section 8: Transition

To facilitate an orderly transition of officers, there shall be a requirement for two formal transitions meetings that include the incoming President, Vice-President, Past-President and the out-going Past-President and Vice-President. The meetings shall occur after the annual spring meeting and prior to the annual fall meeting. The incoming President shall be responsible for scheduling the transition meetings.

### Article III – Meetings

#### Section 1: Meetings

The Board of Directors shall meet on or near the campus of Central Michigan University at least three times each year. The meetings shall be held in the fall, winter and spring months on campus, with a summer retreat to be held at the discretion of the office of Alumni Relations and the Executive Committee. The Executive Committee shall determine the exact meeting dates. A notice of the meeting will be communicated to all members at least fourteen (14) days prior to all board meetings.

#### Section 2: Special Meetings

Special meetings can be called by a majority vote of the Executive Committee or by a majority vote of the Board of Directors. Written notification must be given at least seven (7) business days prior to a special meeting.

#### Section 3: Procedure

Roberts Rules of Order shall govern the meetings of the Board of Directors.

### Article IV – Order of Business for Board of Directors Meetings

#### Section 1: Agenda

The agenda for Board of Director meetings shall be set by the Executive Committee, under the guidance of the Office of Alumni Relations. The agenda is to be communicated to the board at least fourteen (14) days before the meeting.

### Article VI – Quorum and Voting

#### Section 1: Quorum

At any properly called Board of Directors meeting, the presence of the majority of the members of that body shall constitute a quorum.

### Article VII – Bylaw Amendments

#### Section 1: Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the Board of Directors or a majority vote of the Association members (as defined earlier in this document). Written notice of the proposed change must be communicated to the Board of Directors or the membership at least fourteen (14) days before the meeting when the vote will be taken.

## Article VIII – Committees

### Section 1: Executive Committee

The Association Executive Committee consists of the President, Vice-President, Past President, and Committee Chairpersons. Central Michigan University's Vice-President for Development and External Relations, and Central Michigan University's Executive Director of Alumni Relations, both serve as ex-officio members of the executive committee.

### Section 2: Establishment

The Board of Directors shall establish such other committees, standing or otherwise, to further the advancement of the Association's goals, consistent with the Constitution and Bylaws.

### Section 3: Strategic Standing Committees

All members of the Alumni Association Board of Directors shall serve as an active member on a standing committee and can serve on as many ad-hoc committees as needed. The President shall define at the annual Spring meeting the strategic committee structure and overall direction for that Board year. Committee membership is organized by the Executive Committee on an annual basis, focused on the following strategic areas:

#### A. External Relations

- a. Will advise and support the CMU Alumni Relations Office in lifelong engagement opportunities to all alumni constituencies.
- b. Will advise and support the CMU Office of Alumni Relations in assisting with establishing partnerships to connect alumni with the university and their own unique environments.

#### B. Internal Relations

- a. Implement an internal organizational structure which supports the achievements of the Alumni Association and the Office of Alumni Relations mission and vision.
- b. Will advise and support the CMU Alumni Relations Office in creating and implementing an effective communication and marketing plan for our internal and external constituents

### Section 4: Committee Chairs

The President shall appoint all committee chairs at the beginning of their term of office. A chairperson's term is equal to the duration of the President's term. The President may, by appointment, fill any vacancy on committees including committee members and committee chairs. This appointment must be approved by the Association at its next meeting. Vice Committee Chair positions will be appointed by the committee chairperson.

### Section 5: Ad Hoc Committees

Each Committee Chairperson has the authority to create an Ad Hoc Committee as needed to accomplish the Committee's purpose. Each Committee Chairperson will appoint an Ad Hoc Committee Chairperson and the members to the Ad Hoc Committee. The Committee Chair will report the creation of any Ad Hoc Committee, its Chairperson and members to the Executive Committee upon appointment.

#### Section 6: Procedure

All committee business shall be conducted in accordance with Robert's Rules of Order.