

**CENTRAL MICHIGAN UNIVERSITY** CHAPTER 11  
**MANUAL OF BOARD OF TRUSTEES**  
**POLICIES, PRACTICES AND REGULATIONS** PAGE 11-17

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**SUBJECT: CONSTITUTION AND BYLAWS OF THE CENTRAL MICHIGAN  
UNIVERSITY ALUMNI ASSOCIATION**

The Restated Constitution and Bylaws of the Central Michigan University Alumni Association dated June 3, 1989, are approved.

NOTE: The text of the Restated Constitution and Bylaws of the Central Michigan University Alumni Association is reproduced on the following pages.

**Authority:** BTM 2-17-11 at 5706

**History:** BTM 9-8-89 at 2579; BMT 10-20-65 at 2

**Revisions:** See also 1964 and 1971 Constitutions

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**RESTATED  
CONSTITUTION and BYLAWS  
of the  
Central Michigan University Alumni Association  
June 3, 1989**

**CONSTITUTION**

**ARTICLE I – Name**

This organization is the Central Michigan University Alumni Association (“Association”).

**ARTICLE II – Place of Business**

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

**ARTICLE III – Purpose**

The purpose of the Association shall be to perpetuate a spirit of loyalty among alumni, current students, community members and friends of Central Michigan University. The Association, the Alumni Board, and the University Director of Alumni Relations shall work in cooperation to achieve this purpose.

**ARTICLE IV – Membership**

Membership in the Association shall not be restricted in any manner because of race, religion, color, national origin or sex. All graduates of Central Michigan University, or its predecessor institutions, shall be considered members of the Association upon graduation. In addition, those individuals granted honorary alumni status or recipients of honorary degrees shall be considered members of the Association.

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**ARTICLE V – Alumni Board**

The Association shall be governed and administrated by the Alumni Board which shall be comprised of members who volunteer their time and talent to the Board. The Alumni Board shall be comprised of twenty-four (24) Board members elected as provided in the Association Bylaws.

**ARTICLE VI – Bylaws**

The Bylaws adopted by the Alumni Board shall be the governing rule of this Association so long as they are consistent with this Constitution.

**ARTICLE VII – Amendment**

This constitution may be amended by a vote of the Alumni Board in accordance with the provisions of the Association’s Bylaws.

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**BYLAWS**

**Article I – Alumni Board**

**SECTION 1: Board Members**

- A. A total of 24 Board members shall be elected by majority vote of the Alumni Board from a slate of nominees presented by the Nominations and Awards Committee one month prior to the annual meeting. The slate will be mailed to Board members and the vote will be taken at the annual meeting. Each Board member is elected for a two-year term.
- B. The University Associate Vice President of Alumni Relations and Development shall be an ex-officio member of the Board.
- C. The Student Alumni Association President or such President’s designee shall be a standing ex-officio Board member.
- D. Emeritus members of the Alumni Board who express an interest in attending meetings shall be ex-officio Board members.

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**SECTION 2: Terms of Office**

The first meeting for a newly elected Board member shall be the first meeting following the annual meeting. An individual Board member's term expires at the conclusion of the annual meeting the year the Board member's term is up. Terms shall be staggered as is practical.

**SECTION 3: Re-election**

Board members may extend their membership for two consecutive terms totaling four years, at the request of the individual Board member. To be placed on the nominations slate to extend to a second term such request must be made 60 days prior to the annual meeting. Board members are limited to four consecutive years on the Board, exclusive of time spent as a member of the Executive Committee.

**SECTION 4: Resignation**

Any Board member desiring to resign may do so by submitting a letter of resignation to the University Director of Alumni Relations. The resignation is effective upon receipt.

**SECTION 5: Vacancies**

Any vacancy which occurs prior to the end of an elected term may be filled for the remainder of that year. The partial year until the next July 1 shall not count toward the four-year limit of Section 3 of this Article. The Nominations and Awards Committee shall provide a slate of nominees for election to fill vacancies as they occur.

**ARTICLE II – Officers**

**SECTION 1:**

The Officers shall comprise the Executive Committee. The Officers of the Alumni Board shall be the President, the President-elect, and the Secretary. Officers shall serve a one-year term, unless taking office due to a vacancy, in which case the Officer shall serve no more than two years.

**SECTION 2:**

The duties of the Officers shall be those normally associated with such position.

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**SECTION 3:**

At the expiration of the term of the President, the President-elect shall automatically assume the office of the President and the Secretary shall automatically assume the office of the President-elect.

**SECTION 4:**

In the event the office of President is vacated, the President-elect shall assume the position of the President and the Secretary shall assume the position of the President-elect. A temporary Secretary shall be appointed by the Executive Committee to serve only until the next annual meeting, at which time a Secretary shall be elected as provided in these Bylaws.

**SECTION 5:**

The University Director of Alumni Relations shall be a member of the Executive Committee.

**SECTION 6:**

An Officer may be removed from office by a vote of the Alumni Board.

**ARTICLE III – Meetings**

**SECTION 1: Meetings**

The Alumni Board shall meet on or near the campus of Central Michigan University at least three times each year. The fall meeting shall take place in September or October, the spring meeting in March or April and the annual meeting in May or June. Exact meeting dates shall be determined by the Executive Committee.

**ARTICLE IV – Rules of Order**

Robert's Rules of Order shall govern the Alumni Board meetings.

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**ARTICLE V – Order of Business for Alumni Board Meetings**

The agenda for Alumni Board meetings shall be coordinated by the Director of Alumni Relations and the Executive Committee. The order of business for meetings of the Alumni Board will include the following items and others presented by the Executive Committee:

1. Committee Meetings
2. Call to Order
3. Introduction of Guests
4. Committee Reports
5. Unfinished Business
6. New Business
7. Special Reports
8. Alumni/Development Report
9. Miscellaneous Business
10. Adjournment

**ARTICLE VI – Absentees**

If an Alumni Board member is absent from three consecutive meetings without response to the announcement, that Board member will be contacted by a member of the Executive Committee to determine that Board member's interest in continuing on the Alumni Board. The Executive Board may, after inquiry, excuse such Board member from the Alumni Board.

**ARTICLE VII – Quorum, Voting**

At any regularly scheduled and properly called Alumni Board meeting, a quorum (at least two members of the Executive Committee and at least half the Board members plus one) must be present to transact Alumni Board business. Each Board member present shall have one vote and all action shall be taken by a majority vote of the Board members present at the meeting.

**ARTICLE VIII – Additional Alumni Board Meetings**

If the need arises for a special session of the Alumni Board, the Executive Committee shall select a date and the Alumni Relations Office shall send notification to the Board members.

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**ARTICLE IX – Alumni Board Correspondence**

**SECTION 1**

Alumni Board meeting minutes, agendas and correspondence shall be coordinated through Alumni Relations Office Staff.

**SECTION 2**

Proposed Amendments to the Bylaws or the Constitution shall be sent to each Board member in writing 30 days prior to the annual Alumni Board meeting.

**SECTION 3**

The Bylaws and the Constitution may be amended only at the annual meeting of the Alumni Board, provided that each proposed amendment was submitted in writing to each Board member 30 days prior to the annual meeting.

**ARTICLE X – Committees**

The Alumni Board shall consist of such committees, including the Executive Committee, as established by the Alumni Board.

1. Executive Committee. This committee shall consist of the Alumni Association President, the President-elect, the Secretary and the University Director of Alumni Relations.

The President shall chair each Executive Committee meeting. The Executive Committee shall set its goals, shall submit the annual meeting schedule to the Alumni Board for input, shall suggest agenda items, shall select committee chairs, represents the Alumni Board at Homecoming, Alumni Weekend, commencement and other events as scheduled and as availability permits. Each Executive Committee member shall act as a liaison to a specific Alumni Board committee or committees. The Executive Committee shall work in cooperation to guide the Alumni Board in a positive direction, working toward a beneficial relationship with each Alumni Board member. If at any time the President is unavailable for a meeting or an event, a member of the Executive Committee shall be requested to represent the Alumni Board. The University Director of Alumni Relations shall act as a liaison between the Alumni Board and the University.

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The Director of Alumni Relations shall be the Executive Director of the Association. The Director shall initiate, coordinate and promote programs and activities of the Alumni Association.

2. Other Committees. The other committees of the Alumni Board shall be chaired by Board members selected by the Executive Committee for a one-year term. Committee meetings shall be held as a portion of each Alumni Board meeting. All Board members shall be assigned to at least one committee on an annual basis by consensus of the committee chair and Executive Committee. Committee goals and progress made shall be reported at each full board meeting. The Executive Committee may recommend establishment of additional committees to the Alumni Board for approval at any time deemed necessary. The following committees have been established:
  - A. Communications. This committee shall deal with generation of ideas for alumni in the employment setting and alumni chapters.
  - B. Alumni Ambassador. The committee shall develop means of involving current students with alumni and alumni chapters.
  - C. Nominations and Awards. This committee shall be charged with the continual search for qualified individuals to recommend for Alumni Board membership and as candidates for alumni awards. Thirty days prior to the May/June Alumni Board meeting a slate of candidates to fill membership vacancies and candidates for the office of Secretary and any other vacancy on the Executive Committee shall be sent to Board members. All membership nominees placed on the slate will have given their consent to acceptance of the position if elected, prior to the election. Candidates will be selected by a majority vote. Candidates for awards to be given at Alumni Weekend will be presented on a slate 30 days prior to the April/March Alumni Board meeting. Candidates for awards to be given at Homecoming will be presented 30 days prior to the May/June meeting.

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**ARTICLE XI – Alumni Association Chapters**

SECTION 1:

The Alumni Board shall encourage formation of chapters of the Association on a city, state or regional basis. The purposes of the chapters shall be to foster the purpose of the Association in that geographical region. Chapters may organize themselves in a fashion approved by the Alumni Board.

SECTION 2:

Each chapter so established shall receive the support of the Association and the Alumni Board. The Alumni Board shall encourage the Alumni Relations Office to provide such financial assistance, within budgetary limits, and staff support as is reasonable to encourage success of the chapters.

SECTION 3:

The Alumni Board may withdraw recognition from a chapter that does not demonstrate active progress in pursuit of the objectives and purpose of the Association, or otherwise does not warrant further support of the Association. Withdrawal of support shall be done only after approval by the Alumni Board and shall result in the termination of financial and staff support.

Approved:

CENTRAL MICHIGAN UNIVERSITY BOARD OF TRUSTEES

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its Secretary