

BYLAWS OF THE WESTMINSTER COLLEGE ALUMNI ASSOCIATION

ARTICLE I DUTIES OF THE OFFICERS

Section 1: The president shall preside at all meetings of the Westminster College Alumni Association (“Association”) and the Alumni Council, and unless otherwise provided for herein or voted by the Council, appoint necessary committees, fill vacancies on committees and perform all other usual duties of the office. The President will also attend the Board of Trustee meetings and represent the Alumni Council and Association at other college events and meetings (examples: graduation, senior dinner).

Section 2: The president-elect shall assist the president as requested and perform any duties assigned by the president or the Alumni Council.

Section 3: The vice president may serve as chairman of a standing committee as appointed by the president.

Section 4: The Director of Alumni Relations shall serve as ex-officio secretary and treasurer of the Association, shall keep the records of the Association, shall give notice of all meetings of the Association and the Council, shall supervise the publication of *Leadership*, and shall perform the usual duties pertaining to the offices of secretary and treasurer.

Section 5: The president, president-elect, vice president and the secretary, treasurer (acting ex officio) and standing committee chairs shall form the Executive Committee of the Alumni Association and Alumni Council. The term of office for each officer shall begin on July 1 following the election and ending on the 30th of June the following year. The alumnus may be re-elected to the same office in a consecutive year.

ARTICLE II THE ALUMNI COUNCIL

Section 1: The Alumni Council of the Association shall transact the business of the Association between the annual or special meetings of the Association. The Director of Alumni Relations shall serve as ex-officio secretary and treasurer of the Alumni Council.

Section 2: The Alumni Council, between the meetings of the Association, shall have all the powers of the Association. The Council shall consider any matters that may be brought to its attention by the College trustees, the College administration, the faculty or the student representatives of the student body of the College and, when so requested, give its opinion thereon and take such other action as it shall deem advisable.

Section 3: The Alumni Council shall have the following duties:

- A. Developing, increasing, and directing alumni giving;
- B. Encouraging the involvement in area Westminster Clubs;
- C. Communicating with the alumni;
- D. Encouraging class reunions;

- E. Assisting with Alumni Weekends;
- F. Welcoming graduating seniors into the Association;
- G. Assisting graduating seniors and alumni in seeking employment;
- H. Recognizing the achievements of alumni in their chosen fields and service to the Association and the College;
- I. Working with the Dean of Student Life and other members of the administration, faculty, and leaders of the student body in improving the quality of the college life of the students; and
- J. Performing any other duties as imposed by these bylaws.

Section 4: The Alumni Council shall hold two (2) regular meetings during each academic year:

- A. On a weekend in September, October or November of each year, which shall be selected by the president, in consultation with the Director of Alumni Relations; and
- B. On a weekend in January, February or March of each year, which date shall be selected by the president, in consultation with the Director of Alumni Relations.

In addition to these regular meetings, special meetings of the Council may be called by the president or the Director of Alumni Relations, and the purpose of the meeting shall be designated when such call is issued. The secretary shall mail a notice of each regular meeting to each member of the Council at least fifteen (15) days before such meeting.

Section 5: The Alumni Council shall consist of the following members:

- A. Eighteen (18) councilors-at-large, divided into three (3) classes of six (6) councilors each, elected by the Association. Each class shall serve for a period of three (3) years, with no alumnus/a being elected to more than two (2) consecutive full terms until a period of one (1) year has elapsed after those consecutive terms. One (1) councilor appointed by the President annually as an area representative from each area in which more than one hundred fifty (150) Association members reside or, in such areas in which more than two hundred and fifty (250) Association members reside, two (2) councilors elected or appointed. Each representative shall serve for a period of one (1) year and can be reappointed for up to three (3) years. All officers of the Alumni Association. The immediate past president and all past presidents serving, at their option, in ex-officio and non-voting capacity on the Alumni Council. Any past president may request to be sent notification of the Alumni Council's regular meetings. A councilor who served as such for fifteen (15) years prior to June 30, 1988 and who has continued to serve as a member of the Alumni Council for life as of June 30, 2002.
- B. Any alumnus/a who is not otherwise a member of the Council who is appointed as the chairman of a committee during the term of such appointment.

- C. Six (6) student councilors selected from the Student Ambassadors of the College, serving as non-voting members for a term of one (1) year each.

**ARTICLE III
AREA ALUMNI CLUBS**

The Alumni Council shall recognize as Westminster Clubs all clubs formed by Association members residing in the same city or area.

**ARTICLE IV
NOMINATIONS, ELECTIONS AND APPOINTMENTS**

Section 1: The Alumni Council shall nominate candidates for president, president-elect, and vice president of the Association and a candidate for each vacancy as a councilor-at-large on the Alumni Council. Such candidates shall be nominated at the winter meeting of the Alumni Council. The secretary of the Association shall publish notice of such nominations in *Leadership* or some other publication sent to the alumni at least thirty (30) days prior to the annual meeting of the Association.

Section 2: The president, president-elect, and vice president of the Association shall be elected by ballot at the annual meeting of the Association, and the candidate receiving the greatest number of votes for a given office shall be declared elected.

Section 3: The Association, acting through the Alumni Council, shall recommend each year to the Nominating Committee of the Westminster College Board of Trustees up to two (2) alumni for election to the Board of Trustees. All such recommendations shall be reported to the Board of Trustees at the proper elective meeting.

Section 4: An inspector of elections may be appointed by the president to conduct elections held by the Association, or by the Alumni Council, whose duties shall include the counting of ballots and such other duties requested by the president.

Section 5: Every member of the Association is entitled to vote. An official ballot carrying the names of all candidates for Association officers and councilors-at-large shall be mailed upon request to every member of the Association at least thirty (30) days and not more than sixty (60) days prior to the annual meeting. If any alumnus/a does not plan to attend the annual meeting of the Association, he or she may mark his or her ballot, sign his or her name to same, and mail same to the secretary of the Association, who will present all absentee ballots to the inspectors of election to be counted at the annual meeting. Absentee ballots must be received at the College before the hour of the annual meeting in order to be counted in an election. The inspectors of election will have ballots available for voting by alumni attending the annual meeting.

Section 6: In case a vacancy occurs due to death or resignation in any of the following offices, it shall be filled as follows:

- A. President – The president-elect shall succeed to the office of president until the next annual meeting of the Association.
- B. President-Elect – The vice president shall succeed to the office of president-elect until the next annual meeting of the Association.
- C. Vice President – The President may appoint a successor to hold the office of vice president until the next annual meeting of the Association.
- D. Councilors-At-Large – The President may appoint a successor to hold office until the next annual meeting of the Association.
- E. Area Representatives – The president may appoint an area representative to complete an unfinished term.

Section 7: Replacement of counselors-at-large and area representatives upon unavailability. In the event a counselor-at-large or an area representative fails to attend two consecutive regular meetings of the Alumni Council, his/her position may, within the discretion of the Executive Committee, be deemed vacant and filled in accordance with Section 5 of this Article.

ARTICLE V COMMITTEES

Section 1: The Alumni Council may authorize the creation of committees as it may deem from time to time to be advisable, and in that event, the president shall appoint the members of such committees and designate the duties and responsibilities of such committees.

Section 2: The president shall appoint the chairman and designate members of each standing committee as soon as practicable after the first day of July of each year for terms ending on the thirtieth day June of the following year. The president may appoint members of the Association as chairmen who are not otherwise members of the Alumni Council, in which case such persons shall be members of the Alumni Council as provided by Article II Section 5 of these Bylaws. The president of the Association shall appoint all special committees of the Alumni Council.

ARTICLE VI ORDER OF BUSINESS

Section 1: The order of business at regular meetings of the Alumni Council and the annual meeting of the Association shall be as follows, unless otherwise provided by the majority of those in attendance:

- A. Invocation
- B. Remarks by the President of the Association
- C. Committee Reports
- D. Report of the Director of Alumni Relations
- E. Old Business
- F. New Business
 - 1. Report by the President of the College and

- 2. Other Business
- G. Report of the Inspectors of Election
- H. Adjournment

Section 2: “Robert’s Rules of Order” shall be used to govern all meetings.

**ARTICLE VII
QUORUMS**

Fifteen (15) members of the Alumni Council shall constitute a quorum for a meeting of the Alumni Council. Twenty-five (25) members of the Association shall constitute a quorum for a meeting of the Association.

**ARTICLE VIII
AMENDMENTS**

These bylaws may be amended by a majority vote of the members of the Association present at a meeting, provided notice of any proposed amendment or amendments shall have been mailed to all members at least thirty (30) days before such meeting.

Original document adopted by the Westminster College Alumni Association on May 2, 1987. Amended April 22, 2006.