

GETTYSBURG COLLEGE ALUMNI ASSOCIATION CONSTITUTION

Article I. NAME

The Organization shall be named the Alumni Association of Gettysburg College, and hereinafter shall be called the Alumni Association.

Article II. PURPOSE

The purpose of the Alumni Association shall be to stimulate and vitalize interest in the welfare of Gettysburg College and to foster a lifetime of learning and community among its alumni and friends.

Article III. MEMBERSHIP

- A. The membership in the Alumni Association shall consist of:
 - 1. All graduates of Gettysburg College.
 - 2. Former students who did not graduate, but successfully completed at least one semester, and wish to belong when or after their original class graduates and who indicate their desire to be considered alumni.
 - 3. All recipients of Gettysburg College honorary degrees.
- B. Membership shall not be contingent upon contributing to Gettysburg College's annual Gettysburg Fund, although the Alumni Association encourages all types of alumni support—including financial—to the College.

Article IV. GOVERNANCE

- A. Board of Directors
 - 1. Purpose
The mission of the Alumni Association Board of Directors is to promote pride in and loyalty toward Gettysburg College; to assist alumni in marshaling the value of their Gettysburg College liberal arts and sciences education; to encourage lifelong engagement with Gettysburg College and the mutual sharing of talents and resources; and to ensure the brightest of futures for our alma mater.
 - 2. Composition
 - a. The Board of Directors, hereinafter called the Board, shall consist of twenty-five (25) voting alumni members, hereinafter called the Directors.

- b. The Associate Vice President, Annual Giving, Alumni and Parent Relations, shall serve as a non-voting, *ex officio*, Director.
 - c. The Associate Vice President, Annual Giving, Alumni and Parent Relations, may designate members of his/her department to serve as staff to the Board with responsibilities such as coordination with other College departments, scheduling, project managing, committee work and filling in for the Associate Vice President.
 - d. The president of the Student Alumni Association or her/his representative shall be invited to attend each meeting of the Alumni Association's Board of Directors.
 - e. The vice chair of the BOLD (Burgians of the Last Decade) Council shall serve as an *ex-officio*, voting, Director for a term concurrent with her/his term as the vice chair on the BOLD Council. The duties of this Director shall include: service on the executive committee, encouraged attendance at all board meetings, and release from service on standing committees.
3. Nomination and Election
- a. Directors shall be elected annually to serve a four (4)-year term, with each to serve until her/his respective successor has been elected and qualified or until her/his earlier resignation, death or removal.
 - b. Notification soliciting names for consideration by the Nominating Committee shall be distributed to all members of the Alumni Association electronically by September 1, with suggested nominations to be received by the Office of Alumni and Parent Relations no later than November 14 of the election year.
 - c. All names submitted to the Association from its membership and from the Associate Vice President, Annual Giving, Alumni and Parent Relations, shall be delivered to the Nominating Committee for nomination.
 - d. At the spring meeting of the Board of Directors, the Nominating Committee shall nominate one candidate for each of the Board seats to be filled. The committee shall recommend nominations that help to ensure the board best represents a broad cross section of the alumni population.
 - e. All nominees must indicate their willingness to serve a four-year term on the Board and have demonstrated their support for the College through volunteer activities, support of the Gettysburg Fund, etc.
 - f. The vote affirming the slate shall be held at the annual meeting of the Alumni Association during Reunion Weekend.

- g. Nominations from the floor during the annual meeting will be accepted for consideration in a subsequent year.
- h. Those elected shall assume office at the conclusion of the Alumni Association's annual meeting.
- i. No director may serve more than two (2) full terms.

4. Duties

- a. Directs the management of the business, affairs, and policies of the Alumni Association.
- b. Monitors the College's investment and care of the funds of the Alumni Association and shall make appropriations for specific purposes.
- c. Each Director shall serve on at least one standing committee, and at least one team of the Development Committee.

B. Executive Committee

1. Composition

- a. The Executive Committee of the Board, drawn from the membership of the Board, shall consist of the President, the Vice President/ Treasurer, the Vice President for Administration and Awards, the Vice President for Outreach, the Vice President for Campus Programs, the Vice President for Development, the Secretary, and the BOLD Director. The Associate Vice President, Annual Giving, Alumni and Parent Relations, shall serve as an *ex-officio*, non-voting, member of the Executive Committee.

2. Nomination and Election

a. President

- 1) The President shall be elected by the Board of Directors for an initial two (2)-year term.
- 2) The Nominating Committee shall present its candidate for President by the meeting preceding the annual meeting.
- 3) The Board may conduct its vote by a meeting of the Directors, by mail ballot, or by electronic ballot. The vote shall be completed by the meeting preceding the annual meeting.
- 4) A majority vote of the Board members is required to elect the President.
- 5) The President shall assume office at the conclusion of the annual meeting.
- 6) No Director may serve more than two (2) full consecutive terms as President.

b. Other Officers

1) Nomination and Election

- (a) All other officers shall be elected by the Board of Directors for a one (1)-year term.
- (b) The Nominating Committee shall present its candidates for officers by the meeting preceding the annual meeting.
- (c) The Board may conduct its vote by a meeting of the Directors, by mail ballot, or by electronic ballot. The vote shall be completed by the meeting preceding the annual meeting.
- (d) A majority vote of the Board members is required to elect the officers.
- (e) The officers shall assume office at the conclusion of the annual meeting.
- (f) No Director may serve more than four (4) full consecutive terms in the same office.

3. Duties

a. Executive Committee

- 1) At times when the full Board is not in session, the Executive Committee may act on any matter on which the Board could act; provided, however, that all such acts of the Executive Committee shall be reported to the Board at its next meeting.

b. The President

In addition to responsibilities that may be assigned by the Board,

- 1) The President shall preside at all meetings of the Alumni Association and the Board. The President shall conduct the business of the Alumni Association; in consultation with the Executive Committee, shall appoint the members of the Board's standing committees and shall serve as an *ex-officio* member of all committees; and shall serve in accordance with the Gettysburg College Bylaws as a member of the Gettysburg College Board of Trustees.

c. Executive Officers

- 1) The Vice President/Treasurer shall, in the absence of the President, perform any or all of the duties of the President and shall provide a report to the Board on all receipts and disbursements at its regularly scheduled meetings.
- 2) The Vice President for Administration and Awards shall chair the Administration and Awards Committee and shall serve as or designate another Director to serve as parliamentarian for Board and Alumni Association meetings.

- 3) The Vice President for Campus Programs shall chair the Campus Programs Committee.
- 4) The Vice President for Outreach shall chair the Outreach Committee.
- 5) The Vice President for Development shall chair the Development Committee.
- 6) The Secretary shall prepare and distribute minutes of Board and Alumni Association meetings and shall receive and send Board correspondence.
- 7) In the absence of both the President and the Vice President/Treasurer, the Board shall select a President *pro tem*.

Article V. MEETINGS

A. The Alumni Association

1. The members of the Alumni Association shall hold an annual meeting during the spring reunion weekend, to hear reports from the Board, to act upon any business referred by the Board, and to elect new Directors. The time and place of the meeting shall be distributed to all members of the Alumni Association by the Associate Vice President, Annual Giving, Alumni and Parent Relations.
2. Except as explicitly provided for in this Constitution, the members of the Alumni Association shall not have voting rights, and all other actions on behalf of the Alumni Association shall be taken by its Board of Directors, or to the extent permitted under this Constitution, by the Executive or other Committees of the Board.
3. The attendance of fifteen (15) members shall be necessary to establish a quorum, and the acts of a majority of the members in attendance at a meeting at which a quorum is present shall be the acts of the membership; provided, that in the election of the Directors each member may cast one (1) vote for a slate of candidates to fill all open Board positions.

B. The Board

1. The Board shall meet periodically throughout the year as determined by the President and the Associate Vice President, Annual Giving, Alumni and Parent Relations. The time and place of the meeting shall be distributed to all Directors by the Associate Vice President, Annual Giving, Alumni and Parent Relations.
2. A majority of the Directors in office shall be necessary to constitute a quorum for the transaction of business and the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board, unless otherwise explicitly provided herein.
3. Attendance at Board and Committee meetings may be in person or through other types of communication mechanisms, provided all persons participating have real-time access to the meeting.

4. Meetings shall be open only to Directors and others invited by the Board.
5. Additional meetings may be called by a written request signed by at least one-third (1/3) of the Directors and forwarded to the Associate Vice President, Annual Giving, Alumni and Parent Relations, who shall cause the meeting to be held within forty-five (45) days after receipt of the signed request.

C. The Executive Committee

1. The Executive Committee shall meet at the call of the President or the Associate Vice President, Annual Giving, Alumni and Parent Relations.
2. Meetings may also be called by written request of three (3) members of the Executive Committee.
3. A majority of the Officers shall be necessary to constitute a quorum for the transaction of business unless otherwise explicitly provided herein.

Article VI. PARLIAMENTARY PROCEDURE

- A. A recognized publication on parliamentary procedure shall govern the proceedings of the Alumni Association, except as otherwise provided for in the Constitution, Bylaws, and any special rules of the Alumni Association.

Article VII. VACANCIES AND REMOVAL

A. Directors

1. Should a vacancy occur during any unexpired term, the President shall solicit recommendations for nominees from the Board and the Associate Vice President, Annual Giving, Alumni and Parent Relations.
2. The President shall present the nominee(s) to the Board at the next regularly scheduled meeting.
3. Should notification of the vacancy occur within one (1) week of the next regularly scheduled meeting, the President shall present the nominee(s) for approval at the meeting following the next regularly scheduled meeting.
4. The vacancy shall be filled by election of the Board, and such replacement Director shall serve for the balance of the unexpired term.
5. A majority vote of the Board present and voting at the meeting is required for approval of the new Director(s).

6. The President and Associate Vice President, Annual Giving, Alumni and Parent Relations shall review the status and report to the Executive Committee, on any Director missing two (2) consecutive meetings and shall remove such Director unless it shall determine that the absences resulted from just cause.

B. Officers

1. Should a vacancy occur during any unexpired term, the President shall appoint a director to serve for the balance of the unexpired term.

Article VIII. COMMITTEES

A. Standing Committees

In addition to responsibilities that may be assigned by the President,

1. Administration and Awards

- a. Shall be responsible for annually reviewing the Board's Strategic Plan, Constitution, and Bylaws; reviewing any proposed amendments to the Constitution and/or Bylaws; and making recommendations regarding these documents to the Executive Committee and the Board.
- b. Shall be responsible for recommending those individuals to receive the various awards given by the Board and the Alumni Association and presenting these candidates to the Board for approval.
- c. Shall establish and periodically review the criteria for award selection and may work with other committees for input and selection recommendations.

2. Campus Programs

- a. Shall facilitate and provide support for programs on campus that enable alumni to connect and engage with current students throughout their four years on campus.
- b. Shall help to celebrate Gettysburg College traditions through the ages by developing and supporting activities on campus and online that enable alumni to experience newer traditions (ex. Twilight Walk) and to share past traditions (ex. Dinks) with current students.
- c. Shall help to identify ways to facilitate and strengthen connections between faculty and alumni in mutually supportive endeavors that advance the interests and objectives of all parties.
- d. Shall support efforts to foster a sense of loyalty and pride among students and alumni.
- e. Shall leverage affinity groups and associations (ex. BOLD, LGBT, clubs, etc.) to connect and engage alumni and students in activities on and off campus.

- f. Shall support career services and networking programs to foster students in their career planning and as they transition from college to employment and other post-graduate endeavors.
- 3. Outreach
 - a. Shall aid in the engagement of alumni with the College, primarily through programs, initiatives and events that can be accessed where alumni live and work. This can be accomplished by helping to strengthen existing alumni clubs, assisting the development and organization of new alumni clubs, supporting the work of volunteers, connecting our graduates as members of the Alumni Association, and communicating to all constituents the benefits and accomplishments of the Alumni Association.
 - b. Shall be responsible for establishing and periodically reviewing the criteria and annually selecting the recipient of the Bob Smith Alumni Club of the Year Award as well as the Special and/or Outstanding Achievement Recognition Award.
- 4. Development
 - a. Shall recognize and promote the importance of philanthropy at Gettysburg College and serve as an ambassador of the College at events, both on- and off-campus, in encouraging alumni to support Gettysburg annually.
 - b. Shall offer feedback to the College on fundraising materials and programs for alumni.
 - c. Shall support the efforts of the College's Development Division to identify, engage, solicit, and steward College donors and volunteers through phone calls, emails, personal correspondence, and social media.
- 5. Nominating
 - a. With the guidance of the Associate Vice President, Annual Giving, Alumni and Parent Relations, shall be responsible for presenting candidates for Directors and officers for approval by the Board.
 - b. Shall consist of five (5) Directors selected by the President.
- B. Special committees may be appointed by the President.
- C. With the exception of the Nominating Committee, committee chairs may invite alumni who are not Directors to participate in committee meetings, as needed.

- D. The Associate Vice President, Annual Giving, Alumni and Parent Relations, may appoint an administrator from the Office of Alumni and Parent Relations to serve as a non-voting *ex-officio* member of each committee.

Article IX. LIAISONS

The President may appoint Directors as liaisons to the alumni recruitment program administered by the Admissions Office, the Orange and Blue Club, and other significant alumni groups or programs.

Article X. ALUMNI TRUSTEE REPRESENTATION

A. Composition

- 1. In accordance with the Gettysburg College Bylaws, The President of the Alumni Board of Directors shall, by virtue of his/her office, serve as a member of the Board of Trustee subject to the terms of service of that Board.

Article XI. ALUMNI STAFF

A. Composition

- 1. Associate Vice President, Annual Giving, Alumni and Parent Relations
- 2. Executive Director, Alumni Relations
- 3. Administrative staff

B. Duties

In addition to those responsibilities and duties falling under the Development, Alumni and Parent Relations' mission statement, the staff of the Office of Alumni and Parent Relations shall:

- 1. Assist the Board with the administration of the Alumni Association.
- 2. Perform the duties set forth in this Constitution and as may be assigned by the Board of Directors.

Article XII. AWARDS

- A. The Board, upon the approval of a majority of the Directors then in office and in consideration of the recommendations of the appropriate standing committee(s), may give the following awards, among others, on behalf of the Alumni Association:

- 1. Meritorious Service Award

2. Distinguished Alumni Award
 3. Young Alumni Achievement Awards (for Service and Career Development)
 4. Bob Smith Alumni Club of the Year Award
 5. SOAR Award (Special and/or Outstanding Achievement Recognition)
 6. Phyllis Hicks Utterback Silent Leader Award (a Board of Directors Award)
- B. The criteria for these and other awards may be developed by the Administration and Awards Committee with the periodic assistance of other committees.
- C. The Board and the Executive Director of Alumni Relations shall facilitate and encourage alumni clubs to present alumni service certificates to outstanding members.

Article XIII. FUNDS

A. SCHOLARSHIPS

1. The Alumni Association shall sponsor an Alumni Scholarship Program, administered by the Director of Financial Aid.
2. This fund represents the assets and income of the former alumni loan program and any subsequent additions to the fund.
3. The Board, in consultation with the Director of Financial Aid and the Associate Vice President, Annual Giving, Alumni and Parent Relations, and Executive Director of Alumni Relations shall establish, review, and maintain the criteria for the program.

B. ALUMNI ASSOCIATION FUND

1. This fund represents net income generated by the sale of goods and services or royalties from activities sponsored by the Alumni Association, and it is used for expenditures approved by the Board.
2. The Alumni Association Fund shall be maintained jointly by the College and the Board of Directors under the cooperative supervision of the Associate Vice President, Annual Giving, Alumni and Parent Relations, Executive Director of Alumni Relations, and the Vice President/Treasurer of the Board.

Article XIV. STUDENT ALUMNI ASSOCIATION

- A. The Alumni Association recognizes and encourages the efforts of the Student Alumni Association.
- B. A member of the Alumni Relations staff shall act as liaison and advise the Student Alumni Association.

- C. The Student Alumni Association shall establish and be governed by its own constitution and/or Bylaws.

Article XV. AMENDMENTS

- A. This Constitution may be amended at any regular meeting of the Board by an affirmative vote of two-thirds (2/3) of the entire Board then in office, provided that written notice shall have been given at least twenty-one (21) days prior to the next meeting.
- B. Procedures for amending the Constitution which shall be effected solely by the Board of Directors, are as follows:
 - 1. Amendments to this Constitution may be proposed by:
 - a. The Administration and Awards Committee.
 - b. A petition signed by at least fifteen (15) members of the Alumni Association; or
 - c. A majority vote of the Board at any regular or special meeting thereof.
 - 2. Proposed amendments.
 - a. Shall be accompanied by a statement detailing the purpose of the proposed amendment and submitted to the Associate Vice President, Annual Giving, Alumni and Parent Relations, for definitive drafting not later than forty-five (45) days before the next Board meeting.
 - b. Shall be distributed, along with the accompanying statement to each Director at least twenty-one (21) days prior to the next Board meeting.
 - c. Shall be submitted by the Associate Vice President, Annual Giving, Alumni and Parent Relations, to the Administration and Awards Committee for review, comment, and recommended action prior to the next meeting of the board.
 - d. Shall be considered and voted on at that next meeting.

Article XVI. BYLAWS

- A. The Board may prepare and adopt a series of Bylaws in order to provide further for the governance of this organization.
- B. Bylaws shall be adopted by a vote of not less than a majority of the Board present and voting at any meeting, provided that the text of the proposed Bylaws shall be distributed by the Office of the Associate Vice President, Annual Giving, Alumni and

Parent Relations to each member of the Board at least twenty-one (21) days before the Board meeting at which the Bylaws are to be considered and voted upon.

Article XVII. EFFECTIVE DATE

The original date the Constitution was adopted, April 2, 2000.

The effective date of this revised and amended Constitution is October 17, 2015.

4.2.2000; 4.19.2008; 10.16.2009; 2.5.2011; 10.17.2015