

POLICIES AND PROCEDURES OF GETTYSBURG BOLD COUNCIL



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ARTICLE I

Name

Section 1.1 Name - The organization shall be named the Burgians of the Last Decade Council (BOLD), and hereinafter shall be called the Council.

ARTICLE II

Purpose

Section 2.1 Purpose - The BOLD Council exists to:

- A. Encourage and maintain the relationship between young alumni, those from the last ten years, and the College.
- B. Serve as an advisory group to the College.
- C. Advocate the needs and concerns of young alumni.
- D. Implement young alumni programming to enhance career and social networking opportunities.
- E. Promote and cultivate leadership while encouraging alumni to support the college both financially and through volunteer activities.
- F. Instill the notion of "Gettysburgians for Life" by assisting in the transition from students to alumni.

ARTICLE III

BOLD Council Authority and Responsibilities

Section 3.1 Authority - The Council is an advisory body to further the purposes of BOLD's mission.

Section 3.2 - Responsibilities The responsibility of the Council shall include but shall not be limited to these illustrative functions:

- A. Financial Contribution - The members of the Council will be expected to actively contribute to the College financially and participate actively in strategies to secure support.
- B. Involvement - Council members are required to be involved on campus and within their regions along with participating in BOLD committees during their time on the Council. They will also strive to be present as representatives of both the Council and the College at Homecoming, Reunion Weekend, Get Acquainted Day, and their regional chapter events.
- C. Assessment - The Council is required to annually assess the performance of the Council and that of the BOLD program-based set goals.
- D. Approve Policies - The Council will be responsible to approve such policies that are maintained for the BOLD Council that may include the establishment of, and charge to, various standing committees of the BOLD Council.

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- E. Serving as a Representative - Council members will serve as advocates for the College and as representatives of the BOLD Council in appropriate matters and events.
- F. Attendance - Attendance is mandatory at Council and Committee meetings. Members must attend one All-Council meeting in person per year. One meeting per year can be attended through other types of communication mechanisms, provided all persons participating have real-time access to the meeting. Should a Council member be unable to attend an All-Council meeting, he or she must notify the Chair or Secretary at least thirty (30) days before the scheduled meeting. BOLD members must be present for at least half of all scheduled committee meetings. Members of each committee must notify their committee chair if they are to miss the meeting. No Council member shall miss more than one (1) All-Council meeting within a fiscal year, June 1 – May 31, nor more than two (2) within their term of appointment on the Council. After two consecutive absences to scheduled All-Council meetings, the chair of the BOLD Council will contact the Council member. After a Council member misses half of his or her assigned committee meetings, the committee chair will contact the Council member. Committee chairs are responsible for keeping a record of attendance and communicating absences to the Executive Committee. Committee chairs may suggest membership review to the Executive Committee. See section 4. 6 for not adhering to the BOLD attendance policy.

ARTICLE IV

Membership and Voting

Section 4.1 Qualifications - All members of the Council shall be members of BOLD, with the exception of student representatives. It is intended that the composition of the BOLD Council be representative of various BOLD classes of the College.

Section 4.2 Council Membership - The Council shall consist of 20-25 members, 12 ex-officio members, and at least four (4) ad hoc members. Members must come from varying geographical areas; be representative of gender, age, race; be of diverse living unit affiliation, and represent differing careers. Council members have sole voting privileges.

Section 4.3 Ex-Officio Members - The ex-officio members shall consist of the four (4) Presidents of each in-residence class, one (1) student representative from Gettysburg College's Student Alumni, and the two (2) Senior Class Gift Campaign co-chairs. By virtue of their position, ex-officio members shall be on the Council. In addition, five (5) college administrators will participate as ex-officio members to staff committees and provide input including: Assistant Director of Annual Giving for Young Alumni Programs, Assistant Director of Alumni Relations, Assistant Director of Annual Giving

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for Student Programs, Assistant Director of Orange & Blue, and Director of Career Development. Ex-officio members have no voting privileges.

Section 4.4 Ad hoc Members - The Ad hoc membership shall consist of all students and young alumni who are interested in being provided agendas and minutes from the Council. Ad hoc members have no voting privileges. Ad hoc members have a standing invitation to all Council meetings, but are not required to attend annual meetings.

Section 4.5 Terms of Office

- A. Council members shall serve a two (2) year term. Subject to Section 5.2, a BOLD Council member may serve up to two (2) additional terms. Terms need not be successive. No member may serve for more than six (6) years unless necessary to serve out a term as an officer of the Council and approved by a two-thirds (2/3) vote. A member's term shall begin on June 1st and end on May 31st.
- B. Ad hoc members shall serve terms as dictated by their affiliation.

Section 4.6 Removal of Members - Any general member missing more than two (2) All-Council meetings without notifying the Chair or Secretary is subject to removal from the Council. Any member missing more than half of their assigned committee meetings without notifying the committee chair will be subject to removal from the Council. The Executive Committee shall review the status of any Council member missing two (2) consecutive All-Council meetings or more than half of their committee meetings and shall remove such Council member unless it shall determine that the absences resulted from just cause. Members may make an appeal to the Executive Committee. Members failing in their duties or otherwise found to be an ineffective can be removed at any time, with or without notice, by a two-thirds (2/3) vote of the Council. In the absence of a Council vote or specific circumstances, only the Executive Committee can determine proper penalties if removal is not appropriate.

Section 4.7 Voting - Each member of the Council shall be entitled to one (1) vote on any matter which may be submitted to a vote of members of the Council by the Officers. No meetings of members of the Council shall be necessary or required for voting on any matter. Electronic voting via e-mail, phone, or otherwise is permissible.

Section 4.8 Membership Records - A complete and accurate list of members of the Council shall be maintained by the Offices of Annual Giving and Alumni Relations.

ARTICLE V

Member Nominations, Elections and Vacancies

Section 5.1 Nominations and Elections - Each year the Nominations Committee, chaired by the Vice-Chair of the BOLD Council, shall identify the number of anticipated vacancies in the BOLD Council (effective June 1st of the following year) no later than

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October 1st. In collaboration with College staff, the Nominations Committee is responsible for updating the BOLD Council member application, reviewing the membership rubric, advertising and collecting applications by December 15th. The Nominations Committee should determine a process for reviewing applications and will make recommendations for filling vacancies (effective June 1st the following year) to the BOLD Council no later than February 15th - with consideration given to appropriate representation of BOLD class years, regional distribution, career field, diversity, and undergraduate activities. A majority vote at the next BOLD Council meeting is required for each nominee presented. In the event further deliberation is required, the Executive Committee in consultation with the Nominations Committee may determine appropriate next steps to ensure complete membership by June 1st.

Section 5.2 Additional Terms - Any eligible member may be invited by the Council to serve an additional consecutive term. The Vice-Chair will solicit members eligible to serve an additional consecutive term to determine desire to serve another term. These members must reply to the Vice-Chair stating their intent no later than October 1st. The Vice-Chair shall then present to the Executive Committee a list of those eligible members who desire to serve another consecutive term. The Executive Committee shall then determine which of those members it wishes to invite to continue as a member of the Council. In making such a determination, the Executive Committee is encouraged to consult with each member who desires to serve another consecutive term. If a member has served a prior non-consecutive term, that member must be nominated and approved through the standard nominations process outlined in Section 5.1.

Section 5.3 Council Vacancies - Should a vacancy occur during any unexpired term, the Chair shall direct the Nominations Committee to make a recommendation for the appointment to the BOLD Council, to be voted on at the next scheduled BOLD Council meeting (a minimum of 10 days of advance notice is required) with majority support. Members elected to serve out an unexpired term shall serve the balance of the unexpired term.

ARTICLE VI

Officers

Section 6.1 Officers and Qualifications - The officers of the Council shall consist of a Chair, a Vice-Chair, and Secretary. An Officer shall be a member of the Council. Officers of the Council constitute the Executive Committee. Temporary officers may be established at the discretion of the Council and will be a member of the Executive Committee. It is preferable for members to serve on the BOLD Council for at least one year to be eligible for nomination to a BOLD Officer position. No member is able to run for an officer position if the term surpasses his/her BOLD years (10 years post-graduation).

Section 6.2 Terms of Office – All officers of the Council shall serve for a term of two (2) years. An officer may be reelected to one (1) successive term. The term of each officer

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shall begin on June 1st. The term shall expire on May 31st. The term of any temporary officer shall be set forth at the time the officer position is created but not to exceed two (2) terms.

Section 6.3 Nominations and Election of Officers – In the academic year preceding the end of the BOLD officers' terms, the BOLD Council shall elect new officers at the annual spring meeting. The college liaisons, in consultation with the Executive Committee, shall solicit nominations from the BOLD Council for all officer positions by December 15th. Any Council member may nominate an eligible member, including him/herself.

Section 6.4 Removal of Officers - Any officer may be removed at any time, with or without notice, by a two-thirds (2/3) vote of the Council.

Section 6.5 Officer Vacancies – Should an officer vacancy occur, the Chair shall appoint a replacement to serve for the balance of the unexpired term. In the case of a vacancy in the position of the Chair, the Vice-Chair will assume the Chair's responsibilities until a new Chair is elected.

ARTICLE VII

Duties of Officers and Committee Chairs

Section 7.1 Chair - The Chair shall be the chief executive officer of the Council and shall have general and active supervision, control, and management of the Council's affairs. The Chair shall serve as an ex-officio member on the Board of Trustees and will be the primary contact between the College and the Council. He/she will serve as the Chair of the Executive Committee. The Chair shall preside at meetings of the Council. He/she is encouraged to make a Gettysburg Fund gift at the respective Cupola Society Associates level. Should the Chair not be able to attend, then the Vice-Chair will preside over the meeting.

Section 7.2 Vice-Chair - The Vice-Chair shall serve as an ex-officio members on the Alumni Board of Directors and also sit on their Executive Committee. The Vice-Chair shall help coordinate and oversee all programming, networking, and College-based events for the Council. The Vice-Chair will serve as Chair of the Nominations Committee. Should the Chair not be able to attend a meeting, the Vice-Chair will preside.

Section 7.3 Secretary - The Secretary shall keep a record of the proceedings of all Executive Committee and Council meetings, and at the request of the Council, prepare any and all resolutions. The Secretary shall perform all such duties as may be assigned by the Chair, including notices required to be given by these Policies and Procedures. The Secretary shall send out minutes from all meetings and activities of the Executive Committee and Council, within 10 working days of the conclusion of the meeting. The Secretary will also coordinate any necessary follow-up discussion. The Secretary shall serve as the main contact for all ad hoc members.

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Section 7.4 Committee Chairs - There will be committee chairs or co-chairs serving as the primary contact persons for the specified committees for which they are elected or appointed. The duties of a committee chair/co-chair are to coordinate and lead committee meetings, communications, and other assigned duties. Committee Chairs will serve on the Executive Committee. Chairs, where applicable, are elected to a one (1) year term renewable for up to three full years (so long as such renewal is consistent with the Committee Chair's term on the Council) each Spring Meeting. Newly selected committee chairs will begin their duties at the conclusion of the Spring Meeting. It is preferable that members selected to be a committee chair will have been members of the BOLD Council for at least one year.

ARTICLE VIII

Committees

Section 8.1 Standing Committees - All members of the BOLD Council shall serve as an active member of at least one committee. Members can request appointment or to serve on (an) additional committee(s) with the start date to be determined by the Chair. Each standing committee is accountable for its respective responsibilities with its Committee Chair determining the agenda and best use of the Committee's time.

- A. Development Committee - The Development Committee will work directly with the College Development, Alumni, and Parent Relations staff, specifically in the area of Annual Giving. The committee will assist in advising and organizing strategies for obtaining resources for the College. In addition, the committee will support the Gettysburg College Senior Class Gift Campaign Co-Chairs to encourage current seniors to give to the Gettysburg College Senior Class Gift Campaign. A committee of at least four (4) Council members will serve with the Committee Chair. The Assistant Director of Annual Giving will serve as the ex-officio member of the Development Committee.
- B. Career Development Committee - The Career Development Committee will work directly with the Offices of Alumni Relations and Career Development to provide insight and resources to secure mentoring, internships and employment for current students and alumni. Creating and facilitating opportunities for young alumni networking opportunities is central to this committee. A committee of at least four (4) Council members will assist the Committee Chair. The Director of Career Development, or his/her designee, will serve as the ex-officio member of the Career Development Committee.
- C. Outreach Committee - The Outreach Committee will work directly with the Offices of Annual Giving and Alumni Relations to promote on- and off-

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campus engagement. The committee will work to support on-campus events such as Homecoming, BOLD events, Class and Affinity Reunions, and BOLD gatherings at athletic events. The committee will also be responsible for supporting regional activities and assisting Alumni Regional Chapters in planning area events specific to young alumni. In addition the committee will assist in student programming for the current students, specifically with the current seniors encouraging active participation in senior events and Alumni Association. A committee of at least four (4) Council members will serve with the Committee Chair. The Assistant Director of Alumni Relations and the Assistant Director of Annual Giving for Student Programs will serve as the ex-officio member of the Outreach Committee.

Section 8.2 Special Committees - At any time, special committees may be appointed by the Chair for a specific purpose for one (1) year. Committees which require more than one (1) year must be approved by a majority vote of the Council.

Section 8.3 Committee Participation - With the exception of the Nominations Committee, Committee Chairs may invite BOLD members who are not Council members to serve as committee members. In addition, the Assistant Directors of Annual Giving and Alumni Relations may appoint an administrator to serve as a non-voting ex-officio member of each committee.

Section 8.4 Administrative Committees - These committees provide leadership and guidance to the Council. The Administrative Committees are comprised of members already serving on other committees.

- A. Executive Committee - The Executive Committee will be responsible for the coordination and guidance of the primary direction of the Council. As a result, the committee will have the ability to call meetings when necessary. The Executive Committee will be composed of the Chair, Vice-Chair, Secretary, and all Committee Chairs.
- B. Nominations Committee - The Nominations Committee will be the primary body coordinating the recruitment and selection of BOLD Council Members. A committee of at least four (4) Council Members will serve with the Vice-Chair, who will chair the Nominations Committee. The College Liaisons will serve as ex-officio members of the Nominations Committee.
- C. Policies and Procedures Committee – The Secretary can establish a committee to hold a review of the BOLD Policies and Procedures and/or make recommendations at any time. The document must be reviewed at least every three years.

ARTICLE IX

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Meetings

Section 9.1 Annual Meetings The BOLD Council shall meet twice annually. One meeting shall be held in the first semester of classes (the “Fall Meeting”). One meeting shall be held in the second semester of classes (the “Spring Meeting”). The timing or location of any meeting may be changed at the discretion of the Council. The Executive Committee shall notify the Council of the scheduled meetings not less than sixty (60) days prior to the dates of these meetings. Special meetings of the Council may be called by the Council Chair upon written notice to all membership specifying time, location, and purpose(s) of the meeting, not less than thirty (30) days prior to the date of the meeting.

Section 9.2 Quorum for Meetings At any annual meeting of the Council, those members present, in person and via electronic means, shall constitute a quorum.

ARTICLE X

Awards

Section 10.1 Approval of Awards The Council, upon the approval of a majority of the Council members then in office and in consideration of the recommendations of the appropriate standing committee(s), may give awards in recognition of achievement and participation of regional BOLD clubs, among others, on behalf of BOLD. Any BOLD alumni may submit a request for the BOLD Council to officially recognize achievement with an award through the Executive Committee or one of the ex-officio college staff members serving on the BOLD Council. The Executive Committee will then determine the best means for the BOLD Council to consider a nomination based on the meeting schedule and other factors (i.e., most appropriate occasion to formally announce or present the award).

Section 10.2 Creation and Criteria The creation and criteria for all awards may be developed by the Executive Committee with the periodic assistance of other committees, as needed.

ARTICLE XI

Amendment and Review of Policies and Procedures

Section 11.1 Amendments - These Policies and Procedures may be changed or amended and may be restated at any meeting of the Council by a two-thirds (2/3) vote of those present, provided that the members present shall not be less than one-half (1/2) of the membership of the Council at that time and provided notice of the substance of the proposed amendment or restatement is sent to all Council members no less than five (5) days before the meeting. Amendments shall become effective immediately upon adoption.

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Section 11.2 Review of By-Laws - These Policies and Procedures shall be reviewed every three years by the Secretary of the Council and the Policies and Procedures Committee. The Secretary of the Council has the option of reviewing this document annually if necessary. The Secretary and the Policies and Procedures Committee shall recommend any necessary changes to the Council.

This document was last reviewed in October of 2016.