



## **POLICIES AND PROCEDURES OF GETTYSBURG BOLD COUNCIL**

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# POLICIES AND PROCEDURES OF GETTYSBURG BOLD COUNCIL

## ARTICLE I

### **Name**

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

## ARTICLE II

### **Mission**

#### Section 2.1 Mission

The Burgians of the Last Decade (BOLD) Council represents alumni of the last ten years. The BOLD Council will work to enhance the connection between Gettysburg College and BOLD alumni and increase the opportunities afforded to alumni of the last ten years. The BOLD Council will aim to smoothly transition students to the Alumni Association by encouraging active involvement with the College through connection and volunteerism, while focusing on increasing young alumni financial participation and contributions to the College.

### **Purpose**

Section 2.2 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.
  - a. Make official recommendations on policy changes pertaining to young alumni
  - b. Recommend and support programs and events to serve young alumni
  - c. Respond to surveys sent by the College (relevant to college searches or general feedback)
- C. Advocate for the needs and concerns of young alumni.
- D. Implement young alumni programming to enhance career and social networking opportunities.
- E. Promote and cultivate leadership through example 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.

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## 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 actively participate in strategies to secure financial support for the College, and are required to make their personal best financial contributions to the College.
- B. Involvement - Council members are expected to:
  - a. Maintain their connection to campus during their time on the Council.
  - b. Be active Council and College representatives within their regions (including Send-Offs and other regional chapter events).
  - c. Strive to be present at the College for major events such as Homecoming, Reunion Weekend, Get Acquainted Day.
- C. Assessment - The Council is required to annually assess the performance of the Council and that of the BOLD program-based set goals. These include, but are not limited to:
  - a. Support of the Gettysburg Fund BOLD Council Scholarship
  - b. Annual recruitment of new Council members
  - c. Attendance at biannual Council meetings
  - d. Participation in subcommittees
- D. Approve Policies - The Council will be responsible for creating the Policies and Procedures that govern it, including the establishment of standing committees of the BOLD Council.
- E. Serving as a Representative Body - Council members will serve as advocates for the College and as representatives of the BOLD Council in appropriate matters and events.
- F. Attendance -
  - a. Attendance is mandatory at Council and Committee meetings:
    - i. Members are expected to attend All-Council meetings in-person each year.
    - ii. Should a Council member be unable to attend an All-Council meeting, they must notify both the Chair and Secretary by personal email at least thirty (30) days before the scheduled meeting.
    - iii. After one (1) absence without notification to a scheduled All-Council meeting, the chair of the BOLD Council will contact the Council member for a discussion about continued membership.

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- iv. If any Council member misses more than one (1) All-Council meeting within a fiscal year, June 1- May 31, the standard procedure is termination from the BOLD Council.
- v. All occurrences are viewed on an individual basis and the BOLD Executive Council has the discretion to waive penalties associated with any absences.
- b. BOLD members must be present for all scheduled committee meetings within a fiscal year, June 1-May 31.
  - i. Members of each committee must notify their committee chair at least five (5) days before the scheduled meeting if they are to miss the meeting.
  - ii. After a Council member misses half of their assigned committee meetings, the committee chair will contact the Council member.
- c. See section 4.6 for not adhering to the BOLD Council 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, 3 ex-officio members, and the option of 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 one (1) representative from each of the following offices: Alumni Relations, Annual Giving, and Center for Career Engagement. 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

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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 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, Onboarding, 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 1<sup>st</sup> of the following year) no later than October 1<sup>st</sup>. 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 15<sup>th</sup>. The Nominations Committee should determine a process for reviewing applications and will make recommendations for filling vacancies (effective June 1<sup>st</sup> the following year) to the BOLD Council no later than February 15<sup>th</sup> - 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 1<sup>st</sup>.

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### Section 5.3 New Member Onboarding

New members will be invited to attend the Spring meeting following nomination and confirmed vote to the BOLD Council. New members will be welcomed to the Council with a call from a Nominations Committee member and a follow-up email outlining the expectations of a BOLD Council member.

The formal new member Council training will cover the following topics: (1) history and purpose of the BOLD Council, (2) responsibilities of BOLD Council Member, (3) overview of standing committees, and (4) training and general information about serving on a volunteer board. The best delivery method of this training will be determined by the College liaisons and BOLD Council officers.

Section 5.4 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 1<sup>st</sup>. 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 5.5 Council Vacancies - Should a vacancy occur during any unexpired term, the Chair may 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 a 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).

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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 shall begin on June 1<sup>st</sup>. The term shall expire on May 31<sup>st</sup>. 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 15<sup>th</sup>. Any Council member may nominate an eligible member, including him/herself. Nominations will be presented on a ballot individually. Approval from two-thirds ( $\frac{2}{3}$ ) of members is required for election.

Section 6.4 Removal of Officers - Any officer may be removed at any time, with or without notice, by a two-thirds ( $\frac{2}{3}$ ) 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

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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.

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

#### Committee Chairs

Section 8.1 Nominations and Elections of Committee Chairs- In the academic year preceding the end of the BOLD officers' terms, the BOLD Council shall elect new committee chairs at the annual spring meeting to fill open positions. The college liaisons, in consultation with the Executive Committee, shall solicit nominations from the BOLD Council for all open committee chair positions by December 15th. Any Council member may nominate an eligible member, including themselves. To be eligible to be nominated the member must have served at least one (1) year on the corresponding committee.

Section 8.2 Removal of Committee Chairs- Any committee chair may be removed at any time, with or without notice, by a two-thirds ( $\frac{2}{3}$ ) vote of the Council.

Removal proceedings are initiated if a Chair has violated the policies of the Council, if their values are not aligned with the mission and values of the Council and/or values of Gettysburg College during their time in office, if they are ineffective and/or fail to meet the expectations of their office as outlined in the Policies and Procedures document.

Any member of the Council may initiate removal proceedings.

Once removal proceedings are initiated, the Chair shall conduct a vote to determine whether the Committee Chair shall be removed from their position.

Section 8.3 Committee Chair Vacancies- Should any committee chair vacancy occur mid-term, the Executive Committee shall appoint a replacement for the balance of the unexpired term.



## ARTICLE IX

### Committees

Section 9.1 Standing Committees - All members of the BOLD Council shall serve as active members 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 Engagement 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-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

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Assistant Director of Annual Giving for Student Programs will serve as the ex-officio member of the Outreach Committee.

Section 9.2 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 9.3 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 9.4 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 X

### Meetings

Section 10.1 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 no less than sixty (60) days

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

### **ARTICLE XI**

#### **Awards**

Section 11.1 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 11.2 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 XII**

#### **Amendment and Review of Policies and Procedures**

Section 12.1 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.

Section 12.2 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 Summer 2019.