

# INDIANA **TECH** ALUMNI

Board Bylaws

Approved September 2017

## **ARTICLE I: Name and Location**

- A. The name of this Association is the Indiana Tech Alumni Association (hereafter “Alumni Association”). The Alumni Association Board shall be hereafter referred to as “the Board.”
- B. The principal office shall be located at 1600 East Washington Boulevard, Fort Wayne, Indiana unless otherwise voted on and approved by 75% of the Board Membership.

## **ARTICLE II: Purpose/Mission**

- A. To provide opportunities for meaningful connections between the university, students and alumni.

## **ARTICLE III: Affiliation**

- A. This Association is voluntarily affiliated with Indiana Institute of Technology (hereafter “Indiana Tech”). The Board will elect a representative to the Indiana Tech Board of Trustees for a three-year term. Preference will be given to past and current Board presidents and vice presidents, but if all past and current Board presidents and vice presidents decline the opportunity, the Board Development Committee shall elect another representative.

## **ARTICLE IV: Board Membership**

- A. Board members are persons who have received academic degrees from Indiana Tech and who have been elected by the Alumni Association membership or appointed by the Board President in accordance with these bylaws.
- B. An individual not meeting the criteria specified above may be named an honorary member of the Board if he/she meets at least one of the following criteria:
  - 1. He/she is a past or present Indiana Tech officer or past or present member of the Indiana Tech Board of Trustees
  - 2. He/she is a Friend or Benefactor of Indiana Tech as designated by the Board
  - 3. He/she has received an Honorary Degree from Indiana Tech.

## **ARTICLE V: Administration**

- A. The affairs of the Board shall be administered in accordance with its Bylaws by a Board not to exceed 16 elected members, including the President, Vice-President, Secretary and Treasurer.
- B. The University's Alumni Director will serve as the its liaison to the Board
- C. The financial affairs of the Board may be administered by the University with the provision that the Board provide consultation to the University concerning the disbursement of all gifts and funds received.
- D. Annual Membership Meetings:
  - 1. Meetings shall be held annually at Indiana Tech or at a suitable public place at or near the time of Homecoming
  - 2. Each Alumni Association member shall receive notice of the time and place of each annual membership meeting no later than twenty days in advance.
  - 3. The annual membership meeting will be conducted in accordance with Robert's Rules of Order.

4. Members shall have the right to cast one vote each on any matter submitted for consideration by the membership.
5. A quorum shall consist of the members assembled at the meeting.

E. Board Meetings:

1. The Secretary shall notify all members regarding the place and time of Board meetings at least five days in advance. Monthly meeting dates for the year will be decided on no later than the first monthly meeting after the Annual Meeting.
2. The regular meetings of the Board shall be held at Indiana Tech or at another place designated by the President. Meetings shall be held monthly or as often as necessary to conduct the business of the Board.
3. A special meeting of the Board shall be called whenever the President requests one, or at the request of four members of the Board. The request shall be in writing to the Secretary and shall state the purpose of the meeting. The meeting must be called by the Secretary not later than fifteen (15) days after the request is received. The notice of the special meeting shall state the purpose of the meeting, and no other business shall be transacted at that meeting.
4. A quorum for the transaction of business at any regular or special meeting of the Board shall consist of five members, but a majority of those present shall have power to adjourn the meeting to a future time.

F. Board Officers

1. The President will serve a two-year term, after which he/she will be succeeded by the Vice President. The Vice President will also serve a two-year term prior to becoming President.
2. The Treasurer and Secretary will serve a one-year term with the option of renewing their position if agreed upon by the Board Development Committee.
3. An officer may be removed from office by a two-thirds vote of the entire Board at a regular meeting or a special meeting.

G. Duties of the Officers

1. The President shall represent the Board in all its undertakings, preside at the meetings of the Board, sign all documents in conjunction with the Secretary, report the condition of the Board at the annual meeting, vote when there is equality of votes, appoint all standing and special committees, and chair the Executive Committee.
2. The Vice-President assists the President and in the absence of the President takes his or her place and assumes the responsibilities of the office. The Vice-President will be the President elect.
3. The Secretary shall record meeting minutes, maintain a file of all correspondence in accordance with the intentions of the Board and sign all documents in conjunction with the President. He or she shall issue a record of the prior meeting and an agenda for the next scheduled meeting to the members of the Board. He or she shall perform all other administrative duties as directed by the President which are not clearly stated as the duties of any other Board officer.
4. The Treasurer shall maintain a general record of the Boards revenues and expenditures.

The Indiana Tech Alumni Director will aid the Treasurer with the reporting of the revenues and expenditures which are maintained by Indiana Tech Financial Department.

H. Standing Committees

1. Each Board member shall serve on at least one of the following committees:
  - a. Executive Committee, which will consist of the Board President, Vice President, Treasurer, and Secretary
  - b. Board Development
  - c. Alumni Outreach
  - d. Student Outreach
2. The Alumni Outreach and Student Outreach Committees may appoint members who are not members of the Board.
3. It is expected that certain board efforts (e.g. events) will require full board participation beyond committee work. All board members are expected to continue to these efforts whenever possible.

I. Annual Report

1. An annual report of the Board shall be published by the Officers of the Board with the assistance of the Alumni Director.

J. Fiscal Year

1. The fiscal year will start October 1 and end September 30 the following year. This will allow for newly-elected officers and board members to align their terms with the Board's fiscal year.

**ARTICLE VI: Election of Officers and Board Members**

- A. The Board Development Committee shall recommend for approval by the Board a slate of nominees for the position of Vice President, Treasurer, and Secretary. The position of President will be filled by the immediate past Vice President.
- B. The slate of officers shall be presented to the Board at a Board meeting preceding the Annual Membership meeting. Upon approval, such slate of nominees shall be presented for election at the Annual Membership.
- C. The Officers of the Board shall be elected by the Alumni Association Membership at the Annual Alumni Association Membership Meeting. The agenda will be provided by the Secretary.
- D. Should a board officer vacate his or her position prior to the end of his or her term, the Board Development Committee shall recommend a replacement.
- E. The President, with the approval of the Board, shall prior to July 1 of each year ask the Board Development Committee to nominate one member, as defined in Article IV, for each Board position to be filled. The Board Development Committee shall submit these nominations to the Secretary no later than August 1 of that same year.
- F. Each Board member will serve a three-year term, at which time he or she will have the opportunity to renew his or her term if approved by the Alumni Association Membership at the Annual Alumni Association Membership Meeting. The agenda will be provided by the Secretary.
- G. The election shall be made by secret ballot or by a show of hands of those present with each Alumni Association member entitled to one vote. The procedure will be at the discretion of the President or presiding officer.

- H. The President or presiding officer shall conduct the installation of each successful candidate by asking them if they will adhere to the purpose and By-Laws Bylaws of the Board. Upon affirmative response, the outgoing President or presiding officer will declare the successful candidates to be duly elected to the Board. The new President or appointed officer will then take over the meeting.
- I. Interim membership vacancies on the Board shall be filled by appointment by the Board Development Committee. The Board Development Committee may elect to leave vacant Board seats open until the subsequent Annual Meeting.

#### **ARTICLE VII: Dues**

- A. Alumni Membership dues are \$20.00 annually and can be changed at the discretion of the Board.

#### **ARTICLE VIII: Scholarships**

- A. An Alumni Academic Scholarship (hereafter Scholarship) will be awarded each year to a Student in recognition of his or her outstanding academic achievement.
- B. Scholarship qualifications will be included in the Scholarship application, which will be developed and approved by the Student Outreach committee.
- C. The Scholarship Committee will determine the recipient Student no later than April 1 of that year.
- D. Should the Scholarship fund become large enough to allow more than one Scholarship the Board may recommend another Scholarship.

#### **ARTICLE IX: Amendments**

- A. The Bylaws and Articles of the Board may be changed or amended at an Annual Membership Meeting according to Article IX B. These proposed changes must have been transmitted to each Alumni Association member at least twenty days prior to the time of the Annual Membership Meeting. A majority vote, with each Alumni Association member present having one vote each, is required for passage of any amendment. This vote will be made by a show of hands at the Annual Membership Meeting. A tie will be decided by the outgoing President.
- B. The current Bylaws will remain in effect and be re-addressed annually, if needed. Only the Alumni Board members who have been voted in at an Annual Membership Meeting may change or amend the Bylaws for the Board. The bylaws must only be voted on by the Membership if they include material changes from a prior-approved version.