

# **Bluefield College Alumni Association Bylaws**

## **Article I: Name**

The organization shall be known as the Bluefield College Alumni Association, hereafter called the Association. The principal office of this organization shall be located on the campus of Bluefield College.

## **Article II: Purpose**

The purposes of this organization are (1) to fulfill the mission and vision of Bluefield College; (2) to foster a closer fellowship between the alumni, faculty, staff, and students of Bluefield College; and (3) to promote closer fellowship among the members of the Association.

## **Article III: Membership**

Any person, who has been at Bluefield College as a student for an entire school year, being a time period of nine months, may become a member of the Association. There are no fees or qualifications for membership.

Any former student who has attended Bluefield College may be admitted to membership at the discretion of the Board of Directors of the Association. The Office of Alumni Relations and Director of Retention shall make every effort to identify students transferring out of Bluefield College prior to graduation.

Honorary membership in the Association is determined by submitting the name of the proposed honorary member to the Board of Directors. Honorary members, once affirmed by the Association, have the right to be seated and speak as regular members, but cannot vote or hold office within the Association. Honorary members shall enjoy all other services and privileges of full members.

## **Article IV: Meetings and Quorum**

There shall be at least one annual meeting of the membership of the Association each year. The Annual Association Meeting will occur during Homecoming each year. The time and place of the said annual meeting shall be set by the Alumni Council and the Director of Alumni Relations. Fifteen Association members shall constitute a quorum of the annual meeting.

## **Article V: The Board of Directors**

### **Section I: Identity**

The Board of Directors shall consist of twenty-five active Association members serving for three years. A rotating membership on the board shall be established with one-third of the Board of Directors rotating off each year. It shall be comprised of The Executive Board of the Association, and the remaining members of the Board of Directors. Executive Board members will be exempt from rotating off until the officer's term is complete.

The Board of Directors shall hold open meetings, announced two weeks in advanced. Emergency called meetings are permissible for any reason deemed necessary by the President. The Board should meet no less than three times a year, outside of the Annual Association Meeting. Recommended meeting times are in the early spring, summer, and during Homecoming. Six members with no less than two members of the Executive Board shall constitute a quorum. The Board of Directors shall be subject to the wishes of

the Association, and none of its acts shall conflict with action taken by the Association or Bluefield College.

## Section II: Duties

It is the responsibility of each Board member to attend and offer assistance with any alumni event in his/her region, and on campus. Board members shall be available to alumni for consultation concerning any Association activities. Board members shall serve as liaisons between alumni and the College, communicating concerns, ideas, and opportunities.

The Board of Directors shall have general supervision of the affairs of the Association between annual meetings. The Executive Board along with the Director of Alumni Relations will establish the hour and place of meetings, call special meetings of the Association, make recommendations to the Association, and shall perform such other duties as may be specified by the Association. Such actions are subject to review by the Association at the following Annual Association Meeting at Homecoming.

## Section III: Election of Board of Directors

Nomination of Association leadership shall be made in writing to the Director of Alumni Relations or from the floor at the Annual Association Meeting in the following manner:

### (1) Self-nomination

Members of the Association who wish to take a leadership role may nominate themselves at the Annual Association Meeting to be held during Homecoming. Individuals should be active members in their local alumni chapters, be in good standing, and take an active interest in the vision and mission of Bluefield College.

### (2) College recommendation

Faculty and staff of Bluefield College may make recommendations of Association members. They should be present at the Annual Association Meeting to be held during Homecoming, and submit their nomination at the appropriate time with the approval of the nominee. Individuals should be active members in their local alumni chapters, be in good standing, and take an active interest in the vision and mission of Bluefield College.

### (3) Recommendation by the Board of Directors

Members of the Board of Directors may nominate an Association member. They should be present at the Annual Association Meeting to be held during Homecoming, and submit their nomination at the appropriate time with the approval of the nominee. Individuals should be active members in their local alumni chapters, be in good standing, and take an active interest in the vision and mission of Bluefield College.

The Board of Directors of the Association shall be elected by ballot if more than one candidate is nominated for any position.

In the event that a vacancy shall occur in the Board of Governors and/or the Executive Board, because of death or resignation, the President and the Director of Alumni Relations shall have the power to appoint a temporary successor. The said successor is to serve until the next annual election.

## Section IV: The Executive Board

The officers of the Association are the President, Vice President, Secretary (to be the Director of Alumni Relations), and Immediate Past President. These officers shall perform the duties incumbent by custom

with the office and by these bylaws. Officers are required to attend all meetings unless dire circumstances prevail.

The President and Vice President will be selected from the Board of Directors by the Board of Directors. They may not succeed themselves in terms. A cycle of two election periods must occur before individuals can be selected for office again.

All Executive Board members will serve a three year term, with the exception of a President-Elect, who will serve a one year term. At the end of the second term of the President's service, a President Elect may be elected by the Alumni Council to serve at the wishes of the President, and to succeed the current President at the end of the President's term. The President-Elect may or may not be a current officer.

The Executive Board shall hold its meetings at the call of the President.

## Section V: Duties of the Executive Board

### **President**

The President shall:

- (1) Preside over all the meetings of the Association and the Alumni Council meetings.
- (2) Work closely with the Director of Alumni Relations, President of the College, and other qualified persons on matters of interest to the College and the Association.
- (3) Keep the president-elect informed.
- (4) Serve as ex-officio on all standing and ad-hoc committees.
- (5) Serve as coordinator of all other committee chairs, providing support, encouragement, and guidance.
- (6) Call meetings for the Executive Board and Board of Directors.
- (7) Work with Director of Alumni Relations to prepare an annual report to be presented at the Annual Association Meeting.
- (8) Perform all other duties as are incumbent upon the office.

### **Vice President**

The Vice President shall:

- (1) Preside and assume all roles pertaining to the office of President, should the President be absent from a meeting.
- (2) Acquire all the powers of the President for the remainder of the year if the president shall resign or be removed from office for any cause.
- (3) Serve as chairman for the Committee on Chapters and Alumni Awards Committee.
- (4) Perform such other duties as the Board of Directors may designate.

### **Secretary**

The Secretary shall:

- (1) Be the College appointed Director of Alumni Relations.
- (2) Maintain the Alumni Office records, record minutes at each Board of Directors and Executive Board meeting, and shall carry out necessary correspondence related thereto.

### **Immediate Past President**

The Immediate Past President shall:

- (1) Be present at all meetings of the Executive Board and Board of Directors.

- (2) Serve as an advisory member of the Council with all privileges following his/her past term as President.
- (3) Submit nominations for Directors, committee members, and Executive Board members.

All actions taken by the Executive Board are subject to review by the Board of Directors at its next meeting.

## **Article VI: Committees**

The following committees shall exist in the Association:

### **Alumni Awards Committee**

#### **Section I: Membership**

This committee shall be chaired the Vice President. The Vice President shall appoint four other directors to serve with him/her. The Director of Alumni Relations will serve as an ex-officio member on this committee.

#### **Section II: Duties**

This committee shall be responsible for annually selecting recipients for the following alumni awards:  
Bluefield College Alumni Association's Hall of Distinguished Graduates Inductee

Alumna/Alumnus of the Year Award

Honorary Alumni Award

Volunteer of the Year Award

Distinguish Young Alumni Award

Award nominations are due six weeks prior to Homecoming. The committee shall select recipients according to guidelines set forth no later than thirty days before Homecoming. In addition to reviewing nominations, members of this committee shall also seek ways to encourage alumni to make nominations, keep accurate records of all nominees and honorees, and upkeep an established list of requirements for each award.

### **Athletic Hall of Fame Selection Committee**

#### **Section I: Membership**

Members shall include two representatives from the Board of Directors and five members of the Association. The chair shall be elected by the committee members. Bluefield College's Athletic Director and Sports Information Director shall serve as ex-officio members.

#### **Section II: Duties**

This committee shall meet annually for the purpose of reviewing nominations and selecting new members to the Bluefield College Athletic Hall of Fame. Award nominations are due six weeks prior to Homecoming. The committee shall select recipients according to guidelines set forth no later than thirty days before Homecoming. In addition to reviewing nominations, members of this committee shall also seek ways to encourage alumni to make nominations, keep accurate records of all nominees and honorees, and upkeep an established list of requirements for each award.

### **Committee on Chapters**

#### Section I: Membership

This committee shall be chaired by the Vice President. The Director of Alumni Relations will serve as an ex-officio member on this committee. This committee will consist of seven directors, and any Association member who wishes to participate.

#### Section II: Duties

This committee shall serve as an advisory and oversight board for local chapters. Members will be available to aid local chapters in any outlet needed as a “go-to” team. Responsibilities include aiding with chapter establishment, growth, and sustainment. This committee is also charged with the simple majority approval of new chapters, based on the presentation of required evidence by chapters.

#### Committee on Committees and By-laws Committee

#### Section I: Membership

This committee shall be chaired by an Executive Board member. It shall consist of no more than five directors.

#### Section II: Duties

This committee shall be charged with recommending any changes to by-laws of the Association. Committee members will also be responsible for placement of members of the Board of Directors into committees.

#### Life-long Learning and Service Committee

#### Section I: Membership

This committee shall consist of five directors. The committee shall elect a chair from within the committee. A representative from the Office of Academic Affairs shall be invited to join as an ex-officio member.

#### Section II: Duties

This committee is charged with establishing and executing an annual program of service projects for alumni to be actively involved. This committee is also responsible for working with the Office of Alumni Relations and Office of Academic Affairs to establish a program of life-long learning opportunities for Association members.

#### Development Committee

#### Section I: Membership

This committee will consist of three directors with the President serving as chair. The Vice President of Institutional Advancement will serve as an ex-officio member of this committee.

#### Section II: Duties

This committee will seek to promote Alumni Giving within the Association. The Office of Institutional Advancement’s mission is to cultivate individuals whose interests do or may align with the College. Members will seek to aid the Office of Institutional Advancement in that mission, and act as an outlet of connection between the Association and office.

#### Homecoming Committee

## Section I: Membership

Members of this committee will be from various outlets of the College community. A minimum of five members of the Board of Directors shall serve alongside a representative from Student Life, the Admissions Office, Athletics Office, Office of Institutional Advancement, the Town of Bluefield, Campus Security, and any members of the Association who wish to participate. The Director of Alumni Relations will serve as chair of this committee.

## Section II: Duties

This committee will be responsible for the planning and execution of Homecoming at Bluefield College.

## **Article VII: Chapters**

The organization of the local chapters is hereby authorized. Chapters should be formed by interested alumni. Aid for the development, growth, and sustainment of the chapter should be sought from the Committee on Chapters and the Office of Alumni Relations.

### Section II: Requirements

Chapters shall elect a leadership team consisting of a president, vice-president, secretary-treasurer, and other such officers as the chapter members shall deem necessary. To be recognized by the Association, said chapter must meet the following requirements:

- (1) There must be at least ten alumni who are not affiliated with another local or area chapter in order to organize a new chapter.
- (2) The chapter shall meet at least once a year in addition to any meeting held in conjunction with the annual meeting at Bluefield College.

The Committee on Chapters will approve/disapprove recognition by the society after evidence is presented to the committee by the hopeful chapter's presentation of requirements.

## **Article VIII: Class Organizations and Reunions**

Individual classes are authorized and encouraged to select one to three class members to serve their classes as representative. Class representatives can be changed as the need arises or in accordance with policy set by an individual class. The Office of Alumni Relations should be informed of any appointments or changes made, the primary purpose being to maintain a link between the office and the classes. The Office will then notify the Committee on Chapters, where classes may find additional aid.

Each class is encouraged to arrange for class reunions as often as possible. The Board of Directors shall determine periodic reunions on campus, working together with the class representatives.

## **Article IX: Indemnification**

Every member of the Board of Directors is indemnified by the College against all expenses actually and necessarily incurred by a member in connection with the defense of any action, suit or proceeding to which the member is a party by reason of being or having been a member of the Board of Directors of the Association; provided however, that there shall be no indemnification in relation to such matters to which the member is adjudicated in an action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty as a member of the Board of Directors of the Association.

## **Article X: Rules and Amendments**

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the Association with the exception of these by-laws and any special rules of order that the Association may adopt.

These by-laws may be changed, amended, or revised by a majority vote of the Board of Directors. Any suggested change, amendment, or revision must be made in writing and distributed to all Board members at least fourteen days in advance of the next scheduled or called meeting of the Board of Directors.

**May God bless these rules which govern us, bless our members, bless our families, and continue to bestow the greatest blessings upon Bluefield College.**

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