



# Alumni Association By-Laws

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## **Article I. Association Mission, Membership, and Meetings**

### **Section 1 – Alumni Association Mission**

The mission of the Alumni Association, as stated in the Articles of Association, is to promote the general welfare of Franklin Pierce University; to develop an enduring interest in all affairs the University through its alumni, undergraduates, former students, and friends; and to develop an organization which shall be the means of creating and maintaining the close association of Franklin Pierce University men and women.

### **Section 2 – Definition of a Franklin Pierce College/University Alumnus**

A bona fide alumnus shall be defined as an individual who has received a two-year, four-year, or graduate degree or has completed a recognized certificate program from Franklin Pierce College, Franklin Pierce University, (as confirmed by the Franklin Pierce University Registrar's Office) or the Physical Therapy program at Notre Dame College (as confirmed by the Franklin Pierce University Graduate Studies Office).

### **Section 3 – Member Rights and Privileges**

Members of this association (as described in Section 2, above) shall have all the benefits and privileges of membership, including one vote in all alumni elections and at all membership meetings, and shall be eligible for appointment to committees and to hold office in accordance with these by-laws.

### **Section 4 – Alumni Association Annual Meeting**

The annual meeting of the Alumni Association shall be held on the Rindge Campus during the annual Alumni and Reunion Weekend with a quorum consisting of 20 members of the Alumni Association.

### **Section 5 – Alumni Association Special Meetings**

- A. A special meeting of the Alumni Association may be called at any time by any of the following to discuss a specific issue relevant to the management of the Alumni Association:
- The President of the Alumni Association
  - A majority of the members of the Alumni Association Board of Directors
  - A written request from at least 25 members of the Alumni Association
- B. The specific issue to be discussed must be clearly stated in the request for the special meeting.
- C. The meeting date shall be established by the President of the Alumni Association when the formal request is received.
- D. The Alumni Relations Office shall announce the special meeting with no less than two (2) weeks' notice to the members of the Alumni Association on the alumni web site and in writing to the requesting parties and the members of the Alumni Association Board of Directors.
- E. Twenty (20) members of the Alumni Association shall constitute a quorum at the special meeting.

## **Article II. Board of Directors**

### **Section I – Mission**

The mission of the Board of Directors of the Franklin Pierce University Alumni Association is to serve alumni, and in doing so strengthen the bonds between alumni and the University. It shall also serve Franklin Pierce University and its students in support of the University's mission statement.

### **Section 2 – Function**

The function of the Alumni Association Board of Directors shall be to manage the affairs of the Alumni Association, and it shall have all necessary powers to fulfill this function.

### Section 3 – Composition

- A. There shall be no more than twenty-one (21) seats on the Alumni Association Board of Directors.
- B. In the event a seat remains open after a regularly scheduled election or becomes open due to resignation of a board member or any other reason, that seat may be filled according to the procedure specified in Article IV, below.
- C. The term of office for a member of the Alumni Association Board of Directors is three (3) years. A board member may serve two (2) consecutive three (3) year terms. At the end of the second consecutive three (3) year term a board member must leave the board for a period of one (1) year before seeking election to another term.
- D. Alumni Association Board Member terms of office shall be staggered so that not more than one-third (1/3) of the board members have terms expiring in any one (1) year to maintain continuity.
- E. Alumni who maintain a fee for service or payroll relationship with Franklin Pierce University cannot serve as members of the Alumni Association Board of Directors.

### Section 4 – Board Member Responsibilities

- A. Attend all regular and special meetings of both the Alumni Association Board of Directors and the Alumni Association.
- B. Serve on at least one (1) standing committee with the exception of the Vice-Presidents (who serve on the Executive Committee).
- C. Support Franklin Pierce University financially by making at least one (1) contribution to the Franklin Pierce University Pierce Fund in each fiscal year. The amount of such contribution is at the discretion of the individual board member.
- D. Engage non-members of the Board of Directors to become involved in activities and committees of the Alumni Association.

## Section 5 – Regular Meetings of the Alumni Association Board of Directors

- A. Regular meetings of the Alumni Association Board of Directors shall be held a minimum of three (3) times per calendar year on such dates and times as are jointly established by the Board of Directors and the Alumni Relations Office.
- B. The annual organization meeting shall be the next scheduled board meeting after the meeting at which elections are held for Alumni Association Board Members and Officers. Newly elected board members and officers shall take the positions at the organizational meeting.
- C. Meeting dates, times, and locations shall be posted on the alumni web site.
- D. A regular meeting shall be called to order and conduct business so long as a simple majority of actively serving board members (not including those on leave) is present.

## Section 6 – Special Meetings of the Alumni Association Board of Directors

- A. A special meeting of the Alumni Association Board of Directors may be called at any time by the President of the Alumni Association or upon written request from at least six (6) members of the Board of Directors to discuss a specific issue.
- B. The specific issue to be discussed must be clearly stated in the request for the special meeting.
- C. The meeting date shall be established by the President of the Alumni Association when the formal request is received.
- D. The Alumni Office shall announce the special meeting in writing with no less than two (2) weeks' notice to the members of the Board of Directors.
- E. No less than one-half (1/2) of the members of the Alumni Association Board of Directors shall constitute a quorum at the special meeting (not including those on leave of absence).



## **Article III. Director Election**

### **Section 1 – Communication of Openings**

Openings for seats on the Alumni Association Board of Directors shall be communicated to the entire alumni population no later than 120 days prior to the election. Such communication shall include print media, internet notification, and social media sites as determined by the Membership, By-Laws, and Elections Committee.

### **Section 2 – Self-nomination**

Eligible alumni wishing to be considered for nomination should complete the self-nomination form on the Alumni Association web page no later than 60 days prior to the election.

### **Section 3 – Review of Self-nominations**

The Membership, By-Laws, and Elections Committee will review all self-nominations for proper eligibility no later than 30 days prior to the election.

### **Section 4 – Election Process**

- A. Elections for the Alumni Association Board of Directors will take place during the Spring Meeting.
- B. The following will serve as electors: (1) members of the Alumni Association Board of Directors in good standing and not on a leave of absence; (2) alumni volunteers who have attended at least two Alumni Association Board of Directors meetings in the year preceding the election, either in person or electronically; (3) alumni members of the Franklin Pierce University Board of Trustees, including any emeritus members.
- C. The Membership, By-Laws, and Elections Committee will prepare a ballot for distribution to the electors. The ballot will list all approved candidates in alphabetical order. Incumbent candidates will be indicated accordingly. The ballot will be distributed to the

electors no later than two (2) weeks prior to the spring meeting. Supporting material as determined by the Membership, By-Laws, and Elections Committee will be provided to the electors along with the ballot.

- D. Electors who are unable to attend the spring meeting may still serve. The Membership, By-Laws, and Elections Committee will make appropriate arrangements for those electors to cast their ballots.
- E. Election results will be tabulated at the spring meeting by three (3) designated members of the Alumni Association Board of Directors. Ballot counters will be chosen by the chair of the Membership, By-Laws, and Elections Committee and the President of the Alumni Association Board of Directors. The results of the election will be certified by the full Alumni Association Board of Directors immediately following the tabulation.
- F. The results of the election will be communicated to the membership of the Alumni Association by the chair of the Membership, By-Laws, and Elections Committee no later than thirty (30) days after the spring meeting. Two forms of electronic communication will be used for this purpose.
- G. The candidates will be notified of the election results by the President of the Alumni Association Board of Directors and the chair of the Membership, By-Laws, and Elections Committee within one (1) week after the spring meeting. Newly elected board members will receive appropriate orientation material within thirty (30) days of the spring meeting.
- H. Newly elected board members shall take their seats at the next regularly scheduled board meeting after the election. If a newly elected board member is not able to take his/her seat, the seat will be given to the runner-up. If there is no runner-up the provisions of Article IV will apply.

## **Article IV. Director Appointment**

### **Section 1 – Circumstances**

Appointments to the Alumni Association Board of Directors shall only be made in the following circumstances:

- A. An available seat is not filled by the regular election process (see Section 3, H, below), or
- B. A director resigns, is removed under Article V, below, or is otherwise no longer able to fulfill his/her duties as a board member.

### **Section 2 – Term**

In the case of Section 1, A, above, the appointment shall be for the full three (3) year term of the unfilled seat. In the case of Section 1, B, above, the appointment shall be for the remaining portion of the term of the director being replaced.

### **Section 3 – Process**

- A. An open position on the Board of Directors to be filled by appointment shall be announced as stated in Article III, Section 1, above, except that the 120 day interval shall not apply.
- B. The deadline for submitting self-nominations shall be two (2) weeks from the date of the announcement of the vacancy.
- C. Within two (2) weeks of the deadline for submitting self-nominations, the Executive Committee of the Alumni Association Board of Directors shall review all self-nominations received and determine which candidate(s) shall be submitted to the full Board of Directors for a vote.
- D. Biographical information on the candidate(s) shall be provided to the full Board of Directors no later than one (1) week prior to the meeting at which the voting is to take place.

- E. Voting by the full Board of Directors shall take place at the next regularly scheduled board meeting or at a special board meeting as determined by the Executive Committee. A two-thirds (2/3) vote of the board members attending the meeting is required for approval of the appointment.
- F. The President of the Alumni Association shall notify the candidate(s) of the result of the election within one (1) week of the meeting at which the voting takes place. The newly appointed member(s) shall assume their duties immediately upon notification by the President of the Alumni Association.
- G. Orientation materials shall be sent to the newly appointed board member(s) by the Alumni Office within two (2) weeks after the candidate(s) have been notified of the results by the President of the Alumni Association.
- H. In the event that the opening(s) on the Alumni Association Board of Directors are the result of a seat(s) not being filled by the normal election process, the Alumni Association Board of Directors may fill the opening(s) at the Spring Meeting where the regular election has taken place if qualified candidates are available at that time.

## **Article V. Director Attendance and Leave of Absence**

### **Section 1 – Attendance**

- A. A board member who misses three (3) meetings at any point during a three (3) year term of office will be deemed to have resigned from the Board of Directors and may be replaced under the procedures specified in Article IV. Exceptions will be made in the event of last minute illness or emergency involving the board member or a member of a board member's family.
- B. A board member may attend two (2) meetings per program year (June 1 to May 31) via electronic means. A request to attend a

meeting electronically must be made to the President of the Alumni Association no later than one (1) day prior to the meeting. An exception will be made in the event of last minute illness or emergency involving the board member or a member of the board member's family.

## Section 2 – Leave of Absence

- A. A board member or officer may request a leave of absence for a period not greater than six (6) months. Such request must be made in writing to the President of the Alumni Association. If the officer requesting the leave of absence is the President, the request shall be directed to the Alumni Relations Director.
- B. Approval of the request will be determined by the Executive Committee on a case by case basis. The Executive Committee will make a decision on the request within two (2) weeks of receipt of the request by either the President or Alumni Relations Director.
- C. The President will provide written approval or denial of the request within two (2) weeks of the decision by the Executive Committee. If the request was for a leave of absence by the President, the written approval or denial will come from the Alumni Relations Director.
- D. Only one (1) leave of absence shall be granted to a board member or officer in any term of office.
- E. In the event of an officer being granted a leave of absence, the Executive Committee shall appoint an interim chair of that officer's committee for the leave of absence period. If the officer being granted a leave of absence is the President, the Executive Committee shall choose an interim President as well as an interim chair for the committee of the officer who will be interim President. In the event of a tie choosing the interim President, the Alumni Relations Director shall break the tie.
- F. With respect to any of the above paragraphs in this section, should the position of Alumni Relations Director be vacant, the

Vice-President for Institutional Advancement shall perform the specified functions.

## **Article VI. Director Removal**

### **Section 1 – Reasons**

- A. A member of the Alumni Association Board of Directors may be removed for the following reasons:
1. Failure to perform the duties required of committee members of any committee on which the board member is serving.
  2. Failure to abide by the by-laws of the Alumni Association.
  3. Failure to act or conduct oneself in a professional manner while acting as a member of the Alumni Association Board of Directors or committing any act that reflects negatively on the Alumni Association Board of Directors or Franklin Pierce University.
  4. Failure to act in accordance with the Franklin Pierce University Code of Conduct, Alcohol and Drug Policies, and the Franklin Pierce University Sexual Harassment Policy. All new board members must sign the Code of Conduct at the start of their term on the board.

### **Section 2 – Process**

- A. A motion to remove a member of the Alumni Association Board of Directors must be approved by a three-fourths (3/4) vote of the entire Board of Directors (not including any board members on leave of absence).
- B. Upon approval of a motion to remove a member of the Alumni Association Board of Directors a hearing date will be established for examination of the issues involved.

- C. A minimum of two (2) weeks' notice of the date, time, and location of the hearing will be provided to the members of the Alumni Association Board of Directors (not including any board members on leave of absence).
- D. The required quorum for the hearing shall consist of one-half (1/2) the members of the board (not including any board members on leave of absence but including the board member being considered for removal).
- E. A three fourths (3/4) written ballot vote of the members present at the hearing shall be required for removal of the board member.
- F. The member being considered for removal shall be notified in writing by the President of the Alumni Association of the decision within seven (7) business days of the hearing unless the member being considered for removal was present at the hearing.
- G. If the board member is removed, his/her remaining term may be filled by appointment under the procedures specified in Article IV, above.

## **Article VII. Officers of the Alumni Association**

### Section 1 – Names of Officers

The officers of the Alumni Association shall be the President, Vice-President of External Relations, Vice-President of Academic Relations, Vice-President of Membership, By-laws, and Elections, and the Vice-President of Alumni Reunion Weekend. These officers shall constitute the Executive Committee of the Alumni Association Board of Directors. Other officers may be appointed by the Board of Directors when deemed necessary to execute the objectives and purpose of the Alumni Association.

### Section 2 – Officer Term Limits

- A. The officers shall be elected for a term of two (2) years.
- B. If the President-elect is serving the last year of his/her first three (3) year term at the time of election, his/her term of office on the Alumni Association Board of Directors shall be extended for the duration of his/her term as President. A President elected under these circumstances will retain his/her eligibility for a second three (3) year term at the end of his/her term as President. If the President-elect is serving the last year of his/her second three (3) year term at the time of election, he/she must step down from the Alumni Association Board of Directors at the end of his/her term as President for the one (1) year waiting period before being eligible for appointment or re-election to the board.
- C. The officers of the Alumni Association Board of Directors shall be elected for staggering terms so that the entire Executive Committee is not replaced at the same time.

### Section 3 – Election of Officers

- A. Self-nominations for officer of the Alumni Association shall be directed to the Vice-President of Membership, By-laws, and Elections by such date as is announced by the Vice-President of Membership, By-laws, and Elections.
- B. Only Alumni Association Board Members who have served for at least one (1) year are eligible to submit self-nominations for positions as officers of the Alumni Association.
- C. The Membership, By-laws, and Elections Committee shall prepare a ballot for each position where more than one (1) nomination has been received.
- D. The slate of candidates for officer positions shall be sent in writing to the members of the Alumni Association Board of Directors no less than one (1) week prior to the meeting when the voting is to take place along with appropriate biographical information for each candidate.



- E. The election of officers of the Alumni Association shall be held at the same meeting as the election of members of the Board of Directors. A simple majority of the board members present shall be sufficient for election. In the event of a tie, the President of the Alumni Association shall cast the deciding vote.
- F. If a newly elected officer is not able to take his/her seat the position will be given to the runner-up. If there is no runner-up, the full Alumni Association Board of Directors will fill the position by appointment.

#### Section 4 – Responsibilities of the President

- A. Preside at all meetings of the Alumni Association and the Alumni Association Board of Directors
- B. Serve as chair of the Executive Committee
- C. Ensure that the members of the Board of Directors fulfill their roles and responsibilities
- D. Represent the Alumni Association at University events as requested
- E. Function as liason between the Alumni Association and the Board of Trustees of the University
- F. Oversee communications to alumni on behalf of the Alumni Association and the Alumni Association Board of Directors
- G. Serve as ex-officio member of all committees of the Alumni Association
- H. The President of the Alumni Association shall only vote on any motion before the Alumni Association Board of Directors in the event of a tie.
- I. Other duties as assigned by these by-laws, directed by the Board of Directors, or requested by the administration of Franklin Pierce University.
- J. At the conclusion of the President's term of office, he or she will remain on the Executive Committee for a period of one year in a non-voting capacity.

## Section 5 – Responsibilities of the Vice-Presidents

- A. Serve as chair of their designated committee with accountability for carrying out the functions of that committee as specified in Article VIII, below
- B. Submit a written report to the President of the Alumni Association no less than two (2) weeks prior to every meeting of the Alumni Association Board of Directors outlining the progress of the committee in meeting its objectives.
- C. Prepare an annual committee report for presentation and discussion at the retreat meeting of the Alumni Association Board of Directors to include the following:
  - 1. Specific goals and action plans for the upcoming program year
  - 2. Successes and opportunities evaluated from the previous program year
- D. Represent the Alumni Association at University events as requested

## Section 6 – Removal

- A. An officer of the Alumni Association may be removed for the same reasons stated in Article VI, Section 1, above, for removal of a director.
- B. A unanimous vote of the Executive Committee is required for removal of an officer, and the removal shall be effective immediately after such vote is taken. The President of the Alumni Association shall notify the removed officer of the reasons for the removal within one (1) week of the vote by the Executive Committee.
- C. Replacement of the officer removed shall be governed by Article IV, Section 3, of these by-laws.
- D. The removed officer shall have the right of appeal to the full Board of Directors. Such appeal must be made in writing to the President within one (1) week of receipt of the written notification from the President. The appeal will be heard at the next regularly scheduled

meeting of the Alumni Association Board of Directors. A unanimous vote of the full Board of Directors is required for reinstatement, excluding members of the Executive Committee.

## **Article VIII. Committees of the Alumni Association**

The work of the Franklin Pierce University Alumni Association shall be carried out through the following standing committees. Ad-hoc or special committees may be created as deemed necessary by the Alumni Association Board of Directors.

### Section 1 – Committee Membership

- A. Every member of the Alumni Association Board of Directors not on the Executive Committee is required to serve on one (1) standing committee.
- B. Newly elected members of the Alumni Association Board of Directors shall be given the opportunity to choose the committee they wish to serve on (with the exception of the Executive Committee) prior to taking office. The method for accomplishing this shall be determined by the President of the Alumni Association.
- C. Alumni of Franklin Pierce University who are not members of the Board of Directors are eligible to serve as volunteer members of the committees of the Alumni Association with the exception of the Executive Committee

### Section 2 – Executive Committee

- A. Consists of the officers of the Alumni Association and the Director of Alumni Relations (ex-officio).
- B. The President of the Alumni Association serves as chair of this committee.
- C. Responsible for
  - 1. Serving as liaison with the Alumni Office and other administrators of the University as required

2. Representing the Alumni Association and/or the Alumni Association Board of Directors when requested by the Alumni Office and other administrators of the University as required
  3. Meeting periodically to monitor the progress of the Alumni Association and the Alumni Association Board of Directors
- D. A vacancy on the Executive Committee shall be filled as follows:
1. In the event of a vacancy in the office of President, the Executive Committee shall choose a replacement from within the Executive Committee. In the event of a tie vote, the Alumni Relations Director shall break the tie. If the position of President cannot be filled from within the Executive Committee, an election shall be held from within the members of the Alumni Association Board of Directors. Self-nominations for such an election must be submitted to the Vice-President of Membership, By-laws, and Elections within seven (7) business days from the date of announcement of the election. The election shall take place within fourteen (14) days after the close of self-nominations.
  2. A vacancy in the position of any Vice-President shall be filled following the procedure in Article IV, Section 3, above, with the exception that the election may be held at the next regular board meeting or at a special meeting as determined by the Executive Committee.

### Section 3 – Academic Relations Committee

- A. The Vice-President of Academic Relations serves as chair of this committee
- B. Responsible for
  1. Assisting the Admissions Office when requested in efforts to recruit students

2. In cooperation with the Alumni Office and the Office of Career Planning and Placement, operate the Alumni Association Mentoring Program
3. Plan and present networking opportunities for current students and alumni and encourage participation in such events
4. Collaborate with the Alumni Office and representatives from the College of Graduate and Professional Studies to provide programming for Satellite Campus alumni
5. Manage the Alumni Association Scholarship Program in cooperation with the Alumni Office and the Office of Student Financial Services

#### Section 4 – External Relations Committee

- A. The Vice-President of External Relations serves as chair of this committee
- B. Responsible for
  1. Assisting the Alumni Office in planning and scheduling of receptions, chapter events, and other special events and engaging alumni and friends of the University to attend.
  2. Managing and monitoring the progress of approved affinity programs in cooperation with the Alumni Office, reporting to the Board of Directors regarding same, and seeking new affinity programs for approval and implementation by the Alumni Office
  3. Providing leadership, oversight, and support to the various Alumni Association chapters in collaboration with the Alumni Office
  4. Creating and supporting specialized outreach committees for specific populations of alumni in conjunction with the Alumni Office

#### Section 5 – Membership, By-laws, and Elections Committee

- A. The Vice-President of Membership, By-laws, and Elections serves as chair of this committee and also functions as Parliamentarian of the Alumni Association Board of Directors based on Robert's Rules of Order.
- B. Responsible for
  - 1. Proposing or reviewing proposed changes to the by-laws and submitting recommendations for same to the Alumni Association Board of Directors according to Article IX, below
  - 2. Communicating the by-laws to the alumni through channels deemed appropriate by the Alumni Association Board of Directors and the Alumni Office
  - 3. Coordinating nominating efforts for candidates for election to the Alumni Association Board of Directors and as officers of the Alumni Association
  - 4. Overseeing the election procedures as specified above in Article V and in Article VII, Section 3
  - 5. Making every effort to insure equal representation from each decade of alumni on the Alumni Association Board of Directors
  - 6. Working in conjunction with the Alumni Office and the entire Alumni Association Board of Directors to recruit alumni as volunteers for Alumni Association committees and for positions on the Alumni Association Board of Directors
  - 7. Administer the Alumni Association Awards Program, including publicizing, choosing the recipients of, and presenting the Alumni Association Awards. The specific procedures for carrying out these functions shall be determined by the committee.

#### Section 6 – Alumni Reunion Weekend Committee

- A. The Vice-President of Alumni Reunion Weekend serves as chair of this committee.
- B. Responsible for
  - 1. Collaborating with the Alumni Office to plan events for Alumni Reunion Weekend
  - 2. Assisting the Alumni Office in engaging alumni to volunteer as class agents and class correspondents as well as to participate in Alumni Reunion Weekend events
  - 3. Actively work with the Alumni Office to support the execution of Alumni Reunion Weekend activities and provide feedback regarding such activities

## **Article IX. Amendment and Suspension of By-Laws**

- A. Any alumnus of Franklin Pierce University may submit a proposed change in these by-laws to the Vice-President of Membership, By-laws, and Elections.
- B. The Membership, By-laws, and Elections Committee shall review proposed changes and determine if the proposed change shall be submitted to the Alumni Association Board of Directors for consideration.
- C. An affirmative vote of two-thirds (2/3) of the Alumni Association Board of Directors is required for approval of a by-law change.
- D. By-law changes approved by the Alumni Association Board of Directors require confirmation by the general membership of the Alumni Association. Such confirmation requires a two-thirds (2/3) vote of alumni attending any of the following meetings:
  - 1. The annual meeting of the Alumni Association
  - 2. A special meeting of the Alumni Association called for the purpose of amending the by-laws in accordance with the provisions of Article III, Section 2, above

3. The Spring Meeting of the Alumni Association Board of Directors where election of members of the Alumni Association Board of Directors occurs.
- E. Any provision of these by-laws may be suspended on a temporary or emergency basis by a two-thirds (2/3) vote of the members of the Alumni Association Board of Directors present at a regular or special meeting. Such suspension shall only be effective for the duration of the meeting at which the suspension occurs.

### **Article IX. Effective Date**

These by-laws shall take effect immediately upon ratification as specified in Article IX, Section D, above.