

SNU Alumni Association

By Laws
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**BY-LAWS
SOUTHERN NAZARENE UNIVERSITY
ALUMNI ASSOCIATION**

ARTICLE I: NAME

The name of this association shall be the Southern Nazarene University (or SNU) Alumni Association, hereafter also referred to as the Association.

ARTICLE II: PURPOSE

The purpose of the Association is to foster loyalty and pride in SNU and to cultivate the spirit of continuing Christian community among alumni and friends of Southern Nazarene University. In fulfilling this purpose the Association is subject to the direction and control of the President and Board of Trustees of Southern Nazarene University, and its operating principles and fiscal policies and procedures shall be consistent with those of SNU.

ARTICLE III. MEMBERSHIP

Members of the SNU Alumni Association shall include:

- all graduates, former students, honorary alumni and honorary degree recipients of the University in its present or past institutional forms;
- all members of the faculty, staff and administration of SNU;
- other individuals selected for membership by vote of the SNU Alumni Association Board of Directors or Executive Committee in recognition of their commitment to SNU.

ARTICLE IV. SHARED LEADERSHIP OF ASSOCIATION

Leadership of the affairs of the Association shall be the shared responsibility of the Director of Alumni Relations, who shall be an employee of SNU appointed by and subject to the direction of the President of SNU, and the Board of Directors of the SNU Alumni Association, whose members volunteer their time and talents to advance the Association's purpose.

ARTICLE V. OFFICE OF ALUMNI RELATIONS

There shall be a full-time Office of Alumni Relations on the campus of SNU managed by the Director of Alumni Relations and administered by the Alumni Relations staff, who shall be employees of SNU. Coordination of the ongoing affairs of the Association shall be the responsibility of this office and staff, working in conjunction with the volunteer efforts of Association members.

ARTICLE VI. BOARD OF DIRECTORS

SECTION 1. PURPOSE

The Board of Directors of the SNU Alumni Association (hereafter also referred to as the Board) is the legislative body of the Association and the primary organizational vehicle through which volunteer service and activities are planned on behalf of the Association. The Board serves the alumni constituency and the University through the Office of Alumni Relations in planning activities, granting awards, conducting elections, and guiding other operations of the Association in order to fulfill the Association's purpose.

SECTION 2. COMPOSITION

The Board shall consist of 33 members the year the past president serves and 32 members the other years; 19 elected, 9 appointed, and 5 ex officio. The 19 elected members shall be:

- a President, a Vice President, and a Secretary of the Association
- Ten (10) District Representatives, one from each district of the South Central Educational Region
- One (1) Professional Studies Representative
- One (1) Graduate Studies Representative
- Four (4) At Large members with specific emphasis
 - Special Projects
 - Administrative Assistance
 - Homecoming
 - Fundraising

The nine (9) appointed members shall be:

- Non-SNU Regional Chapter Representatives, one from each chapter in existence

The four (5) ex officio members shall be:

- the immediate past president of the association
- SGA President or student representative
- the SNU Director of Alumni Relations
- the SNU Vice President of University Advancement
- the SNU Associate Vice President for University Advancement

SECTION 3. MEETINGS AND VOTING

The Board shall meet, either in person or via teleconference, at the call of the President or the Director of Alumni Relations. Votes may be conducted within meetings or via mail or fax ballot outside of meetings. No quorum is specified for meetings to occur, but voting is not valid without the participation of at least **16** members of the Board.

SECTION 4. DUTIES OF MEMBERS OF BOARD

In addition to planning and legislative functions, members of the Board shall have duties as follows:

- Officers shall have duties as outlined in Article VII of these Bylaws.
- District Representatives and Chapter Representatives shall work with the Director and staff of Alumni Relations and the Vice President of the Association to promote, plan and implement local activities and chapters of the Association, as outlined in Article IX Section 3.
- Where chapters are in existence or planned, district representatives serve as chapter representatives as well. Representatives may choose to recruit an event coordinator for a specific event; however, the district/chapter representative is responsible for reporting to the board and working with the Office of Alumni Relations to ensure the events' success.
- At Large Representatives shall work with the Director and staff of Alumni Relations and the Secretary of the Association to support the work of Class Agents and On-Campus events, as outlined in Article IX Section 4.
- Professional Studies and Graduate Studies shall work with the Director and staff of Alumni Relations and the Vice President of the Association to engage graduates from these areas in alumni events.
- SGA President will inform the board of student activities and work with the Director to encourage alumni/student interaction.
- All members are encouraged to assist University personnel in student recruitment and university advancement efforts.

SECTION 5. EXECUTIVE COMMITTEE

The executive authority of the SNU Alumni Association shall be in an Executive Committee, which shall be comprised of the officers of the SNU Alumni Association, Vice-President of University Advancement, Associate Vice-President for University Advancement, and the Director of Alumni Relations. The Executive Committee shall meet at the call of the President, the Director of Alumni Relations, or any three (3) other members of the Executive Committee. The Executive Committee shall serve as the legislative body between meetings of the Board of Directors.

SECTION 6. OTHER COMMITTEES

Other standing committees and ad hoc committees may be appointed by the President and the Director of Alumni Relations.

ARTICLE VII. OFFICERS OF ASSOCIATION AND BOARD

SECTION 1. OFFICERS

The officers of the SNU Alumni Association and Board of Directors shall be a President, Vice-President, Secretary, and Alumni Representative to the SNU Board of Trustees.

SECTION 2. DUTIES OF PRESIDENT

The President shall be the chief executive officer of the Association and shall preside over meetings of the Association, the Board, and the Executive Committee, serving as Chairperson; serve as ex officio member of the Board of Trustees of Southern Nazarene University; and represent the SNU Alumni Association at functions and activities which reflect the needs and purposes of this Association.

SECTION 3. DUTIES OF VICE PRESIDENT

The Vice-President shall act in the absence of the President and shall succeed the President for the remainder of any term the President cannot fulfill. The Vice-President will be the officer responsible for helping to support local activities and chapters and special class activities and Class Agents (see Article IX, Sections 3 and 4).

SECTION 4. DUTIES OF SECRETARY

The Secretary shall keep the minutes of all meetings of the Executive Committee and Board of Directors and shall see to it that such minutes are distributed to the members of those bodies. The staff and resources of the Office of Alumni Relations shall be utilized in fulfilling these responsibilities.

ARTICLE VIII. ELIGIBILITY, ELECTION, AND TERMS OF OFFICE OF BOARD MEMBERS AND OFFICERS

SECTION 1. NO DISCRIMINATION

The SNU Alumni Association shall not discriminate on the basis of handicap, race, color, national origin or gender in any nomination or election or in any policy, practice or procedure.

SECTION 2. ELIGIBILITY

Officers and Board members must be graduates or former students of SNU. The President and Vice-President must be members of the Church of the Nazarene.

SECTION 3. NOMINATION AND ELECTION PROCESS

Board members and officers, excluding off-region chapter representatives, are elected annually prior to July 1 by simple majority vote of all members of the Board of Directors from one or more nominations per position presented to the Board by the Executive Committee. The Director of Alumni Relations appoints off-regional chapter representatives with approval by the Executive Committee. Such nominations shall be reviewed and approved by the President of SNU prior to being presented to the Board for election.

All Board members are encouraged to actively seek out suggestions for nominees from the Association's membership and provide these suggestions to members of the Executive Committee to assist in the nomination process. Consistent with the three-year terms of office defined in the following section, the filling of positions will be scheduled to elect approximately one-third of the Board each year.

The SNU student body elects the SGA President under the leadership of the Office of Student Development.

SECTION 4. TERMS OF OFFICE

Directors and officers shall be elected for terms of three years, such terms to commence July 1 following their election. No person shall be elected to more than two consecutive three-year terms in the same office/capacity. Terms of office expire June 30 at the conclusion of three years of service. Non-SNU regional chapter representatives serve for three-year terms as other board members.

SECTION 5. RESIGNATIONS

Any Board member or officer desiring to resign should do so by giving written notice to both the President of the Association and the Director of Alumni Relations. Such a resignation may take effect at the time of notice or at such later date as mutually determined by the individual resigning, the President, and the Director of Alumni Relations.

SECTION 6. REMOVAL FROM OFFICE

Any Board member or officer may be removed by a two-thirds majority vote of all members of the Board of Directors; such vote shall be conducted by secret ballot. Notice of a proposed removal shall be provided in writing to all Board members a minimum of seven days prior to the vote.

SECTION 7. FILLING OF VACANCIES

Vacancies in the offices of President and Vice President shall be filled by majority vote of the entire Board of Directors from one or more nominations per position presented to the Board by the Executive Committee. Such nominations shall be reviewed and approved by the President of SNU prior to being presented to the Board for election. Vacancies in any other positions may be filled by appointment by the President of the SNU Alumni Association after consultation with all other members of the Executive Committee and the President of SNU. Any vacancies filled by election or appointment in accordance with this by-laws section shall be only for the completion of the existing term for that position. An individual's service under these circumstances shall have no effect on his/her eligibility to subsequently be elected to two full consecutive three-year terms in that same position as provided in Article VII, Section 4 of these by-laws.

ARTICLE IX: ASSOCIATION ACTIVITIES AND MEETINGS

SECTION 1. PURPOSE

The underlying purpose of activities and meetings conducted under the auspices of the Association shall be consistent with the purpose of the Association as outlined in Article II of these Bylaws.

SECTION 2. GENERAL ACTIVITIES

Working with the University, the Association shall sponsor alumni-oriented activities at Homecoming, Commencement, General Assembly, Lay Conferences, sports tournaments, and other venues in which large gatherings of SNU alumni and friends are conducive to functions that will support the Association's purpose.

SECTION 3. LOCAL ACTIVITIES AND CHAPTERS

The Association will work with alumni in cities throughout the United States to help sponsor "local" gatherings of alumni and friends of SNU in support of the Association's purpose. Where there is interest in doing this on a regular basis in a city or area, a local chapter of the SNU Alumni Association is authorized and encouraged. Such local activities and chapters of the Association will be supported in planning and implementation by the Director and staff of Alumni Relations and by the Vice President of the Association and the Board's District or Region Representative in whose area the activity will occur.

SECTION 4. CLASS ACTIVITIES AND AGENTS

Prior to graduation - and subsequently as required by vacancies - classes will be encouraged by the Association to select one or more Class Agents to publish class newsletters, plan class reunions, and hold other activities consistent with the purpose of the Association. Support for these efforts will be provided by the Director and staff of Alumni Relations and by the Vice President of the Association and the At-Large members of the Board.

SECTION 5. ALUMNI PUBLICATION

Southern Lights shall be the official publication of the SNU Alumni Association. Working with the University President and the SNU Vice President of University Advancement, the Director of Alumni Relations shall serve as Editor of Southern Lights. Association officers and Board members and Class Agents will be identified in Southern Lights and will be encouraged to support Southern Lights through submission of news, materials, and ideas.

SECTION 6. ALUMNI HOUSING

The Association shall strive to provide for affordable, high-quality, on-campus or near-campus accommodations for alumni visiting SNU. Referrals and rate agreements may supplement association- or University-owned facilities with other facilities in the area. This service shall be the responsibility of the Director of Alumni Relations and the Alumni Relations staff.

ARTICLE X: ASSOCIATION AWARDS

SECTION 1. HONORARY ALUMNI AWARDS

The Board of Trustees of Southern Nazarene University may authorize Honorary Alumnus Awards. The selection committee for such awards shall include the Alumni President.

SECTION 2. SELECTION PROCESS

The Executive Committee shall serve as the selection committee for awards bestowed by the SNU Alumni Association, including the annual Outstanding Alumni Awards, the Heritage Award, and the University Awards (formerly known as the "B" Awards) and any other awards determined by the Association.

SECTION 3. NOMINATION PROCESS

Nominations for all awards may be submitted by any member of the Association and shall be made to the Executive Committee or the Office of Alumni Relations, who will keep nominations on file and submit names for consideration.

SECTION 4. GENERAL CRITERIA

General Criteria of Qualifications for Alumni Award Nominations:

- The recipient must be a former student, not necessarily graduate, unless prescribed by the individual award and/or citation.
- The alumnus/alumna must have demonstrated outstanding achievement in his/her profession, business, vocation, or life service of such nature as to justify pride on the part of the SNU community for its part in the contribution.
- The alumnus/alumna must have evidenced continuing interest in SNU in such manner as to merit receipt of the award. It is not intended that the amount of financial contribution should be a determining factor.
- Documentation of the nominee's contributions and achievements should be in the form of a resume. Other supportive data indicative of the nominee's achievements on the community, state, national, or international level may accompany the resume, i.e., press clippings, magazine articles, media tapes, letters of recommendation, citations, etc.

SECTION 5. OUTSTANDING ALUMNI AWARDS

The Outstanding Alumni Awards shall meet the above General Criteria with the annual awarding not to exceed ten for any given year. Recommendations may be made on the basis of recent distinguished service or that rendered over an extended period of time. Recipients may receive the award more than once.

SECTION 6. HERITAGE AWARDS

Heritage Award recipients shall meet the above General Criteria with the following explanation and exception: The Heritage Award is the highest award bestowed by the SNU Alumni Association based on evidence of personal dedication, service, reflection of Christian ideals, and extended contributions of the SNU Community. Membership in the SNU Alumni Association is not a prerequisite for consideration of nominees. Recipients may not receive the award more than once, and is reserved for persons with a minimum accrued service of 25 years.

SECTION 7. UNIVERSITY AWARDS

University Award recipients shall meet the above General Criteria, with the following stipulations: A recipient must be a graduate of Southern Nazarene University or one of her former institutions, a graduate of a least ten (10) years, and may not receive the University Award more than once.

ARTICLE XI. AMENDMENTS TO BYLAWS

These Bylaws may be amended at any time by a two-thirds (2/3) vote of the entire membership of the Board of Directors of the SNU Alumni Association, contingent upon the concurrence of the Executive Committee of the SNU Board of Trustees.