



BYLAWS OF THE HUNTINGTON UNIVERSITY ALUMNI BOARD

The Huntington University Alumni Board – Connecting our alumni, students, faculty/staff and communities

I. Objectives

The Bylaws are written to support the Constitution of the Huntington University Alumni Association. They are to serve as a tool to help implement the objectives of the Constitution.

II. Board Membership

A. Qualifications and Commitments.

1. Each Board member shall be committed to Huntington University, its mission and goals, the Alumni Association, and most importantly, to the service of Jesus Christ, our Lord.
2. Each Board member shall, to the best of his or her ability, carry out the goals of the Constitution by actively and regularly participating in Alumni Board meetings and events and in personal financial support.
3. Members shall use short and long-range vision and adequate and deliberate thought in decision-making, and shall properly prioritize and further the goals of the Association.

B. Filling Vacancies.

1. The Executive Committee, working in conjunction with the Director of Alumni Relations and Engagement, will recommend candidates to the Alumni Board to fill such vacancies as may exist from time to time.
2. The Executive Committee and the Director of Alumni Relations and Engagement may use their discretion in determining how prospective candidates will be identified, unless otherwise directed by the Alumni Board.
3. Reference the Constitution of the Huntington University Alumni Association, Article V, Sec. 5, Paragraph C.

C. Representation. Broad representation in terms of demographic considerations is encouraged.

D. Maintaining Standards.

1. Actions of Board members which may be viewed as inconsistent with the objectives of the Constitution of the Huntington University Alumni Association (including non-attendance) may require disciplinary actions by this Board.
2. All matters regarding disciplinary action will be reviewed by the Executive Committee.
3. Inquiries must be referred to the Executive Committee by the President of the Board and the Director of Alumni Relations and Engagement. Any other interested party raising a disciplinary issue must do so through one of these officers.
4. The Executive Committee recommendations need the approval of the Board before implementation.
5. Reference the Constitution of the Huntington University Alumni Association, Article II; Article V, Sec. 5, Paragraph B; Article V, Sec. 8.

III. Board Meetings.

A. "Timely" Notice.

1. Regular Board Meetings.
 - a. The schedule of regular Board meetings is to be announced at the first meeting of the annual cycle. Attendance at that meeting and/or receipt of the minutes of that meeting shall serve as "timely" notice of regular meetings.
 - b. The Director of Alumni Relations and Engagement will distribute reminders of the regular Board meetings, as a courtesy.
2. Special Meetings.
 - a. Approximately ten days advanced notice is considered timely notice of special meetings.
 - b. The President of the Board, the Director of Alumni Relations and Engagement, or a quorum of Board members may call a special meeting of the Alumni Board.

3. When timely notice is not provided, the attendance expectation cannot be enforced. The issue of quorum will determine whether official business of the Board can be conducted.
4. Reference the Constitution of the Huntington University Alumni Association, Article V, Sec. 7 & 8.

B. Minutes and Agendas.

1. The Board Secretary will submit the draft of the minutes to the Director of Alumni Relations and Engagement within two weeks after meetings, after which the Director will distribute the minutes to the Board.
2. Tentative agendas for meetings will be distributed with the reminder of the meeting.
3. Confirmed meeting agendas will be distributed at the meetings.

C. Rules of Order.

1. Normally recognized rules of order will be followed during the meetings.
2. The Board Vice President will serve as a parliamentarian in case of questions about the rules of order.

D. The first regular meeting of the Board shall be held within the first forty-five days of the annual cycle.

E. Reference the Constitution of the Huntington University Alumni Association, Article V, Sec. 7; Article V, Sec. 8.

IV. Management and Administration.

A. Election of Board Members.

1. Nomination Process.
 - a. Nominations will be solicited from the Association by May 1.
 - b. Nominations must be submitted by May 31.
 - c. A slate of nominees will be prepared by the Director of Alumni Relations and Engagement in consultation with the Executive Committee to be presented to the Alumni Board for review prior to the meeting where the vote will take place.

2. The Vote.
 - a. Alumni Board members will vote for new members with secret ballots.
 - b. The Director of Alumni Relations and Engagement will appoint someone to assist with the counting of the ballots.
 - c. The Director of Alumni Relations and Engagement will announce the winners.
3. Reference the Constitution of the Huntington University Alumni Association, Article V, Sec. 6.

B. Election of Board Officers.

1. Nomination Process.
 - a. The Director of Alumni Relations and Engagement will serve as the Chairman of the nomination process and will solicit Alumni Board Officer nominations from current Alumni Board members.
 - b. The Director of Alumni Relations and Engagement will present nominations to the Board for consideration. All candidates for office shall have served at least one year as an Alumni Board member.
 - c. The nominees for the President of the Alumni Board must be able to serve a minimum of two years. These nominations must be approved by the President of the University, since the Alumni Board President serves as a member of the University Board of Trustees.
 - d. The Director of Alumni Relations and Engagement will open the floor to nominations for Vice President, Secretary, and Executive Committee Member at Large.
 - e. Each nomination must be accepted by the nominee.
 - f. The Director of Alumni Relations and Engagement will entertain a formal motion and second that the nominations be closed.
 - g. A majority vote is required to close the nominations.
2. The Vote.
 - a. Members will vote for the President with secret paper ballots.

- b. The Director of Alumni Relations and Engagement will appoint someone to assist with the counting of the ballots.
 - c. The Director of Alumni Relations and Engagement will announce the winner.
 - d. The Director of Alumni Relations and Engagement will complete the process of electing the entire slate of officers prior to returning the meeting to the President of the Board.
3. Reference the Constitution of the Huntington University Alumni Association, Article VI, Sec. 2.

C. Committees.

1. Standing committee chair(s) will be appointed by the President of the Board.
2. Ad hoc committees and standing committees will be formed at the discretion of the Board.
3. Ad hoc committees will function as directed by the Board.
4. The chairpersons of all standing committees and all ad hoc committees will prepare a report of activities to the full Board at each regular meeting.
5. All committees should be made up of at least 33% Alumni Board members.
6. Reference the Constitution of the Huntington University Alumni Association, Article V, Sec. 9, Paragraph F; Article V, Sec. 10.

D. Standing Rules.

1. Any business conducted by the Board which results in a motion that binds the Board to activity that is to reoccur or that has a duration of more than one year shall systematically be recorded in a listing of standing rules by the Secretary of the Board. This will be presented at the first meeting of the annual cycle.
2. A standing rule shall be eliminated from the list when its objectives have been fulfilled or the Board chooses to rescind it.

V. Amendments & Effective Dates.

- A. The Bylaws may be amended by a two-thirds majority vote of the quorum at a regular meeting of the Board. Proposed changes must be announced with the reminder of the meeting.

B. Changes in the Bylaws will take effect as they are approved.

C. Reference the Constitution of the Huntington University Alumni Association, Article V, Sec. 11.

THIS DOCUMENT WAS ORIGINALLY APPROVED BY THE ALUMNI BOARD ON
MARCH 14, 1992. REVISED 1997, 2005, 2009, 2016, 2020