



## **CONSTITUTION**

### **ARTICLE I NAME**

1.1 The name of the Association shall be “University of North Alabama (UNA) National Alumni Association.”

### **ARTICLE II PURPOSE**

2.1 Serve and support alumni who have graduated from the University of North Alabama with programs and initiatives that are uniquely tailored to their professional needs and interests.

2.2 Recruit recent graduates to get involved with the UNA Alumni Association, Alumni Clubs, and Affinity Alumni Groups.

2.3 Encourage alumni and recent graduates to contribute their time, talent, and treasure to the continued enhancement of the campus community.

## **ARTICLE III MEMBERS**

3.1 All graduates of the University of North Alabama are members of the UNA Alumni Association. Anyone who has completed 24 credit hours and the year of their projected graduation has passed is considered an alumnus/alumna.

3.2 Honorary membership shall consist of the administrative officers, faculty, staff, and friends of the University of North Alabama not already qualified as members by the preceding section.

3.3 The Executive Board may confer honorary membership upon any person who has rendered distinctive service to the University of North Alabama.

## **ARTICLE IV OFFICERS**

4.1 The officers of the board, also considered as the Executive Committee shall consist of the following:

- President
- President-Elect
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer
- Alumni Club Advisor
- Faculty Advisor
- Staff Advisor
- Past Alumni Association President
- Director of Alumni Relations (by position)

4.2 All officers shall be elected annually by the Board of Directors at the last board meeting of the calendar year.

4.3 All officers shall serve a (1) year term and shall assume office on October 1 following their election.

## **ARTICLE V BOARD OF DIRECTORS**

5.1 The Board of Directors (Board) shall be composed of twenty-four (24) members, the Executive Board, and the immediate Past-President.

A. Board members shall serve a (3 year terms) beginning October 1 and officers are elected on an annual basis.

B. The Board meets quarterly, while the executive board will maintain bi-monthly meetings as needed.

5.2 The President (or a representative) of each active alumni club shall be a member of the Board of Directors.

5.3. The new officers, board appointees, and fiscal year budget will receive approval at the fall meeting.

5.4 Orientation for the new board appointees will take place in the spring.

5.5 The Board of Directors shall:

A. Represent the alumni membership as at-large members of the Association.

B. Regularly participate in meetings of the Board at Large Directors.

C. Nominate and elect honorary members of the Association.

D. Serve on Standing, Ad Hoc, and Special Committees as appointed.

## **ARTICLE VI**

### **ELECTIONS**

6.1 The Nominating Committee will present to the Board of Directors a slate of officers of the Executive Board and the pre-approved/accepted Board members names (eight Board members rotate off each year). The nominating committee will meet during the summer months.

#### **Nominating Committee**

*A.* Nominating Committee shall consist of the current UNA Alumni Association President, Second Vice-President, Director of Alumni Relations, and a minimum of three appointed Board members.

*B.* Nominations for officers and expiring Board positions shall be actively sought by the nominating committee from the membership of the UNA Alumni Association and the alumni constituency.

*C.* Nominating Committee shall present to the Association's membership one name for each office. Nominations also may be made from the floor at the fall annual meeting.

6.2 It is the responsibility of the Nominating Committee to explain to each candidate the responsibility of the office for which he or she is being considered and to receive a commitment to serve.

6.3. The Second Vice-President will serve as chair of the nominating committee.

## **Election Procedures**

- A.* President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer, Alumni Club Advisor, Faculty Advisor, and Staff Advisor shall be voted on at the fall annual meeting.
- B.* Officers' terms shall be one year, with the exception of the Secretary and Treasurer; they may be re-appointed. Board of Directors' terms shall be three years. Each year, eight new Board members shall be appointed and eight Board members may rotate off the Board unless the current member requests to remain on the board.
- C.* Members may choose to remain on the board of directors at the end of their 3-year term for (1) additional 3-year term.
- D.* Past board members must wait (1) 3-year term before applying for a new term on the board of directors.
- E.* All vacancies in elective offices shall be filled by the Executive Board. Resignation, if any, shall be accepted by the Executive Board.
- F.* The election shall be by ballot or by acclamation, as the Association may determine at the time.
- G.* Resignations occurring on the Board of Directors shall be filled by the Executive Board (as soon as possible) from an accrued working list provided by the membership committee.

## **ARTICLE VII**

### **DUTIES**

7.1 It shall be the duty of the President to preside over all meetings of the board, and of the Executive Committee, and shall have the power to vote on all issues.

7.2. The President shall have the power to appoint various standing committees or special ad-hoc committees necessary to carry out all activities relative to the functioning of the Alumni Association.

7.3 The President shall also serve as an ex officio member of all standing committees, except for the Executive Board, which he/she will chair.

7.3 It shall be the duty of the President-Elect to preside when the President is absent and to give the President wholehearted support in all of the activities of the Association.

7.4 It shall be the duty of the First Vice-President to serve as the Association liaison to alumni clubs and to preside if both the President and President-Elect are absent.

7.4 It shall be the duty of the Second Vice President to aid with recruitment and to bring recommendations to the board applicable to that constituency. The Second Vice President shall serve as chair of the Nominating Committee.

7.5 It shall be the duty of the Secretary to keep records of all board at large meetings, as well as meetings of the Executive Board. The President may appoint a recording Secretary if the secretary is not in attendance.

7.6 It shall be the duty of the Treasurer shall be responsible for evaluating and reporting on any income that is generated by the association. In addition, the Treasurer shall recommend a yearly budget for the Association and serve as the Chair of the Finance Committee.

7.7 The Director of Alumni Relations shall serve as the agent of liaison, communication, coordination, and administration in all matters pertaining to the mutual involvement of the University of North Alabama and the UNA Alumni Association.

## **ARTICLE VIII**

### **STANDING COMMITTEES**

8.1 Standing shall be appointed as needed by the UNA Alumni Association President.

8.2 The Board shall include the following standing committees:

- Executive Board
- Nominations Committee
- Homecoming Alumni Awards Committees
- Finance Committee
- Special Events/Projects Committee
- Student to Alumni Experience Committee

8.3 The Nomination Committee will identify and recruit alumni prospects for consideration to the UNA Alumni Association Board of Directors and present nominations for membership to the Board at the annual fall quarterly meeting.

8.5 The Homecoming Alumni Awards Committees review nominations and select recipients of the awards administered by the UNA Alumni Association at the annual Homecoming Alumni Awards banquet.

A. This includes the following awards:

- Lifetime Achievement
- Alumni of the Year
- Friend of the University
- Military Service
- Faculty/Staff Alumni Service

- Public Service
- Community Service
- Educator of the Year
- Young Alumni

B. The UNA Alumni Association President shall appoint a chair to oversee each nomination committee. The chair must currently serve on the Executive board or board of directors. The President will consult with the Director of Alumni Relations to assign current or past board members to serve on the nomination committees.

8.6 The Executive Board will consist of following: President, President-Elect, First Vice President, Second Vice President, Secretary, Treasurer, Alumni Club Advisor, Faculty Advisor, Staff Advisor, Past President, and Director of Alumni Relations.

8.7 The Nominating Committee will present to the Board of Directors a slate of officers of the Executive Board and the pre-approved/accepted Board members names (eight Board members may rotate off each year). The nominating committee will meet during the summer months.

8.8 The Finances Committee will help support the Alumni Association and University Strategic Plan to encourage alumni giving to the University of North Alabama.

A. The committee will review the association's financial statements, annual budget, external audit report, services/lease agreements, and other financial related matters. Additionally, the committee will give insight to business development opportunities related to sponsorships and affinity partnerships for the association.

8.9 The Special Events/Projects Committee will oversee and provide guidance for association sponsored events and projects that involve alumni and the community. The committee will also support association programs and events through attendance and promotion of programs.



8.10 All committees shall include a chairperson who is a current member of the board at large.

## **ARTICLE IX**

### **OPERATING EXPENSES**

9.1 The University of North Alabama Alumni Association shall solicit and pay funds needed for the operation of the Association.

9.2 The Office of Alumni Relations shall be supported fiscally by the University of North Alabama.

## **ARTICLE X**

### **MEETINGS**

10.1 The Board of Directors will meet in the spring, summer, and fall of each year for a quarterly meeting update on the state of the Association, University of North Alabama and to conduct appropriate business.

10.2 Special meetings may be called by the Executive Committee or by a petition signed by a majority of the members. The members will be notified by phone, or e-mail of special meetings by an executive board member or Office of Alumni Relations staff employee.

10.3 The Executive Committee shall meet as required, but at least monthly, and shall determine its own time, date, and location of meeting.

10.4 Announcements of the Executive Committee shall be publicized to the members of the Association through the Director of Alumni Relations.

10.4 Business may be transacted by a vote of two-thirds of the Board of Directors present.

**ARTICLE XI**  
**AMENDMENTS**

11.1 This Constitution may be amended by two-thirds vote of the members present at regular or special meetings provided that notice of the proposed amendment has been given to the members at least one month prior to the meeting.

11.2 Notice of proposed amendments or changes shall be made by mail or email to the Board of Directors of the UNA Alumni Association.

**ARTICLE XII**  
**DEFINITIONS**

12. 1. “Alumni Association Board” shall mean the governing body or representatives of the Association.

12. 2. “Board Member” shall mean a general member who has been selected to serve on the UNA Alumni Association Board of Directors.

12. 3. “Committee” shall be those bodies established by the Alumni Association Board on a needed basis or for a continuous period of time.

12. 4. “Affinity Group” is any group of alumni having a common interest or affiliation, whether through degree, major, ethnicity, etc.

12. 5. “Alumni Clubs” made up of alumni residing in the same city or geographical region, e.g., Atlanta, Birmingham, Nashville, etc.

12. 6. “Homecoming” is the major annual reunion of alumni at the University of North Alabama.

12. 7. “Alumni” An alumnus (masculine, plural alumni) or alumna (feminine, plural alumnae) is a former student or pupil of a school, college, or university.