

Chowan University
Alumni Council
Constitution and By-Laws
Adopted February 21, 2015

Article I – Name

The name of this organization shall be the Chowan University Alumni Council.

Article II – Mission

The Mission of the Chowan University Alumni Council is to serve, involve, celebrate, and inform Chowan alumni--while upholding the mission, goals, values, and Christian heritage of the University.

Article III – Alumni Defined

Chowan University Alumni: All former students, both graduates and non-graduates of Chowan University, Chowan College, and all those upon whom the University or College has awarded honorary degrees shall be deemed Chowan University alumni.

Article IV – Director of Alumni Relations

The Director of Alumni Relations is hired by Chowan University. The Director shall be responsible for the efficient operation of the Alumni Office and vigorous execution for the objectives and program of the Association and shall report in detail to the Alumni Council at each meeting of the Council. The Director shall be a non-voting, ex-officio member of the Council, and all standing and Ad hoc committees.

Article V – Alumni Council

Section 1. The Alumni Council shall consist of 20 members, including officers of the Council, who are appointed by the Chowan University President. Alumni Council members are recommended to the Chowan University President for consideration by the current Alumni Council and/or the Director of Alumni Relations. The President of the Talon Club (on campus future alumni club) shall have an open invitation to all Alumni Council meetings as a guest.

Section 2. Ex-officio members of the Alumni Council are: the Chairman of the Board of Trustees, the President of Chowan University, the Vice-President for Development, and the Director of Alumni Affairs.

Section 3. Council members shall be elected for a term of two years and may serve up to three consecutive terms, with three officers elected each year and will hold office until their successor has been elected and their election officially announced.

Section 4. The Alumni Council shall hold at least three meetings each year, one of these shortly prior to the annual Homecoming. The quorum for such meetings shall be considered to be a simple majority of the appointed members and officers.

Section 5. The duties of the Alumni Council members shall include the following:

- Serve as liaison to alumni and current students

- Promote and foster a spirit of fellowship among alumni
- Promote leadership and financial support for University priorities
 - Recruitment, public relations, fundraising, and etc.
- Increase the percentage of alumni involved in on- and off campus programs
- Identify and cultivate future alumni leaders
- Create a network of lifetime connections that promote spiritual, educational, volunteer and financial giving opportunities.
- Foster and advance the interests and welfare of Chowan University.

Article VI – Officers

Section 1. The officers of this Council shall be President, Vice President, and Secretary.

Section 2. No current member of the faculty or staff at the University is eligible to serve as an officer of the Council.

Section 3. The President, Vice President, and Secretary shall be elected biennially and shall hold office for two years, or until their successors have been elected and their election officially announced.

Section 4. The President, the Vice president, and the Secretary shall perform such duties as usually devolve upon such officers. The President and the Secretary shall report in detail to the Council at each meeting of the Council.

The President is the chief administrative officer of the Alumni Council and is responsible for directing its program, coordinating all phases of its operation, and coordinating its services. The President shall: provide leadership and preside at the meetings of the Council; and, assist in carrying out the aims and purposes of the Council in connection with the Alumni Office staff.

The Vice President shall serve at the direction of the President, accepting responsibility for supervision of various assignments as deemed necessary by the President.

The Secretary of the Council shall keep accurate minutes at the meetings of the Council and shall file copies with the Office of the Director of Alumni Relations within 30 days of any meeting. Said minutes shall be available to all members of the Council upon request.

Article VII – Removal from the Council

Section 1. Absences from more than 3 consecutive Council meetings by a member of the Alumni Council without good or just cause shall result in his or her removal from the Council. Said removal shall be announced and made official at the next regular Council meeting.

Section 2. Such member who has been removed from the Council pursuant to section 1 shall not be eligible for re-nomination or re-election within the three years following his or her removal.

Article VIII – Vacancy

Section 1. A vacancy on the Council because of death, resignation, disqualification or otherwise may be filled by a new appointment by the President of Chowan University.

Section 2. Should the office of President become vacant, the Vice President shall serve as interim President.

Section 3. A vacancy in any of the other officers due to the reasons listed in Section 1 may be filled by a nomination and election by the Alumni Council members.

Article IX – Finances

The Alumni Council members shall support Chowan University annually through the Annual Fund to assure that the annual goal is met. A minimum level of \$250.00 is encouraged.

Article X – Amendments

Any article or portion of this constitution may be amended, altered, or repealed by the Alumni Council at any meeting by a majority vote of the members present, provided notice of the proposed change is given the members of the Alumni Council at least one month prior to the meeting, and provided a quorum is present at the meeting. Any amendment so voted upon requires the express approval of the Vice President for Development and the Director of Alumni Relations to be considered valid and enacted.

Article XI – Parliamentary Procedure

Alumni Council meetings shall be conducted in accordance with Robert's Rules of Order, revised.

By-Laws

1. There shall be a meeting of the Alumni Council three times each year at a time and place determined by the officers and the Director of Alumni Relations. At the request of the Alumni Council or the Director of Alumni Relations, the President may call a meeting at any time, giving previous notice.
2. Fifty percent of the members of the Alumni Council shall constitute a quorum for the transaction of business.
3. The agenda and regular order of business used on such occasions will be decided jointly by the President and the Director of Alumni Relations and used by the presiding officer.
4. The election of the officers of the Alumni Council will be held every two years at the May meeting and will begin their term at the following meeting in August.
5. All committees needed for the furtherance of the work of the Alumni Council will be appointed annually by the President.
6. Any change or amendment of these By-Laws shall be made in accordance with the rule prescribed for changing or amending the constitution.

