

Alumni Association Constitution

Article I: Name and Object

Section 1: The name of this organization shall be The Franklin College Alumni Association.

Section 2: The object of this Association shall be to support and promote the role of Franklin College in higher education by encouraging and coordinating activities of the alumni.

Section 3: Matters of this Association shall be carried out by the Alumni Council.

Article II: Members

Section 1: Voting members of this Association shall include all persons who have attended Franklin College as students for at least one full year and remain in good standing with the institution, and those who have been conferred an honorary degree.

Section 2: Lifetime associate membership in this association may be conferred to those friends and benefactors of Franklin College whose services this Association may desire to recognize. Such lifetime associate membership shall be awarded by the Alumni Council.

Article III: Meetings

Section 1: There will be an annual meeting of this Association. The date and agenda will be determined by Alumni Council.

Section 2: Special meetings of this Association may be called by the Alumni Council or by written petition signed by 50 voting members of the Association directed to the president of the Association. Notice of any special meeting, which shall include a statement of the purpose for which such meeting is called, shall be given to each voting member of the Association not less than ten days prior to the date of such meeting.

Section 3: Other than amendments to this Constitution, Association matters shall be determined by a simple majority vote, with a minimum of 50 members voting.

Article IV: Alumni Council

Section 1: The Alumni Council shall consist of 30 members at-large, plus members from the Board of Trustees (per Section 7), each serving a term of three years. Elected officers whose terms have expired may continue until their position as an officer is completed. One third of the members at-large will be elected annually by the Alumni Council.

Section 2: The Alumni Council shall determine the policies and programs of this Association and shall meet upon the call of the president or by written request or petition of a majority of the Council members.

Section 3: Only the Alumni Council may make provision for and charter local alumni groups within the Association.

Section 4: Any vacancy occurring on the Alumni Council by death, resignation, or expulsion shall be filled for the duration of the unexpired term by majority vote of the Alumni Council, upon recommendation of the nominating committee.

Section 5: Membership on the Franklin College Alumni Council will be limited to two consecutive three-year terms, unless an exceptional case is approved by the Council. Alumni who have served on the Council may be considered for nomination after a minimum of one term or three years, whichever is less, since they last served. This limitation shall not apply to any

member, appointed or elected, who has held Council membership for less than one year.

Section 6: Nomination for members of the Alumni Council shall be made by the nominating committee composed of not less than three persons appointed by the president of the Association. The total number of names on the ballot shall ultimately be at the discretion of the nominating committee.

Section 7: The Board of Trustees of the College may request the Alumni Council to nominate members of the Association to serve on the Board of Trustees. Council Representatives to the Board shall also serve as active members of the Alumni Council.

Article V: Officers

Section 1: The officers of the Alumni Council shall also serve in the same capacity in the Alumni Association. The officers shall be: president, president-elect, immediate past president, treasurer, and secretary. The treasurer of the Association shall be the Controller of Franklin College and he/she will not be required to give bond as treasurer of the Association. The secretary of the Association shall be the Dean of Alumni and Student Engagement.

Section 2: The president and president-elect of the Association and Council shall be elected annually by the Alumni Council from its membership and they shall perform the usual duties of such officers. The immediate past president will function in an advisory role to the president and president-elect, with voting privileges on the Council.

Section 3: Any vacancy in the office of president or president-elect shall be filled for the duration of the unexpired term by majority vote of the Alumni Council, upon recommendation of the nominating committee.

Article VI: Amendments

Section 1: Amendments to these articles of the Constitution may be proposed by a petition signed by no fewer than 50 members of the Association directed to the president of the Association, or by resolution adopted by the Alumni Council. Notice of a duly proposed amendment shall be given by the secretary to the voting members of the Association not less than thirty days prior to the date of any annual or special meeting.

Section 2: Any amendment of this Constitution shall require an affirmative vote of two-thirds of votes cast, with a minimum of 50 members voting.

Article VII: Bylaws

The affairs and activities of the Alumni Council shall be conducted in accordance with its bylaws, which shall be consistent with the purposes and provisions of this Constitution.

Article VIII: Rules of Order

Except as otherwise provided in this Constitution or the Bylaws, Roberts Rules of Order shall govern procedure in all cases. A quorum for Alumni Council meetings shall consist of one more than half of the membership of the Council.

Approved by the Alumni Council on April 27, 2013
Approved by the Alumni Association on October 11, 2013

Alumni Council Bylaws

Article I: Election of Members

Section 1: Members elected by the Alumni Council and certified to be duly elected by the secretary and the executive committee shall take office July 1 following their election. The term of any member shall expire three years after assuming office unless re-elected for a succeeding term. Alumni who have previously served on the Council may be considered for nomination after a minimum of one term or three years, whichever is less, since they last served.

Section 2: Any duly elected member of the Council who fails to attend two regular meetings of the Council within one year without good and just cause may be deemed to have resigned his/her membership on the Council. After a second meeting is missed, the president will formally notify the member that he/she will be replaced. At the next regular meeting, the full Council will be asked to accept the resignation.

Section 3: All duly elected members of the Council are expected to give annually to the Franklin Fund.

Section 4: The Executive Committee shall be responsible for filling any vacancies on the Council resulting from expulsion, resignation or death. Replacement members will serve the unexpired term of their predecessors and be eligible for their own 3-year terms upon completion.

Section 5: Candidates for the alumni representatives to the Board of Trustees shall be nominated by the Executive Committee and submitted to the full Council for approval.

Article II: Election of Officers

Section 1: The president and president-elect of the Council shall be elected at one of the last two meetings of the Council year and shall take office July 1.

Section 2: In addition to recommendations of the Executive Committee, nominations for the offices of president and president-elect may be made by any members of the Council present at the meeting at which the election is held, or in writing to the president prior to such meeting. A quorum (one more than half of the membership) must be present for election of officers. A majority of the votes cast by members present at the meeting shall elect.

Article III: Schedule of Meeting

Section 1: The Council shall meet a minimum of four times each year on the call of the president, or on dates established by Executive Committee and approved by Alumni Council. Meeting dates for the following Alumni Council year will be established and announced by the last meeting of the current year.

Section 2: Members of the Council shall be notified at least ten days in advance of each meeting called by the president. Such notification shall be the responsibility of the secretary.

Section 3: Special meetings of the Council may be called by the president or by a majority vote of members present at any regular meeting joining in a petition for a special meeting, provided that in either case written notice is made to the Council at least ten days in advance of the special meeting. Such notification shall be the responsibility of the secretary.

Article IV: Committees

Section 1: There shall be two kinds of committees, Standing and *Ad Hoc*.

Section 2: Standing Committees:

Executive Committee: This committee shall consist of the president, president-elect, representatives to the Board of Trustees and any other Council members invited by the President. The immediate past president, Dean of Alumni and Student Engagement, and Associate Director of Alumni Engagement shall serve as *ad hoc* members. The committee's responsibilities include reviewing procedures, planning and executing Council policy, recommending the Council budget and other interim assignments from the Council.

Nominating Committee: This committee has responsibility to nominate for Council consideration the Council members, and award recipients, within the purview of the Alumni Association.

Section 3: *Ad hoc* committees may be created as necessary upon the call of the Alumni Council President.

Section 4: The president shall name a chairperson for each committee. Each Council member shall be appointed by the president to at least one of the committees. Chairpersons and committee members should be notified of committee assignment on or before the first meeting date of the council. Meeting notes of each committee shall be provided to the Dean of Alumni and Student Engagement. All committees shall meet at the call of their chairperson.

Article V: Awards

Section 1: Nominations for awards will be submitted to the nominating committee of the Alumni Council by Alumni Association members. All nominations must be supported by a letter of recommendation. Award recipients will be selected by the Alumni Council. Current members of the Alumni Council (and spouses of current members) and current Franklin College employees (and spouses of current employees) may not be considered for these awards except under extraordinary circumstances. The total number of awards presented shall be limited to three (3) per year, except under extraordinary circumstances (at the discretion of the nominating committee).

Section 2: The *Distinguished Alumni Award* is the highest award given to an alumnus or alumna at the discretion of the Franklin College Alumni Council. Not more than one Distinguished Alumni Award shall be presented in any year, unless for special circumstances to be approved by the Alumni Council.

Section 3: The *Alumni Citation for Lifetime Achievement* is an award recognizing outstanding achievement in an alumnus' or alumna's professional, recreational or retirement activities, service to the community, and/or service to the College

Section 4: The *Outstanding Volunteer Award* is an award recognizing an alumnus or alumna who displays meritorious volunteerism for Franklin College.

Section 5: *Community Service Award* recognizes an alumnus or alumna who demonstrates exemplary service to his/her community.

Section 6: The *Young Alumni Award* was initiated in 2010 to recognize Franklin alumni under the age of 40. These recipients will exhibit a commitment to excellence in post-collegiate life and a significant or ongoing commitment to extraordinary work, research or volunteerism.

Section 7: *Alumni Associate Membership* is an honor given to individuals who are not Franklin College alumni but have demonstrated outstanding loyalty and service to Franklin College. Not more than one Associate Alumni Membership will be presented in any one year unless for a special circumstance to be approved by the Alumni Council.

Article VI: Amendments

Amendments and revisions to the Bylaws may be made at any meeting of the Alumni Council by an affirmative vote of two thirds of the total votes cast at said Alumni Council meeting, or by a two-thirds vote of the total votes cast at any annual or special meeting of the Association.

These bylaws will be reviewed every three years as needed.

Approved by the Alumni Council on April 27, 2013.