Alumni Council Bylaws

Article I: Election and Responsibilities of Members

Section 1: Members elected by the Alumni Council shall take office July 1 following their election. The term of any member shall expire three years after assuming office. The Nominating Committee has the authority to extend a second three-year term without re-election. 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 prior approval of the President and/or Secretary may be deemed to have resigned his/her membership on the Council. After a second meeting is missed without approval, 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 to give annually to the Franklin Fund to show and model support of the College’s mission. The minimum giving expectation is a total of $100 annually, which can be divided between the Franklin Fund and any other restricted fund at Franklin College. Noncompliance may be deemed as resigning of his/her membership on the Council.

Section 4: The Executive Committee shall be responsible for filling any vacancies on the Council resulting from resignation, death, or other reason(s). Replacement members will serve the unexpired term of their predecessors and be eligible for their own three-year term 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: Quorums and Voting

Section 1: A quorum at any meeting shall be determined as follows, the presence of one more than half of the membership of the Alumni Council members shall constitute a quorum at all meetings.

A quorum is required for the election of officers and Amendments to the Alumni Council Bylaws.

Any action made by the majority of members where a quorum is present shall be the action of the Alumni Council.

Section 2: A majority vote on any measure will be determined as follows, a two-thirds (2/3) vote of the members present at any meeting of the Alumni Council shall carry any measure provided by the number of members in attendance at the meeting, excluding those measures identified in Article II, Section 1.

All votes shall be counted by a show of hands unless otherwise specified in these bylaws.

Section 3: Voting by absentee ballot may be utilized for the election of officers and Amendments to the Alumni Council Bylaws.

Ballots shall be provided via e-mail to members who have provided advance notice of being absent. The Secretary shall provide the ballot to members requesting an absentee ballot. The Alumni Council Member shall complete the ballot, per the instruction provided in the e-mail and return to the Secretary via e-mail.

The ballots shall be printed and counted at the meeting requiring a quorum per Article II, Section 1.

Section 4: During intervals between regularly scheduled Alumni Council meetings, the Alumni Council President may request that members vote by telecommunication methods such as telephone, text messaging, and e-mail, regarding certain issues which require resolution prior to the next scheduled Alumni Council meeting. Such votes shall be considered a valid exercise of the Alumni Council’s authority so long as a majority of Alumni Council members vote in favor of the issue or resolution.

The President, and/or Secretary, must perform due diligence to ensure that all Alumni Council members are contacted and afforded the opportunity to vote. At the next scheduled Alumni Council meeting, the President must explain the issue and the outcome and the necessity for utilizing this method of voting. The Secretary will then record this information in the minutes for publication.
**Article III: Election of Officers**

Section 1: The President and President-elect shall be elected by the Alumni Council from its membership. They shall perform the usual duties of such officers for a one-year term starting July 1 of the year elected and concluding June 30 of the following year. The immediate past president will function in an advisory role to the president and president-elect.

Section 2: In addition to recommendations of the Executive Committee, nominations for the office 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 current President prior to such meeting.

**Article IV: Meetings**

Section 1: Meetings will be conducted by the Alumni Council using one or both of the following means:

- **Traditional Meeting:** “a single gathering of members in one room for area to transact business...”
- **Electronic Meeting** – “that is, at meetings at which, rather than all participating members being physically present in one room or area as in a traditional (or "face-to-face") meeting, some or all them communicate with others through electronic means such as the internet or by telephone.”

Section 2: 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 3: 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 4: Special meetings of the Council may be called by the President or by a majority vote by members of the Council joining in a petition for a special meeting, provided that in either case written notice is made to each member of the Council in advance of the special meeting. Such notification shall be the responsibility of the President or Secretary.

**Article V: Committees**

Section 1: Standing Committees:

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

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

Section 2: Ad hoc committees may be created as necessary upon the call of the Alumni Council President.

Section 3: The President shall either name or approve a chairperson for each committee. Each Council member shall be appointed 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 Director of Alumni Engagement. All committees shall meet at the call of their chairperson.

**Article VI: Awards**

Section 1: Nominations for awards will be submitted to the nominating committee of the Alumni Council by Alumni Association members or friends of Franklin College. All nominations must be supported by a letter of recommendation provided by the nominator and a member of the Alumni Association. 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 special 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: Alumni Awards:

- **Distinguished Alumni Award**: 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.

- **Alumni Citation for Lifetime Achievement**: 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.

- **Outstanding Volunteer Award**: An award recognizing an alumnus or alumna who displays meritorious volunteerism for Franklin College.

- **Community Service Award**: An award recognizing an alumnus or alumna who demonstrates exemplary service to his/her community.

- **Young Alumni Award**: An award recognizing Franklin alumnus or alumna 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.

- **Alumni Associate Membership**: 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 VII: Amendments

Section 1: Amendments and revisions to the Bylaws may be made at any meeting of the Alumni Council.

These bylaws will be reviewed every three years as needed.

*Approved by the Alumni Council on April 28, 2018*

*Approved by the Alumni Association on October 11, 2019*