

**CHARTER
and
BY-LAWS**

of the

**IDAHO STATE UNIVERSITY
ALUMNI ASSOCIATION**

TABLE of CONTENTS

Article I - ASSOCIATION NAME.....	1
Section 1.01 NAME OF ASSOCIATION	1
Article II - PLACE OF BUSINESS	1
Section 2.01 PLACE OF BUSINESS	1
Article III - OBJECTIVES of the ASSOCIATION	1
Section 3.01 ASSOCIATION OBJECTIVES.....	1
Article IV - MEMBERSHIP	2
Section 4.01 ASSOCIATION MEMBERSHIP	2
Article V - ASSOCIATION MEETINGS.....	2
Section 5.01 ANNUALLY SCHEDULED MEETINGS.....	2
Article VI - BOARD of DIRECTORS.....	2
Section 6.01 MEMBERSHIP.....	2
Section 6.02 ELECTION	3
Section 6.03 TERMS	3
Section 6.04 DUTIES	3
Section 6.05 REMOVAL.....	4
Article VII - ELECTION of OFFICERS and DUTIES.....	4
Section 7.01 ELECTIONS	4
Section 7.02 PRESIDENT	5
Section 7.03 SECRETARY-TREASURER	5
Section 7.04 TERMS	5
Section 7.05 DUTIES	5
Article VIII - COMMITTEES.....	6
Section 8.01 EXECUTIVE COMMITTEE.....	6
Article IX - EXECUTIVE DIRECTOR of ALUMNI RELATIONS.....	6
Section 9.01 APPOINTMENT	6
Section 9.02 DUTIES	6
Article X - FINANCIAL CONSIDERATIONS.....	7
Section 10.01 FINANCES	7
Article XI - AWARDS and PRESENTATIONS	7
Section 11.01 ANNUAL ALUMNI ASSOCIATION AWARDS	7
Article XII - ALUMNI ASSOCIATION CHAPTERS	7
Section 12.02 LOCAL	7
Section 12.03 AFFILIATED.....	7

Article XIII - ORDER OF BUSINESS	8
Section 13.01 ORDER OF BUSINESS	8
Article XIV -QUORUM	8
Section 14.01 QUORUM.....	8
Article XV - CHARTER AMENDMENTS	8
Section 15.01 AMENDMENTS	8
Article XVI - REVOCATION	8
Section 16.01 REVOCATION OF PREVIOUS DOCUMENTS	8
Article XVI - DISSOLUTION.....	8
Section 17.01 DISSOLUTION	8

IDAHO STATE UNIVERSITY ALUMNI ASSOCIATION CHARTER and BY-LAWS

Article I - ASSOCIATION NAME

Section 1.01 NAME OF ASSOCIATION

- (a) The name of the Association shall be the Idaho State University (ISU) Alumni Association.
 - (i) Hereinafter, the ISU Alumni Association may be referred to as the Association.
 - (ii) Hereinafter, the ISU Alumni Association Board of Directors may be referred to as the Board.
 - (iii) Hereinafter, the Director of Alumni Association will be referred to as the Executive Director of the Board or Executive Director.

Article II - PLACE OF BUSINESS

Section 2.01 PLACE OF BUSINESS

- (a) The principal place of business of the Association shall be at the campus of ISU, located in Pocatello, Idaho.

Article III - OBJECTIVES of the ASSOCIATION

Section 3.01 ASSOCIATION OBJECTIVES

- (a) The objectives of the Association shall be to:
- (b) Foster, cultivate and maintain a unified alumni association, representative of the best traditions of the Academy of Idaho, Idaho Technical Institute, University of Idaho-Southern Branch, Albion Normal School, Southern Idaho College of Education, Idaho State College, and Idaho State University;
- (c) Sustain a general concern and interest in the good fortunes of ISU and to encourage its support from the composite groups in its history;
- (d) Develop programs for alumni to enable former students to continue their affiliation with ISU- its activities, programs, and learning experiences;
- (e) Provide the means of keeping alumni informed about both ISU and fellow alumni; and
- (f) To own or dispose of property and do all things necessary in conducting the business of the Association to ensure continued growth and development of a greater university.

Article IV - MEMBERSHIP

Section 4.01 ASSOCIATION MEMBERSHIP

- (a) The membership of the Association shall consist of members, associate members, and honorary members as hereinafter defined.
- (b) Members shall be graduates as well as former students of the Academy of Idaho, Idaho Technical Institute, Albion Normal School, Southern Idaho College of Education,

University of Idaho-Southern Branch, Idaho State College, and Idaho State University who have completed twenty-four (24) credits in any branch thereof and shall be classified as:

- (i) Associate members shall be such persons not eligible for active membership who, from interest in the University and through empathy with the object of the Association, choose to affiliate by contributing to either the Association or ISU.
- (ii) Honorary members shall be such persons so designated by a vote of the Association because of meritorious service in the interest of ISU.

Article V - ASSOCIATION MEETINGS

Section 5.01 ANNUALLY SCHEDULED MEETINGS

- (a) The Board shall hold a minimum of three meetings each year. The Executive Committee and/or the Director of Alumni Relations will determine the exact times and locations for each of these meetings. Guidelines for establishing these times are as follows:
- (b) The annual meeting shall be held during Homecoming week.
- (c) The winter meeting shall be held at the call of the Board President or the Director of Alumni Relations with the approval of the Board President.
 - (i) This meeting is to be scheduled and held in Boise, Idaho, to coincide with scheduled meetings of the Idaho legislature.
- (d) The spring meeting may be held around the time of ISU=s Commencement.
- (e) Urgent decisions between meetings may be made by telephone consultations, electronic mail, or by U.S. Postal Service mail. A quorum must be convened to support these urgent decisions.
- (f) Votes may not be submitted in writing or by proxy prior to any meeting.

Article VI - BOARD OF DIRECTORS

Section 6.01 MEMBERSHIP

- (a) The Board shall consist of not more than twenty-four (24) voting Directors, (including all officers).
 - (i) To ensure diverse representation of alumni membership, consideration should be given to selecting Directors who represent various geographic regions, colleges, schools or departments, and eras;
 - (ii) The Director of the Alumni Association, the Vice President of University Advancement, the Director of the ISU Foundation, the Director of Athletics, the Director of the Bengal Foundation, and the President of ASISU (Associated Students of Idaho State University) shall serve as Ex-officio, non-voting members;
 - (iii) A faculty representative, selected by the Faculty Senate, shall also serve a four-year term in an ex-officio capacity; and
 - (iv) Presidents of chapters officially recognized by the Association shall also serve as Ex-officio, non-voting members of the Board.

Section 6.02 ELECTION

- (a) The alumni shall be notified by means of the AOutlook@ (all editions) of openings on the Board.
- (b) The Board shall hold elections to appoint new Directors at its annual spring meeting.

Section 6.03 TERMS

- (a) The Board shall elect Directors for a term of four (4) years.
 - (i) If a Director is elected to serve as President, the term may be extended as much as two years, for a total term length of no greater than six (6) years.
 - (ii) A director may be re-nominated for another term after a four (4) year hiatus from all Board duties.
- (b) The Board may elect, from time to time, Ex-officio, non-voting members to serve the Board.
 - (i) The term for Ex-officio members will be reviewed annually at the Homecoming meeting.

Section 6.04 DUTIES

- (a) Duties of the Board:
 - (i) To provide advice and counsel regarding the affairs, business, and assets of the Association;
 - (ii) To foster dialogue and provide guidance and support for the goals and values of the University;
 - (iii) To promulgate such rules and regulations and adopt policies consistent with the Charter in order to fulfill the mission and meet the goals and objectives of the Association;
 - (iv) To serve on Board committees;
 - (v) To represent the Board and ISU at functions sponsored by the University;
 - (vi) To assist in the selection and endorsement of recipients for all Alumni awards;
 - (vii) Whenever possible, to organize a yearly alumni and friends social activity or function in their respective regions; and
 - (viii) To keep alumni well informed of campus events and activities.
- (b) Obligations and Commitments:
 - (i) No one-year group of officers or Directors can obligate, financially or otherwise, ensuing years with projects that do not have unanimous approval of the Board and the Executive Director of the Alumni Board;
 - (ii) By accepting a position on the Board, a Director is expected to seek financial, legislative, and civic support for ISU, the Association, and their activities;
 - (iii) Board Directors are expected to provide leadership and guidance to the Association by working on at least one Board committee;
 - (iv) Board Directors are expected to serve altruistically, without promise of financial gain; and
 - (v) Board Directors serve with the knowledge that they help promote ISU excellence through:
 - 1) Support of the Association=s philanthropic mission by donating annually to the ISU Foundation,

- 2) Collaboration with the Association staff on identifying prospective donors and securing their support,
- 3) Education of the greater community regarding ISU issues,
- 4) Recognition of those who have contributed to ISU,
- 5) Identification of new Board Directors to continue effective leadership for the Association and for ISU, and
- 6) Support of the Association by assisting with and attending programs and events held to benefit ISU.

Section 6.05 REMOVAL

- (a) A Board Director missing three (3) consecutive meetings of the Board may be deemed to have resigned. In such an instance, the Executive Committee shall review the circumstances and recommend to the full Board removal or retention.
- (b) The Board shall vote on the recommendation of the Executive Committee.
 - (i) If the Executive Committee recommends retention, the Board must vote to support or reject the recommendation.
 - (ii) If a Board Director resigns or is not retained, the Board shall vote on whether or not to fill the vacated position.
 - (iii) If the Board votes to fill the position, the Board shall elect a new Director to serve for a new, four-year term.
 - (iv) The position shall be filled at the following spring meeting, in conjunction with regular election of Directors.

Article VII - ELECTION of OFFICERS and DUTIES

Section 7.01 ELECTIONS

- (a) The Executive committee of the Board shall serve as the Nominating Committee for the purpose of nominating candidates for President-elect.
- (b) After the final meeting of the fiscal year, the Executive Committee shall meet and select at least two nominees for the position of President-elect to be presented to the Board at the annual (Homecoming) meeting.
- (c) Further nominations may be made from the floor and election will follow by secret ballot.
- (d) Should more than two nominees be voted upon and one not receive a simple majority, a run-off election shall be held between the two nominees receiving the most votes until one candidate receives a simple majority.
- (e) Votes may not be submitted in writing or by proxy prior to the meeting.
- (f) If the President resigns before his or her term is complete, and a President-elect has not been elected, then a quorum of the Executive Committee shall call for an emergency election.
 - (i) The same rules applying to regular election of a President shall be followed in an emergency election.
 - (ii) Upon approval by a majority of the Executive Committee, an emergency election may be conducted via telephone, U.S. Postal Service mail or electronic mail.

Section 7.02 PRESIDENT

- (a) Board President:
 - (i) The Board President shall serve a two-year term, beginning at the annual Homecoming meeting in odd-numbered years.
 - (ii) The Board President shall take office after serving one (1) year as Board President-elect.
- (b) Board President-elect:
 - (i) Must be a current Director
 - (ii) Is elected by the Board at the annual (Homecoming) meeting in even-numbered years to term lasting one (1) year.

Section 7.03 SECRETARY-TREASURER

- (a) The Secretary-Treasurer shall be a member of the Office of Alumni Relations staff who is primarily responsible for maintenance of the Association's historical and financial records.
- (b) The Secretary-Treasurer shall have Ex-officio status and shall not be a voting member of the Board.

Section 7.04 TERMS

- (a) Terms begin at the Homecoming meeting, when new officers are installed and outgoing Directors are recognized.

Section 7.05 DUTIES

- (a) The President shall:
 - (i) Preside at the meetings of the Board;
 - (ii) Appear at functions in which the Board is involved;
 - (iii) Consult with the Executive Director of the Association on the appointment of committees;
 - (iv) Assist the Executive Director in preparation of an annual article of the university's alumni publication, AOutlook;@
 - (v) Serve as an Ex-officio member of the ISU Foundation Board;
 - (vi) Speak at Commencement and welcome the new graduates to the Alumni Association;
 - (vii) Maintain an awareness of issues important to ISU, such as student recruitment, faculty losses, budget, programs, etc.
- (b) The President-elect shall:
 - (i) Serve as Vice-President and, in the absence of the President, or in the event of that person=s inability or refusal to act, shall perform the duties of the President;
 - (ii) Assumes the duties, in cooperation with the Director, of training and orientation of new Board Directors; and
 - (iii) Serve as Chair of the Board Nominations Committee.
- (c) The Secretary-Treasurer shall:
 - (i) Be a liaison between the Board and the Association on matters which relate to budgets, finances, and records; and
 - (ii) Be a member of the Finance Committee.

Article VIII - COMMITTEES

Section 8.01 EXECUTIVE COMMITTEE

- (a) The Executive committee shall consist of the:
 - (i) Board President,
 - (ii) Board President-elect,
 - (iii) Finance Committee Chairman,
 - (iv) Government Relations Committee Chairman
 - (v) Homecoming Committee Chairman,
 - (vi) Outreach Committee Chairman,
 - (vii) Student Development Committee Chairman
- (b) The Executive Committee shall meet at the discretion of the President and the Board.
- (c) Standing Committees shall be:
 - (i) Finance,
 - (ii) Government Relations,
 - (iii) Homecoming,
 - (iv) Outreach, and
 - (v) Student Development.
- (d) Ad-Hoc Committees may be created at the discretion of, and by majority vote of the Board.

Article IX - EXECUTIVE DIRECTOR OF ALUMNI RELATIONS

Section 9.01 APPOINTMENT

- (a) The Executive Director of Alumni Relations is appointed by the University, in consultation with the Board, and is subject to approval by the State Board of Education.
- (b) The Director reports to the Vice President of Institutional Advancement and the President of the University.

Section 9.02 DUTIES

The Executive Director's duties include:

- (a) Planning programs and activities through which former students can continue their association with ISU;
- (b) Developing activities and programs through which Alumni can serve their alma mater;
- (c) Soliciting, encouraging, and collecting contributions from Association members for the Association and/or ISU;
- (d) Receiving donations and other revenue paid to the Association, acting as custodian of all monies, records and property of the Association, and disbursing money upon proper authority;
- (e) Providing notice of all meetings and reunions and keeping permanent records of all meetings and transactions of the Association and the Board;
- (f) Maintaining a current record of the names and addresses of Alumni, former students, members, and honorary members; and

- (g) Performing such duties as provided by the Charter and as requested by the Board and University officials.

Article X - FINANCIAL CONSIDERATIONS

Section 10.01 FINANCES

- (a) For the purposes of conducting the Association=s business, the finances shall adhere to the University=s fiscal year.
- (b) At each meeting, the Executive Director and the Secretary-Treasurer will report on the financial condition of the Association, providing information on funding sources and budget allocation.
- (c) Expenditures from the Alumni House Reserve Account exceeding one-thousand dollars (\$1,000.00) require approval of the Board.
- (d) Any annual, active alumni fee shall be determined by the Board.
- (e) The elected officers of the Association and Board of Directors serve without compensation.

Article XI - AWARDS and PRESENTATIONS

Section 11.01 ANNUAL ALUMNI ASSOCIATION AWARDS

- (a) The following annual awards are conferred by the Alumni Association, in cooperation with the University’s Standing Awards Committee and the President of the University:
 - (i) Distinguished Alumnus Award,
 - (ii) William J. Bartz Award,
 - (iii) ISU Achievement Award,
 - (iv) ISU Distinguished Service Award,
 - (v) Homecoming Parade Grand Marshals,
 - (vi) Professional Achievement Awards,
 - (vii) Sports Hall of Fame, and
 - (viii) Outstanding Student Awards.

Article XII - ALUMNI ASSOCIATION CHAPTERS

Section 12.01 LOCAL

- (a) The Alumni Association shall authorize local chapters, which may be established in areas of sufficient interest and numbers of alumni.
- (b) Once adopted, the local chapter shall be submitted to the Executive Director of Alumni Relations and the Board for approval and affiliation with the Association.

Section 12.02 AFFILIATED

- (a) To provide for optimum alumni participation, other chapters, such as constituent societies or student groups, may be organized.
- (b) Adoption of a Board-approved charter by the constituent group shall confirm affiliation with the Association.
- (c) The Association shall provide encouragement and assistance to the local and affiliated chapters through the Office of Alumni Relations.

Article XIII - ORDER OF BUSINESS

Section 13.01 ORDER OF BUSINESS

- (a) The order of business of the Board meetings shall be in harmony with the purpose of the meeting, but Roberts= Rules of Order shall generally govern procedures, and meetings may be conducted as follows:
 - (i) Approval of minutes of previous meeting,
 - (ii) Reports of committees, Board Directors, etc.,
 - (iii) Report of Executive Director,
 - (iv) Unfinished business,
 - (v) New business, and
 - (vi) Adjournment.

Article XIV - QUORUM

Section 14.01 QUORUM

- (a) Thirteen (13) of the voting Directors of the Board shall constitute a quorum for the transaction of any regular or special meetings of the Board provided that either the President or President-elect is in attendance.

Article XV - CHARTER AMENDMENTS

Section 15.01 AMENDMENTS

- (a) Proposed changes to the Charter shall be submitted in writing to the Executive Committee for evaluation and recommendation to the Board.
- (b) Amendments to the Charter may be made at any regular meeting of the Board by a two-thirds vote of attending Directorate.

Article XVI - REVOCATION

Section 16.01 REVOCATION OF PREVIOUS DOCUMENTS

- (a) All prior constitution, by-laws, charters, etc. of the Association are hereby revoked and shall become null and void immediately upon adoption of the Charter by the Board.

Article XVII - DISSOLUTION

Section 17.01 DISSOLUTION

- (a) In the event of dissolution of the Association, all assets shall be transferred to its successor organization, provided the purpose of said successor shall also be exclusively educational and charitable, otherwise
- (b) Said assets shall be transferred to and become the property of ISU.