

USAO Alumni Association, Inc.

# BYLAWS

Approved by revision and effective  
November 2018

## ARTICLE I

### *Name*

**Section 1.** This organization shall be known as the University of Science and Arts of Oklahoma Alumni Association, Incorporated.

## ARTICLE 2

### *Mission Statement and Purpose*

**Mission Statement:** The USAO Alumni Association, Inc. is a member-driven, Oklahoma 501(c)(3) not for profit organization uniting alumni of the Oklahoma College for Women, Oklahoma College of Liberal Arts and the University of Science and Arts of Oklahoma with each other and the University through networking, social engagement, the sharing of information and news, and giving opportunities in the form of scholarships, special projects, volunteerism, student recruitment and other institution support.

**Purpose:** It shall be the purpose of the USAO Alumni Association

- to perpetuate and promote the interests of the University of Science and Arts of Oklahoma,
- to provide leadership for the alumni to unite in their efforts to support and to strengthen the University,
- to disseminate information that will keep the alumni well informed about the University and the Association,
- to encourage students to apply for admission to the University,
- to provide members opportunities to connect and network with each other,
- to take other action as may be deemed beneficial for the advancement of the University and the Association.

## ARTICLE 3

### *Membership*

**Section 1.** All persons who have attended the Oklahoma College for Women, Oklahoma College of Liberal Arts and/or the University of Science and Arts of Oklahoma are eligible to become active members of the Association with voting rights. Benefits of membership will be controlled by Policies and Procedures of the Association.

**Section 2.** Honorary membership (without vote) is open to

- former and present faculty members of the University who are non-graduates,
- friends of the University and those who wish to support the Association and are non-faculty or non-alumni.

## **ARTICLE 4**

### *Meetings*

**Section 1.** The annual business meeting of the Association shall be held at the University during Alumni Homecoming.

## **ARTICLE 5**

### *Board Elections*

**Section 1.** The USAO Alumni Association Board of Directors shall consist of 14 voting members: four directors elected each year for a total of 12, the President of the Association elected every three years, and the Past President of the Association. Each board member will serve a term of three (3) years.

**Section 2.** The President of the Association shall appoint a nominating committee of five board members. Each year, the committee shall solicit nominations and select candidates for the board. These candidates must possess the qualities required to serve on the USAO Alumni Association Board of Directors. At least six candidates should be nominated for four open board seats each year, unless suitable candidates are unavailable to the nominating committee. Two candidates shall be nominated for the office of President, unless suitable candidates are unavailable to the nominating committee.

**Section 3.** A ballot with the names of each candidate for the office of director shall be presented to each eligible USAO Alumni Association member who may vote up to, but not more than, four candidates for directors each year from amongst the candidates. The four candidates receiving the largest number of votes shall be considered elected as directors. Every third year, the ballot submitted to each eligible USAO Alumni Association member shall include candidates for the office of President: each member may vote for one candidate. The candidate receiving the largest number of votes will be considered elected to the office of President.

**Section 4.** Newly elected directors, the President and the Past President of the Association shall take office immediately following the annual business meeting of the Association. The board of directors shall elect all other board officers at the first regular board of directors meeting following the annual business meeting.

**Section 5.** The offices of President and Vice President cannot be held by faculty, staff or administrators of the University.

**Section 6.** No board member may serve more than two (2) consecutive terms without a resting period of one year. This restriction shall further apply to the office of President, excluding board service as immediate Past President.

## **ARTICLE 6**

### *Duties and Requirements of Directors*

**Section 1.** Attendance -- Any director who misses three (3) successive meetings of the board may be removed from the board.

**Section 2.** Quorum -- A majority of one over, one half of the total number of board members plus at least one officer, shall constitute a quorum of the Association board.

**Section 3.** The general management of the affairs of the Association is entrusted to the board of directors.

**Section 4.** The board of directors shall meet during Homecoming weekend prior to the annual business meeting and at least three other times during the fiscal year.

## **ARTICLE 7**

### *Fiscal Year*

**Section 1.** The fiscal year for accounting, tax reporting and auditing purposes shall be July 1 to June 30.

## **ARTICLE 8**

### *Executive Director*

**Section 1.** The USAO Director of Alumni Development shall serve as the Executive Director of the Alumni Association. The Director is employed by the University according to current employment policies and is approved by the Association Board of Directors. As the chief executive officer of the Alumni Association, the Director shall

- manage the day to day affairs of the Association office including all support staff,
- implement policies and programs adopted by the Board of Directors,
- serve as the liaison officer between the University and the Association,
- maintain necessary records for the operation of a not for profit organization including membership records,
- coordinate all activities and special events of the Association,
- be an ex-officio member of the board of directors and all Association committees (without vote),

- perform any other duty or activity characteristic of the office or as stated in Association or University policies and procedures.

## **ARTICLE 9** *Government*

**Section 1.** The Association Bylaws shall be changed by a majority vote of votes cast.

**Section 2.** *Robert's Rules of Order (Newly Revised)* shall govern the proceedings of the Association.

## **ARTICLE 10** *Revocation*

**Section 1.** This document supersedes any previous Bylaws and/or Constitution, and shall become effective immediately after adoption by active Association members.

## **ARTICLE 11** *Association Officers*

**PRESIDENT:** The president shall

- have served one or more terms on the board prior to election,
- generate interest in and support for Association purposes,
- appoint all committees as deemed necessary; shall be an ex-officio member of all committees except nominating,
- appoint alumni representatives to the USAO Board of Regents and other organizations as deemed necessary,
- cast a vote in case of tie,
- make a full report of Association activities and accomplishments at the annual business meeting.

**VICE PRESIDENT:** The vice president shall

- perform the duties of the president at any meeting of the membership or board of directors at which the president is absent,
- perform such other duties as may be assigned by the president of the board. In the event of a presidential vacancy, the vice president shall serve as successor.

**CORRESPONDING SECRETARY:** The corresponding secretary shall

- be responsible for seeing that minutes are kept at board meetings and the annual business meeting,
- see that a permanent book of such minutes is maintained in the office of the Alumni Association,

- assist the president in matters of necessary correspondence.

**TREASURER:** The treasurer shall

- be responsible for the control, safety and proper disbursement of funds of the Association,
- be bonded,
- make a financial report at board meetings and the annual business meeting; personally or through another board member,
- present such records to the Auditing Committee as required,
- be responsible for the preparation of all annual tax returns.

**PAST PRESIDENT:** The past president shall

- act as an advisor to the board with voting privileges,
- perform other duties as assigned by the president or the board.

## **ARTICLE 12**

### *Standing Committees*

**Auditing:** The Committee shall engage the services of a certified public accountant to perform agreed upon services concerning the Alumni Association's books and report the results to the board.

**Hall of Fame/Young Alumni:** The Committee shall have the full responsibility for the Alumni Hall of Fame and Young Alumni awards, including soliciting nominations, evaluation and selection of the recipients of these awards, under guidelines established by the board of directors.

**Membership:** The Committee shall promote membership by working with directors to inform alumni of the need for membership support. This may be done through area meetings, workshops and dissemination of information to the directors.

**Money Management:** The Committee shall manage the funds of the Association from endowments, cash, gifts and the Association's operating money, excluding expenses paid by the University.

**Nominating:** During even years, the Committee shall nominate individuals who have expressed an interest in serving. Additionally, two (2) names shall be nominated for the office of president.

**Scholarship:** The Committee shall establish guidelines for the awarding of Association scholarships.

**Other Committees:** Other committees shall be appointed by the president as required for the efficient operation of the Association.

