SUNY Geneseo Alumni Association

BYLAWS

April 14, 2016
Amended on May 4, 2017

ARTICLE I. GENERAL

Section 1. Name

The official name of this Association is the SUNY Geneseo Alumni Association (the “Association” or the “SGAA”).

Section 2. Affiliation

The SGAA is authorized by the President of SUNY Geneseo, who retains full authority to modify the operation of the Association at any time. The Association will abide by all rules and regulations set forth by the President of SUNY Geneseo, the constitution, and these bylaws.

Section 3. Use of Association’s Identity

The use of the Association’s identity—including, but not limited to, its name, logo, seal, or any media item that relates to the Association, whether explicitly or implicitly—will be governed by the Association’s Board and the College. No member or committee will use the Association’s name without prior written approval from the Board and the College.

Section 4. Offices

The offices of the Association will be located on the College campus; the offices of the Association will be supervised by the Director of Alumni Relations in the College’s Division of College Advancement.

ARTICLE II. MEMBERSHIP
Section 1. Membership

All those who satisfy the conditions listed and specified in the constitution will be considered members of the Association. Only members of the Association will be allowed to nominate, vote, or serve as Assembly or Board members.

Section 2. Registration

Official records for the Association will be maintained by the Secretary and the Office of Alumni Relations, and they will be available for all official use by the College and the Association’s Board, Assembly and committees.

ARTICLE III. ASSEMBLY AND BOARD

Section 1. Authority

The Board will govern the Association’s affairs as outlined in the constitution and these bylaws. The Board will act as the executive authority of the Association. The Assembly will represent all official Alumni Chapters and the alumni body at large. With the approval of the SUNY Geneseo President, the Board will have full authority to act on behalf of the Association as specified in the constitution and bylaws. The Board is charged with the responsibility of providing complete information to the Assembly on all matters impacting the operations of the Association.

Section 2. Composition and Responsibilities

As outlined in the constitution, the Assembly will consist of the Board and all those who represent chapters of the Association.

Section 3. The Assembly

Each chapter of the Association is represented in the Assembly by one delegate, or a designated representative, who will be the Assembly representative of the chapter. Chapters are granted official recognition by the Assembly on the recommendation of the Board, as specified in the bylaws.

Section 4. Elections – The Board
Members of the Board are elected by the Board from a slate proposed by the Committee on Nominations, chaired by the Association’s immediate past-president or by a member of the Board with relevant experience if the past-president is unable to serve in this role. The Committee on Nominations may propose one or more members for each Board position.

Section 5. Eligibility for the Board

Only Geneseo graduates may stand for positions on the Assembly and Board. Nominees for the Board must have earned their degree at the College at least two years prior to their election, with the exception of undergraduate representatives referenced in the constitution.

Section 6. Vacancies

Any vacancy on the Board may be filled by a majority vote of the remaining members of the Board. Board members elected in this manner will serve out the remaining months of the term of the departed Board member. A member of the Board elected to fill a vacancy will be eligible thereafter to be elected to a full term on the Board if nominated and elected under Bylaw Article III, Section 4. Board members are expected to fulfill requirements outlined in Article VIII., Section 1 of the Constitution.

Section 7. Transition Period for the Board

During the period between the election of the new Board and the assumption of office of the new Board on July 1, the outgoing Board will preside over the operations of the Association.

ARTICLE IV. ASSEMBLY

Section 1. Alumni Chapters

The Board will ensure that all regional and other alumni cohorts relevant and appropriate to alumni are organized into chapters. To be considered official, a chapter must have an official leader, an executive committee, and must meet at least once a year in person and, if required, via the web and/or teleconference.

Regional Chapters may be formed in geographic areas of interest.
Affinity Chapters will be organized in personal and professional areas that reinforce a positive connection between Geneseo graduates and support their members’ interest in staying in touch with the College. Affinity Chapters, for example, may include Greek life, residence life, athletics, musical theatre and the like.

The Director of Alumni Relations will work closely with the Board in extending the reach and scope of the Assembly through the effective creation of chapters. All chapters will have a single representative on the Assembly.

Section 2. Approval
Regional Chapters and other Alumni Chapters will be recognized when: 1) the name of the chapter’s first leader, and 2) the names of a leadership group are established by each respective chapter and presented to the Board for official approval.

Section 3. Assembly Representative Selection
The Committee on Regional Chapters and Committee on Affinity Chapters may conduct their own selection/elective process for determining their leader, who will also serve as an Assembly representative for the chapter, which will be subject to periodic review by the Executive Committee.

Section 4. Meetings – General
The Board of the Association will designate the time, place, and date for the regular meetings of the Assembly. Assembly meetings will be held at least once each year. The Board and Assembly meeting dates, including the annual meeting of the Association, are to occur in the spring to be determined and set approximately one year in advance and published to all members of the SGAA.

Section 5. Meetings – Notice
Notice of all meetings of the Assembly will be promulgated by the Director of Alumni Relations electronically to each member of the Assembly at least 45 days before the meeting. This notice will state the time, place and date of the meeting.

Section 6. Officers – Duties
The Association’s President, as the Chief Executive Officer of the Association, will preside at all meetings of the Assembly and at any gathering sponsored by either the Assembly or the Board. In the event of the President's absence or inability for any reason to discharge the duties of office, the Vice President will assume the President’s responsibilities. The other officers of the Association will perform the duties specified in the constitution.

Section 7. The Director of Alumni Relations – Duties

The Director of Alumni Relations will fulfill the responsibilities of Chief Alumni Officer for the institution. This will include serving as the Chief Operating Officer of the Alumni Association, including representing the wishes of the alumni leadership to the College and the needs of the College to the alumni leadership. The Director of Alumni Relations will ensure the effectiveness and efficiency of the Association’s on-campus operation, including maintaining and managing an Office of Alumni Relations professionals and maintaining a complete record of Board, Assembly, committee and chapter activity.

The Director of Alumni Relations will cause to be maintained through the Secretary, a current record of the names, mailing addresses and electronic addresses of all members of the Board, Assembly, committees and chapters; copies of the meeting minutes of the Assembly, Board and committees, which will be made available to all interested alumni and the College community; and timely notices of Assembly and Board meetings which will be sent as required by these bylaws. The Director of Alumni Relations will act as a non-voting member of all Board committees and perform other duties as they pertain to the office and may be necessary for the success of the Association’s mission.

ARTICLE V. BOARD COMMITTEES

Section 1. Committees of the Board

Officers of the Board will chair committees focused on the primary ways in which the Association may assist the College. While the focus of these committees may change from time to time, Board members responsible for an active committee should seek to involve members of the Assembly or other alumni volunteers in support of their efforts.

The work plan of a committee is the responsibility of the Board member chairing the group, in partnership with the Alumni Relations staff person assigned responsibility for that particular function. Both will seek to identify and involve alumni who can assist in
ensuring the success of the committee’s goals. A report on each committee’s progress will be part of every Board meeting agenda.

Section 2. Formation of Committees

The Board, by its recommendation for amendment to these bylaws and subject to the approval of the President of SUNY Geneseo, may from time to time add or subtract from the number of established Board committees to ensure that the then-key functions of Alumni Relations are addressed by the Board.

Section 3. Standing Committees of the Board

(See Constitution Article IX., Section 2)

ARTICLE VI. AMENDMENTS

Upon a majority vote of the Board, recommendations to the College can be made for the alteration, amendment or supplementation of Association bylaws, as long as prior notice was provided in the notice of the meeting at which this action is to be considered. These recommended modifications require confirmation by the majority of Assembly members present at that meeting before they are forwarded to the President of SUNY Geneseo for final College approval.

2017 Elections Addendum: The 2017 SGAA first-ever elections will be focused on the Executive Committee (President, Vice President and Secretary). The remainder of the SGAA Board membership will be appointed with staggered terms to create leadership succession for the 2020 elections. A nomination process was created to be inclusive of alumni interest beyond the interim leaders.