

# **SUNY Geneseo Alumni Association**

## **CONSTITUTION**

April 14, 2016  
May 4, 2017  
July 11, 2019

### **ARTICLE I. NAME AND AUTHORIZATION**

The name of this Association is the SUNY Geneseo Alumni Association, referred to in this Constitution and Bylaws as the “Association,” or as the “SGAA.” Also in this document, SUNY Geneseo is referred to as “the College” and the Association’s Board of Directors as “the Board.” Any amendments and alterations to the Constitution and Bylaws require the approval of the President of SUNY Geneseo. The President of SUNY Geneseo and the President’s Cabinet approved the Constitution and Bylaws on April 14, 2016.

### **ARTICLE II. LOCATION**

The principal office and place of business of the Association is SUNY Geneseo, 1 College Circle, Geneseo, New York 14454.

### **ARTICLE III. PURPOSE**

The Association’s purpose is to serve the College by supporting the mission, vision, and values of the College and its alumni. It will establish and maintain a mutually beneficial relationship with the College by connecting current alumni and future alumni with the College through powerful experiences and meaningful communication. It will strive constantly to broaden the base of alumni participation and support and help alumni realize the opportunity to enhance the growth and development of the College.

The SGAA will be the official alumni association of the College and will be interdependent with the College in its purpose, organization, and operation. A strong, vital association provides the framework to recruit alumni talent and resources, to support the achievement of College objectives, to represent alumni interests and concerns, and to recognize alumni contributions to the College community.

## **ARTICLE IV. OPERATIONAL GUIDELINES**

SUNY Geneseo establishes this Association, and the President of SUNY Geneseo retains full authority to modify the operation of the Association in the future in ways consistent with the College's policies and goals for its alumni. The Association will abide by all rules and regulations set forth by the College and the President of SUNY Geneseo. The President of the Association and the President of SUNY Geneseo will meet in the fall and spring of each year to review the progress of the SGAA.

## **ARTICLE V. MEMBERSHIP**

### Section 1. Requirements for Membership

Any person who has graduated from the College is considered a member of the Association. Additionally, any person who has completed one semester in a degree-granting program will be considered a member of the Association upon graduation of their class from Geneseo.

### Section 2. Honorary Membership

Any person who has made substantial contributions to the welfare of the College, its alumni, or the Association may be awarded an honorary membership in the Association by a vote of the Association's Board and with the approval of the President of SUNY Geneseo.

### Section 3. Alumni Chapters

The Association will be organized into alumni groups known as Alumni Chapters, which will have in common some affinity, be it current geographic residence; educational, professional, social, or other designations officially recognized by the College. To be considered official, Alumni Chapters must be established in accordance with the bylaws and approved by the Association.

## **ARTICLE VI. BOARD OFFICERS AND REPRESENTATIVES**

### **Section 1. Requirements**

Officers and Board members must be graduates of the College and will have the power to perform the duties as defined in this constitution and the bylaws.

- Officers and Board representatives are expected to:
  - Make an annual financial contribution to the College;
  - Attend at least ¾ of the Board meetings during their term;
  - Complete confidentiality and conflict of interest agreements.

### **Section 2. Powers and Duties**

The SGAA Board officers will govern the Association and oversee policy implementation and priorities in accordance with the Association's constitution and bylaws.

### **Section 3. Membership**

The Board will consist of up to 25 members including:

- Board Officers/Executive Committee:
  - President
  - Vice President
  - Secretary
  - Director of Alumni Relations
  - Immediate Past President (for one year)
- Board Representatives:
  - Chair of each of the standing committees
  - Chair of ad hoc committees as defined in the bylaws of the SGAA
  - Up to two members-at-large appointed by the President of the Association
  - Representative from the Geneseo Foundation Inc. Board of Directors, as appointed by the Foundation Board Chair
  - Vice President for College Advancement (ex officio voting member)
  - President of the College (ex officio voting member)
  - Up to four Regional Chapter members
  - Up to two Affinity Chapter members
  - Up to two current full-time SUNY Geneseo alumni faculty or staff members
  - The elected leader of the Undergraduate Alumni Association

#### Section 4. Policies

Board members will uphold the constitution and bylaws of the Association. The constitution and bylaws will be reviewed every three years by the Board for recommended changes to the College President. The Board will have the authority to grant charters to Alumni Chapters in accordance with criteria set forth in the bylaws.

#### Section 5. Terms of Office

The term for Board officers will be three years, to begin on July 1 following an election by the Board held during the preceding spring semester.

- The President of the Association will be limited to a single term of three years.
- Board officers other than the Association President will be limited to a total of two terms for a total of six years, provided each term is served in a different position. The two terms need not be consecutive.
- Board officers who have served two terms for a total of six years may still be elected to serve as the Association President or Association Vice President, even if that should extend their term of service to more than six years.

The term for non-officer members of the Board will be three years, to begin July 1 following the annual spring election. The terms may be renewable one time either sequentially, or after an absence of two years from the Board.

Terms for non-officers will be staggered to provide ongoing continuity and change among Board members.

#### Section 6. Resignation

Any officer or Board member may resign by giving written notice to the President of the Association.

#### Section 7. Removal

A simple majority vote of the Board members will be required to remove a Board Officer or Board Representative or representative of a chapter from office prior to the expiration of the term for which that member has been elected or appointed. Removal from office will be limited to acts violating the constitution or bylaws of the Association, conduct considered unethical or contrary to the best interests of the College, or violation of the requirements outlined in Article VI., Section 1.

## Section 8. Vacancies

A vacancy in any office except that of the Association President (a circumstance addressed in Section 10), whether due to resignation, or any other cause, may be filled for the unexpired portion of the term of that office by a candidate selected and voted upon by the Board. In case of a tie, the Association President's vote will be determinative.

## Section 9. Duties of Office – President of the Association

The President of the Association will be responsible to the Board and will approve committees and appoint leaders for the Board committees provided for in the constitution and bylaws. Confirmation of these appointments will be by a simple majority vote of the Board.

The President of the Association will preside over all meetings of the Association and Board and will be an *ex-officio* voting member of all committees. The President of the Association will represent the Association before the College community or designate other persons to represent the Association as necessary. The Executive Committee will set annual goals for the Association, propose a plan for meeting these annual goals, and organize the affairs of the Association and Board in a manner consistent with meeting these objectives.

## Section 10. Duties of Office – Vice President

In the absence or disability of the Association President, the Association Vice President will assume the powers and duties of the Association President. In the event of a vacancy in the office of the Association President, the Association Vice President will succeed that office for the unexpired portion of the term. The Association Vice President who has succeeded to the office of Association President in this manner may stand for election to a full term as Association President in the next election cycle.

The Association Vice President will oversee new applications for official status as a chapter. The Vice President for College Advancement will give final chapter approval; the criteria includes, but is not limited to adherence to SUNY policies, rules and regulations. The Association Vice President will review, on behalf of the Board, the annual plans for each chapter. The Association Vice President will have general administrative duties under the direction of the Association President and other duties as assigned by the Board.

### Section 11. Duties of Office – Secretary

The Secretary will oversee official communications between the Association, its Alumni Chapters and members, and all external parties with whom the Board conducts business. The Secretary will ensure that minutes are kept at the Association and will oversee the keeping, preparing, and filing of all other records required by the policies of the Association. The Secretary will, in general, perform all duties incident to the office of an administrative coordinator, including duties as may be assigned by the Association President, the Alumni Board, or the Director of Alumni Relations.

The Secretary will be subject to the Board's normal nomination process for Officers of the Board and will be a full member with voting privileges.

### Section 12. Meetings

The Board will meet in person at the College no less than twice annually during the academic year and coordinate one or more meetings via technology.

Advance notice must be provided for all meetings via electronic technology at least one week in advance.

### Section 13. Quorum

A simple majority of the members of the Board will constitute a quorum for the transaction of business at any meeting of the Board. If less than a simple majority of the Board is present in person at a meeting, a majority of the Board present may adjourn the meeting without further notice. With the permission of the President of the Association on an “as-needed basis,” members of the Board may attend a meeting through web and/or telephone conferencing.

## ARTICLE VII. COMMITTEES

### Section 1. Ad Hoc Committees

With the approval of the President of SUNY Geneseo, the President of the Association will appoint ad hoc committees as necessary in advancing the Association's program and goals and to the extent they are consistent with the size limitations indicated in this constitution. Each ad hoc committee will exercise the powers and perform the duties as may be prescribed by the Board. In no case will ad hoc committees have powers that are not authorized under this constitution or bylaws. The Board will review annually the composition and duties of all committees.

### Section 2. Standing Committees

The Board will include the following standing committees:

An *Executive Committee* chaired by the President of the Association and consisting of the Vice President of the Association, the Secretary of the Association, Immediate Past President (for one year) and the Director of Alumni Relations. The Executive Committee will set annual goals for the Association, propose a plan and timeline for meeting these annual goals, and organize the affairs of the Association and Board in a manner consistent with meeting these objectives.

A *Committee on Nominations* chaired by the Association's immediate past-president or by a member of the Board with relevant experience, consisting of a total of five to seven members including the chair, to be selected, in consultation with the Director of Alumni Relations, from the Board, or Association membership who are not candidates for the positions under consideration. The committee will include the Director of Alumni Relations *ex-officio*, who will staff the committee's operation. This committee will present a slate of candidates for Board Officer positions to the Board as needed for election. The committee should, insofar as possible, nominate candidates to ensure that the board reflects the alumni in terms of class year, identity, culture, geography, and degree/majors. It is the intention of the Association to uphold SUNY Geneseo's Community Commitment to Diversity, Equity, and Inclusion.

A *Committee on Recognition* to be chaired by a member of the Board with relevant knowledge and willingness to actively facilitate identification of nominees. Five to seven committee members will include the Director of Alumni Relations, the Association's Secretary, two additional members of the Board, two members of the Association, a member of the College's faculty or staff, and a current student when possible. Consistent with Board term limits as outlined in the bylaws, members agree to serve three-year terms. The committee will gather nominations for award recipients from

professional staff in the Office of College Advancement, alumni and Geneseo faculty and staff, and review a slate of candidates; select awardees based upon exceptional professional and personal successes, as well as involvement in philanthropic and volunteer endeavors with the College; and support the College's efforts in publically recognizing the awardees and their notable achievements and contributions in a ceremony held on campus.

*A Committee on Regional Chapters* will be chaired by a member of the Board with relevant experience leading and/or facilitating similar efforts. Five to seven committee members will be drawn from members of the Association with Regional Chapter experience and interest in and enthusiasm for furthering the mission of the committee and support the objectives of the Board. Consistent with Board term limits as outlined in the bylaws, members agree to serve three-year terms. The committee will create guidelines and standards for the formation and operation of Regional Chapters and enhance Geneseo alumni communities on an ongoing basis; review current Regional Chapters as needed and recommend the addition of new chapters and chapters for retirement; partner with other committees of the Board to build support for College initiatives and seek to increase recognition of the College across the nation.

*A Committee on Affinity Chapters* will be chaired by a member of the Board with relevant experience leading and/or facilitating similar efforts. Five to seven committee members will be drawn from members of the Association with Affinity Chapter experience and interest in and enthusiasm for furthering the mission of the committee and support the objectives of the SGAA. Consistent with Board term limits as outlined in the bylaws, members agree to serve three-year terms. The committee will develop and implement policy for identification, formation and/or operation of Affinity Chapters; seek to enhance Geneseo alumni communities on an ongoing basis; review current Affinity Chapters on a regular basis and recommend the addition of new chapters and chapters for retirement; partner with other committees of the Board to build support for College initiatives; and increase recognition of the College across the nation.

*A Committee on Young Alumni and Students* will be chaired by a member of the Board with relevant experience leading and/or facilitating similar efforts. Five to seven committee members will be drawn from members of the Association and the student body with interest in and enthusiasm for furthering the mission of the committee and supporting the objectives of the SGAA. The chair and members will be limited to graduates of the last ten years and two undergraduates with full-time status and in good standing. Consistent with Board term limits as outlined in the bylaws, alumni shall serve three-year terms. Students shall serve a one-year term with possible re-election for up to three consecutive terms in total; term shall conclude when the student is no longer

enrolled full-time. The Committee will affect ideas, policies, and practices that seek to increase the awareness, understanding and involvement of young alumni and students across the spectrum of alumni activity. It will seek to develop increased engagement of young alumni and students overall by initiating new and maintaining current traditions; building understanding of the College's strengths and support for the College's initiatives; assisting with the transition from student to alumni; informing and mentoring students and young alumni on the value of keeping Geneseo relevant in their lives; promoting professional and social networking opportunities for students, alumni and, where possible, other Geneseo constituents; modeling and fostering a tradition of active and involved alumni; and instilling passion, in students and young alumni, for remaining connected with Geneseo and partnering with other committees of the Board, as well as developing mechanisms for students and young alumni to stay connected.

*A Committee on Annual Giving* will be chaired by a member of the Board with relevant organizational, fundraising and/or communication experience. Five to seven committee members including the Geneseo Foundation representative will be a representative body drawn from members of the Association with a broad spectrum of skill sets, including but not limited to: social media expertise, networking connectivity, and catalyzing action as well as a willingness to solicit support for the College. Consistent with Board term limits as outlined in the bylaws, members agree to serve three-year terms. In collaboration with the Director of Annual Giving in the Office of College Advancement, the Committee will support efforts of the College to recruit alumni who are willing to reach out to fellow alumni to secure their financial support of the College; coordinate two periods of alumni-to-alumni outreach each year—at the end of the calendar year and at the end of the fiscal year; systemize and segment assignments for committee members; coordinate volunteer training and support best practices in annual giving fundraising; establish goals, timelines, and expectations for fundraising initiatives; and execute its plans.

### Section 3. Committee Minutes

All committees will file written minutes to the Board no less than annually; these reports will be shared with all members of the Association.

## **ARTICLE VIII. BYLAWS**

The conduct of the affairs of the Association and its Board will be governed by a set of bylaws, consistent with this constitution, which may be amended from time to time in accordance with its provisions which include, among other obligations, the approval of changes by the President of SUNY Geneseo.

## **ARTICLE IX. AMENDMENTS**

Recommendations to the College can be made for the alteration, amendment or supplementation of the SGAA constitution contingent upon a simple majority vote of the Board, 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 Board members present at that meeting before they are forwarded to the Director of Alumni Relations and Vice President for College Advancement for review. The proposed modifications will then be presented to the President of SUNY Geneseo for final approval.

# **SUNY Geneseo Alumni Association**

## **BYLAWS**

April 14, 2016  
May 4, 2017  
July 11, 2019

### **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 are located on the SUNY Geneseo College campus; the offices of the Association are overseen 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 alumni members of the Association will be allowed to nominate, vote, or serve as 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 and committees.

## **ARTICLE III. BOARD**

### **Section 1. Authority**

The Board will oversee the Association's affairs as outlined in the constitution and these bylaws. The Board will act as the official representatives of the Association and 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.

### **Section 2. Elections**

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 3. Eligibility**

Only Geneseo graduates may stand for positions on the 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 4. 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 Article VI, Section 8 of the Constitution Board members are expected to fulfill requirements outlined in Article VI., Section 1 of the Constitution.

#### Section 5. Transition Period

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. CHAPTERS**

#### 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 follow the Alumni Relations guidelines with identified leadership and must meet at least once a year in person, via the web and/or teleconference.

Regional Chapters are based on geographic areas.

Affinity Chapters will be organized in personal and professional areas that reinforce a positive connection between Geneseo graduates and support their members' common 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 Association through the effective creation of chapters to support the College's mission, vision and values within the appropriated resources.

## Section 2. Approval

Regional Chapters and Affinity Chapters will be recognized according to the Alumni Relations guidelines with identified leadership.

## Section 3. Officers – Duties

The Association President will preside at all meetings and at any gathering sponsored by either the Association or the Board. In the event of the Association President's absence or inability for any reason to discharge the duties of office, the Association Vice President will assume the Association President's responsibilities. The other officers of the Association will perform the duties specified in the constitution.

## Section 4. The Director of Alumni Relations – Duties

The Director of Alumni Relations is responsible for communicating the wishes of the Alumni Association to the College and the needs of the College to the Alumni Association. 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, 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, committees, and chapters; copies of the meeting minutes of the Board and committees, which will be made available to all interested alumni and the College community; and notices of 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

Board members 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 Association 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/Advancement 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 VII., Section 2)*

## **ARTICLE VI. AMENDMENTS**

Upon a simple 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 Board members present at that meeting before they are forwarded to the President of SUNY Geneseo for final College approval.