

# REGENT UNIVERSITY ALUMNI ASSOCIATION

## CHAPTER BYLAWS

### Article I – NAME AND PURPOSE

#### Section 1. **Name.**

The name of our organization is the (*ANY TOWN, USA*) Chapter of the Regent University Alumni Association.

#### Section 2. **Purpose.**

The purpose of the chapter is to assist the Regent University (hereafter “University”) Alumni Office and other appropriate University office with:

- A. Promoting active alumni participation and involvement through on-campus and regional programming;
- B. Communicating the University’s mission, plans, and programs;
- C. Identifying and encouraging the enrollment of quality and diverse students;
- D. Developing philanthropic support from alumni;
- E. Recognizing the University’s alumni distinguished by their loyalty, professional achievement, and community service;
- F. Assisting both students and alumni of the University in career planning, placement, and transitions;
- G. Fulfilling the University’s vision “to provide Christian leadership in transforming society by affirming and teaching principles of truth, justice, and love as described in the Holy Scriptures, embodied in the person of Jesus Christ, and enabled through the power of the Holy Spirit. *Soli Deo Gloria.*”

### Article II – MEMBERSHIP

#### Section 1. **Alum Members**

Each University graduate living in the (*ANY TOWN, USA*) region (*defined areas between zero (0) to 150 mile radius with at least 80 alumni constituents*) is eligible for Chapter membership. To

become an alum member, a graduate's application must be approved by the University Registrar's Office, the graduate must be in good standing with the University, and the graduate must pay annual dues if set by the chapter's executive committee (hereafter "executive committee"). Only alum members are eligible to vote at the annual meeting and are eligible for selection to a position as described in Article III.

#### Section 2. **Associate Members.**

The executive committee may grant associate membership to current University students who have completed a minimum of twelve (12) credit hours of course work and who are in good academic standing with the University. Current University students enrolled in a minimum of six (6) credit hours of course work are not required to pay dues. Associate membership may also be extended to former Regent University students who have completed at least twelve (12) credit hours (classified by the university as "Alumni Non-Degree"), provided that these members remain in good standing with the university.

#### Section 3. **Honorary Members.**

The executive committee may grant honorary membership to those persons other than alum and associate members who show interest in and loyalty to the chapter and Regent University. All those who have received honorary degrees from Regent University shall be eligible for honorary membership. Honorary members are not required to pay dues.

#### Section 4. **Chapter Dues.**

Those members required to pay annual dues shall pay them in the amount set by the executive committee. The executive committee shall use these dues to pay the chapter's general operating expenses. The university-wide Alumni Association shall not assess dues for chapter membership. Each individual chapter may vote to invoke member dues, provided that paying for membership brings with it additional privilege and/or responsibility. Chapter events will continue to be made available to all alumni, regardless of membership through chapter dues, for the purpose of encouraging chapter involvement. Any additional chapter services (job banks, networking groups, directories, etc.) may be contingent on membership.

### Article III – EXECUTIVE COMMITTEE

#### Section 1. **Officers.**

The officers shall be President and eight (8) affinity chairs – Communication and the Arts Affinity Chair, Divinity Affinity Chair, Education Affinity Chair, Global Leadership and Entrepreneurship Affinity Chair, Government Affinity Chair, Psychology and Counseling

Affinity Chair, Law Affinity Chair, and Undergraduate Studies Affinity Chair – and shall be known as the executive committee. This committee shall meet at the call of the president. All committee members are voting members.

## Section 2. **President.**

The president shall act in a general executive capacity and shall preside at all meetings, appoint committees, and in general perform all the usual duties attending the office. The president shall be responsible for coordinating the identification and selection of all affinity chairs and shall oversee the activities of all affinity groups. The president shall oversee the compilation of the bi-annual chapter newsletter and the chapter website and shall coordinate the planning and implementation of a minimum of one (1) chapter event per year. The president shall be accountable to the Executive Alumni Board and shall submit a bi-annual review of chapter activities in conjunction with the bi-annual Alumni Board meeting. The president is an ex-officio member of all chapter committees. At the completion of his/her term, the president shall chair the chapter's nomination committee. The president shall serve for a one (1) year term and may be selected for only two (2) consecutive terms. The president serves at the pleasure of the Executive Alumni Board and the Office of Alumni Relations, and the number of consecutive terms may be extended at the discretion of the Executive Alumni Board and the Office of Alumni Relations.

## Section 3. **Affinity Chairs.**

The eight (8) chapter affinity chairs shall oversee the chapter affinity groups, defined as regional alumni from each of the eight (8) schools: Communication and the Arts, Divinity, Education, Global Leadership & Entrepreneurship, Government, Law, Psychology and Counseling, and Undergraduate Studies. There shall be one (1) affinity chair to represent each of the eight (8) schools, with a minimum of four (4) schools represented to define an officially recognized chapter.

The affinity chairs shall have such powers and shall perform such duties as shall be assigned to them by the president, with approval from the Executive Alumni Board. Affinity chairs shall be responsible for the coordination of networking, social opportunities, and dispersion of information for the affinity group members. They shall serve as a facilitator of opportunities relevant to the unique interests of the group which they represent. They shall provide support to the chapter president in the production of a minimum of one (1) full chapter event and two (2) chapter newsletters each term. Affinity chairs may be appointed to serve in traditional officer roles at the discretion of the executive committee.

Affinity chairs shall report to the chapter president and to the associated school's Executive Alumni Board representative. They shall submit a bi-annual review of the affinity group's activities to the chapter president prior to each of the bi-annual Executive Alumni Board

meetings. At the completion of his or her term, the affinity chairs shall serve on the chapter's nomination committee and aid in the selection of the next term's executive committee. Affinity chairs shall serve a one (1) year term and may be selected for no more than two (2) consecutive terms, except that the number of consecutive terms may be extended at the discretion of the Executive Alumni Board and the Office of Alumni Relations. Should the office of the president become vacant, the affinity chairs shall have the opportunity to apply or nominate a candidate for interim president, pending approval from the Executive Alumni Board and the Office of Alumni Relations. Affinity chairs serve at the pleasure of the Executive Alumni Board and the Alumni Office, with the support of the chapter president.

#### Section 4. **Nomination of Officers.**

At the completion of a one year term, the chapter president shall chair the nominating committee, consisting of the former chapter affinity chairs, members of the Executive Alumni Board, and the Office of Alumni Relations. The nominating committee shall be responsible for identifying and encouraging potential leadership within the chapter. The nominating committee shall provide opportunity for all chapter members in good standing to apply for an executive committee position and shall determine the deadline for applicants from the general membership. The nominating committee shall review all applications and shall conduct phone interviews of each candidate within two (2) weeks of receiving a candidate's application. The Office of Alumni Relations will verify the candidate's listed recommendations and will ensure that all candidates are in good standing with the University.

#### Section 5. **Selection of Officers.**

At the conclusion of each candidate interview, the nominating committee shall discuss the strength of the candidate's application. The chair of the nominating committee shall submit a summary of the discussion following the completion of all interviews for the vacant position. Candidates shall be voted on by a quorum of nominating committee members (See Article V, Section 2). Officers shall be named by a simple majority of quorum votes. All nominations and selections are subject to approval by the Alumni Office. Newly selected and approved officers shall assume office immediately following completion of the former executive committee member's term.

#### Section 6. **Attendance.**

If, during any term year, any member of the executive committee fails to attend two (2) scheduled meetings and fails to attend at least one (1) chapter-sponsored event, the executive committee, by a majority vote, may declare that officer's membership on the executive committee vacant.

### Section 7. **Executive Committee Vacancy.**

The president, with the approval of the executive committee and the Executive Alumni Board, shall appoint an alum member to fill a vacancy occurring among the officers, and such appointees shall serve the remainder of the unexpired term.

### Section 8. **Depositories.**

The money of the chapter shall be held in an account established by the Regent University Office of Alumni Relations. All monetary transactions – deposits, contracts, and money exchanges for vendors – will be processed through the University Purchasing Office. Any personal expense shall be reimbursed from the chapter account subject to approval by the Alumni Relations Office.

## Article IV – COMMITTEES

### Section 1. **Appointments and Term.**

The president, with the approval of the executive committee, shall appoint a chairperson for event committees as deemed necessary. The affinity chairs, with the approval of the chapter president and the Executive Alumni Board, shall appoint a chairperson for affinity group sub-groups or sub-committees as deemed necessary. Upon establishment of standing committees, the president, with the approval of the executive committee, shall appoint standing committee members as deemed necessary.

### Section 2. **Duties of Chairperson**

Chairpersons shall preside over their respective committees. Chairperson shall be responsible for recruiting volunteer committee members according to their needs. Upon request of the president, or when deemed necessary by the chairperson, an oral status report of the committee's activities shall be presented at an executive committee meeting.

### Section 3. **Chairperson Vacancies.**

The president, with the approval of the executive committee, shall appoint an active member to complete the term of a committee chairperson that becomes vacant.

### Section 4. **Committee Activities.**

Committees shall meet at the call of their chairperson. Written reports may be presented to the executive committee. Such reports must be submitted to the president at least five (5) days in advance of the executive committee meeting.

## Article V – MEETINGS & PROCEDURE

### Section 1. **Meetings.**

- A. Executive Committee. The executive committee shall meet at least quarterly to develop an annual plan and quarterly objectives and to review the chapter's progress.
- B. General Membership. The general membership shall meet at least annually to provide opportunities for socialization, networking, personal development, and/or to engage the members in an activity that supports Regent's recruitment, fundraising efforts, and/or outreach.
- C. Affinity Group Members. Affinity group membership may meet at the discretion of the respective affinity chair. Frequency and type of meetings and/or activities shall be at the discretion of the executive committee, with recommendations for the Executive Alumni Board.

### Section 2. **Quorum and Voting.**

A majority of voting members constitutes a quorum for the transaction of business at all executive and nominating committee meetings. For the transaction of business at all chapter membership meetings, a quorum of 10% (for chapter areas of less than 400 alumni) or 5% (for chapters greater than or equal to 400 alumni) of alumni constituents is necessary. Votes may be taken by voice, by a show of hands, by ballots (including proxy), or electronically via the chapter website. The action of a majority of the members whenever a quorum is present at any duly convened meeting, including electronically, shall constitute the action of the whole membership of the chapter, pending approval by the Executive Alumni Board and the Office of Alumni Relations.

### Section 3. **Amendments.**

These bylaws may be amended by a simple majority vote of the chapter quorum, with approval by the Executive Alumni Board and the Office of Alumni Relations. Chapter members may propose changes to the bylaws by submitting proposed amendments to the executive committee at least 30 days in advance of a general membership meeting. The executive committee, in turn, must submit all proposed changes immediately to the Office of Alumni Relations, who will distribute the proposals to the Executive Alumni Board.

### Section 4. **Procedure.**

Robert's Rules of Order or a formally adopted set of Standing Rules of Order shall govern proceedings at all committee meetings and general membership meetings.

**Section 5. Records and Reports.**

Official records of chapter meetings and activities shall be maintained by an appointee from the executive committee. Official financial reports of all chapter monies and transactions shall also be maintained by an executive committee appointee. Copies of all reports shall be submitted to the Office of Alumni Relations semi-annually, on or before December 1 and July 1, in conjunction with the University fiscal reporting year.

## OPTIONAL ADDENDUM FOR WELL-ESTABLISHED CHAPTERS

### Article III – EXECUTIVE COMMITTEE

#### Section 3b. **Executive Representative.**

The executive representative shall represent the membership at-large on the executive committee and shall chair the alumni relations committee.

### Article IV – COMMITTEES

#### Section 5. **Standing Committees.**

The standing committees of the Chapter shall be the Executive, Finance, and Nominating.

#### Section 5a. **Executive Committee.**

The executive committee shall consist of the chapter president, the executive representative, and the eight (8) affinity chairs – Communication and the Arts Affinity Chair, Divinity Affinity Chair, Education Affinity Chair, Global Leadership and Entrepreneurship Affinity Chair, Government Affinity Chair, Psychology and Counseling Affinity Chair, Law Affinity Chair, and Undergraduate Studies Affinity Chair.

#### Section 5b. **Finance Committee.**

The finance committee is responsible for the fiscal integrity of the alumni chapter and its programs. It accomplishes this by overseeing income from events and campaigns so that the chapter can most effectively achieve its mission. This committee prepares and presents the chapter budget, reviews requests for funding, and makes recommendations to the executive committee in this regard.

#### Section 5c. **Nominating Committee.**

The nominating committee shall consist of the immediate past president, the former chapter affinity chairs, members of the Executive Alumni Board, and the Office of Alumni Relations. The nominating committee shall be responsible for identifying and encouraging potential leadership within the chapter. The nominating committee shall provide opportunity for all chapter members in good standing to apply for an executive committee position and shall determine the deadline for applicants from the general membership. The nominating committee shall review all applications, conduct phone interviews, and make selection recommendations.

Section 6. **Ad Hoc Committees.**

The ad hoc committees should include an alumni relations committee, a student relations committee, and committees for various special events.

Section 6a. **Alumni Relations Committee.**

The alumni relations committee, chaired by the executive representative, shall plan and execute the activities of the chapter so as to promote goodwill and interaction between the alumni and the university. The alumni relations committee shall include up to four (4) alumni representatives, appointed by the chapter president.

Section 6b. **Student Relations Committee.**

The student relations committee, chaired by the chapter president, shall plan and execute the activities of the chapter so as to promote goodwill and interaction between the alumni and the student body and shall recommend methods for improvement. This committee shall also include up to four (4) student representatives, appointed by the president of the Student Alumni Ambassadors and the Office of Alumni Relations.

Section 6c. **Special Event Committees.**

Special event committees shall serve on an as needed basis and shall meet at the call of their chairperson. Special event committees shall plan and promote the events of the general chapter, at the discretion of the executive committee.

# ROBERTS RULES OF ORDER MOTIONS

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

**Part 1. Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

<b>Purpose:</b>	<b>You Say:</b>	<b>Interrupt?</b>	<b>2<sup>nd</sup></b>	<b>Debate?</b>	<b>Amend</b>	<b>Vote?</b>
Close meeting	"I move to adjourn."	No	Yes	No	No	Majority
Take break	"I move to recess for..."	No	Yes	No	Yes	Majority
Register complaint	"I rise to a question of a privilege."	Yes	No	No	No	None
Make follow agenda	"I call for the orders of the day."	Yes	No	No	No	None
Lay aside temporarily	"I move to lay the question on the table."	No	Yes	No	No	Majority
Close debate	"I move the previous question."	No	Yes	No	No	2/3
Limit or extend debate	"I move that debate be limited to..."	No	Yes	No	Yes	2/3
Postpone to a certain time	"I move to postpone the motion to..."	No	Yes	Yes	Yes	Majority
Refer to committee	"I move to refer the motion to..."	No	Yes	Yes	Yes	Majority
Modify wording of motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Kill main motion	"I move that the motion be postponed indefinitely."	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	"I move that [or to]..."	No	Yes	Yes	Yes	Majority

**Part 2. Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

<b>Purpose:</b>	<b>You Say:</b>	<b>Interrupt?</b>	<b>2<sup>nd</sup>?</b>	<b>Debate?</b>	<b>Amend?</b>	<b>Vote?</b>
Enforce the rules	“Point of order.”	Yes	No	No	No	None
Submit the matter to assembly	“I appeal from the decision of the chair.”	Yes	Yes	Varies	No	Majority
Suspend the rules	“I move to suspend the rules.”	No	Yes	No	No	2/3
Avoid main motion altogether	“I object to the consideration of the question.”	Yes	No	No	No	2/3
Divide motion	“I move to divide the question.”	No	Yes	No	Yes	Majority
Demand a rising vote	“I move for a rising vote.”	Yes	No	No	No	None
Parliamentary law question	“Parliamentary inquiry.”	Yes	No	No	No	None
Request for information	“Point of information.”	Yes	No	No	No	None

**Part 3. Motions That Bring a Question Again Before the Assembly.** No order of precedence. Introduce on when nothing else is pending.

<b>Purpose:</b>	<b>You Say:</b>	<b>Interrupt?</b>	<b>2<sup>nd</sup>?</b>	<b>Debate?</b>	<b>Amend?</b>	<b>Vote?</b>
Take the matter from table	“I move to take from the table...”	No	Yes	No	No	Majority
Cancel previous action	“I move to rescind...”	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	“I move to reconsider...”	No	Yes	Varies	No	Majority