



**BY-LAWS
OF
THE ALUMNI ASSOCIATION
OF
GEORGE MASON UNIVERSITY**

**ARTICLE I
CORPORATION**

NAME AND PURPOSE

Section 1: The name of this non-profit corporation shall be THE ALUMNI ASSOCIATION OF GEORGE MASON UNIVERSITY, INC. (hereinafter referred to as the Association), and its powers, duties, and obligations shall be for charitable and educational purposes as set forth in the Articles of Incorporation.

OFFICES

Section 2: The offices of the Association shall be on the Fairfax campus of George Mason University, Fairfax, Virginia.

SEAL

Section 3: The corporate seal of the Association shall have inscribed thereon the full corporate name of the Association, with the location of its principal offices.

**ARTICLE II
MEMBERSHIP**

MEMBERSHIP

Section 1: Membership shall be open to anyone who has attended George Mason College, George Mason University (hereinafter referred to as the University), or any institution subsequently becoming affiliated with the University, or who meets any of the requirements set forth in Section 2, below, and who meets the requirements as set forth by the Board of Directors in the Standing Rules of the Association. Membership shall not be transferable or assignable in any manner.

Section 2: There shall be classes of membership of the Association as follows:

- **ACTIVE:** Anyone who has attended George Mason College, the University, or any institution subsequently becoming affiliated with the University and maintains current contact information with the Office of Alumni Affairs.
- **STUDENT ALUMNI:** All those students who have attended the University for at least one semester and who are currently enrolled in the University as students.
- **HONORARY ALUMNI:** Any persons who have expressed, or have shown through their actions, an interest in the goals of the Association and have accepted invitations by the Board of Directors of the Association to be Honorary members of the Association.

ARTICLE III
ELECTION OF OFFICERS AND DIRECTORS, AND TERMS OF OFFICE

BOARD OF DIRECTORS

Section 1: The Board of Directors (hereinafter referred to as the Board) shall consist of:

- Seven elected officers;
- Six members who shall serve at large and be designated At-Large Directors;
- Presidents of the George Mason University Alumni Association Chapters as prescribed by Article IV, Section 10 of these by-laws;
- Members selected by the Board as Honorary Board Members in accordance with the criteria of selection as set forth in the Standing Rules of the Association;
- Three *ex officio* members of the Board with voice and without vote, namely, the President of the University, the President of the GMU Student Government and the Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association.
- Other members appointed by the Executive Committee and approved by the Board of Directors in accordance with criteria of selection as set forth in the Standing Rules of the Association.

The officers of the Association are:

- President, who serves as chief executive officer,
- President-elect,
- Immediate Past President,
- Vice President, Advocacy,
- Vice President, Involvement,
- Treasurer,
- Secretary.

No member of the Board shall hold more than one position on the Board simultaneously.

TERMS OF OFFICE

Section 2: The officers and the At-Large Directors shall be elected by the members of the Association following a general vote by mail of all members. The terms of office for officers and Directors shall be as follows:

- President: one two-year term;
- President-elect: one two-year term with automatic succession to the position of President;
- Immediate Past President: one year following term as President;
- Vice President, Advocacy: one year; not to exceed two consecutive terms
- Vice President, Involvement: one year; not to exceed two consecutive terms
- Treasurer: one year; not to exceed two consecutive terms
- Secretary: one year; not to exceed two consecutive terms
- At-Large Directors: two years; one half of the At-Large Directors shall be elected on even numbered years and the other half shall be elected on odd numbered years. At-Large Directors may not be elected to more than two consecutive terms.
- Current presidents of the Alumni Association Chapters

Terms of elected officers and Directors shall commence on July 1 and terminate on June 30.

NOMINATIONS AND ELECTIONS

Section 3: The Leadership Development Committee shall request nominations from the general membership and shall convene no later than April 1 to screen the list of nominees. The Leadership Development Committee must contact each person selected as a candidate nominee and offer each the opportunity to decline nomination. No later than May 1, the ballots must be printed and mailed out to all voting members. The Leadership Development Committee may submit a single slate for approval by the general membership, provided that all selected nominees who have not declined nomination are included on the slate.

VOTE OF THE MEMBERSHIP

Section 4: Those voting may write in candidates on the ballot.

Section 5: A deadline for return of ballots must be clearly stated. The Elections Committee will tally the results of the election. Ballots are to remain unopened until the Elections Committee convenes for the purpose of tallying the vote. This meeting shall be no later than three (3) days prior to the annual meeting. All elections and records and results shall be confidential and shall be entrusted to the President and the Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association. The President shall decide when the election results will be made public.

Section 6: For the purposes of any vote, the majority of those votes cast shall declare the winner.

VACANCIES

Section 7: Vacancies or incapacity to serve in the office of the President shall be filled for the un-expired term by the President-elect.

Section 8: Vacancies or incapacity to serve occurring in other offices shall be filled by appointment by the President with the approval of a majority of the Board at any regular meeting..

Section 9: Removal from the Board of any elected or Board-appointed member may occur with the consent of the majority of the Board at any regular meeting.

Section 10: Board members who are absent from two successive regular meetings without explanation may be dismissed and replaced on the Board upon the recommendation of the President and the affirmative vote of a majority of the members of the Board at a regular meeting.

ARTICLE IV STRUCTURE

Section 1: The management of the Association shall be vested in the Board subject to the Articles of Incorporation.

Section 2: The Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association shall be in charge of all Association activities and personnel. In this capacity, he or she will be responsible to the policy guidance of the Board. The Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association, employed by the University, and responsible to the University for alumni relations, shall serve the Association as its administrator and perform such other duties as may be prescribed by the President of the Association or the Board from time to time. The Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association shall serve as an *ex officio* non-voting member of the Board.

Section 3: The Board shall consult with the Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association in the preparation of the annual budget request of the Office of Alumni Affairs, said budget request to be included in the annual University budget process.

Section 4: The fiscal year of the Association shall be July 1 through June 30.

Section 5: The Board shall prepare an Annual Report, which will include a financial statement and such other matters as may be deemed appropriate. Said report shall be made available to any member of the Association who requests same.

Section 6: There shall be an Executive Committee of the Board to serve as an interim management group for the Association, which will meet in those months when the full board is not meeting.

Members of the Executive Committee shall be the President, who serves as the Chair, the officers of the Association, the Associate Vice President for Alumni Affairs/Executive Director of the Alumni Association, and such other members as the President may appoint.

Reports of the Executive Committee shall be available to all alumni.

Section 7: The Board shall establish standing committees to conduct certain affairs of the Association. Standing committees shall be composed of not less than three (3) members of the Association, of which at least one (1) must be a member of the Board. When established, the duties and responsibilities of these standing committees shall be defined in the Standing Rules of the Alumni Association.

Section 8: A Past Presidents' Council, consisting of all former Presidents of the Association, shall advise the officers of the Association and perform such other functions as may be determined by the Board. The council is also responsible for soliciting and recommending to the President of the Association a list of nominees for submission to the Governor of the Commonwealth of Virginia for Board of Visitor vacancies. The Council shall meet at least once each year. The Immediate Past President shall serve as Chair of the Council. In the years when there is no Immediate Past President on the Board, the President shall serve as Chair of this Council.

Comment [CL1]: Moving committee names and descriptions to Standing Rules.

ARTICLE V DUTIES OF OFFICERS

Section 1: The President shall be the chief officer of the Association and shall carry out and administer its policies and also be the chief spokesperson for the Association. The President shall also be responsible for such administrative arrangements as may be necessary to the proper functioning of the Association and for any other duties as may be directed by the Board.

Comment [CL2]: Insert job descriptions here.

Section 2: The President-elect shall act for the President during his or her absence or at his or her specific direction and shall serve the remaining term of the President should the President resign, become unable to perform the duties of the office or be removed from office. He or she shall assume the Office of the President when the President's term ends. He or she shall also chair the Leadership Development Committee.

Section 3: The Vice President, Involvement shall be the chief coordinator of the Involvement Committee and shall be responsible for such other duties as the President may designate.

Section 4: The Vice President, Advocacy shall be the chief coordinator of the Legislative Advocacy Committee and shall be responsible for such duties as the President may designate.

Section 5: The Treasurer shall be the chief financial officer of the Association and shall be held accountable for the filing of the proper financial records.

Section 6: The Secretary shall be responsible for the maintenance of the records, including correspondence and historical material, of the Association.

Section 7: The Immediate Past President shall chair the Past Presidents' Council and shall be responsible for such other duties as the President may designate.

Section 8: The duties and responsibilities of the officers shall be defined in the Standing Rules of the Alumni Association

ARTICLE VI
MEETINGS

Section 1: The annual meeting of the Association shall be held in conjunction with the final full Board meeting in June of each year, in a place, and at a date and time, designated by the Board. Publishing of the date, time, and place in any issue of the Alumni magazine or newsletter during the five months preceding the meeting shall constitute notice.

Section 2: All other meetings of the Association may be called by the President, the Board, or as defined in the Standing Rules, upon written request of twenty (20) members of the Association; the purpose of the meeting shall be stated in the call. At least two (2) weeks notice shall be given to all active members.

Section 3: Those members in attendance at the annual meeting shall constitute a quorum.

Section 4: At the beginning of each fiscal year, the President shall establish the schedule of meetings of the Board and the Executive Committee for the year. All meetings of the Board or the Executive Committee shall be open to all Alumni.

ARTICLE VII
CHAPTERS

FORMATION

Section 1: There shall be Chapters of the Association as defined by the Board. Chapters shall have voting representation on the Board through Chapter President.

CHAPTER RIGHTS

Section 2: Upon formation of a Chapter, the Chapter shall have the following rights:

- A. Recognized active Chapters shall receive a stipend from the association annually.
- B. Chapters have the right to adopt by-laws and Standing Rules consistent with the by-laws and Standing Rules of the Association.
- C. Chapters shall have the right to elect their own officers. The Chapter President or other designated representative of each active Chapter shall be a member of the Board of Directors.
- D. All other rules relating to chapters shall be set forth in the Standing Rules of the Alumni Association.

ARTICLE VIII
PROCEDURES

Section 1: The current edition of Robert's Rules of Order shall be the guide on all points of parliamentary procedure.

Section 2: The Board may adopt Standing Rules, for the purpose of governing the affairs of the Association, which shall not be inconsistent with any provisions of the Articles of Incorporation nor the by-laws of the Association. The Standing Rules may be promulgated, amended, or revoked by a majority vote of the members of the Board in attendance at any regular meeting.

Section 3: Unless otherwise specified, any matter to be approved by the Board must be affirmed by a majority vote of the Board members in attendance at a Board meeting.

ARTICLE IX
AMENDMENTS

Section 1: The Articles of Incorporation or the by-laws of this Association may be amended or revoked by a vote of two-thirds (2/3) of those Board members voting at a meeting of the Board, provided that written notice of the proposed amendments or revocation has been given to each member at least thirty (30) days in advance of the meeting.

These by-laws were adopted as amended by vote of the Board at its regular meeting on November 28, 2007 and are effective for officers immediately.