

Golden Quill Society Bylaws

MISSION STATEMENT

The Golden Quill Society inspires continued leadership among a select group of young alumni by facilitating the transition from student leadership to young alumni engagement. Through volunteer engagement and philanthropy, the Golden Quill Society will build a lifelong connection between George Mason University and a core group of dedicated alumni.

PURPOSE

The purpose of the Golden Quill Society is to cultivate strong relationships between Golden Quill Society members, Mason Young Alumni and George Mason University through opportunities aimed to enhance the social, networking, education, and volunteer experiences provided by the George Mason University Alumni Association, and:

- To increase awareness of the Alumni Association with the Mason Young Alumni community.
- To increase the number of active alumni volunteers and financial contributions to the university.
- To strengthen the peer-to-peer relationships amongst Mason Young Alumni, and with the current Mason student body.
- To leverage the George Mason University Alumni Association network to enhance exposure to other leadership opportunities.
- To develop a leadership pipeline for George Mason University's Alumni Association.
- To provide community service/engagement opportunities for Mason Alumni.

STRUCTURE

The Golden Quill Society is a closed-membership young alumni leadership and service society within the George Mason University Alumni Association. The Golden Quill Society is governed by a leadership team of committee chairpersons, and general membership is selected through application process. The Golden Quill Society appoints a member to serve as a Mason Young Alumni representative on the George Mason University Alumni Association Board of Directors.

MEMBERSHIP

Membership in the Mason Golden Quill Society shall be open to all young alumni who have graduated from George Mason University within five years of receiving their degree. To be eligible for membership in the Golden Quill Society, members must have a minimum of one degree (bachelors, master's, or doctorate) from George Mason University.

I. TERMS OF MEMBERSHIP

- a. All Mason Young Alumni accepted into Golden Quill Society shall begin their service after being inducted at the Annual Induction Ceremony.

- b. Golden Quill Society members shall be considered a member until they are no longer considered a Mason Young Alumnus/a, choose to resign or are permanently deactivated from the society.
 - i. Mason Young Alumni are recent graduates who have completed a degree from Mason within the past five years.
 - a) Individuals who continue to seek additional degrees at Mason would still be considered a Mason Young Alumnus/a and could additionally be considered a member of Golden Quill Society for 5 years from their latest Mason graduation date. However, Quills may only serve a maximum of 10 years in Golden Quill.
- c. Members will be contacted on an annual basis before the 1st business meeting of the new academic year (July-June) to inquire about being an ACTIVE or INACTIVE member.
 - i. If a member does not respond within the appropriate time frame, as established by the Membership Committee, said member shall be considered inactive for that academic year.

II. MEMBER REQUIREMENTS

- a. All active Golden Quill Society members shall be expected to:
 - i. Attend 50% of all Golden Quill Society general body meetings each semester.
 - a) Local (NOVA area) members are recommended to attend in person.
 - b) Members who cannot make it in person are recommended to attend meetings virtually.
 - ii. Participate in at least one committee which includes attending at least 50% of all committee meetings each semester.
 - iii. Participate in at least 1 event held or sponsored by Mason Young Alumni and/or the Golden Quill Society each academic year.
- b. While giving is not required, members are highly encouraged to make an annual contribution, especially during times of a campaign, to Mason. Gifts can be of any amount, at any frequency and to any fund (EX: \$10/year or more to the Mason School of Dance/College Visual and Performing Arts).
- c. Any member who has failed to fulfill the above requirements will be referred to the membership committee for review.
- d. Exceptions and provisions to the above requirements are subject to review by the membership committee and Golden Quill Society advisor.

III. MEMBERSHIP STATUS

- a. Active: Golden Quill Society members who fulfill all requirements of membership.
 - i. Any member who has failed to fulfill the requirements as outlined by the bylaws at the end of each semester will be placed on a temporary probationary period.
 - a) Probationary period: Members will have an academic semester (Fall/Spring) to comply with the membership requirements; failure to comply may result in permanent deactivation from Golden Quill Society, as determined by the Membership Committee.

- b. Inactive: Members who choose to become inactive for the upcoming year, before the 1st business meeting of the academic year (July-June).
 - i. Inactivity can only be selected twice during their membership tenure in Golden Quill Society; and cannot be selected for the first year of membership.
 - ii. Inactive membership counts towards the five years of service.
 - a) Only upon request by the member, and with approval of the Leadership Team, may a member extend their years of service irrespective to the Mason Young Alumni standing in order to complete a full five years of service to GQS in substitution for the year(s) they have taken inactive status.
 - iii. Inactive members are not allowed to vote on matters requiring a vote; nor is their presence needed to make quorum, with the exception of a vote related to the dissolution of the organization.
- c. Resignation: Mason Golden Quill Society members may resign at any time by giving written notice to the Golden Quill Society Membership Committee Chair(s) and/or to the advisor. Resignation will take effect immediately upon written notice.
- d. Permanent Deactivation: Any Mason Golden Quill Society member who fails to fulfill the responsibilities of membership specified in bylaws shall be removed from the Golden Quill society.
 - i. The removal of any member shall be documented by the Membership Committee Chair(s).

IV. APPLICATION/NOMINATION OF MEMBERSHIP

- a. Any active member of the Golden Quill Society may nominate a graduating Mason student or a fellow Mason Young Alumnus/a to apply.
 - i. Faculty and staff may also nominate students to apply for the Golden Quill Society.
- b. Applications and nominations will take place spring semester of each academic year and are subject for review at the annual membership selection meeting.

V. SELECTION OF MEMBERSHIP

- a. Upon receipt of potential members' applications, all applications would be discussed at the annual membership selection meeting.
- b. Voting members participating in the annual membership selection meeting will confer new members by majority vote.

POSITIONS

I. ADVISOR

- a. The advisor is an assigned staff member from the George Mason University Office of Alumni Relations. The advisor serves as a liaison to the Golden Quill Society, the Alumni Association and the Office of Alumni Relations. This staff member will provide support to the Golden Quill Society.

II. LEADERSHIP TEAM

- a. The Leadership Team shall be comprised of at least all committee chairs.
- b. The Leadership Team shall ensure that the activities and programs of Golden Quill Society are executed.
- c. The Leadership Team shall oversee the affairs between the Golden Quill Society General Membership and committees each academic year.
- d. Meetings of the Leadership Team shall be held, at minimum, monthly.
- e. The selections of the Leadership Team for the upcoming year are conducted before the first meeting of the full Golden Quill Society membership during each academic year.
- f. The term length of each leadership position is one full academic year, July to June.
- g. Final selections of Leadership Team will be made by the Golden Quill Society advisor.
- h. Any GQS Leadership Team member wishing to resign from their position shall submit a letter/email of resignation to the GQS Advisor.
- i. Whenever a vacancy occurs in a GQS Leadership Team position, the position will be offered to the GQS Membership for fulfillment.

III. COMMITTEE CHAIRS

- a. Selection of Committee Chairs
 - a. Any member of the Golden Quill Society may volunteer to be a Committee Chair of one of its committees.
 - b. The selection of committee chairs for the upcoming year are conducted before the first meeting of the full Golden Quill Society membership during each academic year.
 - c. The term length of each leadership position is one full academic year, July to June.
 - d. A committee chair may request reappointment for one additional term with the approval of the GQS Advisor.
 - e. Each committee shall have no more than two (2) co-chairs.
 - f. Final selections of committee chairs will be made by the Golden Quill Society advisor.
 - g. Any Committee Chair wishing to resign from their position shall submit a letter/email of resignation to the GQS Advisor.
 - h. Whenever a vacancy occurs in a Committee Chair position, the position will be offered to the GQS Membership for fulfillment.
- b. Duties
 - a. Committee Chairs will hold their position for one academic year unless the Chair chooses to resign or is removed from the position.
 - b. Preside and set agenda over their respective committees.
 - c. Ensure committee documents are maintained and kept current
 - d. Oversee the strategic planning of Golden Quill Society and its execution.

- e. Perform duties, not listed in the bylaws, which may be delegated by the membership and/or Office of Alumni Relations.

COMMITTEES

I. ADVOCACY COMMITTEE

- a. Serves as an advocate of Mason Young Alumni and liaison to the George Mason University Alumni Association Board of Directors.
- b. Facilitates collaboration between Golden Quill Society and the George Mason University Alumni Association Board of Directors, academic chapters, affinity chapters, and regional groups, in order to support the needs of Mason Young Alumni.
- c. Solicits feedback from the Mason Young Alumni constituency to provide for better service and representation of the Mason Young Alumni community.
- d. Communicates the needs of the Mason Young Alumni community by establishing partnerships.

II. COMMUNICATIONS COMMITTEE

- a. Assists the Office of Alumni Relations with development of content of e-communications.
- b. Assists the Office of Alumni Relations to update the Golden Quill Society web pages on the Alumni Association website; updates membership rosters that live on the website or other external communication channels; assists in developing content for the Young Alumni eNewsletter; helps promote recruitment and Golden Quill Society events/programs; and encourages Golden Quill Society members to promote events through their own social media accounts.

III. MEMBERSHIP COMMITTEE

- a. Oversees the recruitment and retention of members to the Golden Quill Society.
 - a. Facilitates the recruitment process for incoming Golden Quill Society members, including, but not limited to: setting nomination/application deadlines; organizing and managing the recruitment selection committee, distributing the applications and nominations of candidates for review, conducting interviews with candidates for membership, and coordinating the final selections with the Golden Quill Society advisor.
 - b. Facilitates the retention process for Golden Quill Society members, including, but not limited to: monitoring membership attendance for each meeting, overseeing status of membership, overseeing the class rep program.
 - c. Assists the programming committee with planning New Member Orientation, Retreats, Graduation/Induction, and other social/networking gatherings.

IV. PROGRAMMING COMMITTEE

- a.** Assists the Office of Alumni Relations with scheduling, planning, implementing, and evaluating Mason Young Alumni events.
- b.** Oversees the planning and implementation of Golden Quill Society events for the academic year.
 - a.** Organizes events, including but not limited to, the coordination of event logistics, recruitment of volunteers, coordinating with the Communication Committee Chair(s) with needs for event publicity, etc.
 - b.** Assists the membership committee with planning New Member Orientation, Retreats, Graduation/Induction, and other social/networking gatherings.
- c.** Develops goals for each event held during the academic year.
- d.** Presents post-event reports including cost analysis (provided by Alumni Relations) for general body meetings.

V. AD HOC or SUB-COMMITTEES

- a.** The Golden Quill Society may from time-to-time create Ad Hoc or Sub-committees.
- b.** Said committees shall automatically terminate once their set objectives have been reached.
- c.** Said committees may be dissolved by majority vote of the Leadership Team.

ORGANIZATIONAL PROCEDURES

I. GENERAL BODY MEETINGS

- a.** General body meetings shall be held at least once every quarter.
- b.** Members shall be notified of all general body meetings no less than two weeks prior to the scheduled meeting.
- c.** The Leadership team or advisor shall notify members of the time, place, and purpose of any general body meeting by email.

II. VOTING

- a.** Quorum for a Golden Quill Society meeting shall be the presence of at least two Leadership Team members and at least one-half of the remaining active Golden Quill Society membership.
 - i.** If Quorum cannot be reached, the membership may conduct a vote by correspondence or email within 30 days following the meeting at which a vote is called.
- b.** In the event of a tie, one Leadership Team member will be chosen at random to break the tie.
- c.** All votes shall be collected by the GQS Advisor, as this individual represents a non-voting member of the organization.

III. AMENDMENT OF BYLAWS

- a.** The power to alter, amend or repeal these bylaws or to adopt new bylaws shall be vested in the Leadership Team of Golden Quill Society and is subject to the approval of the general membership.
- b.** The Leadership Team may compose an annual bylaw review committee to complete a review of said by-laws and make recommendations for amendment to the entirety of Golden Quill Society, open to all members of the organization.

DISSOLUTION

The Golden Quill Society may be dissolved upon written and recorded "yes" vote of three-fourths (3/4) of the total Golden Quill Society membership, provided the Office of Alumni Relations and the Alumni Association Board of Directors agree to the termination. In the event of a dissolution vote, the advisor shall collect the votes, as this individual represents a non-voting member of the organization.

Upon dissolution, all of the organization's property of whatever nature or value and wheresoever situated shall rest itself immediately to the George Mason University Alumni Association.