Bylaws

Article 1: Association

Section 1. Name.

The name of this organization shall be the Brenau University Alumni Association, hereafter referred to as the Association.

Section 2. Purpose.

The purpose of the Association shall be:

• to promote the development and growth of Brenau University by providing an opportunity for alumni to serve their alma mater both individually and collectively;

• to serve as a link between alumni and the University;

• to stimulate interest in the financial support of Brenau;

• to encourage a common spirit of camaraderie among all alumni; and

• to strengthen the traditions of Brenau University.

Section 3. Membership.

All former students of Brenau Women’s College, Brenau University, Brenau Academy, or Brenau Early College Program with at least 45 quarter hours or 27 semester hours shall be entitled to membership in the Association.

Section 4. Meetings.

A. Annual Meeting

The annual meeting of the Association shall be held at Brenau at a time and place to be designated by the Executive Board. Notice of the meeting shall be made to the Association’s membership at least 30 days prior to the meeting. This may be done through official Brenau publications, mail, or other written notice.
B. Other Meetings

Other meetings of the Association may be called at the discretion of the University President’s Board of Directors or the Association’s Executive Board, or upon written request of at least 15 Association members. No vote shall be taken upon any matter unless written notice stating the time, place and purpose of the meeting is given at least two weeks prior to such meeting to the Association’s membership.

Section 5. Quorum.

A quorum of the Association shall consist of those present at the meeting of the Association.

Article II: Officers of the Association

Section 1. Elected Officers, Generally.

Elected officers shall include a President, President-Elect, three Vice Presidents, Treasurer and Secretary.

Section 2: Nomination and Election of Officers.

A. The Board Development Committee shall nominate at least one candidate for each elected office to be filled, having ascertained that each candidate is qualified and willing to serve if elected.

B. The Board Development Committee shall distribute its recommendations to the Association’s membership at least 30 days prior to the annual meeting. This may be done through official Brenau publications, mail, or other written notice.

C. The recommendations of the Board Development Committee shall be presented at the annual meeting of the Association by the Board Development Chair. Additional nominations may be made from the floor at the annual meeting. However, no name shall be placed into nomination without the consent of the nominee, who must also meet the qualifications of the office.

D. All officers shall be elected at the annual meeting of the Association by a majority vote of those present.

E. The only exception to A-D above is during the first year of establishing (or re-establishing) the Association. Officers for the first term will be selected by the Office of Alumni Relations through an application process. The Board Development Chair will then be selected by the chosen President within 30 days of taking office. The Board Development Committee shall be in place within 90 days thereafter.
Section 3. Terms of Office and Vacancies.

A. Elected officers shall serve a term of two years, with the exception of the first year of establishing (or re-establishing) the Association, in which case three of the six elected positions will serve 1 or 3 years in order to stagger the rotation for the future.

B. Elected officers may serve up to two consecutive terms in any specific elected position. After serving two terms in that position, the officer must vacate such a position for at least one term prior to serving again in that same capacity.

C. A vacancy in any office other than President shall be filled by the Executive Board. If a vacancy occurs in the office of the President, the President-Elect shall become the President and shall complete the unexpired term, as well as serve his/her upcoming term.

Section 4. Duties.

A. President

The President shall be the Chief Executive Officer of the Association, the Board of Directors and the Executive Committee. With sanction of the Executive Committee, The President shall appoint committees not otherwise provided for, assign their duties, and be an ex-officio member of all committees except for the Board Development Committee.

The President shall have the right to call special meetings of the Association, the Board of Directors and the Executive Committee, and shall preside at all meetings of the Association.

The President shall plan and direct the programs of the Association and shall serve as the Primary spokesperson for the Association.

B. President-Elect

The President-Elect shall perform those duties as assigned by the President.

The President-Elect shall use his/her term to learn about the various programs of the Association and participate in long-range planning. In the absence of the President, the President-Elect shall preside at all meetings of the Association, the Board of Directors and the Executive Committee. In the event of the resignation, removal or death of the President, the President-Elect shall assume the duties of President throughout the unexpired term, as well as serve in his/her upcoming term.

C. Vice Presidents

The Vice Presidents shall perform those duties as assigned by the President, with specific oversight of the Council he/she represents.

D. Secretary

The Secretary shall keep an accurate record of the proceedings of all Association, Board of
Directors and Executive Committee proceedings and shall maintain all records pertinent to the Association.

The Secretary shall also be responsible for sending advance notification of all meetings and assisting with correspondence of the Association as deemed appropriate.

E. Treasurer

In conjunction with the Office of Alumni Relations, the Treasurer shall oversee the Association’s finances by preparing the annual budget for the Association, paying expenditures, and maintaining the custody of all funds and securities of the Association.

The Treasurer shall give a financial report at the Annual Association, Board of Directors and Executive Committee meetings.

**Article III Board of Directors**

Section 1. Membership

The Board of Directors shall consist of elected officers, the Immediate Past President, the Student Ambassadors President, all committee chairs and up to three members at large. Members at large shall be appointed by the President and approved by the Board of Directors.

Section 2. Duties.

The Board of Directors shall serve as the policy making body of the Association, conduct Association business, adopt standing rules and special rules of order, adopt a budget, and report annually to the Association.

Section 3. Meetings.

A. The Board of Directors shall meet a minimum of two times each year.

B. Special meetings may be called by the President or the Executive Committee, or upon the request of five Board members.

C. Meetings shall be called by written notice to all Board members.

**Article IV: Committees**

Section 1. Executive Committee

A. The Executive Committee of the Association shall consist of all elected officers of the Association.
B. The Executive Committee is responsible for the transaction of necessary business between
Association and Board meetings.

C. The Executive Committee shall make a report of its actions to the Board of Directors, approve
appointments made by the President, and call special meetings of the Board of Directors or
Association as deemed appropriate.

D. The Executive Committee shall meet on a quarterly basis, at a minimum. Special meetings may
be called by the President or upon the request of two members of the Executive Committee.

E. Three members shall constitute a quorum for the transaction of business at the Executive
Committee meetings.

Section 2. Board Development Committee.

A. The Board Development Committee of the Association shall consist of five members, including
The committee Chair, who shall be appointed by the President and approved by the
Executive Committee.

B. All members of the Board Development Committee shall serve a two year term, staggered so
that at least two members rotate off each year. It is recommended that one (and only one)
member serve two consecutive terms on the Board Development Committee.

C. The Board Development Committee shall be responsible for nominating alumni to serve as
elected officers as outlined in these Bylaws.

Section 3. Councils.

A. Each elected Vice President will represent one of three alumni Councils: Women’s College
Alumnae Council, Non-Traditional Alumni Council, and Academy/Early College Alumnae Council.

B. Each Council will also consist of five committee co-chairs, one to serve as a co-chair of each of
the five standing committees.

C. The Councils are in place to equally represent their specific alumni constituency in all areas of
Association decisions.

Section 4. Standing Committees.

A. Standing committees of the Association shall include: Scholarship & Awards, Reunion,
Fundraising, Collegiate Relations, and Regional Programs committees.

B. Other standing and special committees shall be appointed by the President and approved by the
Executive Committee, as deemed appropriate. Such committees may include those for special
projects, such as the Cookbook Committee or Symposium Committee.

C. Committee chairs shall be appointed by the President, with approval of the Executive
Committee and with assistance from the Office of Alumni Relations.
**Article V: Alumni Trustees**

In accordance with the Bylaws of Brenau University (Article 2, Section 2), the Brenau University Board of Trustees shall “include a target of at least nine alumni of Brenau.” The Association has the right to make annual recommendations to the Trusteeship Committee in the filling of these nine Alumni Trustee positions.

**Article VI: Finances**

Section 1. Fiscal Year.

The fiscal year of the Association shall be the same as that of the University, July 1 through June 30.

Section 2. Signing Officers.

All checks shall be processed through the Office of Alumni Relations.

**Article VII: Resignation**

Any Board member may resign at any time with written notice to the Office of Alumni Relations. Any such resignation will take effect at the date of the receipt of such notice, or at a later time as specified therein. Acceptance of resignation shall not be necessary to make it effective.

**Article VIII: Office of Alumni Relations**

Brenau University shall employ such staff as is necessary for the operation of the Office of Alumni Relations for the purpose of maintaining a record of University graduates and former students, and to promote interest in Brenau University and the Association.

The Director of Alumni Relations shall serve as an ex-officio member of all committees, except the Board Development Committee.

**Article IX: Parliamentary Authority**


**Article X: Amendments**

Amendments to these Bylaws may be made at the annual meeting of the Association by a two-thirds majority of those voting, provided changes have been authorized by a majority vote of the Executive Committee, approved by the Board of Trustees of Brenau University and published for review by membership at least 30 days prior to voting.