

# **BYLAWS OF THE REED COLLEGE ALUMNI ASSOCIATION**

## **ARTICLE I Duties of the President**

### **Section 1.** The duties of the president shall be:

- a. to act as chair of the board of directors and of its executive committee;
- b. to preside at all meetings of the Alumni Association;
- c. to appoint, with the consent of the board of directors, all committees and committee chairs, except as otherwise provided in the constitution or these bylaws;
- d. to serve as a member of all committees;
- e. to issue a call for all meetings as provided in the bylaws; and
- f. to present an annual report to the Alumni Association.

## **ARTICLE II Duties of the Vice President**

The vice president shall discharge the duties of the president in the absence or inability of that officer to act and shall serve as a member of the executive committee.

## **ARTICLE III Duties of the Secretary**

The secretary shall keep a record of the proceedings of the Alumni Association and the board of directors and shall serve on the executive committee.

## **ARTICLE IV Duties of the Immediate Past President**

The immediate past president shall serve as chair of the nominating committee and shall serve as a member of the executive committee and shall perform such other duties as may pertain to the office.

## **ARTICLE V Duties of the Board of Directors**

**Section 1.** In addition to the duties of the board of directors delineated in the constitution, the board of directors shall establish such committees as the affairs of the Alumni Association require.

**Section 2.** No member of the board of directors may receive remuneration for services to the Alumni Association.

## **ARTICLE VI Decisions of the Board of Directors**

**Section 1.** Eleven or more members of the board of directors, including at least two members of the Executive Committee, shall constitute a quorum of the board of directors.

**Section 2.** All decisions of the board of directors shall be by majority vote of the directors in attendance at a duly constituted meeting of the board of directors. Such a majority vote shall also signify the “consent” of the board consistent with the requirements of these bylaws.

## **ARTICLE VII Committees**

**Section 1.** The president, with the consent of the board of directors, shall appoint members and chairs of the committees.

**Section 2.** All committees of the Alumni Association, except the nominating committee, shall work under the direction of the board of directors and shall submit reports as the board may require.

**Section 3.** A quorum of each committee shall consist of a majority of the members of such committee, except as otherwise provided.

## **ARTICLE VIII Meetings**

There shall be an annual meeting of the Alumni Association at the time of the annual class reunions. At this meeting, the president of the Alumni Association will report on the activities of the association.

## **ARTICLE IX Recognition of Local Chapters**

**Section 1.** To secure recognition as a local chapter, members of the Alumni Association living in the same geographical area shall submit to the board of directors a written application which includes:

- a. a statement of the geographical area the chapter plans to cover, and
- b. an organizational plan for the chapter, specifying the manner in which leadership will be chosen and records kept.

**Section 2.** Local chapters will choose chapter chairs to lead volunteers in chapter activities. Chapter chairs may serve a term of up to three years in length with a one-year extension if agreed upon by the chapter volunteers.

**Section 3.** The board may declare a chapter inactive if the chapter does not operate as specified in its organizational plan, does not recruit and install new leadership as specified in Section 2 above, or if it otherwise fails to organize alumni activities on a regular basis.

**Section 4.** Each chapter may designate one representative to vote on behalf of the chapter at meetings of the board of directors. In the event that more than one person purports to represent a chapter, the President of the Alumni Association will decide which person is entitled to vote on behalf of the chapter.

**Section 5.** The board of directors may recognize the existence of a new chapter or declare an existing chapter inactive at any meeting of the board of directors.

**Section 6.** All activities of any chapter shall be open to all alumni within the geographical area.

**Section 7.** Local chapters shall report on their activities and finances to the board of directors at least once a year.

**Section 8.** Where there are no organized local chapters, the board of directors and the alumni office shall encourage and assist in the formation of informal local groups.