

# **BYLAWS OF THE REED COLLEGE CHAPTER LEADERSHIP COUNCIL (CLC)**

Updated and Approved December 10, 2021

## **I. MISSION STATEMENT**

The Reed College Alumni Association's Chapter Leadership Council (CLC) exists to support the continuing welfare of the College and its alumni. We support chapters connecting local alumni communities, developing ongoing engagement between alumni, and building deeper connections between alumni and the college.

## **II. SCOPE OF WORK AND RESPONSIBILITIES**

- Provide a forum for chapter leaders to work together on their shared mission.
- Support fellow chapter leaders.
- Develop chapter leadership skills.
- Collaborate with the college in matters relating to chapters.
- Serve as liaison for chapters with the college.
- Serve as liaison between chapters and the Alumni Board.
- Recognize and dissolve chapters in consultation with the college.
- Develop and continually define our goals, purposes, and strategic plans.
- Set measurable goals and outcomes in partnership with the college, particularly regarding alumni engagement.
- Make quarterly written activity reports to both the college and the CLC, at a minimum.

## **III. MEMBERSHIP**

1. The CLC shall be comprised of one representative from each recognized chapter, selected by that chapter in accordance with its standard operating practice. Chapters may have more than one person participate in council meetings, but they must designate one person at any meeting as the designated voting representative.

2. These chapters are currently recognized:

- Austin, TX
- The Bay Area (San Francisco, CA and the surrounding area)
- Boston, MA area
- Chicago, IL
- Denver, CO
- Europe
- New York, NY
- Portland, OR
- Puget Sound (Seattle, WA and the surrounding area)
- Southern California (Los Angeles, CA and the surrounding area)
- Washington, DC (and the surrounding area)

3. The CLC Chair is a member of this council.
4. CLC representatives to the Alumni Board are members of this council, regardless of whether they are their chapter's representative to the council.
5. The previous council chair will stay on the council in a past chair advisory position until they are replaced by a new past chair.
  - a) The past chair may be one of the liaisons to the Alumni Board.
6. Liaison from the Alumni Board to the CLC shall serve as a non-voting member. This person is appointed by the Alumni Board to the CLC.

#### **IV. CHAPTER RECOGNITION**

1. Recognition of chapters is the responsibility of the CLC. In consultation with the college, the criteria the CLC shall consider include but are not limited to:
  - a) Evidence of sustained interest in the area over at least a one year period.
  - b) Recommendation of the college.
  - c) Willingness to support the core mission of the CLC, the alumni association, and the college.
2. Dissolution of a recognized chapter is the responsibility of the CLC. The CLC shall consider dissolution of a chapter upon recommendation of:
  - a) That chapter's steering committee or chair, or
  - b) A member of the CLC, or
  - c) The college if there is no steering committee or chair.
3. Both recognition and dissolution of chapters shall be by 2/3 vote, this vote amends Section 3.2 of these bylaws without requiring a formal amendment process.

#### **V. ORGANIZATION**

1. The CLC is governed by a council chair, who is selected by a majority vote of the CLC membership, for a term of one year. The council chair term will run concurrent with the college's fiscal year, starting on July 1 and ending the following June 30.
2. Request for nominations for council chair should be sent out by April 1 and be received by May 1. Voting for council chair will be conducted as soon as possible to allow for a July 1 installation.

3. In the event that there is no council chair, the council may select a chair to complete the term at any time.

4. A member of the CLC may be removed from the council by a 2/3 majority vote of the council. The relevant chapter may select a new representative.

## **VI. MEETINGS**

1. The CLC will meet a minimum of two times per year, with one meeting in person, coincident with the college's annual volunteer weekend (usually in September). Meetings may be called as necessary.

2. The CLC will request the college provide a staff member for all meetings, to assist with note-taking and to provide the college's perspective. The CLC Chair will request that the college circulate meeting minutes via email after each meeting.

3. Non-voting individuals may be invited to participate in CLC meetings, in accordance with an open meeting format. These individuals may include but are not limited to: college staff, the Board of Trustees, prospective chapters seeking recognition, Alumni Board representatives and Alumni Trustees, or others whose specific perspective facilitates council discussions or the CLC determines helpful to their mission.

4. Meetings will be open to all members of the alumni community. However, the CLC may at times need to go into executive session (only voting members).

## **VII. VOTING**

1. All votes of the CLC require a quorum of half of recognized chapter representatives. Only one vote per chapter is permitted. The CLC will strive to reach consensus on all matters, but ultimately votes and decisions taken by the council will be decided by a simple majority vote, except in the case of bylaw revisions or representative removal which require a 2/3 majority vote. Alumni Board representatives will be selected from among the top three voted-upon nominees.

2. Issues not addressed during CLC meetings may be addressed and voted upon by telephone, email, video conferencing, or other forms of digital communication. To facilitate the voting process, the chair may use electronic means to obtain votes.

## **VIII. ALUMNI BOARD REPRESENTATIVES**

1. The CLC may nominate up to three representatives to the Alumni Board (AB). Representatives to the Alumni Board will go through the AB nominating process after selection by the CLC.

- a) Any member of the alumni association is eligible to serve as a CLC AB Representative.

2. The CLC honors the Alumni Board nominating timeline in submitting its nominees to the Alumni Board.

- a) Nominations will be accepted until 30 days before the Alumni Board deadline (ABD).
- b) A ballot of nominee names will be sent to the council 15 days before the ABD with a deadline of submitting votes at least 3 days before the ABD.
- c) The names of three nominees with the highest number of votes willing to serve will be sent to the Alumni Board nominating committee. In the event that the AB nominating committee rejects one of the representatives, the person with the next highest number of votes will be submitted.

3. Each CLC AB representative will serve on an AB sub-committee in addition to their CLC duties.

## **IX. AMENDMENT PROCESS**

1. The bylaws of the CLC may be amended by a 2/3 vote of the council.

2. Any proposed changes must be submitted in writing to the CLC for discussion at least 60 days prior to holding a meeting to vote on the proposed changes. These changes may be submitted electronically.

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