

BYLAWS OF THE DC CHAPTER

Article I The Chapter and Its Membership

The DC Chapter is the recognized body of Reed College alumni living in the Baltimore/Washington, Richmond, and Charlottesville metropolitan areas. All alumni living in those areas, and in surrounding communities in Maryland and Virginia, are considered members. Alumni are all persons who have attended Reed College for one year or more.

Article II Purpose

The purpose of this organization is to foster the continuing welfare of both the College and its alumni by promoting mutually beneficial interaction and a sense of community among alumni and between the college and its alumni. To that end, the chapter holds social, cultural, professional and intellectual events, hoping to appeal to diverse groups of alumni throughout the area served by the chapter.

Article III Steering Committee

The chapter Steering Committee shall govern and direct the business of the Chapter. Ideally, the Steering Committee should have at least seven members, but the precise number of members of the Steering Committee shall be the number elected at the annual meeting of the chapter pursuant to Article VIII. Additional members of the Steering Committee may be added in between annual meetings of the chapter by vote of at least two-thirds of the Steering Committee; their appointments shall expire, with the terms of the elected members, at the end of the ensuing annual meeting.

Article IV Meetings of the Steering Committee

At its periodic in-person meetings, the Steering Committee shall make all decisions governing the operation of the chapter. Meetings of the Steering Committee shall be governed by Robert's Rules (<http://www.k6ria.net/PDF/RobertsRules-SA.pdf>) except as specified otherwise in these bylaws, or by a rule change adopted at a previous meeting of the Steering Committee. The Steering Committee shall meet regularly, on a schedule set immediately following its election at the annual meeting. A majority of members of the Steering Committee shall be a quorum, and

decisions shall be made by majority vote of the members present and voting, or voting in writing as described below. Members of the Steering Committee may participate and vote at meetings by telephone or, to the extent necessary, by written vote on specific issues that have been circulated for discussion at least six days prior to to the meeting. Such written votes must be delivered to the entire Steering Committee by email in advance of the meeting, and no sooner than five days after the specific issue was circulated for discussion.

Article V **Chapter Chair**

The Chapter Chair shall preside over meetings of the Steering Committee and over the annual meeting. The Chapter Chair may make decisions about the operation of the chapter as required in between meetings, but shall be expected to consult with the entire Steering Committee and to give serious consideration to the views of the Steering Committee. Only in unusual circumstances should the Chair make a decision between Steering Committee meetings that the Chair knows to be contrary to the views of a majority of the Steering Committee. Subject to reconsideration at a subsequent Steering Committee meeting, the Chapter Chair may also select members of the Steering Committee, or other members of the chapter, to coordinate particular events, to take charge of such recurring events as Thirsty Third Thursday and Restaurant Club, the annual picnic and the annual career networking session, and to operate the chapter's media communications; the chapter chair is in fact encouraged to delegate those and other functions as appropriate to spread responsibility and to encourage greater involvement. The Chapter Chair is the chapter's designated representative to the Alumni Board and to such committees of the Alumni Board as the Outreach Committee and the Chapter Leadership Committee. If the Chapter Chair is unable to attend Alumni Board meetings, or committee meetings of the Alumni Board, or if the Chapter Chair is a directly-elected member of the Alumni Board, then the Chapter Vice-Chair, as discussed below in Article VI, shall become the chapter's designated representative in such meetings.

Article VI **Chapter Vice-Chair**

The Chapter Vice-Chair shall perform the duties of the Chapter Chair at meetings that the Chapter Chair is unable to attend, and shall perform such duties between meetings as the Chapter

Chair may assign. If the Chapter Chair resigns between annual meetings, the Vice-Chair shall succeed to that position for the remainder of the Chair's term; if the Vice-Chair position is vacant between annual meetings, the Steering Committee may elect a new Vice-Chair, to serve the remainder of the term until the next annual meeting, by a majority vote of the entire Steering Committee.

Article VII Duties of Steering Committee Members

Members of the Steering Committee are expected to attend Steering Committee meetings to the extent that they are able to do so, preferably in person, to propose possible chapter events, to encourage participation by chapter members in events, to participate actively in discussions and decision making at Steering Committee meetings, and to participate in discussions about issues that arise in between meetings. Currently, those discussions are conducted by email through the Steering Committee listserv, and by email and telephone between members of the Steering Committee. Members of the Steering Committee are expected to adhere to the honor principle and to uphold the purpose of the organization as stated in Article II. Each member of the Steering Committee is expected to take charge of at least one chapter event each year.

Article VIII Annual Meeting

The chapter's annual meeting will be held at the chapter picnic, which is normally held during the summer on a date set by the Steering Committee. The annual meeting shall be governed by Robert's Rules (<http://www.k6ria.net/PDF/RobertsRules-SA.pdf>) except as specified otherwise in these bylaws. Elections will be held, and other decisions at the annual meeting will be made, on a one member, one vote basis, with a majority of those present and voting required for election and for adoption of decisions; only those members present at the annual meeting may vote. In addition to any other business that the annual meeting chooses to address, the annual meeting will decide the number of Steering Committee members for the coming year; then elect the Steering Committee; then elect members of the Steering Committee to be Chapter Chair and Vice-Chair. Some or all of these votes may be combined if there is general agreement. The term of officers elected at the annual meeting begins at the end of that meeting, and continues until the end of the succeeding annual

meeting.

Article IX **Effective Date and Amendments**

These bylaws will take effect immediately upon adoption by the Steering Committee, but they will expire at the conclusion of the 2014 annual meeting unless ratified by the membership at that meeting. These bylaws, as adopted by the Steering Committee, and pending a vote at the 2014 annual meeting, may be amended by a vote of the Steering Committee at a meeting held pursuant to Article IV. The bylaws may be amended by a vote at any annual meeting, so long as the proposed amendment has been circulated no later than one week before the annual meeting.

Adopted by the annual meeting of the DC Chapter on July 26, 2014, with amendments to the bylaws adopted by the Steering Committee at its meeting on January 25, 2014.