Southwestern University Alumni Association

Southwestern University at Georgetown, Texas

Constitution

Article I – Name and Purpose

Section 1 – Name

The name of this organization shall be Southwestern University Alumni Association, hereinafter referred to as The Association.

Section 2 – Purpose

The Association exists to connect alumni with one another and with the University in meaningful ways, to serve the ongoing needs of the alumni and of the University, and to extend the Southwestern Experience for a lifetime.

Article II – Governance

The Association shall be governed by the Alumni Council.

The Alumni Council shall be a body that represents the alumni constituency. The Council shall have a President and a President-Elect. It shall include these officers and other members as provided in the Bylaws. The Alumni Council coordinates the activities of The Association and unites the alumni base.

Article III – Meetings

The Alumni Council shall meet at least three (3) times per year to conduct the regular business of The Association. A majority of the Council shall constitute a quorum.

Article IV – Amendments

Section 1 – Amending Constitution and Bylaws

The power to make, alter, amend or repeal the Constitution and Bylaws may only occur at a regular meeting of the Alumni Council by vote of a majority of the members present, provided such amendments have been submitted in writing to each Council member at least one month in advance of the meeting.

Amended and approved 6.8.26

Southwestern University Alumni Association

Southwestern University at Georgetown, Texas

Bylaws

Article 1 – Membership

Membership in The Association shall be defined as any person who is no longer enrolled at Southwestern University and has earned at least 24 credit hours.

Article 2 – Governance

Section 1 – Alumni Council

The officers of the Alumni Council are the President and the President-Elect. The members of the Alumni Council shall include the officers of the Council, thirty alumni representatives, and two student representatives.

The Alumni Council shall meet at least three (3) times per year and generally conduct the affairs of the Southwestern University Alumni Association. At the discretion of the President, business may be conducted via video conferencing.

The Alumni Council includes three (3) committees that focus their initiatives on:
1. Alumni to Alumni connections
2. Alumni to Student connections
3. Alumni to University connections

Committee chairs are identified by the President and President-Elect. Ten alumni serve on each committee. The two student representatives serve on the Alumni to Student and Alumni to University committees.

Section 2 – Duties of Alumni Council Officers

A. The duties of each officer shall include an obligation to fulfill the responsibilities of their office with diligence and care, in a manner that is consistent with the Core Values of Southwestern University.

B. The President of the Alumni Council, at the invitation of the Board of Trustees, shall:
   1. Serve as the President of the Southwestern University Alumni Association.
   2. Serve as an ex-officio member of the Board of Trustees.

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3. Present a formal report on the Southwestern University Alumni Association to the Board of Trustees on a recurring basis not less than once per year.
4. Serve as a member of the Board of Trustees Committees, as appointed.

C. The President-Elect of the Alumni Council, at the invitation of the Board of Trustees, shall:
1. Serve as chair of the Nominations and Awards Committee.
2. Fulfill the duties of President in the absence or indisposition of the President

Article 3 – Nominations Committee

The role of the Nominations Committee is to (1) nominate and present a slate for Alumni Council membership and (2) to review and present a slate of nominees for the annual Alumni Awards.

The Nominations and Awards Committee is chaired by the President-Elect of The Association.

Additionally, the Nominations Committee shall be composed of four (4) members appointed by the President and President-Elect of The Association, and four (4) members appointed by the Office of University Relations. No individual may serve longer than two consecutive two-year terms on the Nominations Committee.

The Nominations Committee shall consider all nominations and submit a slate of candidates, in writing for consideration by the current Alumni Council no later than 30 days prior to voting.

Article 4 – Nominations and Elections of Alumni Council

Section 1 – Nominations

The officers of the Council will be identified by the Board of Trustees. The Nominations Committee shall put forth a slate of members for consideration by the current Alumni Council. Alumni Council nominees may be submitted by individual alumni or by members of the University community. A slate of nominees will be identified by a Nominations and Awards Committee, with the exception of the student representatives. The student representatives shall be selected by the student body to serve a two-year term.

Section 2 – Election

The slate of nominees will be voted on by the current Alumni Council. Election shall be by a majority vote of the Alumni Council members present and any members voting by absentee ballot.

Article 5 – Alumni Council Terms of Office

Members shall serve terms of two years and may serve up to two consecutive terms. Members selected to serve in officer positions may extend their terms. Officers serve for two years as President-Elect and two years as President. The Alumni Council term of office begins on July 1, in an even calendar year, and ends on June 30, in an even calendar year.

The President shall fill vacancies on unexpired terms through appointment, within a 60-day time period. Officers filling positions mid-term shall maintain the Alumni Council's term of office by ending on June 30, on an even calendar year.

Article 6 – Removal from Office

A member may be removed from the Alumni Council for just cause upon a two-thirds vote of the Alumni Council. In extraordinary circumstances, the President of the Southwestern University Alumni Association or the University administration may remove an Alumni Council officer from their role.

Article 7 – Nomination and Selection of Alumni Awards Recipients

Section 1 – Awards

The Association will present the following awards annually:

MEDAL OF HONOR
The Southwestern University Alumni Association Medal of Honor is awarded to alumni whose accomplishments are regarded as the highest form of achievement. The purpose of the award is to recognize achievements that are rare and important. One (1) award per year may be given unless two or more alumni share in the same achievement, then multiple awards may be given. If no nominee is deemed worthy, the award need not be given every year.

DISTINGUISHED ALUMNI AWARDS
Up to six Distinguished Alumni Awards may be given in a year. Awards may be made in the following categories.

- Distinguished Southwestern Service
  The Southwestern University Alumni Association award for Distinguished Southwestern Service is presented to alumni who have provided sustained and significant service to the University. One (1) award per year shall be given unless no nominees are deemed worthy of the award.
- Distinguished Humanitarian
  The Southwestern University Alumni Association award for Distinguished Humanitarian is presented to alumni who have made a global impact on the human race by their actions while exemplifying Southwestern University's Core Values. This impact may have been made by the nominee alone, or the nominee's organization/company. If this impact has been made by the nominee's organization/company, evidence must be present that it

would not have happened without the nominee. For purposes of this award, humanitarian means "contributing to the well-being of humanity."
One (1) award per year shall be given unless no nominees are deemed worthy of the award.

- Distinguished Young Alumnus/a
  The Southwestern University Alumni Association Alumni award for Distinguished Young Alumnus is presented to young alumni in recognition of perseverance and dedication to a given area. The honored recipient must have a class year no more than 10 years removed from his/her attendance at Southwestern and must have demonstrated early success, innovation, and/or leadership either in his/her personal, academic, or professional life. Whatever the area, it must set a standard of excellence and inspiration for Southwestern's community at large. Recipients represent the finest young alumni and the University's commitment to a values-centered curriculum, and the development of the whole person and exemplify ies Southwestern University's Core Values.
  One award per year shall be given unless no nominees are deemed worthy of the award.
- Distinguished Professional
  The Southwestern University Alumni Association award for Distinguished Professional is presented to Southwestern University alumni who have performed exceptional civic and/or professional services in a given geographic area or field of endeavor. Recipients represent the highest standards of Southwestern University's commitment to a values-centered curriculum and the development of the whole person and exemplify Southwestern University's Core Values.
  Up to two (2) awards per year shall be given unless no nominees are deemed worthy of the award.

Section 2 – Definition of Alumni Status

The terms alumni/alumnus/alumna refers to individuals who are no longer enrolled at Southwestern University and have earned at least 24 credits while attending Southwestern University.

Section 3 – Award Selection Process

Nominations for these awards may be submitted by faculty, staff, or alumni to the Office of Alumni Relations throughout the year prior to the announced deadline. After reviewing nominations, the Nominations Committee will prepare a slate of award recipients to be voted upon by the Alumni Council. Submitted nominations will remain on file and be eligible for review for two (2) years, including the year of submission. After two (2) years, nominations must be resubmitted in the appropriate categories.

Article 8 –Affinity Groups

Section 1 - Definition

Southwestern University Alumni Affinity Groups are defined as groups of alumni having a common interest or goal or acting together for a specific purpose. The purpose of Southwestern University Alumni Affinity Groups is to acknowledge groups of alumni who are connected through other interests and strengthen their relationships with one another and Southwestern University.

Section 2 – Qualification

To be formally affiliated with Southwestern University Alumni Association, Alumni Affinity Groups shall:

- Consist of at least twenty-five (25) identifiable alumni members;
- Identify a primary contact that will serve as a liaison to the Alumni Relations staff and notify the Alumni Relations staff when the primary contact changes;

Section 3 – Affiliation

Alumni groups seeking affiliation shall apply by submitting an application to the Office of Alumni and Parent Relations. After review, the Alumni Relations staff may recognize interim affiliation pending formal approval by the Alumni Council. The Alumni Council shall approve and recognize prospective Alumni Affinity Groups in a manner consistent with the Core Values of the University.

Section 4 – Benefits

Upon recognition, Alumni Affinity Groups are eligible to:

- Request assistance from the Office of Alumni and Parent Relations in securing faculty or staff speakers;
- Seek help from the Office of Alumni and Parent Relations with reserving campus facilities for alumni functions;
- Request mailing lists and labels from Advancement Information Services;
- Submit notices for upcoming events to alumni web site calendars and/or for email communication;
- Have the Office of Alumni and Parent Relations create a hyperlink from the alumni web site to the Alumni Connection Group's web site and social media.

Article 9 – Local Chapters

Section 1 – Definition

The name of local chapters will be the Southwestern University Alumni Association – (City Name/Area) Chapter. For a local chapter to be recognized by the University, the following criteria are recommended:

1. There should be a minimum of fifty (50) alumni living within 25 miles of the metro area.
2. There must be a core group of active alumni volunteers willing to serve as officers of the local chapter as provided under Article 9, Section 3;
3. The local chapter will be responsible for programming a minimum of two events per calendar year with a maximum of six events per year.

Section 2 –Local Chapter Membership

Local Chapter members are defined as any Southwestern University alumnus/a living in the area where a local chapter has been established.

Section 3 – Governance

Each local chapter should include two to six board members, including a President. An area chapter will operate under the bylaws of the Southwestern University Alumni Association.

Section 4 – Board Members

Board members for the local chapter shall be recruited by the Office of Alumni and Parent Relations and the Local Chapter members. Any alumnus/a may submit recommendations to the Office of Alumni and Parent Relations.

Local chapter presidents will be identified and selected by the Alumni Council and the Office of Alumni and Parent Relations.

Each local chapter is responsible for selecting their additional officer board members, with input as necessary from the Office of Alumni and Parent Relations.

Section 5 – Board Member Terms

Board members shall serve in a two-year term.

Section 6 – Removal of Office

In circumstances where the officer fails to act in accordance with Southwestern University's core values, the University administration may remove a local chapter officer from their role.

Amended and approved 6.8.26

Section 7 – Board Member Meetings

Meetings should be conducted on a recurring basis of not less than one annual in-person meeting and maintain regular contact throughout the year.

Article 10 – Amendments

As provided in Article IV, Section 2 of the Constitution.

Article 11 – Parliamentary Authority

The most recent edition of Robert's Rules of Order shall be the authority in all cases not otherwise provided for in these Bylaws.

Amended and approved 6.8.26