

Final draft for ISUAA meeting – 6.14.25

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Illinois State University Alumni Association Bylaws

Membership review: 6/14/2025

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Article I. Purpose

Section 1.

Name: The name of the Association is Illinois State University Alumni Association ("Association" or "ISUAA")

Section 2.

Mission: To support the University in partnership with the Office of Alumni Engagement using the knowledge, skills, financial resources, and loyalty of its alumni to communicate the University's goals and achievements to others; and to promote a spirit of unity and loyalty among former students and friends.

Section 3.

Relationship with University: The Association, through the Alumni Association Board of Directors, shall provide guidance, input, and support to the Office of Alumni Engagement at Illinois State University, which retains authority for University staff and authority over University assets and finances. [The Association, through the Board of Directors, will align itself with the University's Strategic Plan and the vision and values of the University.](#)

Article II. Membership

Section 1.

Membership: All persons who have earned a degree or diploma from the University, have attended the University, or have been granted honorary membership shall be eligible for membership in the Association.

Section 2.

Classes of Memberships: Membership will be divided into the following three classes.

1. **Active:** An alumnus who has made a gift to the Illinois State University Foundation during the current or preceding fiscal year. An active alumnus has the right to vote and is eligible to serve as a member of the Alumni Association Board of Directors.
2. **Inactive:** An alumnus who has not made a gift to the Illinois State University Foundation during the current or preceding fiscal year. An inactive alumnus does not have the right to vote and is not eligible to serve as a member of the Board.

3. Honorary: Those who have received honorary degrees from the University shall automatically become honorary members of the Association. The Alumni Association Board of Directors may also confer honorary membership for other reasons approved by the Board of Directors. Honorary members who have made a gift to the Illinois State University Foundation during the current or preceding fiscal year have the right to vote at the annual meeting

Article III. Officers

Section 1.

Officers: The officers of the Association shall consist of a president, vice president/president-elect, secretary, treasurer, and immediate past president. The Alumni Association Board of Directors, by resolution, may create and define the duties of other officers and may elect or appoint persons to fill such roles as needed.

Section 2.

Election: The officers of the Association shall be elected by the Alumni Association Board of Directors at the annual meeting of the Association. Only active members who have served on the Alumni Association Board of Directors for a minimum of two years shall be eligible for officer positions. Experience serving as a chair of an Association committee is preferred but not required for consideration.

Nomination: Candidates for office shall be nominated for election in one of the following ways:

- Nomination by an Alumni Association Board of Director member in writing (e.g., via the Board Member Interest Form or other writing) to the Executive Director of Alumni Engagement at least 60 days prior to the selection meeting of the Board Development Committee.
- Nomination may also be made by the Board Development Committee during its selection meeting.
- The Board Development Committee reviews the nominations process, identifies candidates to interview, and creates a slate of recommended candidates for open board positions.
- The Executive Committee reviews the proposed slate of proposed candidates. Slated candidates' profiles are shared with the full Board prior to the Executive Committee vote. If approved, the candidates move forward for a vote by the full Board of Directors and then the full membership at the annual meeting. If there are questions or concerns, those are directed back to the Board Development Committee for consideration.
- Candidate profiles will be shared with the full Membership prior to the Annual meeting and vote.

Term: Officers shall hold office for one year or until their successors have been elected and qualified.

Section 3.

Vacancies: Whenever a vacancy occurs in an existing office or when a new office is created, the vacancy shall be filled by the Alumni Association Board of Directors, and the officers so elected or appointed shall hold office until a successor is chosen and qualified at the next annual meeting of the Association.

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Section 4.

President: The president shall attend and preside at all meetings of the Alumni Association Board of Directors, function as chairperson of the Executive Committee, discharge all the duties while acting as the presiding officer, and perform such other duties as these Bylaws or the Alumni Association Board of Directors may prescribe. The president shall act as liaison to the Executive Director of Alumni Engagement on issues pertaining to activities of the Alumni Association Board of Directors. [Upon completion of a one-year term as President, the individual shall automatically assume the role of immediate Past President.](#)

Deleted: Following a one-year term as president, the individual who serves in this position will automatically be nominated to serve as immediate past president.

Section 5.

Vice President/President Elect: The vice president/president elect shall attend all Alumni Association Board of Directors meetings and perform all duties incumbent upon the president during the absence or disability of the president and shall perform such other duties as these Bylaws may require or the Alumni Association Board of Directors may prescribe. [Upon completion of a one-year term as Vice President/President Elect, the individual shall automatically assume the role of President.](#)

Deleted: Following a one-year term as vice president/president-elect, the individual who serves in this position will automatically be nominated to serve as president.

Section 6.

Secretary: The secretary shall attend all Alumni Association Board of Directors meetings and Executive Committee meetings, shall keep minutes of the proceedings of such meetings, and shall perform a like duty for all standing committees appointed by the Alumni Association Board of Directors, when required. The secretary shall attend to the giving and serving of all notices of the Association. The secretary shall perform such other duties as these Bylaws or the Alumni Association Board of Directors may require. The secretary position is a one-year term. Individuals who serve or served as secretary are eligible for other roles on the Executive Committee once the one-year term is complete.

Section 7.

Immediate Past President: The immediate past president shall attend all board meetings of the Association, provide continuity and support to the Executive Committee, serve as Chair of the Board Development Committee, and participate as a liaison to the ISU Foundation Board. The immediate past president position is a one-year term. Individuals who serve or served as immediate past president are not eligible to serve in other Executive Committee roles once the one-year term is complete.

Section 8.

Treasurer: The treasurer shall attend all Alumni Association Board of Directors meetings and Executive Committee Meetings. The treasurer shall collaborate with the Executive Director of Alumni Engagement to provide input, guidance, and feedback into the Alumni Association Board of Directors annual budget. Additionally, the treasurer will work to gain a thorough understanding of the structure and allocations of the budget to provide working knowledge to the Board on a regular basis. The Executive Director of Alumni Engagement retains fiduciary responsibilities over the Alumni Association Board of Directors annual budget. Individuals who serve or served as treasurer are eligible for other roles on the Executive Committee once the one-year term is complete.

Section 9.

Delegation of Authority: In case of absence of any officers of the Association, or for any other reason that the Alumni Association Board of Directors may deem sufficient, the Alumni Association Board of

Directors may temporarily delegate powers and duties of such officers for a specific purpose or time frame to any other officer or Board member, providing a majority of the entire Board concurs therewith.

Article IV. Board Members

Section 1.

Membership: The Alumni Association Board of Directors shall consist of not more than twenty-five (25) members, which includes positions for twenty (20) at-large Alumni Association Board of Directors members and five (5) officers (president, president-elect, secretary, treasurer, and past president). The number of members may be changed within the stated limits upon the majority vote of the Alumni Association Board of Directors at any meeting other than the annual meeting. Each Alumni Association Board of Directors member shall be an active member of the Association, attend Alumni Association Board of Directors meetings, participate in appointed committees, and donate annually to the Foundation. The vice president of University Advancement of the University and the Executive Director of Alumni Engagement will provide support to the Alumni Association Board of Directors. Non-voting ex officio members including the Board of Trustees alumni liaison, alumni networks and the Student Alumni Council may also be invited to participate in meetings by the president.

Past Alumni Association Board of Directors members will receive information and mailings and may attend Board meetings although they are not entitled to vote, are not eligible to serve as officers or chairs of standing committees, and their presence shall not be included in determining a quorum.

Section 2.

Election: The members of the Alumni Association Board of Directors shall be elected and installed at the annual meeting of the Association.

Each director shall hold office for three years with staggered terms. The candidates for Board of Directors shall be nominated in one of the following ways:

- Nomination by a member of the Association providing a written consent form from the nominee submitted to the Executive Director of Alumni Engagement at least 60 days prior to the selection meeting of the Board Development Committee.
- Nomination by submitting a completed Alumni Association Board of Directors Interest Form located on the Illinois State University Alumni Association website 60 days prior to the selection meeting of the Board Development Committee.
- Nomination by the Board Development Committee during its selection meeting.

The Board Development Committee shall submit a slate of recommended candidates to the membership at the annual meeting.

Section 3.

Term of Office: Newly elected members of the Alumni Association Board of Directors shall serve a three-year term and may be reelected for a second three-year consecutive term and upon meeting board expectations and demonstrating continued engagement may be eligible for a third consecutive three-year term.

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Section 3.1 Eligibility for a second consecutive term, a board member must,

- Remain in good standing with the Alumni Association, including meeting attendance, committee participation, and overall engagement expectations.
- Demonstrate active participation in board activities, such as serving on a committee, attending at least 75% of scheduled meetings, and contributing to the board's activities.
- Submit a written statement of intent or complete a renewal interest form at least 60 days prior to the end of their term.
- Undergo review by the Board Development Committee, which will assess their contribution and alignment with board needs before making a recommendation.
- Be nominated and approved by the full Board of Directors and included on the slate presented at the annual meeting.

Section 3.2 Eligibility for a Third Term

A board member may seek nomination for a third consecutive term if the above criteria are met. However, they must reapply and undergo full review by the Board Development Committee, which will determine whether a third term aligns with the needs and goals of the Alumni Association.

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A Board member appointed to fill an unexpired officer's term will, for the purpose of term limits, have his/her length of service begin when they are elected for the first time to a full three-year term.

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Section 4.

Removal of Office: Any elected or appointed director may be removed by a two-thirds majority vote of members of the Alumni Association Board of Directors. Notice of such contemplated action should be given to the director at issue, when possible, at least 30 days prior to such action taking effect.

Section 5.

Vacancies: Any vacancy occurring on the Alumni Association Board of Directors shall be filled by a majority vote of the remaining members of the Alumni Association Board of Directors.

Section 6.

Meetings: The Alumni Association Board of Directors shall meet four times each year. Board members are expected to adhere to the policies and procedures stated in the Board Manual. One meeting shall take place before the annual meeting of the Association at the place where such meeting of the Association will be held.

Section 7.

Procedure: The president of the Association shall, if present, act as chairperson at all meetings of the Alumni Association Board of Directors and the secretary of the Association shall, if present, act as secretary of the meeting. In case of the absence from any meeting of the Alumni Association Board of Directors of the president or the vice president or the secretary of the Association, the Board shall appoint a *pro tem* chairperson or *pro tem* secretary, as the case may be, of the meeting. The Alumni Association Board of Directors shall keep a record of its acts and proceedings.

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Section 8.

Special Meetings: The president of the Association may call a special meeting of the Alumni Association Board of Directors or if so petitioned by a minimum of one-third of the total membership of the Alumni Association Board of Directors. Notice of each special meeting of the Alumni Association Board of Directors and its purpose shall be conveyed by the secretary to all members of the Alumni Association Board of Directors via electronic mail at the address designated by the Board member. Any meeting of the Alumni Association Board of Directors shall be an authorized meeting, without notice thereof having been given, if all members of the Alumni Association Board of Directors shall be present. The Alumni Association Board of Directors may hold special meetings within or outside of the State of Illinois.

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Section 9.

Voting: Each member of the Alumni Association Board of Directors present shall be entitled to one (1) vote on all matters properly presented to the Board. Voting by proxy shall not be allowed.

Article V. Committees

Section 1.

Designation of Executive Committee: All officers of the Association and the two (2) "At Large" members constitute the Executive committee. The vice president of University Advancement, and the executive director of the Alumni Engagement will serve as ex-officio members to provide support to the alumni board.

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Deleted: No member of the Executive Committee shall continue to be a member thereof after they cease to be a member of the Alumni Association Board of Directors. The Alumni Association Board of Directors shall have the power at any time to increase or diminish the number of members of the Executive Committee, or to change the functions or terminate the existence of said committee.

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Standing Committees:

Awards Committee: The Awards Committee reviews nominations and selects recommended recipients for the annual Alumni Association Awards which includes the Distinguished Alumni Award, Alumni Achievement Award, E. Burton Mercier Alumni Service Award, Outstanding Young Alumni Award, Andrew Purnell Jr. Trailblazer Award, and Senator John W. Maitland, Jr. Commitment to Education award.

Board Development Committee: The Board Development Committee cultivates and recruits potential Association board members. The committee prepares a slate of nominations for a position on the Alumni Association board of directors and its executive committee. Develop materials that provide orientation and training for members of the Alumni Association Board of Directors, and various standing committees.

Diversity, Equity, Inclusion Committee (DEI) – The DEI considers and acts upon how the Alumni Association can partner with Alumni Engagement staff, university administration, faculty, students, and prospective alumni to advance diversity, equity, and inclusion. The committee aligns its efforts with the University's core values and strategic plan.

Homecoming Committee – The Homecoming Committee supports the University's efforts to bring alumni to campus for the annual Homecoming celebration. The committee coordinates alumni-focused Homecoming events and activities in collaboration with Alumni Engagement.

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Redbird Engagement and Development (RED) – The RED Committee promotes civic engagement by providing leadership and direction for alumni to remain informed and engaged global citizens through meaningful opportunities. The committee also supports awareness of the Board of Directors, alumni networks, and affinity groups within the campus community.

Scholarship Committee – The Scholarship Committee determines criteria and funding levels for scholarships and tuition waivers provided through the Alumni Association. The committee selects scholarship recipients as needed. The committee reviews and selects recipients and serves as a point of contact and mentor for scholarship recipients.

Ad Hoc and Special Committees: The President shall have the authority to establish ad hoc or special committees as needed to address specific tasks or emerging priorities of the Alumni Association.

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Liaison Positions:

Athletic Council Liaison – Serve as one of two alumni representatives on the Council which is a standing committee of the Academic Senate. The council serves as an advisory body to the director of athletics and the president. Specific duties are detailed in the Board Manual.

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Bone Scholar Liaison – Serve as a member of the Bone Scholar Selection Committee. The Bone Scholar is the highest honor an Illinois State University undergraduate student can receive.

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Foundation Board Liaison – Serve as Alumni Association representative to be a voice in conversations as it relates to the Foundation's goals. The Immediate Past President shall serve as the liaison.

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Honorary Degree Liaison – Serve on this committee to review and select Illinois State University honorary degree recipients. The current board president shall serve as the liaison.

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Half Century Club Liaison – Serve as Alumni Board representative on this committee.

Non-Board Member Committee Involvement:

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The Alumni Awards, DEI, Homecoming, RED, and Scholarship committee may recruit non-board alumni members to serve on these committees.

Detailed responsibilities for each committee are outlined in the Board Manual.

Section 2.

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Election of At-Large members of the Executive Committee: The At-Large members of the Executive Committee shall be elected by the Alumni Association Board of Directors at the annual meeting of the Association. Candidates for the Executive Committee At-Large positions shall be nominated by the Board Development Committee. Only active Board members may be nominated.

Section 3.

Powers of the Executive Committee: The Executive Committee shall have, and may exercise, all the powers of the Alumni Association Board of Directors under these Bylaws. The foregoing powers shall be subject to the approval of the Alumni Association Board of Directors. The Executive Committee may also, from time to time, formulate and recommend to the Alumni Association Board of Directors for approval, general policies regarding the Association. All minutes of the meeting of the Executive Committee shall be approved at the next succeeding meeting of the Executive Committee.

Section 4.

Voting: Each member of a committee present shall be entitled to one (1) vote on all matters properly presented to the committee.

Section 5.

Quorum: A majority of the voting members of that committee shall be necessary to constitute a quorum for the transaction of any business of that committee.

Section 6.

Other Committees: The president shall appoint members of the Alumni Association Board of Directors to standing or special committees as may be necessary for the conduct of business of the Alumni Association Board of Directors. Each committee shall have a designated chairperson who shall be responsible for the scheduling of meetings of the committee and shall preside over said meetings. The committees shall meet at such times and places as necessary to carry out the business entrusted to the committee and shall report to the Alumni Association Board of Directors from time to time with any recommendations or reports approved by a majority of those members assigned to the committee.

Article VI. Association Meetings

Section 1.

Place of Meetings: Meetings of the members of the Association may be held any place in the United States provided, however, that no amendments to the Bylaws, no election of Alumni Association Board of Directors members, and no impeachment proceeding against any officer or member of the Association shall be taken unless meetings at which such action is taken are held on the campus of Illinois State University in Normal, Illinois or property of the Illinois State University Foundation. Any meeting may be held remotely either entirely or in part. In-person participation in quarterly ISUAA Board Meetings is encouraged whenever possible.

Section 2.

Annual Meetings: The annual meeting of the members of the Association shall be held in the last quarter of each University fiscal year.

Section 3.

Special Meetings: Special meetings of the membership may be called by the president, by a minimum of one-third of the total membership of the Alumni Association Board of Directors petitioning the president, or by not less than fifty (50) members of the Association petitioning the president.

Section 4.

Notice of Meetings: At least ten (10) days prior to the annual or special meeting of the Association, the secretary shall give notice of the date and place at which such meeting is to be held and shall specify the business to be considered. Said notice shall be published in a regular communication from the Association or may otherwise be delivered via electronic means or method.

Section 5.

Voting Rights: Each active member of the Association personally or remotely present shall be entitled to one (1) vote on all matters properly presented to the Association. Voting by proxy shall not be allowed. All business shall be decided by majority vote of those present except as specified elsewhere in the Bylaws.

Article VII. Miscellaneous

Section 1.

Relationship to the Foundation: The Association and the Office of Alumni Engagement shall maintain a close working relationship with the Illinois State University Foundation (hereinafter referred to as "Foundation") in order to enhance its efforts to advance and aid the University.

Deleted: A representative appointed by the president of the Association shall sit as a member of the Board of Directors of the Foundation. This representative shall serve a one-year term but may be reappointed to serve additional terms.

Section 2.

Conduct of Business: The conduct of the Association's business should be governed by the latest edition of Robert's Rules of Order except when inconsistent with these Bylaws, or with such standing rules which are adopted by the Association or the Alumni Association Board of Directors.

Article VIII. Amendments Bylaws

The power to make, alter, amend, or repeal these Bylaws is vested in the general membership, but such action shall be taken only during a regular meeting of the general membership, its annual meeting, or at special meeting called by the president for such purpose. The Bylaws may be amended or repealed only after notice of the proposed amendment has been given to the membership.

[The Bylaws shall be reviewed at least once every three \(3\) years. At that time, the President shall appoint a committee to conduct the review and recommend any necessary changes.](#)

In order to amend or repeal the Bylaws, it shall be necessary that a two-thirds (2/3) majority of the members in attendance vote affirmatively.