ARTICLE I. GENERAL
Section 1. Name
The official name of this Association is the Arcadia University Alumni Association and hereinafter shall be referred to as the Association or the AUAA.

Section 2. Affiliation
The Association is an integral part of Arcadia University (“AU” or “University”), authorized by the Arcadia University Board of Trustees. The Association shall abide by all policies, rules and regulations set forth by the AU Board of Trustees, the AUAA Constitution, and these Bylaws.

Section 3. Use of Corporate Identity
The Steering Committee shall govern the use of the Association’s corporate identity, which is subject to the same policies and procedures that govern the use of Arcadia’s brand – including, but not limited to, using its name, logo, seal or any media item that relates to the Association whether explicitly or implicitly. No member or Steering Committee shall use the Association’s name or identity without prior written approval from the Steering Committee.

Section 4. Offices
The offices of the Association shall be located in Blankley Alumni House on the University’s campus in Glenside, Pennsylvania. The offices of the Association shall be administered by the University’s Advancement Office to whom the Council and the Steering Committee delegate daily operation. Blankley Alumni House shall be available for official use by all members of the Alumni Leadership Council or the Council and the Steering Committee. This location is subject to change if deemed necessary by the University.

Section 5. Finances and Fiscal Year
The Association’s fiscal year shall be concurrent with that of the University. The Association’s finances shall be managed by the University subject to its policies and procedures, and shall be audited and/or reviewed as authorized by the University.

ARTICLE II. MEMBERSHIP
Section 1. Membership
Any person who matriculated at Beaver College or at Arcadia University as an undergraduate or graduate student and completed one semester toward a degree awarded by the College or University shall be considered a member of the Association, beginning the year his/her class graduates.

Honorary Membership. Any person who has made substantial contributions to the welfare of the University, its alumni or the Association may be awarded an Honorary Membership in the Association by vote of the Steering Committee of the Council. Honorary Membership in a class may be awarded by the class, with notice given to the Council.
ARTICLE III. ORGANIZATIONAL STRUCTURE

Section 1. Authority
The Leadership Council and the Steering Committee shall act as the governing body of the Association and shall act as the executive authority of the Association and shall implement the purposes and decisions of the Association.

Section 2. Organization, Registration and Recognition of Classes, Chapters and Clubs
The Leadership Council shall be organized into groups based upon: (i) year of undergraduate graduation, known as “Classes”; (ii) graduate, certificate, cohorts and degree programs, known as “Program Chapters”; (iii) groups based on place of current residency, known as “Regional Chapters”; and (iv) shared interest such as professional associations, personal interest organizations, athletic and/or extra-curricular organizations, known as “Clubs.” Chapters and Clubs may be established, approved and authorized only by action of the Association in accordance with these Bylaws.

Registration in the Association as an official alumni Program Chapter, Regional Chapter or Club shall be done through its office under the direction of the Director of Alumni Relations. Official records shall be maintained by the Office of Alumni Relations and shall be available for all official use by the University, the Association’s Steering Committee, Leadership Council, Standing and General Committees.

Registration of approved alumni Chapters and Clubs will be considered complete when a document is submitted to, and approved by, the Steering Committee that includes the name of the principal contact person and the names of the members of the leadership committee.

ARTICLE IV. THE LEADERSHIP COUNCIL

Section 1. Responsibilities of the Leadership Council
The Leadership Council of the Association (“Council”) shall have the duty of advancing the purposes of the Association. The business of the Leadership Council shall be directed by a Steering Committee, which shall exercise the powers and perform the duties of the Leadership Council in between the meetings thereof.

Section 2. Composition of the Leadership Council
The Leadership Council shall be composed of (1) one representative of each Class, Program Chapter, Regional Chapter, and Club, (2) the members of the Steering Committee, (3) other members as the Leadership Council may determine, and (4) such ex officio members as the Bylaws shall provide.

Ex-Officio members include: the President of the University and Vice President of University Advancement; the Director of Alumni Relations; and such other persons as the Leadership Council may determine in accordance with the Alumni Association Bylaws.
Ad hoc members. Parents of Arcadia students and alumni, faculty and staff may serve as ad hoc members of the Leadership Council, if deemed necessary by the Steering Committee.

Representatives-at-Large. In order to ensure broad representation on the Leadership Council, the Steering Committee shall have the authority to appoint to the Leadership Council Representatives-at-Large, who shall be alumni whose perspective, experience, or other attributes are important to the work of the Leadership Council or the purposes of the Association.

Section 3. Representative Selection – The Leadership Council
Only those Members who have met the criteria for eligibility as alumni of the University, except in other circumstances specified in the Bylaws, will be allowed to stand for selection as representative(s) on the Council.

Each class currently enrolled at Arcadia and those who have graduated from Arcadia University are entitled to send one representative from among their Class Officers – including but not limited to President, Fund Agent, Editor, Reunion Chair – to represent the class on the Leadership Council.

Each Program Chapter, Regional Chapter and Club shall be entitled to one representative on the Leadership Council. It is expected that this representative shall be the leader of the Chapter or Club or designee who shall serve in this position for at least three and no more than five years.

Section 4. Meetings - General
The Steering Committee of the Association shall designate the time, place and date for the regular meeting(s) of the Council. Council meeting agendas shall include committee reporting, planning, and elections. The Committee on the Council shall prepare the agenda.

Section 5. Meetings - Notice
Notice of all meetings of the Leadership Council shall be promulgated by the Director of Alumni Relations sent in hard copy or electronically to each member of the Leadership Council at least thirty days before the meeting. This notice shall state the time, place, date, and agenda of the meeting. To the extent feasible, notice of meetings shall also be posted on the AUAA website and included in the e-newsletter.

ARTICLE V. STEERING COMMITTEE

Section 1. Responsibilities of the Steering Committee
The Steering Committee of the Council shall organize the affairs and business of the Association and the Leadership Council, conduct the affairs of the Association and the Leadership Council in between the meetings thereof, and oversee policy implementation and priorities in accordance with the Constitution and Bylaws of the Association; and shall perform such other functions as the Leadership Council may require and approve. The Steering Committee shall have the authority to authorize Chapters and Clubs pursuant to criteria set forth in the Bylaws.

Section 2. Officers: Composition of the Steering Committee
a. The Officers of the Steering Committee shall be the President, the Vice President, and the Executive Administrator. The Officers of the Steering Committee shall also be the Officers of the Association.

b. The Steering Committee shall consist of the Officers, the Chairs (or other representative) of each Standing Committee and each General Committee; three Representatives-At-Large, ex officio and appointed members as identified herein; and the Director of Alumni Relations. The Officers of the Steering Committee must be graduates of the University.

Ex officio and other members. The President of the University and Vice President of University Advancement shall be ex officio members of the Steering Committee. The Steering Committee may appoint such other members as it deems appropriate, for terms that expire at the annual meeting of the Association. Ex officio and appointed members shall have voice but not vote.

Section 3. Elections – Steering Committee Officers

The President, Vice President, Executive Administrator and three At-Large Members are nominated by the Committee on Nominations and elected by members of the Leadership Council.

Chairs of Standing Committees are appointed by the President; Chairs of the General Committees represented on the Steering Committee are elected by their committees.

Officers of the Steering Committee are elected by the members of the Leadership Council from a slate prepared by the Nominating Committee. The Nominating Committee may propose one or more than one member for each position. The proposed slate shall be sent to members of the Leadership Council at least sixty days prior to the meeting at which the election shall be held. Additional candidates may be proposed by members of the Leadership Council by written petition signed by at least five members of the Leadership Council and submitted at least thirty days prior to the election meeting. The officers of the Steering Committee shall be elected by any means agreed upon by the Committee on the Leadership Council for each election and must be a majority vote of a quorum of all active Leadership Council members. Quorum is to be defined as 2/3rds of all active Leadership Council members. This voting will occur by written or electronic ballot. Electronic ballot must be received 24 hours in advance by the Office of Alumni Relations. If there are more than two candidates and no candidate receives a majority of the votes cast, a run-off vote written ballot of members present shall be taken between the top two candidates.

Section 4. Terms of Office

The terms of office for Steering Committee Officers shall be three years. No member can serve more than two consecutive terms. One-third of the officers shall be elected every year.

Standing and General Committee chairs cannot serve more than six consecutive years as a member of the Steering Committee. General Committee, Chapter and Club chairs can move on and off the Steering Committee according to their terms as chairs of Committees, Chapters and Clubs.

Section 5. Meetings - General
The Steering Committee of the Association shall designate the time, place and date for the regular meeting(s) of the Leadership Council. Leadership Council meeting agendas shall include committee reporting, planning, and elections. The Committee on the Leadership Council shall prepare the agenda.

The Steering Committee shall meet regularly, as provided in the Bylaws, but no less than quarterly.

In order for any decision to be valid, it must be approved by a majority vote of a quorum of all Steering Committee members. Quorum is to be defined as 2/3rds of all active Steering Committee members.

Section 6. Transitioning to the first Steering Committee under the new Constitution
To fill the Steering Committee and allow for a three-year rotation cycle, the members of the first Steering Committee under the new Constitution and Bylaws will have the following terms: The President will serve a three-year term; the Vice President will serve a two-year term; the Executive Administrator will serve a one-year term; three Representatives-at-Large will be elected – one for a three-year term, one for a two-year term, one for a one-year term. Terms less than one year shall not count toward the maximum number of consecutive terms. The three Standing Committee Chairs will be appointed by the President.

Section 7. Vacancies, Resignation, Removal
The Committees shall be responsible for filling any vacancy in their representation on the Steering Committee. Any vacancy on the Steering Committee of either an Officer or a Representative-At-Large may be filled by a majority vote of the remaining members. Steering Committee members elected in this manner will serve out the remaining months of the term of the departed member. A member of the Steering Committee elected to fill a vacancy shall be eligible thereafter to be elected to a full term on the Steering Committee if nominated and elected. The unexcused absence of a member of the Steering Committee for two consecutive meetings shall be deemed a resignation that the Steering Committee may accept.

Any vacancy on the Leadership Council may be filled on a temporary basis by the Steering Committee from among the members of the relevant chapter or club. The chapter shall be notified and expected to elect a new representative in due course in accordance with their customary election procedures.

Any officer or Leadership Council member may resign by giving written or electronic notice to the President of the Steering Committee. Such resignation shall take effect at the time specified.

A simple majority vote of the members of the Steering Committee shall be required to remove a member of the Steering Committee prior to the expiration of the term for which that member has been elected or appointed. Removal from office shall be limited to acts violating the Constitution and/or Bylaws of the Association, or deemed contrary to the best interests of the University as determined by a majority vote of the Steering Committee.
Removal by the Class, Chapter or Club shall be in accordance with the charter of the affected organization. Ad hoc members of the Leadership Council and Steering Committee, who have been appointed by the Steering Committee, may be removed by the Steering Committee at any time, by majority vote thereof.

ARTICLE VI. STANDING AND GENERAL COMMITTEES

While the focus of these committees may change from time to time, Steering Committee members responsible for an active committee should seek to involve members of the Leadership Council or other alumni volunteers in support of their efforts.

Committees meet at least two times per year at the call of the Committee Chair, by letter or email at least one month prior to the meeting. Committee Chair assigns a member to take minutes and minutes are submitted to the President of the Association for reading and discussion at the next regularly-scheduled Steering Committee meeting. The power of the Committee is to make reports and recommendations to the Steering Committee, for action as appropriate by the Steering Committee, and not to make and implement decisions on their own.

Section 1. The Standing Committees

Three standing committees are necessary to ensure that the key functions of the Association are always in place:

- **Committee on Nominations** chaired by a member of the Steering Committee designated by the President. Committee members are selected by the Chair and cannot be candidates for the positions under consideration. The committee shall also include the Director of Alumni Relations ex officio, who shall staff the committee’s operation. This committee shall present annually a slate of candidates for Steering Committee Officer and At-Large Representative.

- **Committee on the Leadership Council** chaired by a member of the Leadership Council and consisting of three or more members of the Leadership Council or Steering Committee, who shall work to set the objectives of the annual meeting of the Council and ensure that this meeting achieves these objectives, and who shall in general attend to the good health and well-being of the Leadership Council with special focus on strategic planning. This committee also plans and implements the annual Alumni Leadership Summit.

- **Committee on Awards and Honors/Alumni Trustee** chaired by a member of the Steering Committee designated by the President and including the Director of Alumni Relations. This committee shall administer an annual awards process for different categories of outstanding volunteer service to the Institution; Reunion Awards for Meritorious Service and Distinguished Achievement; Senior Golden Disc Award, and Annual Fund awards. These awards should seek largely to honor alumni, but can include parents, friends of the Institution, faculty and staff whose contributions above and beyond the call of duty fit the criteria for this award. This committee is charged with filling the position of Alumni Trustee on the Board of Trustees. Members call for nominations from the President, University Advancement, Trustees and alumni. Members make recommendation of 3-4 nominees to the Trustees and Honors Committee of the Board of Trustees, which committee interviews candidates and makes final approval for vote.
Section 2. General Committees.
The Steering Committee may from time to time create or dissolve committees (other than Standing Committees) as it believes necessary to ensure that current key functions of the Association are addressed. The Steering Committee shall authorize and announce at the beginning of each academic year the names of the General Committees that shall operate in the year to come. Some General Committees may expire at the end of the academic year, while others will be reauthorized to continue.

These committees may include, but are not limited to:

- **Admissions/Student Enrollment** shall work with the Enrollment Office to advise and help administer the network of alumni representatives involved in activities relating to the recruitment of prospective students.
- **Annual Giving** shall work with the Annual Giving Office to advise on the development of giving opportunities among alumni, especially reunion classes, the annual setting of goals, general troubleshooting, and the identification of volunteers doing outstanding work in fundraising whose names shall be forwarded as candidates for recognition by the Committee on Awards.
- **Classes and Reunions** shall work to promote and develop the class as an organizational unit with strong leadership, solid structure, good internal communications, and an active and increasingly successful reunion tradition. The committee shall develop and maintain workshops, manuals and templates for class organization, and same for 5-year reunions. The committee may deem it desirable to establish a sub-committee on reunions and expand its advisory role to include the Institution’s core program for reunions.
- **Chapters and Clubs** shall work to promote and develop regional Chapters and Clubs as organizational units with strong leadership, solid structure, good internal communications and an active body of local alumni. The committee shall develop and maintain workshops, manuals and templates for chapter organization and activities, and shall troubleshoot as needed, as well as identify outstanding chapter leadership worthy of consideration by the Committee on Awards.
- **Young Alumni and Students** shall promote and develop young alumni activity within regional chapters integrating with the chapter, but planning activities and events of particular interest to the young alumni one to five years out of Arcadia. This committee will be co-chaired by a young alumni and a current upperclassman student for a three-year term. This committee may deem it expedient to have a sub-committee on students that shall oversee the development and maintenance of a system on campus for inculcating in students from their first arrival at Arcadia those values that will promote a lifelong relationship with the University. In order to carry out the mission of this committee, the co-chairs and committee members should partner with the Office of Alumni Relations, specifically seeking out the support of the Assistant Director of Students and Young Alumni. This committee should include selected current students, young alumni, as well as older alumni.
- **Careers and Internships** shall work with the Office of Career Education to design and plan a career workshop series each year as well as support and enhance the alumni mentoring initiative, making a special effort initially to recruit upcoming older reunion
classes as prospective mentors for students. Engage alumni who can offer internships and access to foundations.

- **Communications** shall review regularly all alumni communications including the alumni magazine, class notes, and high tech/online, and recommend changes and improvements as it sees the need. This committee will include a representative of University Relations, as well as selected students and young alumni especially skilled in the development and application of online and social media opportunities for alumni relations. The committee should regularly oversee the network of Class Editors.

- **Community Engagement** shall work with the Office of Student Affairs to identify resources in the community which will enhance the student and alumni experience. Resources may be of a practical or a cultural nature. This committee may also help identify community based experiential learning and volunteer opportunities. The purpose is to help enrich the student and alumni experience using the rich resources of the community which surrounds Arcadia University and to educate the community about the presence of Arcadia students and alumni.

**ARTICLE VII. AMENDMENTS**

These bylaws may be altered, amended or supplemented by vote of a majority of the Steering Committee, with notification given to the Board of Trustees. Amendments by the Steering Committee may be overruled by a two-thirds vote of the Leadership Council, or majority of the Board of Trustees.