Alumni Organization Bylaws Template

I. NAME: The name of the organization is the [Princeton University Class of ____] [Princeton Alumni Association of ________________].

II. ORGANIZATION: The organization is an unincorporated association under the laws of the State of New Jersey. It is also a member of the group exemption of Princeton University (the “University”), and as such, is subject to the general supervision and control of the University. By virtue of being a member of the group exemption, the organization is exempt from Federal income tax under Section

III. 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”). The organization shall conduct its activities exclusively for educational purposes within the meaning of Section 501(c)(3) of the Code and subject to the Constitution adopted by the organization and approved by the University. In the event of a conflict between the terms of these Bylaws and the terms of the organization’s Constitution, the terms of the Constitution shall prevail.

IV. PURPOSE: The purpose of the organization is to further the interests, welfare and educational aims of Princeton University. The organization shall also:

A. Provide services and programs to alumni that enrich their lives and encourage their lifelong engagement with the University, with its faculty and students, and with their fellow alumni.

B. Sustain robust lines of communication among alumni, and in both directions between alumni and the University.

C. Encourage lifelong commitments by alumni to the life of the mind by offering educational opportunities of various kinds.

D. Promote alumni service to members of the University community, including other alumni; to the University itself; in their home communities; and in the broader global community.

E. Ascertain the needs and interests of the University’s increasingly diverse alumni body to provide services and programs that meet their diverse needs and interests.

F. Seek both to maximize participation in its programs and activities and to reach out to alumni who are not currently engaged in the ongoing life of the University.

G. Conduct its activities in conformance with policies and guidelines adopted by the University for alumni associations that are members of its group exemption.

V. MEMBERSHIP: Organization membership is open to ____________________________________________________________________________________________.
The term of membership shall be ________.

VI. EXECUTIVE COMMITTEE MEMBERS: The Executive Committee is the organization’s governing board, and it shall have no fewer than three members and no more than [_______] members.

The Executive Committee shall include a President, [a Vice President,] a Treasurer and a Secretary. [The Executive Committee shall also include __________________________.]

The President shall be a Princeton University alumnus/alumna.

The Executive Committee shall have the authority to create such other Executive Committee offices with such responsibilities as it deems advisable. Co-officers are also permitted.

The President shall serve a term of up to two years and until a successor is elected and qualified. Each other Executive Committee member shall serve a term of up to two years and until a successor is elected and qualified. Terms of Executive Committee members shall be staggered so that one-half are elected each year. All Executive Committee members may succeed themselves, except for the President who may serve only two consecutive full terms at a time.

The past President shall serve as a [voting/non-voting] member of the Executive Committee for [____] years after leaving office.

VII. DUTIES OF EXECUTIVE COMMITTEE MEMBERS: The President shall convene and conduct meetings, supervise and coordinate activities of the organization, serve as a liaison with the University’s Office of Alumni Affairs, appoint subcommittees as needed, and have such further duties as ordinarily pertain to the office of President.

[The Vice President shall convene and conduct meetings and take over the duties of the President in the President’s absence.]

The Treasurer shall collect all contributions; keep the books and accounts of the organization; have custody of all funds of the organization; submit an annual financial report of the organization to, and such other information requested by, the University so that the organization may be included in the University’s group tax return; render such other periodic reports of the financial condition of the organization as directed by the President of the organization; attend to the payment of bills and obligations; and have such further duties as ordinarily pertain to the office of Treasurer. All funds of the organization shall be deposited in accounts of the organization in a bank designated by the Executive Committee.

The Secretary shall keep the records of the organization, keep minutes of all meetings of the membership and the Executive Committee, including attendance and actions, and have such further duties as ordinarily pertain to the office of Secretary. [The Secretary shall also be the organization’s main contact person for responding to alumni inquiries.]
[The Membership Chair shall keep a record of current membership and devise ways to increase membership and participation in the organization’s activities.]

[The Activities or Programs Chair shall be in charge implementing specific activities of the organization and its members.]

[The Communications Chair shall recommend communications strategy, and shall be responsible for maintaining contacts and exchanging information with other alumni groups.]

The President may delegate to members of the Executive Committee, or to subcommittees consisting of Executive Committee members and/or other members of the organization selected by the President, additional duties if necessary for successful operation of the organization. These duties may include, but are not limited to, coordinators and contacts with appropriate University functions such as the Development Office.

VIII. NOMINATION, ELECTION, RESIGNATION AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS: Executive Committee member elections shall be open and publicized to the entire organization’s membership. Nominations for Executive Committee elections shall be made by a nominating committee appointed by the President at least [_____] months prior to the election. The nominating committee shall consist of [four] active organization members, including [two] current Executive Committee members. It shall nominate at least one candidate for each office and present its report to the Executive Committee at least [_____] months prior to the election. Election of Executive Committee members shall take place at the [annual meeting] of the membership.

The Executive Committee shall fill any vacancies in an office of the Executive Committee caused by any reason, including but not limited to death, incapacity, resignation or removal, at a meeting of the Executive Committee. Any member so elected to fill a vacancy shall serve for the remainder of the unexpired term.

Any member of the Executive Committee may resign by submitting a written resignation to the President of the organization. Such resignation shall be effective as of the date received by the President of the organization and shall automatically terminate the person’s membership on the Executive Committee.

Any member of the Executive Committee may be removed with or without cause by majority vote of the entire Executive Committee.

IX. MEETINGS OF MEMBERS: The annual meeting of the organization’s membership shall be held each year, and special meetings of the membership shall be held, at such time and place as the President or two or more members of the Executive Committee shall determine. At the annual meeting of the membership, the election of Executive Committee members shall take place as needed and a report of the President shall be submitted. Notice of all membership meetings shall be mailed or sent electronically to each member at least [thirty] days prior to a meeting. The organization shall strive to hold at least one in-person membership meeting per year. However, at any membership meeting, members may participate by means of conference telephone or any means of communication by which all persons participating in the meeting are able to hear each other. [Fifteen] members shall
constitute a quorum at any meeting of the membership. All elections and other questions put up to the membership shall be decided by majority vote of those in attendance.

X. MEETINGS OF THE EXECUTIVE COMMITTEE: Meetings of the Executive Committee shall be held at such times and places as the President or two or more members of the Executive Committee shall determine. Notice of all Executive Committee meetings shall be mailed or sent electronically to each Executive Committee member at least [five] days prior to a meeting. There shall be a minimum of [four] Executive Committee meetings per year. The presence of at least a majority of the members of the Executive Committee shall constitute a quorum, but less than a quorum shall have the power to adjourn a meeting from time to time until a quorum is present.

Except as otherwise provided herein, decisions of the Executive Committee shall be made by a majority of those present and eligible to vote. An Executive Committee member shall not be entitled to vote on any matter directly involving the member or which will or is reasonably likely to cause an actual or apparent conflict of interest. Any or all members of the Executive Committee may participate in a meeting of the Executive Committee by means of conference telephone or any means of communication by which all persons participating in the meeting are able to hear each other.

Executive Committee members shall attend or participate in meetings, as schedules permit, and shall endeavor to help administer the organization’s affairs and finances and help to promote the goals of the organization to other interested parties. Executive Committee members are expected to attend a majority of the regular meetings each year. Any member not attending a meeting for one year shall be removed from the Executive Committee.

Any action required or permitted to be taken at any meeting of the Executive Committee may be taken without a meeting, if a written consent thereto is signed by all members of the Executive Committee and such written consent is filed with the minutes of proceedings of the Executive Committee.

XI. DUES: Dues shall be assessed each member according to a rate established by the Executive Committee. Membership candidates shall become or continue as members upon payment of dues required for the current fiscal year, if any. Dues are payable to the Treasurer annually upon receipt of the first dues mailing in the new fiscal year.

XII. AMENDMENTS: These Bylaws may be amended or repealed by a majority vote of the entire Executive Committee at a meeting, provided the amendments have been provided in writing, by mail or electronically, to each committee member in advance of the meeting. Prior to taking effect, all amendments must be reviewed and approved by the Office of Alumni Affairs of Princeton University.

These Bylaws have been approved by the Executive Committee of the [Princeton University Class of ____] [Princeton Alumni Association of ___________________] on [Date].

Signature ________________________________