

## Alumni Class Bylaws Template

- I. NAME: The name of the organization is the Princeton University Class 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 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.
- III. 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. Initiate and sustain robust lines of communication among alumni, and in both directions between alumni and the University.
  - C. Sustain a culture of inclusion, respect, and unity, celebrating those shared Princeton University experiences and relationships that we value, honoring our differences, and avoiding partisanship.
  - D. Encourage lifelong commitments by alumni to the life of the mind by offering educational opportunities of various kinds.
  - E. 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.
  - F. 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.
  - G. 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.
  - H. Conduct its activities in conformance with policies and guidelines adopted by the University for alumni associations that are members of its group exemption.

IV. MEMBERSHIP:

A. Organization membership is open to:

1. All persons who are listed officially by Princeton University as being members of the Class of \_\_\_\_\_.
2. Honorary Class members, who may be recommended by any member of the Class and approved by the Executive Committee.

B. The membership of any person may be terminated by the member's own written request (delivered to the Secretary of the Class) for transfer to another University class of which he or she was at some time a member; provided that such transfer be consistent with the University's rules and regulations for transfer of class membership.

C. An honorary Class member may be terminated only by that honorary Class member's own written request (delivered to the Secretary of the Class).

V. EXECUTIVE COMMITTEE MEMBERS: The Executive Committee is the organization's governing board, and it shall have no fewer than [four] members and no more than [\_\_\_\_] members.

The Executive Committee shall include the following elected members: President, Vice President, Treasurer {[and Secretary.] *or* [, Secretary and \_\_\_\_\_].} The President and other members of the Executive Committee shall be a Princeton University alumnus/alumna and member of the Class, provided that in the event that the Class requires assistance to administer Class business or perform officer duties, the President may call upon other appropriate parties to assist in the performance of designated duties. The Executive Committee shall have the authority to create such other elected Executive Committee offices with such responsibilities as it deems advisable.

The Executive Committee shall also include the non-elected members listed under Section VII below. The non-elected Executive Committee members shall be appointed by the elected Executive Committee members. The Executive Committee may also create such other non-elected Executive Committee offices with such responsibilities as it deems advisable. For elected and non-elected Executive Committee members, co-officers are permitted.

The President shall serve a term of five years, commencing on July 1 of any major reunion year and ending on June 30 of the next succeeding major reunion year. Each other Executive Committee member shall serve a term coterminous with that of the President.

All Executive Committee members may succeed themselves, but they may serve only [\_\_\_\_] 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.]

- VI. DUTIES OF ELECTED EXECUTIVE COMMITTEE MEMBERS: The President shall serve as the main liaison between the Class, alumni body at large and the University; convene and conduct meetings; supervise and coordinate activities of the organization; and have such further duties as ordinarily pertain to the office of President.

The Vice President shall lead regional and ongoing activities; assist with off-year Reunions plans; and convene and conduct meetings and take over the duties of the President in the President's absence.

The Treasurer shall collect all dues and 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 facilitate communication between classmates; prepare the Class Notes column for the *Princeton Alumni Weekly*; coordinate class mailings and electronic communications; 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; shall notify Alumni Records of classmates' change in contact information; work with Technology Chair and Social Media Chair to oversee website and social media; and write class memorials.]

[If additional elected Executive Committee members are expressly referenced in Section V above, include descriptions of those offices here.]

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 Advancement Office.

- VII. DUTIES OF APPOINTED EXECUTIVE COMMITTEE MEMBERS:

[The Reunion Chair shall have general charge of all Class Reunion events, of constituting and coordinating the efforts of a Reunion Committee, of raising funds necessary for the Reunion events, and of disbursing and accounting for such funds.]

[The Class Agent for Annual Giving shall have charge of the raising of funds for Princeton University's Annual Giving, of keeping records of the Class in connection therewith, and of appointing of Special Gifts Chair, Participation Chair, or other volunteer positions, when necessary or appropriate.]

[The Diversity, Equity and Inclusion (“DEI”) Chair is responsible for forwarding the Class’ mission of addressing systemic bias and promoting equity by serving as a formal leader dedicated to spearheading and organizing Class programming including issue advocacy, outreach, and engagement. The DEI Chair is charged with collaborating with Class officers, classmates, students, and the broader University community to organize regional / virtual gatherings, panels, book clubs, and any other events that raise awareness of systemic bias, promote equity and inclusion, and demonstrate how we as Princetonians can bring about positive change.]

[The Regional Representatives / Regional Vice Presidents shall coordinate and plan regional events for the Class and will work with local regional associations to maintain a class presence.]

[The Class Historian shall be responsible for keeping and maintaining the official record of the events of the Class, including all major and off-year reunions, and for keeping and preserving all official Class memorabilia.]

[The Class Memorialist shall be responsible for preparing and publishing memorials for deceased members of the Class in the *Princeton Alumni Weekly* and for representing the Class at memorial services of the Class or Princeton University.]

[The Technology / Social Media / Communications Chair shall be responsible for maintaining the Class webpage, recommend communications strategy, and shall be responsible for maintaining contacts and exchanging information with other alumni groups.]

[The Community Service Chair shall coordinate and plan Class community service efforts.]

[If there are additional non-elected Executive Committee offices, include descriptions of those offices here.]

VIII. NOMINATION, ELECTION, RESIGNATION AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS: Elected 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 elected 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 or before 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 [during Reunions weekend], 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 elected Executive Committee members shall take place (unless already held) 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 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 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. 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 Alumni Engagement, Office of Advancement, Princeton University.

These Bylaws have been approved by the Executive Committee of the Princeton University Class of \_\_\_\_\_ on [Date].

Signature \_\_\_\_\_