



**CONSTITUTION AND BY-LAWS OF THE
ALUMNI ASSOCIATION AND THE ALUMNI COUNCIL OF GRINNELL COLLEGE**

ARTICLE I—Name

The name of the organization shall be the Alumni Association of Grinnell College, spoken of here as the Association.

ARTICLE II—Association Objectives

The Association shall have as its objectives:

1. To unite the graduates and former students of Grinnell College in the cause of education for themselves and for others.
2. To support the President, Trustees, Faculty, Staff, and Students in the advancement of the College.
3. To foster a spirit of fellowship among its members for their mutual pleasure and welfare.

Intercollegiate amity and cooperation shall be fostered by this Association and its members whenever opportunity offers, and the cooperation of other institutions in matters of mutual interest shall be invited whenever circumstances permit.

ARTICLE III—Members

All persons holding degrees or diplomas from Iowa College or Grinnell College, either in course or honorary; all former students who attended at least one semester; all members of the faculty and staff who are on record as honorary or associate members of College classes; and the Presidents of the College are members of the Association. The term Alumnus/a when used in the Constitution includes all members of the Association as defined herein.

ARTICLE IV— Alumni Council

The governance of the Association shall be vested in the Alumni Council, as defined in Article V. The objectives of the Alumni Council, spoken of here as the Council, shall be as follows:

1. To aid the Association in achieving its objectives.
2. To work closely with College staff to:
 - a. Foster strong Alumni networks
 - b. Sharpen communications and branding of the College

- c. Encourage Alumni participation in College activities, whether on campus, international, regional, or virtual
 - d. Enhance stewardship of financial support for the College
3. To assist with Reunion Weekend, including Alumni Award selections and presentations.
4. To work collaboratively with Class Agents, Class Fund Directors, Regional Coordinators, GRASP volunteers and Class Committees in fostering graduating class, reunion cluster, regional, and affinity-based connectivity.
5. To support the College's Admissions and Career, Life and Services Programs to better serve its students and graduates.
6. To reach out to the President, Trustees, Faculty, Staff, and Students as needed in order to create strong Alumni connections to the College.
7. To research and benchmark other colleges' and universities' efforts to proactively and productively engage their alumni.

ARTICLE V—Council Members and Officers

Section 1. *Members of the Council:* The Alumni Council shall consist of 26 elected members of the Association. The President of the Student Government Association and the President of the Student Alumni Council of the College shall be members ex officio of the Council. Each year, at the Spring meeting of the Council, new Alumni members of the Council shall be elected by a majority vote of current members of the Council present and any members voting by absentee ballot as described in Section 8 of this Article V. The newly elected members' two-year terms shall begin following the Alumni Assembly occurring during Reunion Weekend. Each new member elected to a position on the Council shall serve for a period of two years, with no more than three terms to be served consecutively, except as specified in Section 2 of this Article V. All Council members are required to attend three full Council meetings within each two-year term. Upon prior request to the President of the Council, a member may be granted an excused absence, but only for urgent personal or family concerns. An excused absence may also be granted when travel conditions prevent a Council member from reaching Grinnell. Such excused absences, if granted, may allow a member to miss more than one full Council meeting in each two-year term. However, no Council member may miss more than two consecutive Council meetings, whether excused or not, during the member's full term of service. A member who misses more than two consecutive Council meetings shall be removed from the Council. After completing the maximum of three consecutive two-year terms and leaving the Council, a member is eligible for election to additional terms once an interval of four years has passed since he/she last served as a member.

Section 2. *Officers:* The officers of the Council shall be the elected President, President-Elect, and Past President. The President-Elect shall be elected annually.

i: If there is a single candidate: The candidate is elected by a majority vote of members of the Council present at a duly convened meeting of the Council and any members voting by absentee ballot as described in Section 8 of this Article V.

ii: If two candidates exist: The President-Elect is elected by a majority vote of the members of the Council present at a duly convened meeting of the Council and any members voting by absentee ballot as described in Section 8 of this Article V. If the vote ends in a tie, the President-Elect shall be determined by the toss of a coin.

iii: If more than two candidates exist: Voting will occur with each Council member present at a duly convened meeting of the Council and any members voting by absentee ballot as described in Section 8 of this Article V casting one vote. If one candidate receives a majority of the votes, that candidate will be President-Elect. If no candidate receives a majority of the votes, the top two vote getters will enter into a final voting round. Only members of the Council present at a duly convened meeting of the Council may vote in this final round. If the final round vote ends in a tie, the President-Elect shall be determined by the toss of a coin.

The President-Elect shall succeed in sequence annually to the offices of President and Past President upon the annual completion of their terms. All officers shall take office following the Alumni Assembly occurring during Reunion Weekend. Any member of the Council who has completed one year of service on the Council and is in his/her first or second term shall be eligible to be elected an officer provided that he/she is able to fulfill all of the responsibilities of the offices of President-Elect, President, and Past President. Among the responsibilities for the President-Elect and President is to attend all Board of Trustee meetings and incur the related expenses of cost, time, and travel, without conflict of interest or without need to recuse himself/herself from Trustee discussions. Members who may face challenges in fulfilling this responsibility include but are not limited to employees of the College, executives at companies competing for College business, or members who cannot be absent from employment during times of Trustee meetings. Members who may face challenges in incurring the related financial expenses should explore options in advance of running for office with the then current Council President and senior staff liaison. The term of any member elected as an officer shall be extended, if necessary, to allow such member to complete the term of office to which he/she has been elected. No member shall be eligible to be elected as an officer if, in fulfilling such term of office, his/her time on the Council shall exceed seven consecutive years.

The President of the Council shall preside over the meetings of the Council and shall serve as a voting *ex-officio* member of the Board of Trustees of the College. The President of the Council shall also serve as President of the Association. The President of the Council may appoint ad hoc committees from time to time as he/she sees fit, subject to the approval of the Council at a meeting of the Council. The President of the Council shall also preside over meetings of the Executive Committee, as defined in Section 4 of this Article V. The President-Elect shall serve in place of the President if the President is absent or unable to perform the duties of the office. He/she shall serve as a non-voting *ex-officio* member of the Board of Trustees of the College. The President-Elect shall also chair the Election and Membership Committee, as defined in Section 5 of this Article V. The Past President shall chair the Awards Committee.

Section 3. *Standing Committees*: Each member of the Council, except the President, President-Elect, and Past President, shall be a member of at least one standing committee. The Chairs of the committees shall be appointed by the President-Elect in consultation with the Executive Committee. Once appointed, Committee Chairs are encouraged to serve two consecutive years, if possible. The standing committees may meet in conjunction with the full Council at a duly called meeting of the Council, or may meet independently at a time and location to be designated by the committee chair. In addition to members of the Council, the committee membership may include other members of the Association and currently enrolled students, as determined by the members of the Council serving on that committee. The composition of the standing committees of the Council shall be determined by the President-Elect in consultation with the Executive Committee as deemed necessary for the effective operation of the Council. The standing committees of the Council are:

- *The Stewardship Committee*: Builds and sustains donor and volunteer loyalty through stewardship.
- *The Alumni Engagement and Communications Committee*: Develops and implements strategies for communicating with and learning from the alumni community and to facilitate opportunities for engagement among alumni and between alumni and faculty, staff, students, and friends.
- *The Alumni Student Connections Committee*: Extends meaningful alumni connections that support current students and student programs, including on-campus exchanges and career opportunities.
- *The Diversity and Inclusion Committee*: Coordinates outreach to Grinnell's diverse alumni communities to enrich the networks of diverse alumni and students across the College.

Section 4. *Executive Committee*: The President, President-Elect, Past President, and the chairs of the standing committees of the Council shall constitute the Executive Committee.

Section 5. *Election and Membership Committee*: The President-Elect (who will serve as committee chair), a senior staff liaison to the Council, and a member from each Standing Committee who is not the chair of any Standing Committee, shall be responsible for identifying, recruiting, and presenting new potential Council members for approval by the Council. The Council will vote on the slate of new potential Council members, and a majority vote of the members of the Council present at a duly convened meeting of the Council is required for election of the slate to Council membership. The Election and Membership Committee shall be responsible for overseeing the election of the next President-Elect according to the process in Section 2 of this Article V. The Election and Membership Committee shall be responsible for the review of attendance of Council members. The chair of this committee shall give notice to any Council member who has failed to meet the attendance requirements described in Section 1 of this Article V and shall report to the Council present at a duly convened meeting of the Council those members failing the attendance requirement.

Section 6: *Awards Committee*: The Past President (who will serve as committee chair), a senior staff liaison to the Council, and a member from each Standing Committee who is not the chair of

any Standing Committee, shall be responsible for identifying and selecting potential recipients of annual Alumni Awards. A slate of up to ten Alumni Awards winners (and alternates, if any were identified) and the rationale for their approval shall be presented to the Council for approval by a majority vote of the members of the Council present at a duly convened meeting of the Council. In the case where the Awards committee selects a winner for the Distinguished Alumni award, that award does not count toward the maximum of ten Alumni Awards.

Section 7. *Vacancies*: In the case of a vacancy in the office of President, the President-Elect shall become President for the remainder of that year and the term for which he/she was originally elected. An eligible member of the Council shall be appointed by the Executive Committee as President-Elect *pro tem* to serve until the Spring meeting. In the case of a vacancy in the office of President-Elect, an eligible member of the Council shall be appointed by the Executive Committee as President-Elect *pro tem* to serve until the Spring meeting. At the Spring meeting an eligible member shall be elected as President-Elect. In the case of a vacancy in the office of Past President, a member of the Executive Committee shall be appointed by the Executive Committee to serve the completion of the term as Past President *pro tem*.

Section 8. *Council meetings; absentee and proxy voting*: The Council shall meet on campus or elsewhere, at such time and place as it may determine. Regular meetings shall be scheduled at least three months in advance and generally occur in the Fall and the Spring. Special meetings may be called by the President with advance notice. Council members not present at a meeting may vote by absentee ballot for the election of President-Elect according to Section 2 of this Article V. Council members not present may vote by proxy on all matters that have been submitted to them in writing at least 48 hours in advance of the meeting.

Section 9. *Quorum*: A quorum of the Council shall consist of 14 members.

Section 10. *Removal of members*: A Council member missing more than one meeting during a two year term, without an excused absence, shall be automatically removed from the Council. A member missing more than two consecutive meetings shall be automatically removed from the Council regardless of whether an excused absence has been granted for one of the meetings.

However, the member may appeal one's removal according to the procedure set forth in this Section 10. A Council member may also be subject to a removal vote at the Executive Committee's discretion. The Executive Committee must make its reasoning for any removal vote available to the Council at the regular meeting or fifteen days prior to a special meeting of the Council. Any Council member subject to removal shall also be given fifteen days' notice in advance of the meeting by the chairperson of the Election and Membership Committee and may appeal the decision of the Executive Committee in writing to the chairperson of the Election and Membership Committee, who will bring the appeal to the Council. A two-thirds majority vote of Council members present is required to re-instate the Council member.

Section 11. *Operating rules*: The Council and its standing committees shall adopt such operating rules as the members from time to time deem necessary.

ARTICLE VI—Amendments

Once approved by the Council as initially constituted and upon its publication to the members of the Association, the Constitution and By-Laws may be amended by a vote of two-thirds of the Council at any regular or special meeting of the Council. Any Council member may make a motion to amend the Constitution and By-Laws in accordance with the procedures in this Article VI. The Constitution and By-Laws may be amended thereafter after notice to members of the Council in writing at least 30 days prior to the meeting at which a vote on the amendment is proposed.

DRAFT OF PROPOSED REVISIONS

Revised and Approved March 17,2016.