BYLAWS OF THE
COLORADO STATE UNIVERSITY ALUMNI ASSOCIATION
(Amended October 29, 2005)

ARTICLE I

NAME AND MISSION

Section 1.01. Name. This Organization shall be known as the COLORADO STATE UNIVERSITY ALUMNI ASSOCIATION (hereinafter referred to as the “Association”).

Section 1.02. Purpose and Mission. The Association was created as a volunteer organization administered by the Office of Alumni Relations of Colorado State University (“University”) pursuant to a Cooperative Agreement between the University and the Alumni Association of Colorado State University, a dissolved Colorado nonprofit corporation, dated July 18, 1998. The Association has adopted the following as its mission: “To advance and support the University; develop and strengthen lifelong relationships among alumni, students, friends and the University community; and serve as a catalyst for communication and involvement.”

ARTICLE II

MEMBERSHIP AND DUES

Section 2.01. Active Membership. The following shall be eligible for active membership in the Association:
   a. Persons holding degrees awarded by the University
   b. Former or current students of the University.
   c. Friends of the University.

Active membership may be obtained by any eligible person through registration with the Association and payment of all applicable dues. Annual membership shall be on a year-to-year basis based upon the date of payment of the annual dues. Active members shall consist of members who pay dues annually and life members who have paid their dues in full for life in accordance with the Association’s dues structure.

Section 2.02. Honorary and Complimentary Memberships. Honorary members shall be those persons who have rendered exceptional service to the University, the State of Colorado or the United States of America and who shall have been elected to honorary membership by vote of not less than two-thirds of a quorum of the Association’s Board of Directors. Honorary membership shall be for life. Complimentary membership shall be for one year upon recommendation of the Executive Director.

Section 2.03. Transfer of Membership. No membership shall be transferred or assigned.
Section 2.04. Dues. Each classification of membership, except honorary and complimentary memberships, shall pay dues to the Association, the amount of which shall be determined by the Association with input from the Board. Only members shall receive benefits pertaining to membership in the Association.

ARTICLE III

BOARD OF DIRECTORS

Section 3.01 Establishment and Duties. The Association shall have a Board of Directors ("Alumni Board"), which shall serve as a non-governing advisory body to the Executive Director of the Office of Alumni Relations ("Executive Director") and the Vice President of University Advancement. In this capacity, the Alumni Board shall provide programmatic input, feedback, and guidance in its representative capacity as the official voice of the alumni of the University and shall have the following duties:

The Alumni Board and the Executive Director shall jointly set priorities for alumni programming and shall jointly develop, revise and implement a five-year Strategic and Annual Plan.

(a) The Alumni Board and the Executive Director shall develop and establish standards for measuring success of alumni programs, activities and events, and the Alumni Board will utilize these standards in evaluating and reviewing programs, activities and events in its efforts to build a strong and successful alumni constituency.

(b) The Alumni Board and the Executive Director shall establish processes and procedures for regular feedback from alumni to guide the University in identifying opportunities and taking actions to pursue continuous improvement.

(c) The Alumni Board and the University may cooperatively develop a membership program for alumni of the university, and for determining the applicable criteria and guidelines for membership, and benefits to be provided under such program.

(d) The Alumni Board shall assist the Office of Alumni Relations in developing and supporting volunteer programs, including the criteria for and designation of appropriate Alumni Networks and Common Interest Groups, the enlistment of volunteer leadership, and planning of special events.

(e) The Alumni Board shall assist the Office of Alumni Relations in developing and promoting revenue-generating programs to help fund alumni programs, activities and events.

(f) The Alumni Board shall assist the Office of Alumni Relations in hosting and promoting key events, reunions, and other activities and special programming for alumni under the Association name.
The Alumni Board shall assist the Office of Alumni Relations in organizing and implementing programs for the recognition of alumni, students, faculty and friends of the University who have distinguished themselves and brought honor and assistance to the University.

The Alumni Board will have input in the annual review of the Executive Director and shall be represented in the search process and provide input as to the hiring of a Vice President for University Development and Advancement, Executive Director, and other Office of Alumni Relations professional staff.

The Alumni Board may recommend representatives to be appointed by the University for the Development Council and other advisory boards of the University.

Section 3.02 Board Membership. The Alumni Board shall be composed as follows:

(a) Voting Members. The Alumni Board shall consist of no less than fifteen (15) nor more than twenty four (24) voting members including members selected from the alumni of the University, one (1) faculty representative and the President of the Student Alumni Connection. The number of directors to be elected for the ensuing year shall be determined by resolution of the incumbent Alumni Board at the autumn meeting. The Association shall strive to select members of the Alumni Board to be representative of the diversity of the University’s alumni and shall seek representation on the Alumni Board from the alumni of each college of the university.

(b) Ex Officio Non-Voting Members. In addition to the voting members of the Alumni Board, the following shall be ex officio non-voting members of the Alumni Board: the Executive Director of Alumni Relations, the Assistant Vice President for Development, the University’s Athletics Director and the President of the Colorado State University Foundation.

Section 3.03. Selection of Board Members. New members of the Alumni Board shall be selected in the following manner: The Nominating Committee shall consider recommendations for vacancy appointments or election of new directors to expiring terms or newly created positions and make its report at the next meeting of the Alumni Board at which time incumbent Alumni Board Members shall elect new members from those nominated. The Nominating Committee and the Alumni Board will adhere to the “Procedures, Guidelines, and Criteria” document in the recruitment and selection of board members.

The faculty representative shall be appointed by the Provost of the University prior to the July board meeting. Should the faculty representative position be vacated the provost shall appoint another faculty member to fulfill the remainder of the term.
Section 3.04. Term of Office. Each member of the Alumni Board shall serve for a term of three (3) years, commencing at the end of the July meeting. An Alumni Board member may stand for re-election for one additional term only, or a total of six (6) consecutive years, but the Nominating Committee may consider other qualified candidates for membership before nominating an incumbent member for an additional term. Any Alumni Board member appointed to fill a vacancy may, in addition to completing the current term he or she was appointed to fill, be nominated for two (2) three-year terms. Members of the Alumni board may succeed themselves after a six (6) year absence from the end of their second term. The faculty representative shall serve a one (1) year term and may be reappointed by the provost for two (2) subsequent terms, but not to exceed a total of three (3) consecutive terms. The Student Alumni Connection member, by virtue of the position as president of the Student Alumni Connection, shall serve on the board for the duration of his or her term of office in said organization.

Section 3.05. Removal of Board Members. Any member of the Alumni board who is absent from two (2) consecutive meetings of the Alumni Board without excuse, or who conducts himself or herself in a manner detrimental to the Association or the University, may be removed from office by a vote of two-thirds (2/3) of a quorum of the Alumni Board.

Section 3.06. Board Meetings. The Alumni Board shall meet at least three times per year, once during the month of February, once in the month of July and once in the autumn of each year, to consider such business as may come before the Association. In addition, the Board may hold special meetings from time to time as may be necessary to conduct the affairs of the Association. Special meetings may be held upon the call of the President of the Alumni Board. At any meeting, a majority of the Alumni Board shall constitute a quorum.

Section 3.07. Voting. Each member of the Alumni Board shall be entitled to one vote and no member shall be permitted to vote on behalf of any other member of the Alumni Board. Proxies shall not be recognized. Except as provided herein, a majority vote of the quorum shall be sufficient to carry any measure.

ARTICLE IV

OFFICERS

Section 4.01. Officers. The Association shall have a President, a President-Elect, a Vice President, an immediate past President, and such other officers as the Alumni Board shall from time to time determine necessary. All officers shall be members of the Alumni Board. The role and duties of each shall be as follows:

(a) President

- Preside over all meetings of the Alumni Board of Directors.
- Set the agenda for all Board Meetings.
- Set the agenda for the monthly executive meeting cooperatively with the Executive Director of Alumni Relations.
- Appoint Board Members and other alumni to the standing and Ad Hoc committees of the Association specified by the Bylaws with the approval of the board.

- Serve as Chair of the Executive committee.
- Serve as an ex-officio of all committees.
- Serve as the Alumni Association representative on the Development Council.
- Serve as the principal contact between the Office of the President of Colorado State University and the Alumni Association.
- Meet as needed with the President of the University and the Vice President of University Advancement to act as a resource for those officials.
- Oversee the Alumni Association’s progress towards meeting the goals set forth in the Strategic Plan.

Serve as the principal contact between the Office of alumni Relations and the Alumni Board.
- Maintain regular and direct contact with the Executive Director of Alumni Relations.
- Serve as the official representative of the Alumni Association at events the Association sponsors or in which it participates, including commencement ceremonies, athletic events, and other University gatherings.
- Foster a positive and mutually supportive relationship with the staff and other board members.

Seek input from the Executive Director of the Alumni Relations and set a one-year agenda for the term of the presidency, which closely parallels the objectives established by the Office of Alumni Relations, the Strategic Planning Committee, Colorado State University and the Division of the University Development and Advancement. Communicate the agenda clearly to the Board of Directors.

- Be familiar with the Alumni Association’s Bylaws and obligations of the Alumni Association and the University as delineated by the Cooperative Agreement.
- Represent and model the highest standards of the Alumni Association.
- Prepare the President –Elect for the presidency.

(b) President-Elect

- Assist the President and preside over all meetings of the Alumni Board and Executive Committee meeting in the absence of the President.
- Serve as a member of the Executive Committee.
- Serve as an ex-officio member of all committees.
- Serve as an official representative of the Alumni Association at events the Association sponsors or in which it participates, including commencement ceremonies, athletic events, and other University gatherings.
- Handle other tasks as may be delegated by the President.
• Serve as President in the absence of that office holder, and assume the Presidency should the need arise.

(c) Vice President
• Serve as a member of the Executive Committee.
• Serve as an ex-officio member of all committees.
• Attend those meetings as necessary to gain full perspective of the President’s role.
• Preside over all meetings of the Alumni Board and Executive Committee meeting in the absence of the President and President-elect.
• Serve as an official representative of the Alumni Association at events the Association sponsors or in which it participates, including commencement ceremonies, athletic events, and other University gatherings.
• Handle other tasks as may be designated by the President.
• Maintain regular, direct contact with the Executive Director of the Alumni Relations and the President of the Association.
• Represent and model the highest standards of the Alumni Association.

(d) Immediate Past President At the conclusion of the President’s term of office, as provided herein, the outgoing president shall serve in the honorary position of Immediate Past President, and may be delegated such duties and responsibilities as the incoming President may delegate from time to time. If the Immediate Past President has concluded his or her term as a voting member of the Alumni Board, the Immediate Past President shall be considered as an honorary ex officio, non voting board member.

Section 4.02. Election and Term. The officers of the Association shall be elected at the February meeting each year and shall serve for a term of one year commencing with the end of the next July meeting. At the February meeting, the Nominating Committee shall recommend a slate of officers to be approved by the Alumni board. The slate of officers shall reflect the ascension of the President-Elect to the office of President. Any vacancy among the officers of the Association may be filled at any duly constituted meeting of the Alumni Board.

Section 4.03. Incapacity of Officers. In the event of absence or inability of any officer to act, the Board of Directors may delegate the powers or duties of such officer to any other officer, director or person whom it may select.

Section 4.04. Removal. Any officer may be removed by a vote of two-thirds (2/3) of a quorum of the Alumni Board whenever in its judgment the best interest of the Association or the University will be served thereby.
ARTICLE V

COMMITTEES

Section 5.01. Standing Committees. The Association shall maintain the following standing committees:

(a) **Executive Committee.** The Executive Committee shall consist of the Officers of the Association, and the Executive Director. The Executive Committee may, by majority vote, appoint other members of the Board to serve on the Executive committee for one-year terms. Appointed Executive Committee members may be reappointed annually at the discretion of the Executive Committee. The Executive Committee shall be responsible for establishing an agenda for each meeting of the Alumni Board, for working with the Executive Director to revise the strategic plan and to develop an Annual Plan and Budget for the Association’s programs and activities, and such other duties as the Alumni Board may deem appropriate.

(b) **Awards Selection Committee.** The Selection Committee shall be appointed by the President and shall consist of no more than seven individuals, four of whom being members of the Alumni Board with the remaining members being selected from the campus community and alumni body at-large. The committee shall solicit suggested nominations from affiliates of the association, membership of the Association and other interested persons for the purposes of honorary recognition of University alumni, faculty and friends of the University.

(c) **Legacy Scholarship Selection Committee.** The Legacy Scholarship Selection Committee shall be appointed by the President and shall consist of no more than seven individuals, four of whom being members of the Alumni Board with the remaining members being selected from the campus community and alumni body at-large. The committee shall review nominations and select scholarship recipients.

(d) **Nominating Committee.** The Nominating Committee shall consist of the President, the President-Elect, and three other Alumni Board members appointed by the President. This committee shall be responsible for soliciting nominations from affiliates of the association, alumni who are current participants in the Association’s membership program, and other interested persons for new members and officers of the Alumni board. The committee shall review applications and make recommendations for new Board member appointments.

Section 5.02. Task Committees. The Alumni Board shall have the power to create task committees with such powers and duties as the Alumni Board may prescribe, and may abolish such committees when appropriate. The President shall appoint members to task committees. Task committees shall have specific goals or projects, and shall be active committees to the extent necessary to achieve the goals or projects.
Section 5.03. Membership and Term. The President shall appoint committee members with counsel and guidance by the officers of the Association and the Executive Director. With the exception of the Executive Committee and Nominating Committee, which are comprised solely of members of the Alumni Board, the president may appoint any person eligible for membership in the Association to serve as a member of any standing or task committee. A committee member shall be appointed for a term of one (1) year and may be reappointed for additional terms as appropriate.

Section 5.04. Committee Chairs. The president, with the counsel and guidance of the officers of the Association and the Executive Director, shall appoint one (1) member of each standing and task committee to serve as the committee Chair. The committee Chair shall preside over the meetings of his or her respective committee and shall make such reports to the President and the Alumni Board as may be required by the President. The Chair of each committee shall be a member of the Alumni Board and shall serve for a term of one (1) year, and may be reappointed for additional terms as appropriate.

ARTICLE VI

STRATEGIC PLAN AND BUDGET

Section 6.01. Strategic Plan and Budget. The Executive Committee and the Executive Director shall jointly prepare a Strategic Plan defining the five-year strategic goals and priorities for the Association. In addition, the Executive Committee and the Executive Director shall prepare an Annual Plan for alumni programs and activities, and shall develop a budget that allocates appropriate resources to support the Plan. The Strategic Plan, and the Annual Plan shall be reviewed annually and voted upon by the entire Alumni Board with recommendations of the Alumni Board being communicated to the University and the Executive Director.

ARTICLE VII

AFFILIATES OF THE ASSOCIATION

Section 7.01. Recognition of affiliates. The Board may create, designate or recognize affiliates of the Association such as Common Interest Groups and geographically based Ram Alumni Networks. Temporary recognition of an affiliate is awarded by an affirmative vote of a majority of the executive committee at a duly called meeting and permanently awarded by an affirmative vote of the board at a duly called meeting. Affiliates may create their own rules of operation and activities which shall be consistent with the mission of the Association.

Section 7.02. Oversight of Affiliates. The Executive Director shall be responsible for overseeing the membership and activities of any recognized affiliate. Programs of any affiliate shall be consistent with the mission of the Association. The Executive Director shall annually report to the Board on the activities of recognized affiliates.
Section 7.03. Funding of Affiliates. The Association may provide in-kind services or funding to a recognized affiliate. An affiliate may also fund its own programs and activities.

Section 7.04. Disassociation with Affiliates. The Association may disassociate with any affiliate that fails to adhere to university or association policies and guidelines or acts in a manner that threatens the reputation and image of the university or association. An affiliate’s official recognition and accompanying support services may be temporarily revoked by an affirmative vote of a majority of the executive committee at a duly called meeting and permanently revoked by an affirmative vote of a majority of the board at a duly called meeting.

ARTICLE IX

AMENDMENTS

Section 9.01. Amendments. The Alumni Board shall have the power to make, amend and repeal the Bylaws of the Association at any regular meeting of the Board or at any special meeting called for that purpose. Amendments must be approved by two-thirds (2/3) of a quorum.

ARTICLE X

FISCAL YEAR

Section 10.01. Fiscal Year. The Association shall conduct its affairs based on a Fiscal Year conforming to that of the University, commencing July 1 of each calendar year and ending June 30 of the following calendar year.

ARTICLE XI

EFFECTIVE DATE

Section 11.1. Effective Date. These Bylaws shall be effective as of the date below, and shall govern the activities of the Association from that date forth.

The foregoing Bylaws were duly adopted by the Board of Directors of the Colorado State University Alumni Association and at a meeting of said Board of Directors duly called and held on the 29th day of October, 2005.

President, Shara Castle

President-Elect, Dr. Tom Field