



Alumnae Association
1983 - 2005

**THE ALUMNAE ASSOCIATION OF THE WOMEN'S COLLEGE
OF THE UNIVERSITY OF DENVER
BY-LAWS**

Adopted 12-06-2003

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ARTICLE I – Name

The name of this organization shall be The Women's College Alumnae Association (hereinafter referred to as "the Association"). The Association was established in 1988 by alumnae of The Weekend College, which in 1995 became The Women's College of the University of Denver.

ARTICLE II – Mission and Purpose

Section 1. Mission.

The mission of the Association is to offer graduates a focal point of support and coordination plus a package of activities for continual individual growth and group interaction.

Section 2. Purpose.

The purpose of the Association is to promote an effective and continued relationship between The Women's College and its alumnae as well as to be a vehicle for every alumna to continue to share in the life of the college community. It also strives to encourage and facilitate professional development and networking opportunities as well as enduring friendships and social activities.

The Association will operate for the educational or charitable purposes that advance the interests of The Women's College. The Association will strive to ensure that alumnae efforts are consistent with the mission, policies, and procedures of The Women's College. The Association will work closely with the Alumnae Liaison to support alumnae connections to The Women's College while aiming to be a hub for the community of The Women's College graduates. The Association promotes and facilitates:

- Preserving the unique traditions of The Women's College;
 - Promoting and recruiting for the Alumnae Association;
 - Promoting of active alumnae participation and involvement through on-campus and off-campus programs;
 - Recognizing alumnae for their loyalty, professional achievement, and community service;
 - Providing opportunities for alumnae interaction through reunions, publications, and social events;
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- Promoting networking among alumnae;
- Providing alumnae with current information about The Women's College so they may act as ambassadors and promote The Women's College in their communities;
- Encouraging the alumnae to contribute to the Association e-newsletter; and
- Identifying supportive activities to increase alumnae participation and involvement in the community life of The Women's College.

Section 3. Vision.

The Association shall be a proactive and visible organization dedicated to supporting past, present, and future students while promoting a positive image of The Women's College.

ARTICLE III – Membership

Section 1. Active Members.

All graduates of The Women's College are automatically granted membership in the Association.

Section 2. Associate Members.

All members and former members of the faculty and administration of The Women's College shall be considered members of the Association.

Section 3. Honorary Members.

All such persons considered to have rendered notable service to The Women's College and/or the Association shall be conferred all rights as a member of the Association. Honorary membership shall be in the sole and absolute discretion of the Association's Executive Board (hereinafter "the Board"), and shall require a majority vote of the total Board.

Section 4. Rights of Members.

All members will have the right to participate in all activities sponsored by the Association and to receive all publications of the Association and notices of meetings.

ARTICLE IV – Board Members

Section 1. Nomination.

To be eligible for nomination as a Board member, the alumna must be an active member. At least 60 days before term expiration, a Nominations Committee may be formed to search for candidates and to submit slates of candidate nominees

(with their consent) for the open Board positions. The Alumnae Association membership will then vote on the various slates.

Section 2. The Alumnae Association Board.

The Board shall consist of a Chairperson, Co-chairperson, Secretary, Co-secretary, the Chairpersons of the standing committees, and The Women's College Alumnae Association Director (Association Liaison).

Section 3. Terms.

The term of office of the Chairperson, Co-chairperson, Secretary, and Co-secretary shall be two years. These Board positions shall be further limited to no more than two consecutive terms where at least a one-year hiatus from the Board is required before regaining eligibility to serve again in any Board capacity.

Section 4. Installation Service.

The newly elected officers shall assume their respective offices at the conclusion of the meeting at which they are elected. Formal installation of the Board officers will be held at the Fall Alumnae Induction Luncheon.

Section 5. Annual Report.

The members of the Board shall submit a written report annually to the Association Liaison for publication to the Association on or before December 31st of each calendar year.

Section 6. Duties of Board Members.

Should any inconsistencies arise pertaining to the duties of the Board members as to the Association's By-laws and The Women's College By-laws, The Women's College By-laws shall take precedence. The duties of the Board members are as follows:

A. Chairperson.

- Presides at all meetings and functions of the Association;
 - Provides written meeting agendas to the Secretary two weeks before quarterly meeting dates;
 - Ensure that the Board's focus is in alignment with The Women's College priorities;
 - Serves as the primary liaison between the Board the Association Liaison;
 - Assures that the purposes of the Association are carried out;
 - Fills vacancies in Association offices by appointing Association members—in good standing—to serve as interim officers. Such persons must be approved by the Board and shall serve until the next Association election.
 - Serves as an advisor to the Nominations Committee; and
 - Acts as a non-voting member of all other committees except the Nominations Committee, from which the Chairperson is excluded.
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B. Co-chairperson.

- Fulfills the duties of the Chairperson in case of absence of the Chairperson;
- In the event of a vacancy in the office of the Chairperson, the Co-chairperson shall assume the duties of the office and shall complete the balance of the current Chairperson's term;
- Carries out any special work as requested by the Chairperson or the Board;
- Acts as a non-voting member of the Nominating Committee;
- Presents, to the current Board, the nominated slate of candidates for the new Board; and
- Presents, to the Board, the nominees for the annual Outstanding Alumnae Awards and Appreciation.

C. Secretary.

- Records the minutes at the quarterly Association meetings and the Board meetings;
- Maintains an accurate account of all Association meetings;
- Participates in all Board meetings;
- Updates and maintains an accurate electronic database of all Association members;
- Updates and maintains the yearly meeting and activity calendar for the Association; and
- Receives and distributes all Association correspondence such as meeting reminders, meeting agendas, approved meeting notes, e-newsletters, etc.

D. Co-secretary.

- Fulfills the duties of the Secretary in case of absence of the Secretary;
- In the event of a vacancy in the office of the Secretary, the Co-secretary shall assume the duties of the office and shall complete the balance of the current Secretary's term;
- Assists the Secretary with special projects; and
- Assists the Secretary, as needed, with the distribution of electronic communications.

E. Additional Board Members.

- The Board will also include the Chairpersons of the Association's standing committees as stated in these by-laws.
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Section 7. Resignations.

Any Board member may resign by filing written—including electronic means—notification with the Chairperson or with the Secretary or as otherwise stated in these by-laws. It shall be effective upon receipt and approval by the Board or as otherwise stated in the resignation notification. Any Committee Chairperson may resign by letter to the Association Chairperson, and any committee member may resign by letter to the Committee Chair. Such committee chairperson and committee member letters of resignation shall be effective upon receipt by the respective Chairperson.

Section 8. Vacancies.

Vacancies other than the Chairperson shall be filled by appointment of the Chairperson after obtaining the approval of the Board for the remainder of the unexpired term.

Section 9. Removal.

Any Board member may be removed at any time, with or without cause, by a majority vote of the entire Board. Any person appointed to a committee may also be removed at any time, with or without cause, by the person or body authorized by these by-laws to make the appointments thereto.

ARTICLE V – Director of Alumnae Relations

Section 1. There shall be an Association Liaison who will be responsible for the management of the Association.

Section 2. The Association Liaison shall be designated by The Women’s College and serve as the primary liaison between the Women’s College and the Association.

Section 3. The Association Liaison’s duties shall be as set forth by The Women’s College.

ARTICLE VI – Committees

Section 1. Standing Committees.

There shall be nine Standing Committees of the Association. The Board may appoint additional special or temporary committees as may be deemed necessary to carry out the purposes of the Association and shall prescribe their duties and membership. These committees shall be maintained in cooperation with appropriate Chairpersons and alumnae members. All other committees are ad hoc and created at the discretion of the Chairperson and the Board. Section 5 of these By-laws lists the Association’s Standing Committees.

Section 2. Review.

The Board will review Committee Chairperson assignments on an annual basis. Chairpersons shall select their own committee members with assistance from the Alumnae Association.

Section 3. Standing Committees' Chairpersons.

It shall be the duty of the Chairpersons of the Standing Committees, or their designees, to present to the Board summaries of their committees' proceedings at all quarterly Association meetings or upon request of the Board at any time, and upon completion of their specific task(s).

Section 4. Committee Meetings.

Standing committees establish their own goals, action plans, and meeting schedules. Meetings of each committee may be called by the committee chairperson or by any two other members thereof and shall be held at such time and place and upon such reasonable notice as the person or persons calling the meeting shall determine. Except as otherwise provided in these by-laws in specific instances, a majority of the members of a committee shall constitute a quorum for the transaction of business, although a lesser number may adjourn any meeting to any other time, and at any meeting at which a quorum is present, a majority vote shall decide any question. Minutes of these meetings shall be submitted by any designated committee member to the committee chairperson and filed with the Board Secretary for future reference.

Section 5. The Standing Committees.

The Standing Committees shall consist of:

A. Scholarship Fund Committee.

Responsibilities include:

- Creating and overseeing Association guidelines, policies, and selection criteria related to the annual alumnae scholarship(s) awarded to students of The Women's College.

B. The Women's College Reunion Committee.

Responsibilities include:

- Planning the various functions and activities to allow The Women's College alumnae to network and renew acquaintances. The Reunion Committee includes several sub-committees:
 - Archive/Memory Committee—Preserves the legacy and the oral history of The Women's College, its students, professors, and administration by sorting, cataloging, and prioritizing existing archival materials such as photographs, newsletters, publications,
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and other artifacts. The efforts of the Archive Committee will be displayed at reunions for The Women's College;

- Registration Committee—Development of the process for recording alumnae attendance to reunion events and for accommodations for out-of-town alumnae;
- Events Committees—Coordinates the receptions and banquet activities for the reunion; and
- Marketing Committee—Communicates details of the reunion via mass mailings, surveys, merchandise, photo opportunities, and public relations avenues.

C. Mentoring Committee.

Responsibilities include:

- Coordinating and establishing the policies and procedures for the Alumnae/Student mentoring program;
- Participating in mentoring relationships, which involves matching volunteer alumnae with current students seeking the benefits of a mutually rewarding and fulfilling mentoring experience;

D. Alumnae/Student Relations.

Responsibilities include:

- Creating a positive relationship between current students of The Women's College and the Association by presenting overviews of the Association to soon-to-be-graduating seniors and encouraging them to become supportive and active members of the Association after graduation.

E. Nominations Committee.

Responsibilities include:

- Preparing a slate(s) of candidates for the election of a new Board; and
- Presenting the candidate slate(s) to the Association.

F. Committee for Outstanding Alumnae Awards.

Responsibilities include:

- Recognizing alumnae—at the annual Spring Awards Celebration at The Women's College—who have distinguished themselves and The Women's College through their outstanding achievement, commitment, and dedication to:
 - The community;
 - The Women's College; and
 - The Alumnae Association.
 - Soliciting nominations for and announcing annual award recipients;
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- Implementing the nominee screening process; and
- Annually reviewing the award process and planning recognition activities in conjunction with the Alumnae Association Liaison.

G. Committee for Alumnae Community Activities.

Responsibilities include:

- Identifying social, charitable, and educational activities where the Association may lend its support or participation efforts.

H. Events Committee.

Responsibilities include:

- Assisting the Alumnae Liaison with preparations for the two main annual Association events:
 - The Spring Reunion Brunch; and
 - The Fall Induction Ceremony and Brunch.

I. Communication Committee.

Responsibilities include:

- Maintaining on-line and off-line connections among the alumnae and the current population of The Women's College;
- Creating and maintaining an informative and dynamic Web site representing the needs, interests, and activities of the Association;
- Acting as a liaison with the staff of The Weekender (The Women's College quarterly newsletter publication);
- Obtaining, composing, and reviewing alumnae story ideas and participating in generating requests for the various publication mediums used by the Association and The Women's College; and
- Informing the Association of current alumnae events and issues.

J. AdHoc Committees.

Other committees may be created and members appointed as the Board deems necessary or advisable.

ARTICLE VII – Finances

Section 1. The budget of the Association shall be prepared by the Association Liaison following the guidelines set forth by The Women's College.

ARTICLE VIII – Meetings

Section 1. The Board shall meet at least twice a year, whereas, quarterly meetings shall be held for all members of the Association. In addition, the Board may hold other meetings at the call of the Chairperson or at the written request of any three Board members provided that, in every case, notice of the business to be transacted is stated in the call at least two weeks prior to the call for such meeting.

Section 2. Quarterly Association Meetings: The time and place of the quarterly meetings shall be published to the Association no later than two weeks before the meeting.

Section 3. Special meetings of the Association shall be called by the Chairperson of the Board when requested by resolution of the Board or upon written request of at least 25 members of the Association. The Board shall publish notice of the time and place no later than two weeks before the meeting.

ARTICLE IX – Amendments

Section 1. These By-laws may be amended, altered, or repealed at any meeting of the Association provided the proposed amendment has been previously presented to the Board at least one month previous thereto and provided written notice of the proposed amendment has been sent to each member of the Association who have a current address—postal or electronic—on file at least one month before the meeting.

Section 2. Proposed amendments to the By-laws shall be presented to the Board for their written recommendation before notification to the Association. Proposed changes may be submitted to the Board in written or electronic form.

Section 3. Adoption of proposed amendments shall require the affirmative vote of a majority of the members voting—present at the meeting or by proxy vote (written or electronic). Each active member of the Association shall have one (1) vote and may vote either in person or by a written or electronic proxy filed with the Secretary of the Board. In addition, the Board may adopt or amend these By-laws as it deems necessary for the conduct of the business of this Association and the Board. Such adoption or amendment shall be by a majority vote of those present at a Board meeting or by proxy vote (written or electronic).
