

CONSTITUTION
for
THE _____ CHAPTER
of the
INDIANA UNIVERSITY ALUMNI ASSOCIATION

ARTICLE 1

Section 1. Name

The name of this organization shall be the _____ Chapter of the Indiana University Alumni Association (the “Chapter”), a field organization of the Indiana University Alumni Association (the “Alumni Association”).

Section 2. Purpose

The Chapter is organized exclusively to promote the welfare of Indiana University (“IU”). In furtherance of this goal, the Chapter shall assist the Alumni Association to develop programs beneficial to IU. The Chapter shall work to establish a network of close fellowship and cooperation among members of the IU family (alumni, parents of students, friends, and fans) residing in _____. Through this network the Chapter shall endeavor to enhance the area’s knowledge of IU’s programs and activities and the accomplishments of this students, faculty, and alumni, and shall assist in IU’s recruitment of outstanding applicants for admission.

ARTICLE II

Section 1. Membership

Any graduate, former student or friend of IU is eligible to become an active member of the Association and Chapter.

Section 2. Dues

Paid membership in the Alumni Association will provide active membership status in the Chapter. The cost of membership is determined and membership functions are coordinated by the Alumni Association. A dues allocation for each active member will be provided to the chapter.

ARTICLE III

Section 1. Officers

The officers of the Chapter shall consist of a President, Vice President, Secretary, Treasurer and the immediate Past President. All officers must hold concurrent membership in the Alumni Association.

Section 2. Board of Directors

The Board of Directors (the "Board") shall consist of at least six regularly elected members from the Chapters.

Section 3. Terms of Office

- (A) **Officers.** The term of office for the officers of the Chapter shall be one year. Officers of the Chapter may be reelected, but successive terms of office shall be limited to three.
- (B) **Board of Directors.** The term of office for voting members of the Board shall be three years. Board members may be re-elected but successive terms of board membership shall be limited to two.
- (C) **The IU Alumni Association's Alumni Chapter Director.** A staff member of the Alumni Association shall be a permanent ex-officio member of the Board.
- (D) **Vacancies.** If vacancies occur, the Board may elect new Board members to serve for the remainder of the unexpired terms.

Section 4. Elections

One third of the voting members of the Board, and any remaining vacancies shall be elected at the annual Chapter meeting. The officers shall be elected at the subsequent meeting of the Board or at the annual chapter meeting.

ARTICLE IV

Section 1. Duties of Officers

The duties of the officers shall be those set forth below and such additional duties as assigned by the Board

- (A) **President.** The President shall serve as Chairman of the Board and an ex-officio member of all committees. He/she shall manage the day-to-day business of the Chapter, assist in the appointment of committee members, call Chapter and Board Meetings, and preside at those meetings. The President shall inform the IUAA Chapters Office of chapter activities.
- (B) **Vice President.** In the absence or disability of the President, or at his/her request, the Vice President shall perform the duties of the President. If the office of the President becomes vacant, the Vice President shall become President until the next annual election of officers by the Board.

He/she shall perform such additional duties as may be delegated to him/her by the President.

- (C) **Secretary.** The Secretary shall keep official minutes of the meetings of the Chapter and the Board shall send copies to the IUAA Chapters office.
- (D) **Treasurer.** The Treasurer shall be responsible for all receipts and disbursements of the Chapter and shall assist the Secretary with the Chapter's records, as necessary. The Treasurer shall be responsible for overseeing disbursements that are made in accordance with the guidelines set by the Alumni Association. He/she shall be responsible for submitting a current financial statement at each Board meeting. He/she shall submit semiannual financial reports to the IUAA Chapters office.
- (E) **Past President.** The immediate past president shall serve as an officer.

Section 2. Duties of the Board

- (A) The business of the Chapter is managed by the Board. The Board is empowered to establish local policy, establish events and programs; and approve expenditures consistent with the policies set forth by the Alumni Association.
- (B) The Board shall hold a minimum of four meetings each year and other meetings called by the President at his/her discretion or upon petition to the President bearing the signature of at least one-third of the voting member of the Board. A petition for meeting shall state the specific purpose for holding such a meeting. The President shall call a meeting within seven days and shall hold such a meeting within 14 days of receipt of a petition.
- (C) A quorum of the Board shall consist of one-third of the voting Board members.
- (D) Voting members of the Board shall attend all meetings of the Board with the exception of two absences per term year excused by the President. Additional absences require Board approval.
- (E) Voting members of the Board shall serve on at least one standing committee of the Chapter.