

Clarkson University Alumni Association

Constitution

Article I. Name

The name of the Association shall be the Clarkson University Alumni Association.

Article II. Purpose

The purpose of the Association shall be to provide service to and promote the interests of Clarkson University and its alumni.

Article III. Membership

Membership in the Association shall include all those persons who have completed at least one (1) semester of study at Clarkson University or its predecessor entit(ies). Honorary membership may be granted to persons of distinction who are approved by the Leadership Board of the Association.

Article IV. Organization

Section 4.01 Administration

The administration of the Association shall be vested in the Clarkson Alumni Association Leadership Board, otherwise known as the Leadership Board.

Section 4.02 Leadership Board

The Leadership Board shall be composed of the Officers of the Association who comprise the Executive Committee, all Clarkson University Alumni Association Former Presidents, the President of each recognized Regional Alumni Chapter of Clarkson University, all committee members of all committees established by the Leadership Board, the designated representative of each recognized Affinity Group, and all Student-at-Large and Alumni-at-Large representatives.

Section 4.03 Membership of the Leadership Board and Term of Office

All members of the Leadership Board shall be graduates of Clarkson University or its predecessor entit(ies).

(a) Officers comprising the Executive Committee

(i) President

- 1) Term of office two (2) years.
- 2) The President shall administer the business and policies of the Association through the Leadership Board and its Executive Committee. The President shall preside over meetings of the Clarkson Leadership Board and Executive Committee and shall be responsible for the designation and appointment of Standing Committees. The President shall represent the Association at meetings of the Clarkson University Board of Trustees. The President shall be an “ex-officio” member of all committees of the Leadership Board.
- 3) At the conclusion of the two-year term, the President shall become the Former President and shall lead the Former Presidents’ Committee.
- 4) If the President vacates the position prior to the end of the term the Executive Vice President shall ascend to the presidency and serve until the next election.

(ii) Executive Vice President

- 1) Term of office two (2) years.
- 2) The Executive Vice President shall assist the President in the execution of the President’s duties, undertake tasks assigned by the President and assume all duties in the absence of the President. The Executive Vice President shall prepare to ascend to the office of the President.
- 3) The Executive Vice President shall be responsible for the definition, coordination and execution of the Leadership Board succession management strategy the goals of which include diversity of graduates on the Leadership Board and an engaged pipeline of alumni volunteers ready, willing and able to serve as outgoing members of the Leadership Board end their terms of office or vacancies otherwise exist.
- 4) If the Executive Vice President vacates the position prior to the end of the term, and no Executive Vice President Elect has been voted upon, the President, in consultation with the Executive Committee, shall appoint an interim Executive Vice President until an election can be held.

(iii) Former President, the immediate past Leadership Board President or other former Leadership Board President designated by the current President, shall serve as the Chairperson of the Former Presidents’ Committee.

- 1) Term of office two (2) years.

- 2) The Former President shall provide advice and support to the current President and Executive Vice President. The Former President may be, if not designated otherwise by the current President, the Chairperson of the Former Presidents' Committee which may be assigned special tasks by the current President in addition to its duties as relate to nominations and elections set forth in Section V. The Former President shall oversee the committee to recommend annual Golden Knight and Woodstock Award nominees to the Executive Committee. The Former President shall assist the current President with the execution of the business of the Association, Leadership Board and Executive Committee. The Former President should solicit nominations from the Golden Knight and Woodstock Award Affinity Groups as set forth in this Constitution.

(iv) Executive Secretary, who shall always be the current Clarkson University Associate Vice President of Alumni or such person who holds the University position as head of the Alumni Department.

- 1) No term of office.
- 2) In addition to performing those duties required as Associate Vice President for the University, the Executive Secretary shall keep the minutes of all meetings of the Clarkson Leadership Board and the Executive Committee, shall arrange for all meeting locations, shall prepare and submit budgets for all Clarkson Leadership Board expenses and events, shall prepare and disseminate meeting agendas and reports as necessary and shall coordinate all notices and correspondence for the Leadership Board and Executive Committee. The Executive Secretary works closely with the President to move the business of the Association, Leadership Board and Executive Committee.

(v) Strategic Initiative Chairperson, of each Standing Committee established by the President.

- 1) Each Strategic Initiative Chairperson shall assist the President with the application and execution of the business of the Association, shall be responsible for the initiatives and directives of the respective Standing Committee they chair, and shall serve as the liaison between each Strategic Initiative Chairperson's respective committee and the Executive Committee.
- 2) It is anticipated that a Strategic Initiative Chairperson will ascend to the position of Executive Vice President.
- 3) Each Strategic Initiative Chairperson shall also participate in Succession Management activities as designated for each committee by the Executive Vice President according to the succession management strategy.

- 4) If a Strategic Initiative Chairperson vacates the position the President will appoint an interim Strategic Initiative Chairperson who will lead the committee until a new Strategic Initiative Chairperson can be selected under the guidelines set forth in the succession management plan.
- 5) Each Strategic Initiative Chairperson will be aligned with and collaborate with a University appointed Partner. The purpose shall be to build a closer working relationship with key leaders within the Clarkson community, working together to establish and execute activities along the Continuum of Experience.

(vi) All of the foregoing Officers are voting members of the Leadership Board.

(b) Other Committees

- (i) ***Former Presidents' Committee*** is chaired by a former President (who may be the Immediate Former President) appointed annually by the current President. The chair makes additional committee appointments as necessary. The Alumni Awards Committee shall review proposed candidates for Alumni Association Awards and make recommendations for approval to the Executive Committee for Golden Knight, Woodstock and other such awards as may be appropriate. The Executive Committee shall vote at their winter meeting on all awards recommended by the Alumni Awards Committee.

(ii) The current Standing Committees aligned with Strategic Initiatives are:

- 1) Admissions: Work collaboratively with Clarkson Admissions to foster Alumni/Prospect engagement.
- 2) Student Life: Focus on increasing student engagement and awareness of the Alumni Association for the purpose of cultivating engaged, philanthropic alumni who actively participate in Clarkson/Alumni Association activities and/or give of their time, talent, and treasure to support Clarkson initiatives.
- 3) Faculty: Work collaboratively with the Faculty Partner to initiate and support activities/services for connecting faculty members with Alumni.
- 4) Career Center: Work collaboratively with the Clarkson Career Center to initiate and support activities/services for connecting students with alumni and alumni with alumni for career mentoring, support, and networking.
- 5) Reunion: Work collaboratively with the Clarkson Alumni Relations office, in growing reunion attendance and overall Alumni satisfaction with reunion experience.

- 6) Communications: Establish and maintain method of internal communications of the Leadership Board as well as branding and marketing of the Leadership Board to the Alumni and other key stakeholders.
 - 7) Development/Treasury: Generate and manage potential revenue streams for the Alumni Association.
 - 8) Clarkson Fund: To promote alumni giving to the Clarkson Fund and educate the Alumni body on various donations to Clarkson.
 - 9) Regional Outreach: Coordinate engagement of Alumni through regional programming.
 - 10) Affinity: To foster and grow affinity group involvement in Alumni Association activities for the purpose of increasing overall Alumni engagement and connection to Clarkson.
- (iii) *The President shall appoint such other Standing Committees* as are necessary to carry out the business of the Association. These committees shall each be led by a Strategic Initiative Chairperson who shall be a member of the Clarkson Leadership Board and member of the Executive Committee.

(c) Other Clarkson Leadership Board Members

- (i) *Regional Alumni Chapter*, each that is recognized by the Leadership Board shall participate and be represented by its President or a designated representative. A Regional Alumni Chapter is an organization that serves the interests of Clarkson University alumni in a particular geographic area. A Regional Alumni Chapter is led by a President and board members who plan and organize alumni events. The Clarkson University Alumni Office provides staff and financial resources to these chapters to assist in their efforts. These Regional Alumni Chapter Presidents shall serve on the Regional Outreach Committee. The initial term of office shall be a minimum of two (2) years. After the initial two (2) year term, a representative of the Executive Committee shall meet annually with the Chapter President to ascertain whether there is mutual interest in the individual continuing to serve as Chapter President. The Chapter President shall appoint a Vice President who will be responsible for assuming the duties of the Chapter President should the Chapter President unexpectedly resign or be unable to fulfill the term. The Chapter Vice President will serve as “interim” Chapter President until a new Chapter President can be appointed.
 - 1) A Regional Alumni Chapter President may ascend to become a Strategic Initiative Chairperson.
 - 2) Each Regional Alumni Chapter President is a voting member of the Leadership Board.

(ii) **Affinity Group**, each group recognized by the Leadership Board shall participate and be represented by its Chairperson or a designated representative. An Affinity Group is a Clarkson University alumni organization led by a Chairperson or Chairpersons (maximum of 2) and board members who plan and organize activities that advance the interest of its constituency. The Clarkson University Alumni Office provides staff support to these Affinity Groups to assist in their efforts. The Chairperson/President from each Affinity Group may be assigned to serve on a committee designated by the Executive Committee.

- 1) An affinity group must have at least 50 affiliated alumni in order to be recognized.
- 2) Term of Office - Each affinity group chairperson shall serve a term as determined by each organization's own governing document(s).
- 3) Procedure for Recognition – Any affinity group seeking recognition shall submit a request for recognition to the Affinity Outreach Leadership Board officer. The request should include the group's plan for engagement, leadership structure, and any other relevant supporting documents. The Affinity Outreach officer will submit the request to the executive committee to be voted on at the next executive board meeting. Approval of any affinity group seeking recognized status from the Alumni Association shall require an affirmative vote of two-thirds of all current Executive Committee members.
- 4) The representative of an affinity group is a voting member of the Leadership Board.
- 5) The current affinity groups recognized by the Alumni Association are listed on the affinity group page on the Alumni Association website.
- 6) Affinity groups should send at least one communication to their group annually.
- 7) Affinity groups should organize a reunion at least once every five (5) years. Reunions can occur on campus during the annual Alumni Reunion weekend in July, Homecoming weekend in the fall, another time throughout the year or can occur regionally.
- 8) When possible, alumni affinity groups should seek to engage with undergraduate members of their affinity. The current Affinity Groups recognized by the Leadership Board include:

(iii) **Each Former President of the Alumni Association**. These shall serve on the Former Presidents' Committee.

- 1) Lifetime term

- 2) Each former President is a voting member of the Leadership Board.
- (iv) **Four (4) Student-at-Large representatives** shall be designated by the Assistant Dean of Students, in a manner and forum that is appropriate, and presented to the Leadership Board for appointment at its Annual Meeting.
 - 1) Term of office shall be two years but shall expire upon student's graduation or withdrawal from Clarkson University. Two of the four will be appointed each year.
 - 2) The student should be a student with at least two years remaining so that they may server their full term.
 - 3) The Student-at-Large representatives shall be assigned to serve on committees as designated by the President.
 - 4) Each Student-at-Large is a voting member of the Leadership Board.
- (i) **Four (4) Alumni-at-Large representatives** shall be nominated by the Executive Secretary, in a manner and forum that is appropriate, and presented to the Leadership Board for election.
 - 1) Term of office shall be two years. Two of the four will be appointed each year.
 - 2) The Alumni-at-Large representatives shall be elected to serve on committees as designated by the President.
 - 3) Each Alumni-at-Large is a voting member of the Leadership Board.

(d) Other

- (i) All Alumni members of the Clarkson Leadership Board, as leaders of all alumni, are expected to make a financial contribution to Clarkson University each fiscal year.
- (ii) An individual may only hold one official position on the Leadership Board and therefore is only entitled to one vote.
- (iii) All members of the Clarkson Leadership Board are encouraged to actively recruit alumni for the succession pipeline and to assist the Executive Vice President in the identification and vetting of potential new Leadership Board members.

Section 4.04 Nominations and Elections

(a) Nominations of Officers

The Former Presidents' Committee, chaired by the designated Former President, in consultation with the current Executive Committee, shall review and consider all candidates for the offices of President, Executive Vice

- President, Alumni Term Trustee, Strategic Initiative Chairpersons, and shall recommend candidates for election by the Leadership Board at its Annual Meeting. Candidates' names can be submitted for consideration by any member of the Leadership Board, the Clarkson University Alumni Office staff or any other Clarkson University alumni. Names should be submitted to the Former Presidents' Committee no later than forty-five (45) days in advance of the Annual Meeting of the Leadership Board.
- (b) Nominations of Students-at-Large**
The Executive Secretary, in consultation with the Assistant Dean of Students, shall recommend Student-at-Large candidates for appointment by the President at its Annual Meeting.
 - (c) Nominations of Alumni-at-Large**
The Executive Secretary shall recommend Alumni-at-Large candidates for election by the Leadership Board.
 - (d) Regional Alumni Chapter and Affiliate Group representatives**
Each Regional Alumni Chapter and Affiliate Group shall be represented by its President, Chairperson or other designated representative as determined by that chapter or group.
 - (e) Vacancies**
The Executive Committee of the Leadership Board, by a two-thirds vote of all current members, may make interim appointments to any office or position, as necessary.
 - (f) Elections**
Officers, including President and Executive Vice President shall be elected by a vote of the entire Leadership Board. Official ballots shall be sent, by regular or electronic mail, to all Leadership Board members at least thirty (30) days in advance of the Annual Meeting. Completed ballots must be received by the Executive Secretary by regular mail or email no later than two (2) days prior to the Annual Meeting in order to be counted. The candidate for each office or position receiving the highest number of votes for each position shall be declared the winner. Alumni Term Trustees must also be elected in accordance with the By-Laws of Clarkson University. Election results will be announced by the Executive Secretary to the Leadership Board and the Clarkson University Alumni Association at its Annual Meeting.

Section 4.05 Meetings

- (a) Annual Meeting**
There shall be one (1) Annual Meeting of the Leadership Board to be held on the campus of Clarkson University on a date and time prescribed by the President of the Leadership Board. The Executive Secretary shall announce the date and time of the Annual Meeting at least 30 days in advance of the

scheduled date. The following voting members of the Leadership Board are required to attend unless excused in advance by the Executive Secretary: all Officers, all Strategic Initiative Chairpersons, all Student Representatives, all Affinity Group representatives, all Regional Chapter Presidents. Former Presidents are invited to attend and may vote if in attendance. Attendance in person is highly encouraged, but remote participation is acceptable.

(b) Second Meeting

There shall be a second meeting of the Leadership Board on a date and time and at a location prescribed by the President of the Leadership Board. The Executive Secretary shall announce the date, time and location of the second meeting at least 30 days in advance of the scheduled date. The following persons are required to attend unless excused in advance by the Executive Secretary: all Officers, all Strategic Initiative Chairpersons, all Affinity Group representatives, all Regional Chapter Presidents. Former Presidents and Student Representatives are invited to attend and may vote if in attendance. Attendance in person is highly encouraged, but remote participation is acceptable.

(c) Executive Committee

The President may schedule up to two (2) additional meeting dates each calendar year for the Executive Committee. All Officers and Committee Chairpeople comprising the Executive Committee shall attend, unless excused in advance by the Executive Secretary. The Executive Secretary shall provide notice of the date, time and location of these meetings to the Executive Committee at least 30 days in advance of the scheduled date. It is anticipated that one of these meetings will be on or about February each year to attend to the business of voting on Alumni Association Awards for Reunion. The President may also schedule periodic telephone conferences for the Executive Committee throughout the year and all Executive Committee members are encouraged to participate if at all possible.

(d) Other

The President or any Strategic Initiative Chairperson may schedule additional meetings of an individual committee. Committee meetings may be conducted in person or via telephone as determined by the Chairperson.

(e) Quorum

At any meeting of the Leadership Board, those Officers and members present shall constitute a quorum. A two-thirds majority of Officers and members present shall be required to affirmatively adopt or rule on any issue before the Leadership Board, except Officer elections in which case the candidate with the highest number of affirmative votes shall be elected for each respective position.

Article V. Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the Leadership Board at the Annual Meeting of the Clarkson University Alumni Association provided that notice of the proposed amendment(s) or the amended version of the Constitution are disseminated by the Executive Secretary to the members of the Leadership Board at least thirty (30) days prior to the Annual Meeting.

Revised

Oct. '27	Dec. '29	Jan. '47	Jun. '59	Feb. '61	Jun. '65
Jul. '83	Jul. '89	Jul. '95	Jul. '96	Jan. '01	Apr. '05
Oct. '07	Oct. '08	Oct. '12	Oct '14	Oct '16	