2024

WHEELING UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION

Article I - Name

The name of this organization shall be the Wheeling University Alumni Association**.**

Article II -Statement of Purpose and Focus

Section 1. The purposes of the Wheeling University Alumni Association shall be:

a. to foster a continuing relationship between alumni and Wheeling University, its administration, faculty, and students;
b. to encourage communication and fellowship among alumni;
c. to promote and encourage the ideals of the foundations of a Ignatian based education, and the Catholic traditions of educational excellence and service to others as articulated in the University's Mission Statement; and
d. to advance the interests, financial support and service outreach of Wheeling University.

Section 2. Alumni Association efforts shall be directed toward, but not limited to:

a. promotion of the ideals of a Catholic education,
b. service to the alumni – their continuing social, spiritual, intellectual and professional development,
c. service to the University, utilizing the talents and special commitment of its alumni
d. recruitment of students,
e. professional career assistance to students and fellow alumni,
f. perpetuation of fellowship among alumni,
g. development of active local Wheeling College, Wheeling Jesuit College, Wheeling Jesuit University and Wheeling University Alumni Chapters,
h. general promotion of the University to the alumni and to their respective communities,
i. financial assistance to the University, and
j. availability to the University Board of Directors for consultation on matters regarding the growth and future of the University.

Section 3. For its part, the University will:

a. promote significant alumni activities both on campus and throughout the country;
b. provide current information about the University and its alumni to the alumni;
c. inform alumni of the needs and priorities of the University; and
d. make appropriate use of the alumni and their time, talent and expertise for the continued growth of the University and its community.

Article III -Membership in the Alumni Association

Section 1. The Association shall be comprised of the following:

a. Eligibility: The general membership, including graduates of Wheeling College, Wheeling Jesuit College, Wheeling Jesuit University, and Wheeling University, all former students who attended the University for at least one semester and left the University in good standing, all recipients of honorary degrees awarded by the University, present and former faculty and administrators as well as those persons designated by the Alumni Council, and any special friends or honorary alumni of the University and Alumni Association;
b. an Alumni Council;
c. the Director, Alumni and Family Engagement (hereinafter "Alumni Director");
d. the Alumni Association Moderator;
e. Lewis Advisors; and
f. Local alumni chapter representatives.

Section 2. Required Positions: The Association shall always have a President, Vice President, and Secretary.

Article IV - Alumni Council

Section 1. The Alumni Council shall serve as the governing body of the Association and duly constituted Alumni advisory body to the University. The President, Vice President, and Secretary shall always be members of the Alumni Council and shall serve in those same roles on the Alumni Council.

Section 2. The Alumni Council shall be composed of members nominated from the Association by Alumni, the Alumni Council, the Alumni Director, the Alumni Association Moderator and elected by the Alumni Council. Lewis Advisors are members of the Alumni Council, subject to the provisions of Article XI.

Article V - Officers and Executive Committee

Section 1. President: The President (hereinafter "President") shall preside over all Alumni Council and Association meetings and appoint members to and convene meetings of the Executive Committee and serve as an advisor to all Alumni Council Committees. The President shall also act as primary liaison between the Alumni Association and the University. The President will be an ex-officio, non-voting member of all committees of the Alumni Association, and shall perform such other duties as commonly pertain to the office of the President. The President may serve two consecutive two-year terms if Council members so vote.

Section 2. Vice President: The Vice President shall assume the duties of the president in her/his absence or inability to complete the elected term of office and serve as a member of Council committees. In the event of the incapacity of the President for whatever reason, the Vice President will succeed to the office of President for the balance of the term. The Vice President may serve two consecutive two-year terms if Council members so vote.

Section 3. Secretary: The Secretary shall record the minutes of each general meeting and

Executive Committee meetings and distribute them to the membership within fourteen days of said meetings. If the Secretary cannot attend a scheduled board meeting, s/he will notify the President of the absence and will assist in retaining a replacement for the purpose of the meeting. Secretary may serve two consecutive two-year terms if Council members so vote.

Section 4. Executive Committee: The Executive Committee shall plan all Alumni Association and Council meetings and shall conduct business of the Association between meetings of the Alumni Council. The membership shall include the Alumni Council President, Vice President, Secretary, two members at large, the Alumni Director, and the Alumni Moderator.

Article VI - Major Standing Committees

Section 1. Committees shall include Standing Committees and any other committees established by the President or Council. All Council members shall serve on no less than two standing committees, one Administrative and one University. The President and Council shall establish committees based on need as determined by the Council. These committees may arise as a result of goals and objectives established by the Council President, the Executive Committee, the Council membership or the University's administration.

A committee may establish its own schedule and rules of procedure. Meetings may be held in person or by telephone conference call or similar communication device which permits participation by members. A majority of members in attendance at any meeting shall constitute a quorum. Committees should report current activities at scheduled Council meetings.
Standing Committees shall be of two types, Administrative, dealing with matters of Council management, and University, dealing with matters of service to the University and Alumni. The Alumni Director shall be ex-officio, non-voting member of all Standing Committees.

A. Administrative Committees shall include:

1. The Membership Committee shall seek nominations for all Council positions and, after consultation with the Alumni Association, make potential nominees known to the Council. This Committee shall include the Alumni Director, the Council Moderator, and a Council member from each decade.
2. The Recognition Committee shall seek nominations for all Alumni awards and, after consultation with the Alumni Association, make potential nominees known to the Council. This Committee shall include the Alumni Director, the Council Moderator, and a Council member from each decade.
3. The Engagement Committee and Alumni Events Committee shall work with the Alumni Director or other University designee to assist in planning, coordinating, staffing and supporting events designed to engage alumni. This Committee shall include the Alumni Director, the Council Moderator, and Council member volunteers.
4. The Constitution Committee shall seek suggestions for revision of the Constitution and forward suggestions to Council for consideration and possible adoption. The Constitution Committee shall include at least the Council President, Secretary, Alumni Director and one member at large. See Article XVI for details.

B. University Committees shall include:

1. The Advancement Committee which shall review and recommend annual fundraising activities and implementation plans to the Council for consideration and execution. This Committee shall include the Alumni Director, the Council Moderator, and Council member volunteers.
2. The Alumni-in-Recruitment Committee ("AIR") shall assist the Director of Admissions with recruitment efforts to attract students to the University including efforts to support admissions counselors such as attending career fairs, helping counselors connect with high schools and offering social opportunities that support the Admissions process. This Committee shall include the Alumni Director, the Council Moderator, and Council member volunteers. The Director of Admissions retains any and all final rights in making recruitment decisions.
3. The Career Development Committee shall monitor and support the University's effort to assist students advance to the next stages of their careers including through internships, graduate school and full-time employment. This Committee shall include the Alumni Director, the Council Moderator, and Council member volunteers.
4. The 50 Year Club shall assist the University to honor the 50th anniversary of each Wheeling University class and its members, to support the 50th-year reunion, and to conduct any other activities consistent with its mission. See Article XII for details.

Section 2. Committees and their chairs shall be appointed by the President in keeping with the talents and preferences of Council members. Candidates for committee membership may be recommended by the Council President, Alumni Director, or Council members, and shall be approved by Council.

Section 3. The Alumni Council may establish ad hoc committees as needed. These committees shall have a term, subject to renewal, of not more than two (2) years.

Section 4. Membership on all Council Committees may include persons other than Council members as deemed necessary and appropriate by the President and Alumni Director.

Section 5. Council committee chairs shall be held by council members who are serving elected terms. However, Lewis Advisers with their extensive Council experience are requested to participate actively as committee members and may serve as committee vice chairs, thereby, ensuring committee history and performance. And vice-chairs may conduct committee business in the absence of a chair.

Article VII - Meetings

Section 1. There shall be four regular meetings of the Alumni Council each year (Summer, Fall, Winter, Spring).

Section 2. A quorum for conducting business at a Council Meeting shall consist of a simple majority of voting members. A majority vote for conducting regular business at all full Council meetings shall consist of one more than half of those voting members in attendance.

Section 3. Council members absent from more than two consecutive meetings without good cause shall be deemed to have resigned their Council membership, as determined by the Executive Committee.

Article VIII - Elected Membership

There shall be no fewer than 19, or more than 35 elected Council members. A proportionate number of representatives from each decade of classes, including the graduate, Adult Programs and various geographic locations, shall be sought from among those association members who give promise of active and dedicated service.

Article IX - Election and Membership

Section 1. The Membership Committee shall serve three-year terms and shall publicly seek potential nominees for Council membership from the Alumni Association. This shall include, but not be limited to, solicitation through Wheeling University's Chronicle, the University's web page, and other social media. Candidates shall be made known to the full Council at its fall meeting.

Section 2. Nominations for members and officers of the Council shall be made in writing to the Secretary or Alumni Director by the first meeting of the calendar year (normally February). Nominations may be submitted via hard copy or electronically.

Section 3. Elections shall be held at the second meeting of the calendar year (normally April). The election shall be held by secret ballot.

Section 4. Any member of the Association is eligible for nomination for any Alumni Council office, although a candidate for President of the Council normally will have served at least one year on the Council.

Section 5. The term of office for an elected member of the Alumni Council shall be three years, commencing at the first meeting of the University year (normally July). A member may serve only two consecutive terms. Membership on Council may be extended to complete a term as President, Vice President, and Secretary or as a member of the Executive Committee.

Section 6. Terms shall be staggered such that approximately 1/3 of the elected membership is chosen each year.

Article X - Voting

Section 1. The following individuals shall be eligible to vote on any matter to be voted on by the Alumni Council:

a. All elected Alumni Council members.
b. The Alumni Director.
c. The Alumni Association Moderator

d. Lewis Advisors

Section 2. The Secretary of the Alumni Council shall maintain a written list of all individuals eligible to vote pursuant to Section 1. The Secretary shall ensure that the list is accurate and updated as necessary. The Executive Committee shall have full and complete power to rule on any matter related to voter eligibility.

Section 3. When a vote is called by the President of the Alumni Council at a meeting of the Alumni Council, a quorum of the Alumni Council, as defined in Article VII, section 2, must be present at the meeting in order to conduct the vote. If a quorum is not present, the President of the Alumni Council, following the meeting, shall notify all eligible voters of the matter to be voted upon and request the matter to be voted upon.

Section 4. An affirmative vote by a majority of those voting shall be necessary in order to pass any matter that is called for a vote by the President of the Alumni Council.

Section 5. Voting may be conducted orally, in writing and/or by electronic means.

Section 6. The Secretary shall record the results of all matters that are voted upon by the Alumni Council.

Article XI - Lewis Advisors

Section 1. There may be an adjunct organization known as the Lewis Advisors, composed of Past Presidents and Emeriti members of the Alumni Council. Its purpose shall be to utilize the knowledge and expertise of those persons who have served as the Alumni Council President or who have been deemed by the Council to have made extraordinary contributions to the group. The group may undertake projects as directed by the University's Administration or Alumni Council President and may be called upon by the University and its Alumni Council to lend assistance. The group shall select its own Chairperson to serve a two-year term.

Section 2. Emeritus members may be nominated by the Membership (Nominations) Committee or any council member. The nomination must be approved by vote of the council. Nominations and elections for emeritus members may take place at any Alumni Council meeting. The Lewis Advisors do not have any voting or other binding powers, except as noted elsewhere in this Constitution.

Article XII - 50 Year Club

There will be an adjunct organization known as the 50 Year Club. Membership shall include University alumni whose classes graduated 50 or more years ago, as well as all former students in those classes who attended the University for at least one semester in good standing. The purpose of the Club is to honor the 50^{th} anniversary of each University class and its members, provide programs of interest to the individual members of the club, assist the Alumni Office with planning of the 50^{th} reunion and the 50 Year Club annual meeting to be held at the same time as the 50 year reunion, provide a special emphasis on fundraising and advocacy for the University at the behest of the University Administration and Alumni Council and conduct other activities as deemed appropriate by the 50 Year Club which have

been expressly approved by the University Administration and Alumni Council membership. The Club will develop its own by-laws to guide its activities and elect individuals to lead the club. The governing board of the Club will include members elected by the 50 Year Club, the Alumni Director and a member appointed by the Alumni Council. There will also be an advisory committee appointed by the leadership of the 50 Year Club that includes representation from future 50-year classes. The 50 Year Club will provide an annual report to the Alumni Council.

Article XIII - Alumni Director

Section 1. The Alumni Director shall be an employee of the University to furnish leadership and administrative direction to all alumni activities. shall be appointed by the President of the University after broad consultation with the Alumni Association and after considering the recommendation of the Executive Committee of the Alumni Council.

Section 2. The Alumni Director shall be the day-to-day agent of communication between the Alumni and the University.

Section 3. The Alumni Director shall work with the Alumni Council in developing and implementing policy, programs, and activities to encourage alumni interest in and support of the University and the Alumni Association and shall keep the Alumni Council and its Executive Committee informed about matters at the University that are relevant to the Council and/or the Association.

Section 4. The Alumni Director shall be an ex-officio member of all committees of the Association and shall be the convener of the Ad Hoc Committees.

Section 5. In preparation for the first meeting of the Alumni Council in any University year (July), the Alumni Director shall solicit in a timely manner, new or renewed representatives from the Student Government Association, the Senior Class, the Alumni Chapters and the faculty.

Article XIV - Alumni Moderator

Section 1. The Alumni Moderator shall be appointed by the President of the University after receiving the recommendation of the Alumni Council. He/She shall serve at the pleasure of the University President and the Council.

Article XV - Local Alumni Chapters

Section 1. The Alumni Association encourages the organization of local Chapters of alumni within a manageable geographic area.

Section 2. The Alumni Association will provide support, guidance, and leadership to existing Chapters, via members of the Alumni Council, the Alumni Director, and other existing local Chapters.

Section 3. A new city/regional Chapter may be formed by a group of Alumni who are interested in staying in contact with each other and with the University. Chapter status

may be sought by a group that chooses a convening officer to notify the Alumni Director of the chapter's existence.

Section 4. An active Chapter shall be defined as one which is engaged in promoting activities among alumni locally, and which has communicated its existence to the Alumni Director and has been recognized by the Alumni Council. A Chapter, which fails to meet once within a two-year period, or fails for two successive years to elect a president, is deemed inactive.

Article XVI - Amendments

Revisions or amendments to this constitution may be proposed by any Alumni Council member.

The timetable for revision shall commence with Council's summer meeting, when the Constitution Committee shall notify Council members that proposed revisions will be considered at the fall meeting. Members should forward any proposed revisions to the Constitution Committee so that they are received at least two weeks before the fall meeting. The fall meeting will include discussion of each proposed revision to be voted on. If consensus cannot be reached and there is significant disagreement, each proposed version of a revision must be included on the ballot sent to members for a vote. Completed ballots must be received by the President or President's designee within 30 days of distribution, for tabulation by the Secretary and the Constitution chairperson.

Amendments/revisions to the Constitution shall be adopted by no less than an affirmative vote of a two thirds majority of those individuals eligible to vote as indicated in Article X. At the winter meeting the Constitution Committee shall present the results of the vote, and Council shall request the Alumni Office to incorporate approved revisions in an updated Constitution to be distributed in the spring to current and incoming Council members.

Article XVII - Robert's Rules of Order

Roberts Rules of Order, revised, latest edition, when not in conflict with this Constitution, shall govern the proceedings of all Council meetings.