

**BY-LAWS OF  
THE ALUMNI ASSOCIATION OF  
NORTH CENTRAL COLLEGE**

**ARTICLE I.**

**NAME**

This Association shall be called the "Alumni Association of North Central College" (or "Alumni Association").

**ARTICLE II.**

**MEMBERSHIP**

1. **Graduates, Students, and Former Students** - All graduates, students and former students of North Central College shall be considered members of the Alumni Association of North Central College and, therefore, shall be eligible to become members of the Alumni Board (or "Board").
2. **Honorary Members** - The Alumni Board shall designate those who shall be honorary members.
3. **Faculty and Staff** - North Central College faculty and staff and their spouses shall be considered associate members of the Alumni Association of North Central College.

**ARTICLE III.**

**ALUMNI BOARD**

1. **Governing Body** - The Alumni Board shall be the governing body of the Alumni Association of North Central College and it shall be the responsibility of the Board to conduct the affairs of the Alumni Association.
2. **Mission**
  - a. Connect – The Alumni Board of North Central College strives to create programs/initiatives and host events to encourage and cultivate meaningful relationships among the alumni, students, faculty and staff.
  - b. Honor – The Alumni Board of North Central College upholds the traditions and history of the College by celebrating and participating in hallmark festivities and identifying and selecting alumni and students to recognize as exemplary models for North Central College.
  - c. Inspire – Through interaction with fellow alumni, faculty, staff and especially students, the Alumni Board of North Central College works to enable and promote the continued growth and success of the College, engaging alumni for continued value for their North Central College experience. By supporting the Rev. Dr. Howard Mueller '58 Alumni Board Student Involvement Scholarship, the Alumni Board

inspires students to excel in the classroom and achieve educational goals at North Central College.

3. **Elected Members** - The Alumni Board shall consist of up to thirty-six elected members, each reviewed and approved by the Executive Committee for an initial three-year term and eligible for re-election for additional three-year terms.
4. **Appointed and Ex-Officio Members** - In addition to the thirty-six elected members, the Alumni Board shall consist of appointed and ex-officio members, as follows:
  - a. The Board of Trustees of North Central College may designate one trustee to serve as a voting member of the Alumni Board.
  - b. The Board of Trustee Associates of North Central College may designate one member to serve as a voting member of the Alumni Board.
  - c. The recipient of the Rev. Dr. Howard Mueller '58 Alumni Board Student Involvement Scholarship shall serve as a voting member of the Alumni Board until his/her graduation from North Central College. This annual scholarship is named in honor of Rev. Dr. Howard Mueller '58 who embodies the spirit of the scholarship and provides financial assistance to a student who exhibits leadership abilities through involvement with the North Central College campus community (e.g., membership in various campus clubs and organizations) and demonstrates an understanding of the importance of involvement with the alumni association.
  - d. The President, Vice-President for Institutional Advancement, Executive Director of Development and Alumni Engagement, and Director of Alumni and Parent Engagement of North Central College; and Immediate Past President of the Alumni Board (to serve a 1-year term) shall each be ex-officio members of the Alumni Board.
  - e. The Alumni Board may appoint additional ex-officio members to the Board at its discretion. All ex-officio members shall be voting members.
5. **Responsibilities of Members** - All approved, appointed, and ex-officio members of the Alumni Board are expected to:
  - a. Support North Central College through an annual contribution to the Rev. Dr. Howard Mueller '58 Alumni Board Student Involvement Scholarship. Additional gifts to the North Central College Fund or other giving opportunities are encouraged;
  - b. Attend in person, via telephone conference or other means (Skype/GoToMeeting) no less than two of the three regularly scheduled meetings of the Alumni Board annually;
  - c. Attend at least one traditional North Central College event annually (Homecoming, Commencement, etc.);

- d. Attend at least one Alumni Board sponsored North Central College event (Social gatherings, Scholarship Fundraiser, etc.) annually;
- e. Attend and help promote alumni attendance for at least one North Central College campus or regional event (fine arts/theatre, athletics, lecture, alumni networking, etc.) annually;
- f. Recommend candidates to the Membership and Communications Chair for membership to the Alumni Board and;
- g. Be available to participate in North Central College recruiting, career planning, and placement of College students and alumni, when possible.
- h. Issue Alumni Referral Award to (1) incoming or current student at North Central College, when possible

6. **Selection of Members**

- a. The Alumni Board shall request names of candidates for membership to the Alumni Board from its existing Alumni Board members, the *North Central Magazine*, faculty and staff recommendations, and/or by other means, as deemed appropriate.
- b. These candidates shall be presented to Executive Committee for approval and introduced to the full Alumni Board at the next meeting. Candidates will be considered members of the Alumni Board when they are approved by the Executive Committee.
- c. The Executive Committee reserves the right to approve an existing member of the Alumni Board for further terms past the member's second term or to fill vacancies.
- d. Members of the Alumni Board must notify the Executive Committee of their intentions regarding re-election at the meeting prior to their last.

7. **Resignation of a Member** - Resignations shall be submitted electronically or in writing to the President of the Alumni Board or the Director of Alumni and Parent Engagement.

8. **Positions Under Review** - If any member is absent from **two** consecutive meetings of the Alumni Board, without prior notification to the Director of Alumni and Parent Engagement, that position will be deemed under review. Additionally, failure to meet annual event attendance or scholarship contribution requirements will also result in the position being deemed under review. The Membership and Communications Chair will notify the Executive Committee of positions under review for consideration on appropriate recommendations moving forward. Resignations shall be submitted electronically or in writing to the President of the Alumni Board or the Director of Alumni and Parent Engagement.

## **ARTICLE IV.**

### **ALUMNI BOARD LEADERSHIP POSITIONS**

1. **President** - The Alumni Board shall recommend from its membership a candidate(s) for President to the ex-officio members of the Alumni Board. A finalist(s) will be considered for appointment by the Executive Committee and

select ex-officio members as deemed appropriate by the Director of Alumni and Parent Engagement. The President will be considered appointed when approved by the Executive Committee. The President will serve a three-year term, with the option to be renewed for an additional three-year term, not to exceed (2) terms, if approved by the Executive Committee and Director of Alumni and Parent Engagement

a. **Duties of President** - The President of the Alumni Board shall:

- i. Preside at all business and public meetings of the Alumni Board and perform the duties pertaining to such office. Whenever the President is unable to perform these duties (i.e., due to absence or incapacity), a member agreed upon by the Executive Committee shall perform the duties of the President. In the event that no member is agreed upon, the President or Director of Alumni and Parent Engagement shall designate a member to perform the duties of the President.
- ii. Serve as a voting member of the Board of Trustees of North Central College during his/her term of office.

2. **Communications Lead** - The Communications Lead of the Alumni Board shall:

- i. Be responsible for general Alumni Board communications, the taking and timely distribution of board meeting minutes, working with the Alumni and Parent Engagement Office for website content regarding the Alumni Board, as well as a monthly electronic e-newsletter to Alumni Board members

3. **Liaison Lead** - The Liaison Lead of the Alumni Board shall:

- i. Issue & maintain the liaison assignments of Alumni Board members, assist members in identifying and building a relationship with a dedicated area of campus as needed, ensure members have communicated with their dedicated area of campus prior to any regularly scheduled Alumni Board meetings, and lead the liaison reports at regularly scheduled Alumni Board meetings

4. **Chairs** - In addition to the President, there shall be designated Chairs:

a. **Chair of Membership**

- ii. This individual will act as chair of the “Membership Committee” of the Alumni Board, and will be responsible for the intake of new member applications, the leading of committee discussion on applicants and their applications, and the proposal of applicants to the executive committee for approval to join the Alumni Board.
- iii. This individual will act as chair of the “Membership Committee” of the Alumni Board

a. **Chair of the Rev. Dr. Howard Mueller '58 Alumni Board Student Involvement Scholarship**

- i. This individual shall lead the review and selection process for the scholarship recipient in collaboration with the Office of Alumni and Parent Engagement and/or Office of Development liaison.
- ii. This individual will also lead the fundraising efforts for the scholarship to include but not be limited to Alumni Board members, Alumni Association members, faculty, staff, students, and community members.
- iii. This individual will act as chair of the “Scholarship Committee” of the Alumni Board

- b. **Selection of Chairs** The members of the Executive Committee shall appoint individuals from the Alumni Board to serve as Chairs, one for each open Chair on the Board. Chairs are subject to Executive Committee approval. Appointments shall be announced by the President of the Alumni Board or the Director of Alumni and Parent Engagement to the Executive Committee at the **next** meeting of the Alumni Board.

5. **Term of Chairs** Chair terms shall be two-years. Recommendations for extending a Chair’s term may be made from the President of the Alumni Board or the Director of Alumni and Parent Engagement as necessary. Approval by the Executive Committee is required to extend Chair terms.

## **ARTICLE V.**

### **ALUMNI BOARD COMMITTEES & LIAISONS**

1. The President of the Alumni Board shall appoint, with the approval of the Executive Committee, such committees as are required to conduct the affairs of the Alumni Board, and may include, among others:
  - a. **Membership Committee** This committee’s responsibilities include, but are not limited to, assisting in recruitment of Alumni Board members.
  - b. **Scholarship Committee** This committee’s responsibilities include, but are not limited to, focusing on initiatives that ultimately serve to assist North Central College in modifying and improving existing and new methods of relationship building and fundraising for the Rev. Dr. Howard Mueller ’58 Alumni Board Student Involvement Scholarship.
2. The President shall appoint, with the approval of the Executive Committee, such liaisons, in addition to the BOT liaison (normally held by the President of the Alumni Board) and the BTA liaison, from members of the Alumni Board or greater North Central College community, as are required to conduct the affairs of the Alumni Board. Each liaison will serve as a bridge between their respective organization/entity and the Alumni Board, and will provide regular updates at Alumni Board meetings. Liaison positions may include, among others:
  - a. **50-Year Club Liaison**

- b. **African American Alumni Association of North Central College Liaison**
- c. **Career Services Liaison**
- d. **Academics Liaison**
- e. **Athletics Liaison**
- f. **Fine and Performing Arts and Events Liaison**
- g. **Campus Ministry Liaison**

3. The Director of Alumni and Parent Engagement shall appoint, with approval from the Executive Director of Development and Alumni and Parent Engagement, such liaisons from the professional staff in the Offices of Alumni and Parent Engagement, Development, Center for Career & Professional Development and others as appropriate, as support to liaisons as required to conduct the affairs of the Alumni Board.

## **ARTICLE VI.**

### **ALUMNI BOARD MEETINGS**

- 1. **Regular Meetings** - Regularly scheduled meetings of the **full** Alumni Board shall be held three times annually. The first regularly scheduled annual meeting shall take place during the Saturday of the first home football game and President's Club BBQ (in early to mid-September). The second annual meeting shall take place during the winter (generally in February). The third annual meeting shall take place in spring in conjunction with the Alumni Board hosted "Halfway to Homecoming Alumni Event" (generally in May). Alumni Board Committees shall meet at least three times annually, but may meet more often to conduct their business. Meetings shall be determined by the respective Chairs in consultation with members of their committees. At least one annual meeting shall include a community service project impacting campus, the Naperville community or a cause agreed upon by the Alumni Board.
- 2. **Special Meetings** - Special meetings of the Alumni Board may be called by the President of the Alumni Board or the Director of Alumni and Parent Engagement.
- 3. **Quorum** - A majority of the members of the Executive Committee shall constitute a quorum for the conduct of business. A majority of the members of the Alumni Board shall constitute a quorum for the conduct of business.
- 4. **Voting and Proxies** - Each member of the Alumni Board is entitled to cast one vote on matters duly brought before the full Alumni Board at any regular or special meeting. Except as required by law or these By-Laws, Alumni Board decisions shall be made by a majority vote of the members voting. Members may vote in person or by proxy. Any proxy shall be:
  - a. In writing and dated;
  - b. Given only to another member in good standing;

- c. Valid only for 30 days after its date;
- d. Revocable at will on or prior to the date of the meeting at which it is to be counted; and
- e. Deemed revoked by the granting of another proxy bearing a later date not later than the date of the meeting at which it is to be counted.

## **ARTICLE VII.**

### **ALUMNI ASSOCIATION VOLUNTEER OPPORTUNITIES**

The following programs are coordinated by the North Central College Office of Institutional Advancement:

- 1. **Class Representatives** - North Central College Class Representatives (or “Representatives”) are extraordinary alumni volunteers who know how important it is to stay connected to the College and their classmates after graduation. These Representatives:
  - a. Act as liaisons between classmates of a specific graduation year and North Central College;
  - b. Draft, or assist with the writing of, solicitation letters to classmates on behalf of North Central College;
  - c. Brainstorm with the North Central College Office of Alumni and Parent Engagement staff to develop innovative ways to encourage classmates to increase their financial support for the College (through its Annual Fund or other giving opportunities); and
  - d. Assist with the planning of reunion activities.
- 2. **Class Associates** - North Central College Class Associates (or “Associates”) are extraordinary alumni volunteers who understand the need to continue to foster and build relationships in order to advance the College financially. These Associates:
  - a. Work with the North Central College Office of Alumni and Parent Engagement to select a group of 10-20 alumni, generally consisting of alumni with whom they have a personal relationship, that they will encourage to make a yearly gift to the College;
  - b. Help North Central College Office of Alumni and Parent Engagement maintain accurate address information;
  - c. Inform the selected group of alumni of upcoming College events; and
  - d. Encourage alumni to be actively engaged in College campaigns, initiatives, and events.
- 3. **Regional Alumni Clubs** - North Central College alumni are scattered all over the United States, spreading their school spirit. Regional Alumni Clubs (or “Clubs”) have been formed in several geographic locations with a high volume of alumni who have an interest to stay connected to the College. These Clubs:

- a. Serve as a social and career network for alumni living in a Club area and/or for alumni that move into a Club area;
- b. Work with the North Central College Office of Alumni and Parent Engagement staff to plan, execute, and evaluate programs and activities for alumni living in a Club area;
- c. Assist with the recruitment of potential North Central College students;
- d. Work to support North Central College financially (through the North Central College Fund or other giving opportunities); and
- e. Create a sense of North Central College pride among alumni living in a Club area.

4. **50-Year Club** - The 50-Year Club is comprised of North Central College alumni who have celebrated their 50<sup>th</sup> class reunion and beyond.
  - a. The class celebrating their 50<sup>th</sup> class reunion will select a committee that will work with the North Central College Office of Alumni and Parent Engagement to plan the 50-Year Club Banquet.
  - b. The annual 50-Year Club Banquet will take place on the Friday evening before homecoming.
  - c. The class celebrating their 50<sup>th</sup> class reunion will select a President of the 50-Year Club.
  - d. The class celebrating their 50<sup>th</sup> class reunion will identify a gift to be given to North Central College.

## **ARTICLE VIII.**

### **AMENDMENT TO THE BY-LAWS**

The Alumni Board shall have the power to alter, amend, or repeal any of these By-Laws. Any action affecting the By-Laws shall require a two-thirds majority at a regular or special meeting of the Alumni Board.

Adopted by the Alumni Board on March 10, 1962 and revised January 11, 1964; May 18, 1973; March 5, 1977; March 4, 1978; May 13, 1978; May 17, 1980; March 6, 1982; May 7, 1983; May 5, 1984; December 5, 1987; March 2, 1991; September 21, 1991; May 2, 1992; January 7, 1995; June 5, 1999; July 30, 2001 (by mail in ballot); May 4, 2002; March 10, 2007; July 31, 2010; February 18, 2017; and February 18, 2023.