



**Bylaws of the
UNIVERSITY OF DENVER ALUMNI COUNCIL**

ARTICLE I. NAME

The name of this organization shall be the University of Denver Alumni Council. Hereafter it will be called the “Council”. The Council was established on (DATE) by Resolution of the Board of Trustees and is part of the University of Denver (the “University” or “DU”). The Council is a council reporting through the Advancement Committee of the University and as such, is subject to the ultimate authority of University and its Board of Trustees.

ARTICLE II. MISSION AND VISION

The Council is dedicated to serving the DU alumni population and fostering a lifelong relationship of mutual and enduring benefit between all present and future alumni of DU and the University. The Council’s mission is to support the overall advancement of DU by:

- Engaging all alumni for life
- Building a culture of philanthropy among the DU family
- Nurturing strong intellectual and emotional connections between the University and members of the DU family
- Striving for the welfare and advancing the endeavors of the University
- Being the representative voice for all DU alumni to the University.

The Council, in partnership with the University, will accomplish its mission through excellence in communication, coordination and collaboration. This mutually beneficial relationship serves as the premier go-to global home for engagement of the DU family of current and future alumni.

ARTICLE III. MEMBERS OF COUNCIL

Section 1. Eligibility. Any member of the Alumni population (as defined by the University) is eligible to serve on the Council.

Section 2. Composition. The Council shall consist of no less than 15 and no more than 30 members, including the three to five officers, but excluding ex-officio members. The Nominating Committee of the Council will be charged with implementing the goal of having the Council reflect

the broad diversity of the University's alumni base (including, but not limited to, current and past schools, geography, demographics, gender, race, ethnicity, undergraduate and graduate degrees, affinity groups, and other affiliations).

Section 3. Election. Members of the Council shall be elected by the Council based on their individual interest in the University, subject to the approval of the Board of Trustees. Individual members shall be nominated for election for a term of three years. In cases where members are nominated to fill vacancies created by the resignation or removal of a member, such members shall serve for the unexpired term of such member that has resigned or been removed. It is the goal of the election process that Council members are elected for staggered terms with the plan for one-third of the Council to be elected each year. Membership on the Council shall be limited to two consecutive terms. Council members may be reaffirmed following two consecutive terms, after not having served on the Council for at least three years.

Section 4. Ex-Officio Members. The following members of the University community will be considered non-voting Ex-Officio members by virtue of their positions with the University:

- The Chancellor of the University (or his/her designee);
- The Chair of the Board of Trustees of the University (or his/her designee);
- The Chair of the Advancement Committee of the Board of Trustees of the University (or his/her designee); and
- The University's designee responsible for comprehensive alumni engagement (which hereafter will be referred to as the "Vice Chancellor for Advancement").

Section 5. Member Responsibilities and Expectations. Members of the Council are expected to engage both individually and as University community members with integrity, respect, and responsibility. In addition, every member is accountable every year to move the work of alumni engagement forward in one or more of the following ways:

- *Engaging community* – Identifying alumni with whom they are connected and committing to sharing and personally inviting those contacts to University events and programs with a goal of growing engagement.
- *Supporting philanthropy* – Committing to supporting philanthropic priorities of the University.
- *Building the network* – Committing to enhancing the student experience by volunteering through the various career and professional development and campus-wide volunteer channels that exist at the University, such sitting on a panel, acting as a mentor, posting a job or internship, reviewing resumes, giving career and professional advice, and/or introducing students to the alumni community.

ARTICLE IV. OFFICERS AND LEADERSHIP

Section 1. Officers. The officers of the Council shall be the Council Chair, Chair-Elect, Past Chair, Secretary, and Vice Chancellor of Advancement. With the exception of the Vice Chancellor of Advancement who shall serve in an ex-officio capacity, the officers will be elected by the Council and perform the duties set forth below. These officers will comprise the Executive Committee of the Council as described in Article IX below.

Section 2. Term. All elected officers shall serve a single year term. Upon completion of said term, all officers except the Council Chair may be elected to other officer positions. The Council Chair shall move to the Past Chair position for the following year and shall serve out the rest of his/her term. The Past Chair is eligible for another officer position at the completion of his/her Past Chair term.

Section 3. Council Chair. The Council Chair shall preside at all meetings of the Council, shall report to the members and the Board of the Trustees on the affairs of the Council, shall serve as an ex-officio member of all committees and shall perform such duties which usually pertain to said office.

Section 4. Chair-Elect. In the absence of the Council Chair or in the event of his/her inability or refusal to act, the Chair-Elect shall have all the powers and perform all the duties of the Council Chair.

Section 5. Past Chair. The Past Chair shall serve as a mentor and advisor to the Executive Committee, serve as a goodwill ambassador for the Council, serve as a member of the Nominating Committee, and undertake other reasonable duties and responsibilities as the Council Chair may determine

Section 6. Secretary. The Secretary shall keep minutes of all regular and special Council Meetings and all Executive Committee meetings.

ARTICLE V. RESIGNATION

Resignations of officers and members of the Council shall be submitted in writing to the Council Chair or the Secretary of the Council and shall be effective upon receipt unless another date is indicated in the resignation notice.

ARTICLE VI. REMOVAL

Any officer or Council member may be removed by a two-thirds affirmative vote of all the other members of the Council, who shall be polled by email by the presiding Council officer or by written ballot at a Council meeting. The results of the poll shall be reported promptly to all Council members. In addition, any member who does not attend at least two Council meetings during any

one-year period shall be subject to removal by the Council. Any Council member proposed for removal shall be given reasonable notice and an opportunity to be heard.

ARTICLE VII. MEETINGS

Section 1. Regular Meetings. The Council shall meet at least 3 times during each academic year and as necessary to carry out its duties and responsibilities.

Section 2. Special Meetings. Special meetings may be called by the Council Chair or a majority of the voting members of the Council.

ARTICLE VIII. QUORUM

A quorum shall consist of two-thirds of the voting members of the Council for a Council meeting and a majority of the voting members for any Committee meeting. Ex officio members shall not be counted in determining the number of members required for a quorum. Presence at a meeting by electronic means shall be permitted for quorum purposes.

ARTICLE IX. COMMITTEES

Section 1. Standing Committees. The two standing committees of the Council shall be:

- *Executive Committee*. The Council Chair, Chair-Elect, Past Chair, Secretary and the Vice Chancellor for Advancement shall constitute the Executive Committee of the Council, which may act for and on behalf of the Council in all matters when the Council is not meeting. The Council Chair shall also be a member of the Advancement Committee, subject to approval by way of a Resolution of the Board of Trustees. The Vice Chancellor for Advancement shall serve on the Executive Committee in an ex-officio capacity and shall be a non-voting member.
- *Nominating Committee*. This Committee shall consist of the immediate Past Chair, the current Council Chair, two or more additional Council members as appointed by the Committee Chair, and any other member(s) who volunteer(s) to participate, subject to approval by the Committee Chair. The Nominating Committee shall schedule one or more meetings prior to the Council's spring meeting to conduct the nomination process pursuant to the provisions of the Nomination Charter, with the goal of providing a slate of candidate nominees to the full Council for a vote at the fall or winter meeting.

Section 2. Additional Committees. Further committees and task forces will be determined as needed by the demands of the Council for the fulfillment of its Mission and Purpose. The Executive Committee may create such additional standing or special committees, as it deems appropriate.

Section 3. Meetings and Reports. Subject to having a quorum, Committees shall meet at the discretion of the Committee chairs and shall prepare and submit such reports to the Council as may be requested by the Council Chair.

ARTICLE X. AMENDMENT

The Executive Committee may propose amendments to the Bylaws at any time, and notice of each such amendment shall thereafter be given to all Council members on or before the next Council meeting. Any such amendment shall be adopted by a two-thirds affirmative vote of all voting members of the Council.

Mission of the Alumni Council

The Alumni Council is dedicated to serving the DU alumni population and fostering a lifelong relationship of mutual and enduring benefit between all present and future alumni of DU ("Alumni") and DU. The Alumni Council's mission is to support the overall advancement of the DU by:

- Engaging all alumni for life
- Building a culture of philanthropy among the Pioneer Family
- Nurturing strong intellectual and emotional connections between the University and members of the DU family
- Striving for the welfare and advancing the endeavors of the University
- Being the representative voice for all DU alumni to the University

The Alumni Council is a council reporting through the Advancement Committee of the University and as such, the Alumni Council is subject to the ultimate authority of the University and its Board of Trustees (the "Board of Trustees").

Vision of the Alumni Council

The Alumni Council, in partnership with DU, will accomplish its mission through excellence in communication, coordination and collaboration. This mutually beneficial relationship serves as the premier go-to global home for engagement of the DU family of current and future alumni.

Values of the Alumni Council

As Alumni of DU, we believe:

- Alumni, students and DU will benefit from a strong alumni association.
- A lifelong relationship between Alumni and DU will support and sustain personal and professional growth of all Alumni and DU.
- The Board of Directors of the Alumni Council ("Board") will have the skills, commitment, time, and enthusiasm necessary to represent the entire Alumni community.
- The Board will be the key resource for advising DU on the use and appropriation of DU resources for its Alumni affairs.
- The Alumni Council's strategic direction will be consistent with the vision, goals, and policies of DU.
- The Alumni Council will continually improve its effectiveness by setting, measuring, and assessing its goals and objectives.
- The Board will reflect the broad diversity of the DU alumni base.

PROPOSED ALUMNI COUNCIL BUDGET REQUEST

10/14/2019

	2019/2020 (10 Council Members)	2020/2021 (20 Council Members)	2021/2022 (30 Council Members)
Meeting #1 (October)	\$ 1,000	\$ 2,350	\$ 3,700
Travel - \$500 cap/person	\$ -	\$ 1,000	\$ 2,000
Room Rental (facilities, custodial and media services)	\$ 500	\$ 500	\$ 500
Box lunch @ \$15/person	\$ 225	\$ 375	\$ 525
After Meeting Reception @ \$15/person	\$ 225	\$ 375	\$ 525
Printing	\$ 50	\$ 100	\$ 150
Meeting #2 (March)	\$ 1,000	\$ 2,350	\$ 3,700
Travel - \$500 cap/person	\$ -	\$ 1,000	\$ 2,000
Room Rental (facilities, custodial and media services)	\$ 500	\$ 500	\$ 500
Box lunch @ \$15/person	\$ 225	\$ 375	\$ 525
After Meeting Reception @ \$15/person	\$ 225	\$ 375	\$ 525
Printing	\$ 50	\$ 100	\$ 150
Meeting #3 (May)	\$ 1,000	\$ 2,350	\$ 3,700
Travel - \$500 cap/person	\$ -	\$ 1,000	\$ 2,000
Room Rental (facilities, custodial and media services)	\$ 500	\$ 500	\$ 500
Box lunch @ \$15/person	\$ 225	\$ 375	\$ 525
After Meeting Reception @ \$15/person	\$ 225	\$ 375	\$ 525
Printing	\$ 50	\$ 100	\$ 150
Committee Budgets	\$ 4,000	\$ 6,000	\$ 6,000
Staff Support (.45 Assistant @ \$65,00/year with fringe)	\$ 14,625	\$ 29,250	\$ 29,250
TOTAL DIRECT	\$ 21,625	\$ 42,300	\$ 46,350
Indirect @ 35%	\$ 7,569	\$ 14,805	\$ 16,223
TOTAL REQUEST	\$ 29,194	\$ 57,105	\$ 62,573

Assumptions:

1. Budget year is July 1 - June 30
2. That there will be 2 out-of-state Council members in year 2 (2020/2021) and 4 out-of-state Council members once the council is at 30 members.
3. Lunch will be provided for Council members and 5 staff members and guest speakers.
4. After Meeting Reception for Council members plus 5 staff members and guests to include appetizers and bar.
5. Committee budgets will cover associated meeting costs and miscellaneous expenses related to their work at \$2,000 per year per Committee. It is expected that there will be two Committees in 2019/2020 and three Committees beginning in 2020/2021.
6. That staff support (.45 FTE) will begin at 6 months in 2019/2020 and then will be funded for 12 months beginning in 2020/2021.