

SCHREYER

HONORS COLLEGE

Constitution and By-Laws of the Penn State Schreyer Honors College Scholar Alumni Society

Article I – Name

The name of this organization shall be the Penn State Schreyer Honors College Alumni Society, hereinafter referred to as the Society. It is a society of the Penn State Alumni Association.

Article II – Purpose

The purpose of this organization is to unite and connect alumni of the Penn State Schreyer Honors College and the University Scholars Program. In general, the Society will provide a means whereby alumni may join together to enhance the interests and reputation of the Penn State Schreyer Honors College and achieve a closer fellowship among alumni, faculty, staff, and students.

The Society shall also: support faculty and staff in achieving the academic mission of the Schreyer Honors College; support faculty and staff in the development and growth of student scholarship and endowments; promote the professional development of students directly through mentoring, shadowing, and other career development programs; publicly recognize the varied accomplishments of Penn State Schreyer Honors College alumni; encourage active community service among alumni, faculty, staff, and students in the Penn State Schreyer Honors College community; and foster a sense of pride in and a commitment to Penn State's Schreyer Honors College while enhancing its image and reputation.

Article III – Membership

Section 1. Alumni Membership

All people who are dues-paying members of the Penn State Alumni Association and who have completed two (2) academic years in the Penn State Schreyer Honors College or, those who have declared this society as their preferred society, shall be eligible for all membership privileges of the Society.

Section 2. Life Membership

All alumni eligible for membership in Article III, Section I, who have obtained or will obtain Life Membership in the Penn State Alumni Association will be awarded Life Membership in the Society.

Section 3. Associate Membership

Current and retired faculty and staff members, parents of students or alumni, and other friends of the Schreyer Honors College shall be eligible for associate membership in the Society upon payment of an associate membership fee to the Penn State Alumni Association. Associate members may not vote or hold office in the Society.

Article IV – Finances

Section 1. Dues

Dues set by and paid to the Penn State Alumni Association shall provide a basis of eligibility for membership in the Society.

Section 2. Fiscal Year

The fiscal year of the Society shall be the period of July 1 through June 30.

Section 3. Operating Expenses

The basic operating expenses of the Society will be met with funds transferred to the Schreyer Honors College by the Penn State Alumni Association.

Section 4. Other Expenses

The other expenses of the Society (non-operating expenses) shall be met with funds solicited through fund raising efforts.

Section 5. Accounting

The funds of the Society are held within the accounting system of The Pennsylvania State University and administered by the Director of Alumni Relations (DAR) at the Schreyer Honors College with the advice and counsel of the board, and with final approval of the Dean. The DAR shall render a statement of receipts and expenditures at each meeting of the board.

Article V – Board of Directors

Section 1. Board of Directors

The board of directors shall be the governing body of the Society. It shall be the duty of the board to carry out the purpose, policies and will of the Society, including the appointment of any representatives of and for the Society on all outside boards, councils, or committees to which the Society may have invitation and occasion to have representation.

Section 2. Elected Members

The board shall consist of not more than fifteen (15) at-large alumni members. Alumni members shall serve for a term of three years, with one-third of the board being elected each year. Alumni who are employed at the Penn State Schreyer Honors College are not eligible to serve on the board of directors.

Section 2-A. Nomination of Members

Candidates must be members of the Penn State Alumni Association and graduates of the Penn State Schreyer Honors College, or have declared the Penn State Schreyer Honors College Alumni Society as their preferred society. The executive committee, in consultation with the DAR, shall present a slate of candidates not to exceed the number of board of directors' positions open. Eligible individuals may petition to the executive committee for consideration by submitting a letter and resume to the Society president 45 days prior to the spring semester meeting. All nominees will be requested to signify in writing to the executive committee their willingness to serve and present a biographical sketch.

Section 2-B. Election of Members

At each spring meeting, the executive committee shall present its slate of candidates to the board of directors for ratification by a simple majority vote of those board members present. Other procedures for conducting elections shall be determined by the executive committee.

Section 2-C. Term Limits

Members of the board of directors shall not serve more than two (2) consecutive terms, for a total of six (6) years, except in exceptional circumstances with the approval of two-thirds (2/3) of the board of directors.

Section 2-D. Absences

Members of the board of directors are expected to attend board meetings either in person or via conference call. Two (2) consecutive absences from regularly scheduled board meetings without notification may be deemed a resignation.

Section 2-E. Vacancies of Unexpired Terms

The president of the Society board of directors may appoint a member of the Society to fill an unexpired term on the board of directors. The appointee will serve the remainder of the unexpired term.

Section 3. Appointed Members

The following have been selected to serve on the board of directors:

(on file in the SHC offices)

Section 3-A. Student Representative

The president of the Penn State Schreyer Honors College Student Advisory Council (SHC SAC), or a designee appointed by the Student Advisory Council president, shall serve a one-year term on the board of directors. The student shall have full voting privileges but is not eligible to serve as an officer of the board of directors.

Section 3-B. Faculty Representative

A full-time member of the Penn State Schreyer Honors College faculty, recommended by the Penn State Schreyer Honors College Faculty Advisory Committee (FAC) and appointed by the Dean of the College, shall serve a two-year term on the board of directors, corresponding to the term of office of the officers of the Faculty Advisory Committee. The faculty representative's term may be renewed for two additional terms, for a total of six (6) years, at the discretion of the Dean. The faculty member shall have full voting privileges but is not eligible to serve as an officer of the board of directors.

Section 3-C. Penn State Schreyer Honors College External Advisory Board Representative

The chair of the Penn State Schreyer Honors College External Advisory Board may designate a member of the Advisory Board to serve as a representative to the Society for a term of two years. The Advisory Board representative's term may be renewed for two (2) additional terms, for a total of six (6) years, at the discretion of the Advisory Board president. The Advisory Board representative shall have full voting privileges and is eligible to serve as an officer of the board.

Section 4. Ex-Officio Members

The following shall serve as ex-officio members of the board of directors: Dean of the Schreyer Honors College, Director of Alumni Relations, and the Executive Director of the Penn State Alumni Association or his/her designee. Ex-officio members of the board shall serve without vote and are not eligible to serve as officers of the board.

Article VI – Officers

Section 1. Officers

Officers shall serve for terms of two (2) years. Officers of the Society shall be president, president-elect, and the three standing committee chairs. All officers shall be elected by a simple majority vote of the members of the board of directors present at a regular announced meeting.

Section 2. Election of Officers

The board of directors shall elect officers at the spring meeting. Officers shall assume their office beginning with the fall meeting following their election.

Section 3. Immediate Past President

The president upon completion of his/her term of office, shall serve as immediate past president for a term of two (2) years.

Section 4. Term of Office

No officer may be elected to the same office for more than two (2) consecutive terms. Officers elected while serving their last year on the board of directors will have their term extended to coincide with the term of office without regard to Term Limits as outlined in Article V, Section 2-B.

Section 5. Office Vacancies

A vacancy in the presidency shall be filled by the president-elect. Should any other office be vacant, an eligible member of the board with full voting privileges shall be appointed by the president to serve until the office can be filled by election.

Pursuant to Article VI, Section 4, appointment to fill a vacant office shall not be considered as election to that office.

Article VII – Duties of Officers

Section 1. President

The president shall preside over all meetings either in person, or via conference call, be responsible for general supervision of all work of the Society, and appoint such committees as may be deemed desirable. The president shall serve as representative to the Alumni Council of the Penn State Alumni Association; or the president may appoint an at-large member of the board of directors to serve as the representative to Alumni Council.

Section 2. President-Elect

The president-elect shall perform such duties as may be designated by the president and the board. In the absence of the president, the president-elect shall preside at meetings.

Section 3. Standing Committee Chairs

With the exception of the executive committee, the chairs of the three remaining standing committees shall be responsible for planning and executing of the goals and objectives of their respective committee, and duties as may be designated by the president of the board.

Article VIII – Meetings

Section 1. Regular Meetings

The board of directors shall meet at least two (2) times a year. The meetings shall be held at the Penn State Schreyer Honors College on the date fixed by the board, provided that one (1) meeting shall be held during the fall semester and one (1) meeting shall be held during the spring semester. Meetings are open to all members of the Society as well as all students, faculty, and staff of the Penn State Schreyer Honors College.

The board shall also endeavor to meet a minimum of an additional two times per year via conference in the off quarters from the regular board meetings.

Section 2. Special Meetings

Special meetings may be held at such time and place determined by the majority of the board. Written announcement must be made at least four (4) weeks in advance of the date of the meeting.

Section 3. Quorum

Two-thirds of voting members shall constitute a quorum.

Section 4. Voting

A simple majority vote shall be the minimum standard required for the board of directors to take any action, except where stated otherwise.

Section 5. No Conflict Provision

No action may be taken by the Society that would be in conflict with the Constitution and By-Laws of the Penn State Alumni Association or the rules and regulations established by the Alumni Council.

Article IX – Committees

Section 1. Standing Committees

There will be four standing committees. These committees may change via amendment to these bylaws:

1. **Executive:** The executive committee will be comprised of the president and the chairs of the three standing committees. The executive committee will be staffed by the SHC Staff member assigned as the College DAR. The executive committee will be primarily charged with but not limited to the following:
 - a. Execution and review of the Scholar Alumni Society strategic plan.
 - b. Identification and recruitment of prospective board members.
 - c. Identification and nomination of alumni award recipients.
2. **Alumni Engagement and Outreach:** Staffed by the Development Coordinator and charged with increasing the scale of alumni programming including but not limited to the following:
 - a. Coordination of reunion special events and gift campaigns.
 - b. Coordination of regional alumni programs.
3. **Career Development:** Staffed by the Coordinator of Career Development and charged with expanding career opportunities between current Scholars and Scholar alumni, but not limited to the following:
 - a. Coordinate internships, research opportunities, and recruitment activities.
4. **Student – Alumni Affairs:** Staffed by the Coordinator of Student Programming and charged with expanding student programming opportunities involving scholar alumni including but not limited to the following:
 - a. Coordinate alumni mentoring program.

Section 2. Special Committees

The president of the board of directors shall create such special committees as necessary for the proper functioning of the Society. Any member of the Society may serve as a member of a special committee when appointed by the president with approval of the executive committee.

Special Committees may become Standing Committees via amendment to these bylaws.

Article X – Amendments

Section 1. Amendments

Amendments to the Constitution and By-Laws may originate with the board of directors or by written petition of twenty-five (25) or more members of the Society and must be submitted in writing to the president not less than two (2) months in advance for inclusion on the agenda of the next regular meeting of the board of directors.

Section 2. Special Notice

The DAR shall send notice of intent to amend the Constitution and By-Laws along with complete information regarding the proposed amendments to each member of the board of directors and the Society at least four (4) weeks prior to the announced meeting.

Section 3. Notice Required

The Constitution and By-Laws may be amended at a regular or special meeting provided that the special notice required by Article X, Section 2, has been distributed to the board and to the Society members.

Section 4. Voting on Amendments

Amendments to the Constitution and By-Laws may be passed by a two-thirds majority vote of the members of the board of directors present for the regular announced meeting.