MISSION
The mission of the University of Redlands Alumni Association is to foster meaningful and mutually beneficial relationships that connect the University and all of its Alumni.

The Association nurtures relationships among Alumni by providing meaningful experiences that enrich the lives of Alumni and present a positive image about the University and its graduates.

Recognizing that learning is a lifelong process, in all of its activities, the Association is committed to maintaining and supporting the University of Redlands as a world class institution of higher learning and academic excellence.

ARTICLE I  MEMBERSHIP

Section I
Any person upon whom the University has conferred an earned degree, credential, certificate or honorary degree, is a member of this Association.

Section II
Any person completing at least 24 units as a residential undergraduate student is a member of this Association.

Section III
Individuals may be elected to honorary membership in this Association by a two-thirds vote of the members present at any annual or special meeting of the Association or by a two-thirds vote of the Board of Directors, hereinafter known as the Board.

ARTICLE II  OFFICERS

Section I
The Officers of this Association shall be a President, Past President, President-Elect and the Director of Alumni Relations, hereinafter known as the Director.

Section II  Duties and Function of Officers
A. The President shall:
   1. Preside at all meetings of the members of the Association and serve as Chair of the Board.
   2. Preside at meetings of the Executive Committee.
   3. Serve as a voting member of the Board of Trustees of the University.
   4. At regular meetings of the Board of Trustees, report on the activities and actions of the Association and Board.
   5. Appoint all Board committees and Committee Chairs with input from the Director.
   6. Serve as an ex officio member of all committees.
   7. Perform such other duties as usually attend the office of President.
B. The President-Elect shall:
   1. Serve the Association as Vice Chair of the Board and as a member of the Executive Committee.
2. Act for the President in his or her absence.
3. Serve as a voting member of the Board of Trustees of the University subject to the approval of that Board.
4. Serve as an ex officio member of all committees.
6. Perform such other duties as usually attend the office of President-Elect.

C. The Past President shall:
   1. Serve the Association as Past President of the Board and as a member of the Executive Committee.
   2. Serve as an ex officio member of all committees.
   3. Serve as a voting member of the Board of Trustees of the University.
   4. Chair the Nominations and Awards Committee.
   5. Perform such other duties as usually attend the office of Past President.

D. The Director shall supervise the Office of Alumni Relations and shall:
   1. Maintain the books and records of the Association in cooperation with the Business Office.
   2. Manage and supervise the staff in the Office of Alumni Relations.
   3. Ensure a complete record of all members of the Association together with their latest known addresses, in cooperation with the Office of Advancement Services.
   4. Act as a representative of the Alumni to the University Administration and as a representative of the University Administration to the Alumni.
   5. Edit and publish the official publications of the Association.
   6. Provide program planning assistance to the Association.
   7. Serve as a member of the administrative staff of the University, interacting particularly with the University Relations staff.
   8. Serve as a non-voting member of the Board.

E. The staff of the Office of Alumni Relations shall assist the Director in discharging the duties listed in the previous section.

**ARTICLE III  GOVERNING BODY**

Section I
There is hereby constituted a Board of Directors to govern this Association. Membership of said Board shall consist of the following: President, President-Elect, Past President and not less than 18 or more than 39 additional Directors.

Non-voting members of the Board shall include the President of the University, Chair of the Academic Assembly, the President of the Associated Students of the University of Redlands (ASUR), the Director and the administrative staff of the Office of Alumni Relations, the Vice President for University Relations, the chairs of the regional Alumni Clubs, President of the Alumni for Greeks (AFG), the President of Town & Gown, and the President of the Maroon & Grey.

Section II
The Directors shall include graduates of the College of Arts and Sciences, Johnston Center for Integrative Studies or its predecessor Johnston College, the School of Business, and the School of Education. In selecting Directors to represent the College of Arts and Sciences, due regard should be given to the distribution of graduation years. Overall diversity of the Board will be considered when selecting Directors.
**Section III  Terms of Office**
The term of office for President, President-Elect and Past President shall be one year.

The term of service for a director shall be three years. A director may serve a second three year term, consecutive to his or her first, upon mutual agreement between the director and the Presidential Group, prior to the end of his or her first three year term.

A former director may be elected to serve another term on the Board, but only after a period of at least three years has passed from the end of his or her previous term.

**Section IV**
Officers and Board members shall assume official duties immediately following the Spring Association Meeting or May 1 if the Association determines not to hold a Spring meeting.

**Section V**
Each year members must attend all Board meetings, participate in Standing Committees, and contribute financially to the University of Redlands. Any member who fails to attend three consecutive meetings without good cause shall be considered to have resigned from the Board. The President shall immediately notify such member of the termination of his or her office. (See Article VII, Section VI, Vacancies)

**Section VI  Duties and Functions of the Board**
The Board is charged with governing the activities of the Association in accordance with the Constitution and Bylaws.

**Section VII  Quorum**
A simple majority of the full membership of the Board shall constitute a quorum to transact business.

**Section VIII  Meetings**
The Board shall meet at least three times annually at such times as shall be designated by the President or a quorum of the Board. As circumstances may require, additional meetings may be designated by the President or a quorum of the Board. Any member of the Association is welcome and encouraged to attend any meeting of the Board.

**ARTICLE IV  PRESIDENTIAL GROUP**

**Section I**
The members of the Presidential Group shall be the President, the President-elect and the Past President.

**Section II**
The Presidential Group shall meet with the Director on appropriate occasions for the purpose of long range planning, advice and counsel and other purposes except those specifically assigned to the Executive Committee of the Board.

**Section III**
Should the Past President be unable to chair the Nominations and Awards Committee for any reason, the Presidential Group shall appoint another Director to serve in the Past President's stead.

**ARTICLE V  EXECUTIVE COMMITTEE**

**Section I**
The President, President-Elect, Past President, Chairs of the Standing Committees of the Board, and the Director and administrative staff of the Office of Alumni Relations shall serve as an Executive Committee to further the goals and aims of the Association, and to carry out the
programs, policies, and directives of the Board. Chairs of existing temporary or ad hoc committees may also be asked to serve on the Executive Committee at the request of the Presidential Group. The Executive Committee shall meet throughout the year at such times as the Director or the President consider necessary.

Section II
Under the direction and leadership of the President, the Executive Committee shall devise and support plans which maximize awareness of the Association, individual alumni, the University of Redlands, its faculty and programs. In executing this responsibility the committee will serve as a preserver and conveyor of the history of the University, its people, its environment and the Association.

Section III
The actions of the Committee shall be reported to the Board at the next meeting of the full Board.

ARTICLE VI STANDING COMMITTEES

Section I
The President of the Association shall appoint members of the Board to serve on the Standing Committees of the Board. The President shall also appoint Chairs of the Standing Committees. Committee Chairs must be Board members. Committee membership, while primarily consisting of Board members, is open to non-board members where appropriate.

Section II
The Board may add or discontinue Standing Committees, upon a majority vote, as the needs of the Association change. The names and purposes of the Standing Committees shall be set forth in the Bylaws.

ARTICLE VII REGIONAL ALUMNI CLUBS

Section I
At the discretion of the Director and with the approval of the Board, regional alumni clubs shall be organized to conform with and support the goals of the Association. Critical in the Director's decision to establish new clubs is the availability of staff and resources in the Office of Alumni Relations.

ARTICLE VIII NOMINATION AND ELECTION

Section I Nomination of the President-Elect
The Nominations and Awards Committee shall select one or more candidates for the office of President-Elect. Individuals to be considered for this position are (1) current Board members who have served at least one full year of their current term or (2) members of the Association whose recent service on the Board would enable them to assume the responsibilities of this position.

Section II Nomination and Election of Board Members
The Nominations and Awards Committee shall select sufficient candidates to assure a full complement of Directors, and nominate those candidates for election by majority vote of the Board. As a part of the candidate selection process, the committee may seek the guidance and assistance of other Board committees, alumni club leadership and other appropriate individuals and organizations. The Johnston Center Committee, School of Business Committee, School of Education Committee and Young Alumni Committee each shall recommend candidates for the Directors to represent their respective entities. A majority vote of the Board is required for election of those candidates.
Section III  Nomination and Election of the President and President-Elect
The Chair of the Nominations and Awards Committee shall present the candidates for President-Elect and Board membership to the Board for election by majority vote.

Section IV
Following their election by the Board, the President-Elect and new Directors shall be introduced to the members of the Association in a subsequent issue of the Och Tamale or similar Association publication.

Section V
The retiring President-Elect automatically serves one year as President. The retiring President automatically serves one year as Past President.

Section VI  Vacancies
Should a vacancy occur on the board for any reason, thus creating an unexpired term for a director position, the Nominations and Awards Committee may recommend a candidate to succeed the departed director. Election of the candidate to the Board requires a unanimous vote of the Presidential Group.

The term of service for a director who is filling an unexpired term will end on the date that the term of service the director's predecessor would have ended had the vacancy not occurred. The director is then eligible to serve another term pursuant to the guidelines set forth in Article I, Section II.

Section VII
The Director shall be selected by the Vice President for University Relations, with input from the President of the Association and other representatives of the alumni and University community as the Vice President sees fit. Once selected, the candidate shall be presented to the Executive Committee for its endorsement. The candidate is then presented to the President of the University for final approval.

Article IX  Meetings

Section I  Regular Meetings
The Board meets at least three times each year. Notice of the meeting shall be carried in an official publication or general announcement to the members of the Association, mailed or posted electronically at least 30 days prior to the meeting.

Section II  Special Meetings
Special meetings of the members of the Association may be held at the University upon call of 100 members of the Association or by action of the Board. Notice of the meeting shall be carried in an official publication or general announcement to the members of the Association, mailed or electronically posted at least 30 days prior to the meeting.

Section III  Quorum
The members of the Association present at the annual meeting or special meeting shall be considered a quorum and shall have authority to conduct the business of the Association.

Article X  Amendments

Section I
Either as a part of the President-Elect’s annual review or as circumstances require, the President-Elect shall convene an ad hoc committee to review and recommend to the Board specific amendments to the Association's Constitution.
Section II
Should the aforementioned ad-hoc committee recommend amendments to this constitution, then all proposed amendments shall be submitted in writing to the Board for review and recommendation for final adoption. If the Board, by majority vote of a quorum of the board, elects to formally recommend the proposed amendments for adoption, it shall then cause notice of the proposed amendments to be made available to all Association members as follows: Such notice shall be made at least 30 days prior to either a regular or special meeting of the Board at which the vote to formally adopt the amendment(s) is scheduled; it shall contain the full text of the proposed amendments as well as the date, place and time of the meeting at which the vote to formally adopt the amendment(s) is scheduled; it can be made through any official publication of the University or the University’s website, or both.

Section III
The Board can formally adopt, by majority vote of a quorum of the board, the proposed amendments at the meeting designated by the notice prescribed in Section II, above. Amendments adopted in this manner shall be effective immediately unless provided for otherwise in the text of the amendment.

ARTICLE XI  BYLAWS

Section I
All matters governing the conduct of the Association not covered in this Constitution may be incorporated into the Bylaws of the Association upon a majority vote of the Association in a special or regular meeting.

Section II
The members of the Association hereby empower the Board to pass such Bylaws as it deems necessary for the proper governance of the Association and carrying out of its duties under this Constitution.

Section III
Any and all Bylaws shall be kept on file at the Office of Alumni Relations and any member of the Association may inspect the Bylaws or receive a copy of the Bylaws upon request.