



## **ARTICLE I – OFFICERS**

### ***Section 1***

NAMES. The officers of the Association are President, Vice-President, Secretary, and Director of Alumni Relations. The immediate Past-President serves as an emeritus member of the Association for one year following the end of his or her term.

### ***Section 2***

DUTIES OF OFFICERS. (1) The President presides at all meetings of the executive committee and the WUAA Board of Directors, and performs all duties ordinarily performed by the President of such an association, or those duties which may be assigned by the Executive Committee or the WUAA Board of Directors. (2) The Vice-President assumes the duties of the President in case of absence or disability, and serves to identify and cultivate potential new WUAA Board Members. In addition, the vice-president works cooperatively with the University to advance and coordinate alumni stewardship activities to further and advance the goals of the WUAA Board and the University, and provides leadership in the nomination and assessment of the alumni awards recipients. (3) The Secretary keeps a record of all proceedings of the WUAA Board of Directors. (5) Past-President shall serve on the Board of Directors as an emeritus role one year after leaving the office of the President.

## **ARTICLE II – BOARD OF DIRECTORS**

### ***Section 1***

COMPOSITION. The management of the Association is vested in a Board of Directors comprised of the officers, thirty-six (36) Directors representing all schools, including the College of Liberal Arts, the Atkinson Graduate School of Management, the College of Law and the School of Education. In addition, there shall be a representative of each current CLA undergraduate class who will serve in an advisory capacity to the Board who shall be nominated by the Director of Alumni Relations and approved by the Associated Student of Willamette University governing body.

### ***Section 2***

MEETINGS. The Board of Directors shall meet three times per year and at such other times as may be called by the President of the Alumni Association or the Director of Alumni Relations. Fifty percent of voting members present shall constitute a quorum.



## **ARTICLE III – BOARD OF TRUSTEES**

### ***Section 1***

The President of the Alumni Association will automatically serve on the Board of Trustees as the representative of the entire Willamette University Alumni Association.

### ***Section 2***

**BOARD TERM.** The President shall serve as the representative of the Alumni Board of Directors on the Board of Trustees for the length of his or her term as President of the WUAA Board of Directors.

### ***Section 3***

**REMOVAL.** The Board of Directors by the affirmative vote of two-thirds of its members may recommend the removal of its representative to the Board of Trustees.

## **ARTICLE IV – DISTINGUISHED ALUMNI CITATIONS**

### ***Section 1***

**DISTINGUISHED ALUMNI CITATIONS.** Each year, individual alumni shall be selected for special recognition for outstanding achievements in their professions and/or community. Citations shall be presented to said alumni by the President of the University and the President of the Alumni Association at the Reunion Weekend banquet.

### ***Section 2***

**NOMINATIONS.** Nominations for Alumni Citations will be solicited from members of the University and Alumni community, and be presented to the Director of Alumni Relations, and/or the Vice-President – Alumni Stewardship who will provide documentation on the achievements of the nominated alumni community member, and will present qualified nominees' to the Executive Board of the WUAA for consideration. The Executive Board will elect up to five (5) nominees to receive awards. Special consideration shall be given to nominees from classes celebrating their reunions.

### ***Section 3***

**ELIGIBILITY.** All alumni are eligible for the Distinguished Alumni Citation except those who have received an honorary degree from the University and current members of the Board of Trustees. Alumni will not be eligible until 10 years after their class has graduated.



## **ARTICLE V – YOUNG ALUMNI LEADERSHIP AWARD.**

### ***Section 1***

Each year, individual alumni from the last 10 years will be recognized for outstanding leadership in their vocation, community service and/or service to the University. Special consideration shall be given to the 10<sup>th</sup> year reunion classes. Nominations will be received by the Office of Alumni Relations during the year. No more than one (1) of these awards will be presented in any given year. This award will also be presented to said alumni by the President of the University and the President of the Alumni Association at the annual Reunion Weekend banquet.

### ***Section 2***

NOMINATIONS. Nominations for the Young Alumni Leadership Award will be solicited from members of the University and Alumni community, and be presented to the Director of Alumni Relations, who will present all nominees' endorsements to the Executive Board of the WUAA. The Executive Board will choose one (1) nominee who will be presented to the full Board of the Alumni Association to approve. Special consideration shall be given to nominees from classes celebrating their reunions.

### ***Section 3***

ELIGIBILITY. All alumni, except those who have received an honorary degree from the University and current members of the Board of Trustees, whose graduation falls within the prior 10 years, are eligible for the Young Alumni Leadership Award.

## **ARTICLE VI – LESTLE J. SPARKS AWARD**

### ***Section 1***

Each year, individual alumni will be recognized for outstanding leadership in their vocation, community service and/or service to the University. Special consideration shall be given to the 50<sup>th</sup> year reunion classes. Nominations will be received by the Office of Alumni Relations during the year. No more than one (1) of these awards will be presented in any given year. This award will also be presented to said alumni by the President of the University and the President of the Alumni Association at the annual Reunion Weekend banquet.

### ***Section 2***

NOMINATIONS. Nominations for the Young Alumni Leadership Award will be solicited from members of the University and Alumni community, and be presented to the Director of Alumni Relations, who will present all nominees' endorsements to the Executive Board of the WUAA. The Executive Board will choose one (1) nominee who will be presented to the full Board of the Alumni Association to approve. Special consideration shall be given to nominees from classes celebrating



their 50<sup>th</sup> Class Reunion.

### ***Section 3***

ELIGIBILITY. All alumni, except those who have received an honorary degree from the University and current members of the Board of Trustees, whose graduation falls within the prior 10 years, are eligible for the Young Alumni Leadership Award.

## **ARTICLE VII – RICHARD A ‘BUZZ’ YOCOM AWARD**

### ***Section 1***

Each year an individual from the Willamette University community who has best exhibited the character of Richard A ‘Buzz’ Yocom will be selected to receive this award. Nominations will be received by the Office of Alumni Relations during the year. This award will also be presented by the President of the University and the President of the Alumni Association at the annual Senior Dinner.

### ***Section 2***

NOMINATIONS. Nominations for the Buzz Yocom Award will be solicited from members of the University and Alumni community, including the graduating class from the College of Liberal Arts. Nominees will be presented to the Director of Alumni Relations and/or Vice-President – Alumni Stewardship, who will present all qualified nominees to the Executive Board of the WUAA. The Executive Board will elect one (1) nominee to receive the award.

### ***Section 3***

ELIGIBILITY. All faculty and staff, both administrative and classified, are eligible for the Buzz Yocom Award.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS OF NEW BOARD MEMBERS**

### ***Section 1***

ELECTIONS. Each year new directors (exclusive of faculty and student members) shall be elected to fill vacant positions on the Board of Directors by a vote of the Alumni Board. Those elected to officer positions shall serve for a one year term and new officers shall be elected when those positions become vacant at the end of said term. The President shall be elected by a majority vote of the Willamette University Alumni Association Board of Directors. Nomination of a candidate for President shall be brought forward following a discussion between the sitting President and Director of Alumni Relations, and approval by the Executive Committee. The person holding the Vice-President role shall receive first consideration in an effort to maintain consistency and a clear succession plan for leadership, unless he or she is unfit or unable to fulfill the role of President. The offices of Vice-President and



Secretary shall also be brought forward to the full board for election based on a majority vote of the Executive Committee. Each ballot will also include space for write-in of other candidates. Again, all officers shall hold one year terms.

### ***Section 2***

**TERMS.** The term of service for members of the Board of Directors shall be three (3) years. Directors shall not serve more than two (2) consecutive terms. Any director serving as an officer of the Board may have his or her position upon the Board continued for up to two (2) one-year terms should he or she be elected by the membership to continue in an officer role that extends beyond the completion of his or her second regular term as a director. Former directors are eligible for board membership again after at least one year away from the board and must be nominated by a sitting board member.

### ***Section 3***

**NOMINATIONS.** Nominations for the Alumni Board will be solicited from members of the University and Alumni community, and presented to the Director of Alumni Relations who will recommend a slate of nominations to the Board of Directors for approval at its spring meeting. Mid-term vacancies, created by removal, dismissal, or abdication of Board membership will be filled by a direct nomination from the Alumni Director to the Executive Board for the remainder of the Board term. Mid-term Board members will be added to the subsequent slate of director nominations and voted into a full term.

### ***Section 4***

**LIAISON APPOINTMENTS.** A faculty member shall be selected each year in the manner designated by the Faculty Senate of the University and shall serve for not less than two years. Four student members, one from each CLA class, shall be selected in the fall of each year by the Alumni Director with the cooperation of the Student Senate of the Associated Students and serve for not less than one year.

### ***Section 5***

**VACANCIES.** Any vacancy occurring in the Board of Directors shall be filled by a nomination from the Alumni Director and authorized by the affirmative vote the Executive Board.

### ***Section 6***

**REMOVAL.** Any member of the Board of Directors may be removed for cause by either the Director of Alumni and Parent Relations or by the Board President, or by the affirmative vote of the majority of the members of the Board.

### ***Section 7***

**TENURE AND ATTENDANCE.** No person shall be elected to serve for more than two consecutive terms as a director of the Association. A Board member serving on the Executive Committee will be allowed to complete his or her officer



duties. An officer may not serve two consecutive terms in the same office. Members are required to attend at least two-thirds of the regular meetings of the Board of Directors, as outlined in Article II, Section 2 of these Bylaws.

## **ARTICLE IX – COMMITTEES**

### ***Section 1***

STRATEGIC INITIATIVE GROUP (SIG) COMMITTEES. Each two year term, ad hoc committees shall be appointed by the President and Alumni Director to discharge the duties of the Board of Directors in accordance to the goals, vision and mission of the University. The chairperson of the SIG committees shall be members of the Board of Directors.

### ***Section 2***

EXECUTIVE COMMITTEE. The Executive Committee includes the President, Vice-President/Secretary, Director of Alumni Relations, all SIG chairpersons (if applicable), and the immediate past President. The Executive Committee shall meet on a regular basis as determined by the Alumni Director and/or President, to coordinate long range planning and to expedite the business of the Association and shall perform specific duties designated by the Board of Directors. A quorum shall be a majority of the members of the Executive Committee. All actions of the Executive Committee shall be reported to the Board of Directors.

### ***Section 3***

OTHER COMMITTEES. Temporary and special committees are appointed as the need arises.

### ***Section 4***

APPOINTMENT. All committees, SIG, temporary, and special, are to be appointed by the Alumni Director in close coordination with the President and the Executive Committee, and authorized by the majority vote of the Board of Directors.

## **ARTICLE X – AMENDMENTS**

These Bylaws may be amended: (1) by a majority vote of the Association at any of its regular or special meetings, provided that publication of the proposed amendment has been submitted to the membership at least 7 days in advance of the meeting; or (2) by a majority vote of the Board of Directors of the Association, to be effective 30 days after the publication of the amendment electronic or other means.

Approved at Alumni Association Annual Meeting of May 12, 1973.



**WILLAMETTE UNIVERSITY**  
ALUMNI ASSOCIATION

Amended September 1975, May 1976, May 1980, September 1987, May 1990,  
May 1993, March 1998, May 1998, and June 2005, May 2007, May 2009.