

# **The Concordia University Texas Alumni Association Constitution**

## **I. NAME**

The name of the organization shall be “The Concordia University Texas Alumni Association”.

## **II. MISSION**

To assist and support Concordia University Texas in its mission of developing Christian leaders.

## **III. VISION**

To inform alumni through consistent and relevant communication, to actively listen and respond accordingly, to engage alumni in the life of the University, and to activate them as partners in the Concordia community.

## **IV. MEMBERSHIP**

There are to be two levels of membership in the Association, and they are as follows:

a. Member – All graduates of Concordia University Texas, as well as Lutheran Concordia College of Texas, Concordia Academy, Concordia Junior College, Concordia Lutheran College, and Concordia University at Austin, are automatically considered Members of the Association by virtue of enrollment. Members have no nominating or voting rights, but are welcome to participate in alumni-related activities and opportunities as they become available.

b. Partner – Members who pay annual dues of a \$25 minimum are considered Partners of the Association. For the calendar year in which dues are paid, Partners will have nominating and voting rights and will receive other benefits which may include:

- Partner Certificate
- Partner Window Decal
- Partner Lapel Pin
- Partner-Only Event Admission at Homecoming
- Other benefits as determined

## **V. ALUMNI ASSOCIATION COUNCIL**

The Alumni Association Council is to function in an advisory role to the University and Office of External Relations. This core group of volunteers shall serve as leaders in engagement and activation of the members of the Association. They are also an extension of the Office of External Relations with regard to development activities and responsibilities. Finally, they are to serve as the official voice of

representation for the Association, and its membership, to the University. The University Administration and Board of Regents recognize the valuable nature of the Association and will make every effort to partner with the Association to achieve the University's mission.

- a. Size – The Council will consist of between 5-11 Partners of the Association, including officers, and should always total an odd number.
- b. Appointment – Members of the Council are to be appointed as follows:
  - Partners of the Association will nominate Council Members, upon that nominee's consent, every year prior to the Annual Meeting.
  - The present Council will elect new Council Members by majority vote.
  - The Director of Alumni Relations, the present Council Chair, and the present Vice Chair will confirm and announce new Council Members.
- c. Officers – The members of the Council are to elect a Chair and Vice Chair from among the group who will aid in directing meetings, facilitating communication, and keeping records of Council activities. These officers are to be affirmed by the Director of Alumni Relations.
- d. Expectations – All members of the Council are accountable to the following expectations:
  - Be a Partner of the Association
  - Attend 9 of 12 monthly Council meetings, unless the member resides outside a 2 hour radius from the main campus
  - Attend Homecoming & Family Weekend each year
  - Attend 75% of alumni events in their region
  - Will be accountable for a personal giving expectation of \$100 annually, including dues, in-kind gifts, and direct gifts
  - Will be accountable for the following development activity metrics:
    - Strive to cultivate at least five (5) gifts to the University per year totaling \$500
    - Arrange ten (10) personal visits per year with alumni
    - Provide a monthly report to the Council Chair on personal visits, fundraising activities, and next steps
- e. Terms – Council Members are expected to make a two year commitment with a maximum of four consecutive years of service. Officers will serve one year at a time and may be consecutively reappointed by the Council, not to exceed four consecutive years of service on the Council.
- f. Awards – To recognize outstanding service and achievements of alumni, the Council has the option by majority vote to award alumni with special recognition and honors, up to and including Lifetime Partner status. Once approved by the Council, the award shall be ratified by the University's Office of External Relations before presentation.

## **VI. CHAPTERS AND TASK FORCES**

These will be on an as needed basis and will be specified in the Operational Logistics Guide. All chapters and task forces will be accountable to the Council and the Director of Alumni Relations.

## **VII. ANNUAL MEETING**

The Annual Meeting of the Association is to take place every year at Homecoming & Family Weekend and shall include, but is not limited to, the following agenda items:

- a. State of the University – the Director of Alumni Relations will provide an overview of University status including enrollment, academic programs, new programs, development initiatives, etc.
- b. Report from Council – the Chair and/or the Vice Chair of the Council will provide a report to the Association regarding activities taken place in the last year, a summary of Council expectations and results, development and fundraising news, etc.
- c. New Council Appointments – New Council Members will be announced at the Annual Meeting.
- d. Public Forum – Partners of the Association will have opportunity to provide feedback to the University. When possible, members of the University Administrative Council (President, Provost, Vice Presidents, etc.) will be present, along with the Director of Alumni Relations, to respond to questions and feedback. Formal complaints, grievances, and other feedback not satisfactorily addressed at the meeting may be submitted in writing to the Director of Alumni Relations. The University will then have an opportunity to respond to said request in a timely fashion.

## **VIII. OPERATIONAL LOGISTICS**

Any items of regular Association business not included in this Constitution are to be documented in an “Operational Logistics Guide” to be maintained by the Director of Alumni Relations and the Office of External Relations. Topics include, but are not limited to: communication and marketing guidelines, budgeting, event planning processes and expectations, Alumni Association Scholarship, etc. This document shall be made available to all Members of the Association.

## **IX. IMPLEMENTATION**

This section will govern the initial transition and implementation of this Constitution should it be adopted by the Association.

This Constitution will be implemented according to the following actions:

- At least thirty days prior to the 2013 Annual Meeting, this Constitution and a letter of explanation will be available for review online by all alumni.
- Upon making the proposal available for review, the current members of the Association will immediately begin accepting Council Member nominations in anticipation of the Constitution being adopted by the Association.
- At the 2013 Annual Meeting, should a motion be made to adopt this Constitution, the discussion and vote will be carried out according to Robert's Rules of Order.
- If approved and adopted by a two-thirds vote of those present, the 2012-13 Board President, Past President, Vice President, Secretary, as well as the University President and Director of Alumni Relations, will sign this Constitution into immediate effect.
- By virtue and in support of the new Constitution, the outgoing 2012-13 Association Board resigns upon completion of the following duties:
  - Appointment of the new 2013-14 Council Members by the President, Past President, Vice President, Treasurer, and Secretary within 30 days of November 16, 2013.
  - Confirmation and announcement of the new 2013-14 Council Members by the University within 30 days of November 16, 2013.
  - The 2013-14 Council Members will have the option to serve a one-year term or a two-year term.

## X. AMENDMENTS

The constitution may be amended at the Annual Meeting by two-thirds majority vote of Partners there present.

***APPROVED NOVEMBER 16, 2013  
AUSTIN, TX***

***Official signed copy resides in the Office of Alumni Relations on the main campus of Concordia University Texas***