

Wright State University
_____ Society
Code of Regulations
(Social Work Alumni Society Example)

Article I: Name

The organization shall be called the Wright State University _____

Article II: Purpose

Section 1: The Social Work Alumni Society (SWAS) shall develop, plan, implement, promote diverse activities in the effort to provide support for the continuing success of Wright State University's Social Work alumni, students, faculty and staff.

Our primary focus will be to assist in recruiting and retaining Social Work students, faculty and administrators and working in an advisory capacity with the College of Liberal Arts and the Department of Social Work to help provide a supportive and productive environment in which Social Work students can study, teach and develop as individuals.

Section 2: The SWAS shall assist and enhance the Wright State University (WSU) Alumni Association and the University through:

- a. Assisting with the recruitment and retention of Social Work students, faculty and administration;
- b. Active participation in activities designed to promote, enliven and support Social Work interests;
- c. Giving to the University and University support;
- d. Establishing and maintaining a presence of Social Work leadership and involvement on the University campus;
- e. Developing and perpetuating fellowship among Social Work alumni;
- f. Cooperating with the Alumni Association in addressing the needs and concerns of Social Work alumni; and
- g. Encouraging the involvement of members of the SWAS in the organization and activities of the WSU Alumni Association.

Article III: Members

Section 1: Membership
All members of the SWAS must be members of the WSU Alumni Association.

- a. Voting Members
Voting members of the SWAS shall consist of graduates of Wright State University Department of Social Work as prescribed in the BY-Laws and Constitution of the WSU Alumni Association.
- b. Non-Voting Members
Non-Voting members of the SWAS shall consist of former WSU students, faculty, staff, retirees and those individuals who have a sincere interest in the SWAS, WSU Alumni Association and Wright State University as prescribed in the By-Laws and Constitution of the Wright State University Alumni Association.
- c. Other Classes of Membership
The Executive Committee of the SWAS may designate other classes of membership.

Article IV: Meetings of Members

- Section 1: Meetings
Meetings of the members shall be held quarterly as designated by the Executive Committee. The annual meeting of the members shall be held each year as may be determined by the SWAS Executive Committee for the purpose of electing the Executive Committee Members, members of the Nominating committee, and for the transaction of such other business as may come properly before the meeting.
- Section 2: Special Meetings
Special meetings of the members may be called by a quorum of five (5) members.
- Section 3: Order and Conduct of Business
The order and conduct of business of the members in good standing present at any meeting shall be in accordance with the principles of consensus or Robert Rules of Order, subject to the discretion of the chair of the meeting.
- Section 4: Notice of Annual Meetings
Written notice of the annual meeting of the members shall be given to each member by mail or email, sent at least thirty (30) days before the date of such meeting to the members last known mailing address as it appears on the records in the Office of Alumni Relations.
- Section 5: Notice of Special Meeting
Written notice of each meeting of the members shall be given to each member by mail or email, as needed, before the date of such meeting to the members last known mailing address or email address as it appears on the records in the Office of Alumni Relations.

Section 6: Quorum and Vote required to take Action
At all meetings of members, the presence in person of not less than five (5) members shall constitute a quorum, except that a lesser number may act as a committee of the whole, but no official action can be taken until a quorum is obtained.

Article V: Executive Committee

The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, three chairs of standing committees, and one Student Leader (ex-officio). The President of the SWAS shall act as Chairperson of the Executive Committee. Four (4) members of the Executive Committee shall constitute a quorum. The Executive Committee shall have all the power and authority of the SWAS between meetings of the SWAS, and its members shall serve until their respective successors are elected. The Executive Committee shall meet at the call of the President and/or on the request of a majority of the members of the Executive Committee.

The Executive Committee shall have three standing committees: (1) Nominating, (2) Membership and (3) Finance. The chair of each committee shall be appointed by the President of the Executive Committee, subject to the approval of the Executive Committee. The chair of each committee shall serve on the Membership Committee of the WSU Alumni Association. Additional committees shall be formed on an ad hoc basis. The members of the Executive Committee will select chairs of ad hoc committees.

Section 1: Number of Authority
The Executive Committee shall be composed of eight (6) voting members and one (1) ex-officio members. The members shall include:

- a. Four officers of the Society (President, Vice President, Secretary and Treasurer), who shall be graduates of Wright State University
- b. Chairs of the Standing committee
- c. A Social Work student leader in good standing at WSU after having completed a minimum of 45 credit hours, as an ex-officio member.

The Executive Committee shall have general supervision, management and operation of the SWAS for the administration of its business.

Section 2: Election and Appointment.

At the annual meeting of the SWAS, there shall be elected:

- a. Four Executive Committee members;

And appointed;

- b. A Social Work student leader in good standing at WSU after having completed a minimum of 45 credit hours;
- c. Chairs of the Membership, nominating and finance committees.

At the Annual meeting, the new members shall be elected and serve a term of two (2) years and/or until their respective successors are elected and qualified. No member of the Executive Committee shall be elected or appointed to serve more than two consecutive two-year terms.

Nominations for election to the Executive Committee shall be proposed by the Nominating Committee at least thirty (30) days prior to such election, by means of certification of the names of the nominees to the Secretary of the Executive Committee, who shall then give notice of such nomination to the members of the SWAS by mail or email sent at-least twenty (20) days before such meeting of members. Nominations from the floor are not permitted.

Section 3: Duties of Officers

Duties of the president, Secretary and Treasurer shall be as prescribed in the By-Laws and constitution of the WSU Alumni Association.

Section 4: Vacancies

In the event that a vacancy occurs on the Executive Committee or on the Nominating Committee, such vacancy or vacancies shall be filled for the unexpired term, as the case may be, by action of a consensus of the Executive Committee members then in office, pursuant to nominations presented by the Nominating Committee for such purpose.

Section 5: Meetings

An Annual meeting of the SWAS will be held once a year. The Executive Committee may meet without notice immediately following adjournment of the annual meeting of the SWAS for the purpose of organization and conducting any transactions of any other business that shall properly come before the meeting.

At least one other regular meeting of the Executive Committee shall be held annually at such time and place as may be determined by the SWAS Executive

Committee from time to time. Each Executive Committee member shall be entitled to one vote on each matter properly submitted to the Executive Committee for their vote, consent, waiver, release or other action. Executive Committee members shall not be permitted to vote by proxy or by mail in connection with any meeting of the Executive Committee.

Section 6: Special Meetings

Special meetings of the Executive committee may be called by action of a Quorum of five (5) members of the Executive Committee members then in office,

By the President, or in the absence or inability of the President to act or a vacancy in such office, by the Secretary or Treasurer. Written notice of a special meeting of the Executive Committee members shall be required in the event that the business to be considered at such meetings includes nomination or election of a member to office or the removal of an Executive Committee member.

Written notice of any such special meeting, including a brief statement of all purpose or purposes for which it has been called, shall, unless waived in writing or by Executive Committee members personal presence at or participation in the meeting, be given to each Executive Committee member by mail or email sent at least 15 days before the date of such meeting. Written notice of other special meetings of the Executive Committee members shall not be required, if notice by telephone is given to each Executive Committee member at least forty-eight (48) hours before the date of such meeting.

Section 7: Order and Conduct of Business

The order and conduct of business at all meetings of the Executive Committee shall be determined by the President within his or her sole discretion, except when, by a majority vote of the Executive Committee members present, it is determined that the order and conduct of business shall be in accordance with the then current edition of Robert Rules of Order.

Article VI: Standing Committees

Section 1: Nominating Committee

The Nominating Committee shall consist of three members of the SWAS, at least one (1) of whom shall be Executive Committee members. Each member of the Nominating Committee shall be elected to serve two years and until his or her successor is elected and qualified. No member of the nominating Committee shall be elected to serve more than two (2) consecutive two-year terms. At all meetings of the members of the Nominating Committee, the presence in person of not less than two (2) members shall constitute a quorum, except that a lesser number may act as a committee as a whole, but no official action can be taken until a quorum is obtained. Except as otherwise specifically provided in this

Section, members of the Nominating Committee shall be nominated and elected in the same manner as provided I Article V, Section 2.

Section 2: Finance

The Finance Committee acts as the Budget developer and manager for all of the SWAS funds. The committee shall be composed of at least two (2) Executive Committee members, the treasurer, the chair of the fundraising committee and at least one society member at large. All acts of the Finance Committee shall be subject to the Executive Committee. The Finance Committee shall make a report of its acts and transactions to the Executive Committee, which shall form part of the records of the SWAS.

Section 3: Membership

The Membership Committee shall increase interest and membership in the SWAS through recruitment and retention efforts made through regular communication with the Social Work alumni population and an annual membership drive. The chair of the Membership Committee shall also serve on the Membership Committee of the WSU Alumni Association.

Article VII: Fiscal Year

The fiscal year of the SWAS shall end on December 31st of each year or on such other dates as may be designated from time to time by the Executive Committee.

Article VIII: Dues

Annual dues shall be in accordance with the dues structure of the WSU Alumni Association.

Article IX: Amendments

These Bylaws may be amended or repealed, and new bylaws may be adopted, at any meeting of members held for such purpose, provided that a copy of any proposed amendments, amended Regulations, or substitute Regulations, or a brief description thereof is included in the written notice of such meeting.

Article X: Conformity

These articles as adopted are not intended to conflict with the current WSU Alumni Association By-Laws and Constitution, but to further define the SWAS as a recognized constituency group.