

**ILIFF SCHOOL OF THEOLOGY
ALUMNI/AE ASSOCIATION**

BYLAWS

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**BYLAWS
ALUMNI/AE ASSOCIATION
Iliff School of Theology**

ARTICLE I - NAME

The name of the Association shall be the Iliff School of Theology Alumni/ae Association, also referred to as the Association, the Alumni/ae Association, hereinafter referred to as the "Association."

ARTICLE II - MISSION AND POLICIES

SECTION A. MISSION

The Iliff Alumni/ae Association Board strengthens the partnerships of the Iliff School of Theology and its alumni/ae to ensure the continued health and vitality of the Iliff School of Theology.

SECTION B. POLICIES

The Association does not discriminate on the basis of age, race, gender, creed, color, religion, national origin, disability, ethnicity, sexual orientation, veteran status, or economic status.

ARTICLE III - MEMBERSHIP

All graduates and former students of the Iliff School of Theology are members of the Iliff Alumni/ae Association. Members shall be classified as:

- Alumni/ae who are graduates of Iliff.
- Former students who have completed one or more courses at Iliff.

ARTICLE IV - BOARD OF DIRECTORS

SECTION A. COMPOSITION

There shall be a maximum of twelve voting members but only nine are required for a complete board of directors. There may also be additional four or more non-voting members.

1. Nine elected alumni/ae members, which include the officers of the board. The elected alumni/ae members are composed of three classes with three directors in each class. A new class of three board members shall be elected annually by

the membership of the Association at its annual meeting. Each class shall serve for a term of three years. A board member may serve no more than two terms. Should a new member join the board to serve out an unexpired term, the partial term served does not count toward the maximum of two terms. Each director shall have one vote.

2. Additional members (up to three annually) may be added to the Association members-at-large but are not required.
3. One or more Alumnus/a Emeritus/a, elected by the Association. This person will have a seat on the board for no longer than ten years with voice but no vote. The Alumnus/a Emeritus position is intended to recognize a past board member who has served the Alumni/ae Association with distinction.
4. President of the Iliff School of Theology, ex officio.
5. Director of Alumni/ae Relations, ex officio.

Trustee Liaison may be appointed from time-to-time by the Iliff Board of Trustees, with voice but no vote.

Ex officio means "by virtue of office or position." These members have a voice and a vote but have no board responsibilities and are not counted in the quorum.

SECTION B. AUTHORITY

1. Adopt bylaws, standing rules, and policies as needed to support the mission of the Association.
2. Approve the activities of the Association.
3. Authorize special committees as needed.
4. Fill interim vacancies in the positions of directors and officers, in the event a member does not serve out his/her term.
5. Remove members of the board of directors.

SECTION C. DUTIES

1. Regularly attend board meetings including teleconferences, excused by the President for a maximum of two times in a three-year period.
2. Participate on board committees.
3. Support alumni/ae activities through time, talent, and/or financial resources.

SECTION D. TERM

1. Terms begin June 1 and end May 31. A formal election will be held mid-term, in January/February, at the Annual Meeting of the Association.
2. Elected board members shall serve staggered three year terms, unless a member has been removed according to the bylaws.
3. The Alumnus/a Emeritus position has a term of ten years.

SECTION E. VACANCIES

A vacancy in any elected board member position shall be filled by majority vote of the board of directors from nominations submitted by the nominating committee.

SECTION F. REMOVAL

Any elected member of the board of directors may be removed from office:

- With previous written notice, and
- Upon the affirmative two-thirds vote of the board of directors whenever, in its opinion, the best interest of the Association is served.

In the event that a board member must be removed, the procedure for removal will be that specified in Robert's Rules of Order Newly Revised.

ARTICLE V - OFFICERS

SECTION A. OFFICERS

The officers shall be president, vice-president and secretary. These officers comprise the executive committee.

SECTION B. DUTIES

The president shall:

- Call and preside at all regular and special meetings of the executive committee, the board of directors, and the Association.
- In the event of the president's absence, the vice-president shall preside over the meeting.
- Serve ex officio on all standing and special committees.
- Perform such other duties that may be assigned by the board of directors or that regularly and customarily pertain to the office.

The vice-president shall:

- Serve on the executive committee.
- Supervise committees designated by the executive committee.
- Preside over meetings in the event of the president's absence.

The secretary shall:

- Serve on the executive committee.
- Supervise committees designated by the executive committee.
- Provide a record of board meetings by publishing meeting minutes.

SECTION C. ELIGIBILITY

A candidate for an officer position shall have been a member of the board of directors for at least one year immediately prior to assuming office.

SECTION D. TERM OF OFFICE

1. Terms begin June 1 following the formal election at the Annual Alumni/ae Meeting in January/February.
2. Each officer shall serve for a one-year term, unless the officer has been removed according to the bylaws.
3. All terms end May 31 following the Annual Alumni/ae Meeting where the election of new officers is determined.
4. No officer shall serve more than two consecutive terms in the same office.

SECTION E. VACANCIES

A vacancy in any officer position shall be filled by majority vote of the board of directors from nominations submitted by the nominating committee.

SECTION F. REMOVAL

Any elected officer may be removed from office:

- With previous written notice, and
- Upon the affirmative two-thirds vote of the board of directors whenever, in its opinion, the best interest of the Association is served.

In the event that an officer must be removed, the procedure for removal will be that specified in Robert's Rules of Order Newly Revised.

ARTICLE VI - MEETINGS

SECTION A. MEETINGS OF THE EXECUTIVE COMMITTEE

The executive committee shall meet bi-annually, in May and in November. Written notice shall be provided at least two weeks in advance. Special meetings may be held as needed upon call of any two members of the executive committee, provided that one week's notice is given stating the purpose for which the meeting is being called.

SECTION B. MEETINGS OF THE BOARD OF DIRECTORS

The board of directors shall meet bi-annually, in January/February and in September. Written notice shall be provided at least one month in advance.

SECTION C. MEETINGS OF THE ASSOCIATION

The Annual Alumni/ae Meeting shall be held in January/February for the purpose of electing members-at-large of the board of directors, electing officers, announcing the

members appointed according to the bylaws, and granting awards. Elections and approvals conducted at this meeting will take effect the following June 1. Written notice shall be provided at least one month prior to the meeting.

ARTICLE VII - NOMINATIONS AND ELECTIONS

1. A nominating committee consisting of seven people shall be appointed by the executive committee no later than the January/February board of directors meeting. The committee shall consist of two at-large board members (to include, if possible, the immediate past-president of the association), the director of alumni/ae relations, one alumnus/a who is not a board member, and three non-members of the Association, such as the registrar and faculty members.
2. The executive committee shall appoint the committee members and designate the chair with majority approval of the board of directors.
3. The term of the nominating committee is one year. No one shall serve more than two terms on the nominating committee.
4. The nominating committee shall nominate one candidate for each officer position and each member-at-large position to be filled. The committee chair shall present the slate of nominations to the board of directors at the September meeting.
5. Any person nominated for an officer position must meet the eligibility requirement of Article V. Nominees for officer positions and for member-at-large positions will be asked to sign a covenant that describes their relationship to the Iliff Alumni/ae Board if elected.
6. A majority vote of those present and voting at the annual meeting elects officers and members-at-large of the board of directors.

ARTICLE VIII - AWARDS

SECTION A. AWARDS SELECTION COMMITTEE

An awards selection committee shall be named by the executive committee and can include alumni/ae, faculty, and staff representatives. The committee chair shall present the slate of award recipients to the executive committee by the end of November.

SECTION B. ALUMNI/AE AND HONORARY AWARDS

1. Outstanding Contribution to Parish Ministry. Given to an alumnus/a who has demonstrated a strong commitment to and passion for service to parish ministry and/or their denomination.
2. Outstanding Contribution to Specialized Ministry. Given to an alumnus/a who has served in a variety of ministries beyond the parish, working out of a community that seeks to be transformative and is spiritually based.

3. Outstanding Contribution to the Academy. Given to an alumnus/a who has demonstrated success in the academy through teaching, publishing, and/or administration.
4. Outstanding Recent Graduate. Given to an alumnus/a who has graduated from Iliff in the past seven years who shows great promise in ministry.
5. Distinguished Alumnus/a Award. Given from time to time, at the committee's discretion, to an alumnus/a who has served the religious community and/or Iliff with distinction.
6. Honorary Alumnus/a Award. Given from time to time, at the committee's discretion, to an individual who has served the religious community, society, and/or Iliff with distinction.

SECTION C. OTHER AWARDS

From time to time, the board at its discretion may recommend to the awards committee that other awards be presented.

SECTION D. AWARD PRESENTATIONS

The awards shall be presented at the Annual Alumni/ae Meeting in January/February.

ARTICLE IX - COMMITTEES

SECTION A. STANDING COMMITTEES

1. The standing committees are: awards (see Article VIII); bylaws, community campaign; outreach & events; nominating (see Article VII); and reunion.
2. The executive committee annually appoints all standing committee chairs. The term of each chair is one year. No standing committee chair may serve more than two consecutive terms as chair of the same standing committee.
3. Membership on standing committees is open to all members of the Association.
4. Each standing committee shall adopt written standing rules.
5. Each standing committee chair shall present a written report to the president at the annual meeting and deliver to the new chair all pertinent materials.

SECTION B. PURPOSES OF STANDING COMMITTEES

1. The awards committee shall advertise for nominations, select award recipients, and contact them to make arrangements for their presence at the Awards Banquet. The committee chair shall present the slate to the executive committee by the end of November. See Article VIII.
2. The bylaws committee shall oversee the amendment and revision of the bylaws of the Association. The committee shall correct numbers, grammar, punctuation, cross references, and make such other technical and conforming changes as may be necessary to reflect the intention of the membership.

3. The community campaign committee shall plan and implement a program to increase the number of donors and their level of support in order to achieve or surpass the annual fund objectives for Iloff alumni/ae.
4. The outreach and events committee shall plan and implement details of community outreach and events conducted by the Association. This committee is responsible for all logistics, including but not limited to: budget, program, theme, speakers and lecturers, marketing and advertising, hospitality, , and other details . Annual events include the Alumni/ae Banquet and Annual Alumni/ae Meeting.
5. The nominating committee shall nominate one candidate for each officer position and each member-at-large board position to be filled. The committee chair shall present the slate of nominations to the board at the September board meeting for majority approval by the Association in January. See Article VIII.
6. The reunion committee shall plan and implement the budget, program, invitation of alumni/ae, hospitality, and other details of the 10, 25, and 50 year class reunions.

SECTION C. SPECIAL COMMITTEES

1. The board of directors may create such special committees as are deemed appropriate. The executive committee shall appoint the chairs and members.
2. Special committees shall be considered dissolved without special action when they present their final report on the project assigned to them.
3. All special committee chairs shall file written reports with the president at the conclusion of the project and deliver to the president all official material pertaining to the committee when the final report is given.

ARTICLE X - PARLIAMENTARY AUTHORITY

Robert's Rule of Order Newly Revised shall govern the proceedings of the Association in all situations for which no provision is made in the bylaws or in the standing rules.

ARTICLE XI - AMENDMENTS

These bylaws may be amended and revised by a two-thirds vote of the members present and voting at the annual meeting of the Association provided that:

1. The proposed amendment has been submitted to the bylaws committee for technical review; and
2. The proposed amendment has been approved by the board of directors; and
3. The proposed amendment is ratified by members present and voting at the annual meeting.