



**PRESBYTERIAN COLLEGE
ALUMNI ASSOCIATION**

BY-LAWS

ARTICLE I
NAME

The name of this organization shall be: The Presbyterian College Alumni Association.

ARTICLE II
PURPOSE

The purposes of the Alumni Association shall be:

- (a) To perpetuate friendships and strengthen the bonds among the alumni and between alumni and the college
- (b) To support and promote the mission of Presbyterian College.
- (c) To support the recruitment and retention of students at PC.
- (d) To support enhancement of financial resources beneficial to the College's sustainability and growth, including supporting and assisting with fundraising efforts and recruitment of new students
- (e) To promote engagement of alumni through a variety of activities including continuing education, reunion, and on-campus and regional events.
- (f) To support alumni career mentoring, internships, and placement opportunities.

ARTICLE III
MEMBERSHIP

Section I The membership shall consist of:

- (a) Holders of any degree from Presbyterian College.

- (b) Those individuals who pursued courses leading to regular degrees, attending at least two academic years or the equivalent.
- (c) Those individuals who attended less than two years and indicate a genuine interest in being affiliated.
- (d) In rare, special cases and upon action of the Board of Directors, persons of long-established loyalty and devotion to PC.

Section II There shall be no dues required for active membership. All alumni as defined shall be considered members in good standing of the PC Alumni Association.

ARTICLE IV BOARD OF DIRECTORS

Section I General Power and Numbers: The business and affairs of the Association shall be managed by a Board of Directors comprising no fewer than thirty and no more than forty-five alumni members elected by majority vote by the Board of Directors. In addition, the Board shall include such other non-voting members as may be provided for in these Bylaws.

The Board shall have the power to make rules governing the members of the Association and shall be responsible for its operation, programs, and services.

Section II Organization: The organization of the board shall consist of the following:

- (a) National Officers: the President of the Alumni Association, President-Elect, Past President, Recording Secretary, and the Executive Director of Alumni Relations (ex-officio).
- (b) With the exception of the Executive Director of Alumni Relations, national officers are to be nominated by the Executive Committee, serve as nominating committee, and be confirmed by the Board of Directors.
- (c) Directors: as many as needed to satisfy the minimum number required by these bylaws. Directors are elected by majority vote by the Board of Directors. Attempt should be made to have the Board representative of overall Alumni Association in regards to age, gender, diversity, and geography.

Section III Election of Directors

- (a) Directors of the Alumni Association shall be elected by the Board each year based on recommendations of the Executive committee to fill vacancies. The current Executive Committee shall serve as a nominating committee to present a slate of candidates for election. Elections for Directors will be held at the fall board meeting.
- (b) Unless otherwise specified at the time of election, each elected Director shall serve a three-year term of office, beginning at the date of Homecoming during the year in which he/she is elected. Directors shall serve no more than two consecutive three-year terms. Former Directors shall be eligible for Board service after having been off the Board for at least three years.
- (c) The terms of office of elected Directors shall be staggered so that approximately one-third rotate off the board each year.

Section IV Election of Officers

- (a) The current Executive Committee shall serve as a nominating committee to present a slate of candidates for election. Officers of the Alumni Association shall be confirmed by the Alumni Board.
- (b) The President, President-Elect, and Recording Secretary are to be elected in odd-numbered years and serve a two-year term commencing at the date of Homecoming held following the board meeting during which elections were held. They shall continue in office until their successors are elected and qualified.
- (c) The President-Elect shall automatically move up to President after two years, and following a two-year term as President will become Past President.
- (d) The Secretary shall serve no more than two consecutive terms.

Section V Executive Committee

- (a) During the intervals between board meetings, an executive committee is empowered to transact business for the Association. This committee is comprised of the national officers and two other members appointed by the president to serve on the executive committee. The Executive Director of Alumni Relations shall serve as an ex-officio as designated in Section I, with actions subject to review by the Board of Directors.
- (b) Specific Responsibilities of the Executive Committee include:

- i. Develop the slate of nominees, in consultation with the Executive Director of Alumni Relations, for the Alumni Representative to the Board of Trustees for election by the PCAA.
- ii. Develop the slate of nominees for the Elected Officers of the Board of Directors for election by the PCAA.
- iii. Develop the slate of nominees for At-Large Members of the Board Directors of the PCAA for election by the Board of Directors.
- iv. To establish, in consultation with the Executive Director of Alumni Relations, any ad hoc committee deemed necessary to conduct business on behalf of the PCAA.
- v. Establish the criteria and procedures and select alumni recipients for the awards laid out in Article VIII of these bylaws and present the slate of alumni recipients for election by the Board of Directors.

Section VI Vacancies

- (a) In the event of the permanent loss of the President, the President-Elect immediately shall assume that office for the remainder of the unexpired term.
- (b) In the event of the permanent loss of the President-Elect, the Board at its next official meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term and who shall succeed to the office of President at the end of that term.
- (c) In the event of the permanent loss of the Secretary, the Board at its next official meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term.
- (d) Nominations of candidates to fill unexpired terms of officers shall be made by the Board in accordance with these Bylaws.

Section VII Duties of Officers

- (a) President: The President shall perform and carry out decisions of the Board; shall serve as chief executive officer of the Association; serve as chair of the Executive Committee; and shall preside at all meetings of the Association and of the Board.
- (b) President-Elect: The President-Elect shall perform the duties of the President in the event of the temporary absence of the President or as directed by the

Board. The President- Elect shall serve on the Executive Committee and perform such other duties as directed by the President, and the Board.

- (c) Recording Secretary: The Secretary shall keep a record of the proceedings of all meetings of the Board of Directors and of all other matters of which a record shall be deemed advisable by the Board. The Secretary shall keep a roll of the members and shall issue notices of all meetings of the Board. The Secretary shall perform the duties of the President in the temporary absence of the President, and the President-Elect, or as directed by the Board. The Secretary shall also serve on the Executive Committee.
- (d) Past-President: The Past-President shall serve as an advisor and mentor to the other officers and shall serve on the Executive Committee.

ARTICLE V
ALUMNI REPRESENTATIVES TO THE BOARD OF TRUSTEES

Section I Two alumni representatives to the Board of Trustees shall be elected by the Alumni Association. The BOT Bylaws require one of these to be no more than 10 years out from graduation at the time of nomination.

Section II Election:

- (a) The term of office shall be for two years. Each can serve no more than two consecutive two-year terms.
- (b) The current Executive Committee, serving as a nominating committee, shall place names in nomination for the Representative to the Board of Trustees. The nominee will be confirmed by the Board of Directors.

Article VI
ROTC ALUMNI COUNCIL

The Board will establish and support a ROTC Alumni Council that will provide leadership and support for the ROTC Highlander battalion; conduct the ROTC Hall of Fame selection in concert with the PC ROTC department and with the PC Office of Alumni Relations. At least two members of the ROTC Alumni Council will hold seats on the Alumni Association Board of Directors.

ARTICLE VII
MEETINGS

- Section I Board of Directors: The Board of Directors of the Alumni Association shall meet at least twice annually on the campus. One of these meetings shall be in the fall to elect new members and officers, receive updates, reports and other information, and approve Alumni Award recipients. There will also be a meeting in the Spring to fill any vacancies on the board and to hear information related to the mission and strategic plan for the college.
- Section II Alumni Association: The Alumni Association will hold a Homecoming program each fall to present awards. The new Board members and officers will begin their terms at the close of the Homecoming program.

ARTICLE VIII
AWARDS

- Section I To recognize alumni excellence, the Alumni Association each year shall present such awards as follows:
- (a) Alumni Gold P: a certificate and gold P presented as a “Token of highest esteem in recognition of outstanding accomplishments in the chosen profession which reflect honor upon this College.”
 - (b) Mary F. Lehman Alumni Service Award: A certificate “presented, with deepest appreciation for a valued alumnus/na, in recognition of outstanding meritorious service rendered Presbyterian College and the Alumni Association.”
 - (c) Outstanding Young Alumnus/na Award: A certificate presented to an alumnus/na 38 years of age or younger “as a measure of pride and commendation for early competence within the chosen field of endeavor and exceptional promise of future achievement.”
 - (d) Dum Vivimus Servimus Award: A certificate presented to an alumnus/na “who exemplifies the meaning of the college motto ‘While we live, we serve.’” Given in recognition of outstanding service in the local church, civic organizations, non-profit agencies, and other activities involving service to the community.

- (e) Honorary Alumnus/na Award: A certificate presented to a person who did not attend PC, but who has always treated PC like his/her alma mater and has brought honor to the college by doing so.
- (f) Thomas Aurelius Stallworth '55 Alumni Award: A certificate presented to a PC Alumnus or alumna who was a Christian leader, has strong bold character, an individual of integrity, moral courage and values, and an individual who knows and demonstrates the true meaning of neighbor and friend.
- (g) Quarterly Alumni Recognition Awards: Recipients will be determined by the Executive committee of the board to recognize outstanding alumni who are demonstrating outstanding accomplishments in the line of service to others, professional accomplishments, and/or service to their alma mater.

ARTICLE IX
LOCAL ALUMNI CHAPTERS

- Section I The Alumni Association encourages establishment of local alumni chapters in those areas where sufficient interest and numbers of alumni are present.
- Section II Each chapter shall be closely affiliated with and supported by the Alumni Association, and shall have its own regularly elected officers and such committees as may be necessary to conduct its activities.
- Section III Local alumni chapters shall meet on a regular schedule convenient for its constituency.
- Section IV Alumni Chapter presidents may attend Alumni Board meetings as ex-officio members of the Board, without voting privileges.

ARTICLE XI
OTHER COUNCILS

- Section I The Alumni Association Board of Directors may approve the addition of other Councils through a process of development of Council bylaws and approval by a majority of the Board of Directors.
- Section II All Councils will operate under the umbrella of the Alumni Board.
- Section III Council Bylaws will become part of these Bylaws as Appendices.

Section IV Council presidents will serve as members of the Alumni Board of Directors as full members with voting privileges.

ARTICLE X
AMENDMENTS

These By-Laws shall not be amended except by affirmative vote of two-thirds of the Presbyterian College Alumni Association Board of Directors present at a duly constituted meeting.

Appendix I

Alumni Association African-American Alumni Council By-Laws

ARTICLE I NAME

The name of this organization shall be the Presbyterian College African-American Alumni Council.

ARTICLE II PURPOSE

The purpose of the African-American Alumni Council (AAAC) is to develop and strengthen the connections among African-American alumni and between the alumni and the College, and to promote and contribute to the recruitment, retention, and overall growth of PC's African-American students.

ARTICLE III GENERAL STRUCTURE

The AAAC is under the umbrella of the Presbyterian College Alumni Association Board of Directors. The president of the AAAC will serve on the PC Alumni Association Board as a voting member.

ARTICLE IV COUNCIL MEMBERSHIP

Section 1: Membership will be consistent with general qualifications for membership in the Alumni Association (reference Article III of the Presbyterian College Alumni Association By-Laws).

- (a) Holders of any degree from Presbyterian College.
- (b) Those individuals who pursued courses leading to regular degrees, attending at least two academic years or the equivalent.
- (c) Those individuals who attended less than two years and indicate a genuine interest in being affiliated.

- (d) In rare, special cases and upon action of the AAAC, persons of long-established loyalty and devotion to PC.

Section 2: General Powers and Numbers: The business and affairs of the AAAC shall be managed by a Council membership of no more than thirty-five alumni members elected by majority vote by the AAAC. In addition, the Council shall include such other non-voting members as may be provided for in these Bylaws.

The AAAC shall have the power to make rules governing the members of the Council and shall be responsible for its operation, programs, and services.

Section 3: Organization: The organization of the AAAC shall consist of the following:

- (a) **Officers:** There will be a council president, vice-president/president-elect, secretary, and past-president.
- (b) **Executive Committee:** The executive committee will consist of those listed in 3(a) above; as well as chairs of the following committees: Alumni Admissions, Career Development & Leadership; Development; Nominations; Outreach; and Student-Athletes. The Executive Director of Alumni Relations and the Alumni Board President or his/her designee will serve as ex-officio members.
- (c) **Council members:** as many as needed to satisfy the minimum number required by these bylaws. Members are elected by majority vote by the AAAC. The Alumni Board president or his/her designee, as well as the Executive Director of Alumni Relations will serve as ex-officio members of the AAAC.

Section 4: Election of Officers

- (a) The Executive Committee shall serve as a nominating committee to present a slate of candidates for election. Officers of the AAAC shall be confirmed by the AAAC.
- (b) The president, vice-president/president-elect, and secretary are to be elected in odd-numbered years and serve a two-year term commencing at the date of Homecoming held following the Council meeting during which elections were held. They shall continue in office until their successors are elected and qualified.
- (c) The vice-president/president-elect shall automatically move up to president after two years, and following a two-year term as president will become past president.
- (d) The Secretary shall serve no more than two consecutive terms.

Section 5 Election of Council Members

- (a) Members of the AAAC shall be elected by the Council each year based on recommendations of the Executive Committee to fill vacancies. The current Executive Committee shall serve as a nominating committee to present a slate of candidates for election. Elections for members will be held at the fall council meeting.
- (b) Unless otherwise specified at the time of election, each elected member shall serve a three-year term of office, beginning at the date of Homecoming during the year in which he/she is elected. Members shall serve no more than two consecutive three-year terms. Former members shall be eligible for Council service after having been off the AAAC for at least three years.
- (c) The terms of office of elected members shall be staggered so that approximately one-third rotate off the Council each year.
- (d) In the first three years of the establishment of the membership of the AAAC, there will be designated members with one-year, two-year, or three-year terms. Members may serve two-consecutive terms appropriate to the years of appointment.
- (e) African-American alumni may submit an application for membership on the Council by May 31 of each year. They may also nominate others who they believe would be engaged members of the Council. The executive committee of the Council will review applications and make selections for membership by July 31 of each year to recommend to the AAAC for election to Council.

Section 6 Executive Committee

- (a) During the intervals between council meetings, an executive committee is empowered to transact business for the AAAC. This committee is comprised of the officers and committee chairs. The Executive Director of Alumni Relations shall serve as an ex-officio as designated in Section 3, with actions subject to review by the AAAC.
- (b) Specific Responsibilities of the Executive Committee include:
 - i. Develop the slate of nominees for officers, and new members for the Elected Members of the Council for election by the AAAC.

- ii. To establish, in consultation with the Executive Director of Alumni Relations, any ad hoc committee deemed necessary to conduct business on behalf of the AAAC.

Section 7 Vacancies

- (a) In the event of the permanent loss of the President, the President-Elect immediately shall assume that office for the remainder of the unexpired term.
- (b) In the event of the permanent loss of the President-Elect, the Council at its next official meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term.
- (c) In the event of the permanent loss of the Secretary, the Board at its next official meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term.
- (d) Nominations of candidates to fill unexpired terms of officers shall be made by the Council in accordance with these Bylaws.

Section 8 Duties of Officers

- (a) **President:** The President shall perform and carry out decisions of the Council; serve as chair of the Executive Committee; and shall preside at all meetings of the AAAC; represents the AAAC at College events; and serve on the PC Alumni Association Board of Directors as a representative of the AAAC.
- (b) **Vice-President/President-Elect:** The VP/President-Elect shall perform the duties of the President in the event of the temporary absence of the President or as directed by the AAAC. The President- Elect shall serve on the Executive Committee and perform such other duties as directed by the President and the Council.
- (c) **Secretary:** The Secretary shall keep a record of the proceedings of all meetings of the AAAC and of all other matters of which a record shall be deemed advisable by the Council. The Secretary shall keep a roll of the members and shall issue notices of all meetings of the Council. The Secretary shall perform the duties of the President in the temporary absence of the President and the VP/President-Elect, or as directed by the Board. The Secretary shall also serve on the Executive Committee. Records and rolls shall be maintained in the Office of Alumni Relations.
- (d) **Past-President:** The Past-President shall serve as an advisor and mentor to the other officers and shall serve on the Executive Committee.

Section 9 Responsibilities of members:

- (a) Encourage and maintain the relationship between African-American Alumni and the College.

- (b) Support one of the PC annual funds through gifts each fiscal year.
- (c) Regularly attend scheduled Council meeting and committee meetings. (at least 75% of meetings during their tenure—no more than two missed meetings in a row.)
- (d) Promote and cultivate leadership to encourage alumni to support the College both financially and through volunteer activities.
- (e) Engage African-American alumni in mentorship and networking opportunities for students.
- (f) Plan and implement appropriate events related to engaging African-American alumni that lead to connections with each other and the College.
- (g) Encourage prospective students to consider PC.
- (h) Serve as the conduit between African-American alumni and the Alumni Board to share ideas and needs with the College that will assist in reaching young alumni by relative events and communications.
- (i) Each Council member shall serve on at least one committee.

ARTICLE V COMMITTEES

- Section 1** **Alumni Admissions**—assist in referring potential students to the college; encouraging prospective students to consider PC; writing notes to accepted and deposited students in the spring; and visit targeted high schools in coordination through the Admissions Office.
- Section 2** **Career Development & Leadership Committee**—Participate in activities related to assisting current students in their preparation for life after PC by conducting mock interviews (can be by phone or in person or by Skype), participating in informational interviews, coming to campus to engage in the annual Mocktails and Mingling event in the spring, and providing network connections where appropriate as students graduate and enter the working world.
- Section 3** **Development--** Work with the PC annual fund staff to assist with securing resources for the College, advise the College on appropriate strategies and methods to communicate the importance of philanthropy to young alumni, and assist the senior class gift campaign committee in the transition from student to alumni.

- Section 4** **Nominations Committee**-- Oversee the recruitment and retention of Council members each year, and collect and compile an appropriate number of Council member nominations each year to fill vacant positions
- Section 5** **Outreach Committee**-- Plan and execute young alumni specific programming and events on campus and regionally, and advise the College on improving overall alumni events and marketing to better appeal to young alumni.
- Section 6** **Student-Athlete Committee**—Assist in coordinating efforts among the Young Alumni Council and the Scotsman Club Board to provide mentoring and career preparation advice for student-athletes. The goal is to assist student-athletes in their transition to being independent adults following graduation as they adjust to new schedules and the work world or post graduate education. The chair of the Student-Athlete Committee will attend Scotsman Club Board meetings as an ex-officio member.
- Section 7** **Committee membership**—There should be at least five Council members on each committee. The President, in coordination with the Executive Director of Alumni Relations, will approve committee assignments. Council members will request committee membership for their top three choices. Members can serve on more than one committee, but no more than three committees.

ARTICLE VI MEETINGS

- Section 1** **Council Meetings:** The AAAC shall meet at least three times annually on the campus. One of these meetings shall be in the fall, at the time of the College’s Annual Leadership Conference, to elect new members and officers, receive updates, committee reports, and other information. There will be a meeting in the Spring, to fill any vacancies on the board, receive committee reports, and to hear information related to the mission and strategic plan for the College. The AAAC spring meeting will be on the same day as the Alumni Association Board of Directors meeting. There will also be a summer meeting that will be a planning meeting for Council activities for the upcoming fiscal year.
- Section 2** **Committee meetings:** The standing committees of the AAAC shall meet at least twice a year. These committee meetings will coincide with the dates of the AAAC meetings in the spring and fall. The committees may meet more often to do the work assigned to their group. These additional meetings may be by conference call. The chairs will set meeting dates each fiscal year at least six months in advance of the first meeting. The Executive Director of Alumni Relations or his/her designee and the AAAC president or his/her designee will serve as ex-officio members of each committee.

ARTICLE VII

BY-LAWS AND AMENDMENTS

Final approval of the AAAC by-laws will be by the PC Alumni Association (PCAA) Board of Directors by virtue of this Council being under the auspices of the Alumni Board. These By-Laws shall not be amended except by affirmative vote of two-thirds of the AAAC members present at a duly-constituted meeting, pending final approval by the PCAA Board of Directors.

Appendix II Alumni Association Young Alumni Council By-Laws

ARTICLE I

NAME

The name of this organization shall be the Presbyterian College Young Alumni Council

ARTICLE II

PURPOSE

The purpose of the Young Alumni Council (YAC) is to develop and strengthen the connections among Young Alumni and between the alumni and the College, and to promote and contribute to the recruitment, retention, and overall growth of PC students.

ARTICLE III

GENERAL STRUCTURE

The YAC is under the umbrella of the Presbyterian College Alumni Association Board of Directors. The president of the YAC will serve on the PC Alumni Association Board as a voting member.

ARTICLE IV

COUNCIL MEMBERSHIP

Section 1: Council membership will be consistent with general qualifications for membership in the Alumni Association (reference Article III of the Presbyterian College Alumni Association By-Laws).

- (e) Holders of any degree from Presbyterian College from within the past twelve years.
- (f) Those individuals who pursued courses leading to regular degrees, attending at least two academic years or the equivalent.
- (g) Those individuals who attended less than two years and indicate a genuine interest in being affiliated.

- (h) In rare, special cases and upon action of the YAC, persons of long-established loyalty and devotion to PC.

Section 2: General Powers and Numbers: The business and affairs of the YAC shall be managed by a Council membership of no more than thirty-five alumni members elected by majority vote by the YAC. In addition, the Council shall include such other non-voting members as may be provided for in these Bylaws.

The YAC shall have the power to make rules governing the members of the Council and shall be responsible for its operation, programs, and services.

Section 3: Organization: The organization of the YAC shall consist of the following:

- (d) **Officers:** There will be a council president, vice-president/president-elect, secretary, and past-president.
- (e) **Executive Committee:** The executive committee will consist of those listed in 3(a) above; as well as chairs of the following committees: Alumni Admissions, Career Development & Leadership; Development; Nominations; Outreach; and Student-Athletes. The Executive Director of Alumni Relations and the Alumni Board President or his/her designee will serve as ex-officio members.
- (f) **Council members:** as many as needed to satisfy the minimum number required by these bylaws. Members are elected by majority vote by the YAC. The Alumni Board president or his/her designee, as well as the Executive Director of Alumni Relations will serve as ex-officio members of the YAC.

Section 4: Election of Officers

- (e) The Executive Committee shall serve as a nominating committee to present a slate of candidates for election. Officers of the YAC shall be confirmed by the YAC.
- (f) The president, vice-president/president-elect, and secretary are to be elected in odd-numbered years and serve a two-year term commencing at the date of Homecoming held following the Council meeting during which elections were held. They shall continue in office until their successors are elected and qualified.
- (g) The vice-president/president-elect shall automatically move up to president after two years, and following a two-year term as president will become past president.
- (h) The Secretary shall serve no more than two consecutive terms.

Section 5 Election of Council Members

- (e) Members of the YAC shall be elected by the Council each year based on recommendations of the Executive Committee to fill vacancies. The current Executive Committee shall serve as a nominating committee to present a slate of candidates for election. Elections for members will be held at the fall council meeting.
- (f) Unless otherwise specified at the time of election, each elected member shall serve a three-year term of office, beginning at the date of Homecoming during the year in which he/she is elected. Members shall serve no more than two consecutive three-year terms. Former members shall be eligible for Council service after having been off the YAC for at least three years.
- (g) The terms of office of elected members shall be staggered so that approximately one-third rotate off the Council each year.
- (h) In the first three years of the establishment of the membership of the YAC, there will be designated members with one-year, two-year, or three-year terms. Members may serve two-consecutive terms appropriate to the years of appointment.
- (e) Young alumni may submit an application for membership on the Council by May 31 of each year. They may also nominate others who they believe would be engaged members of the Council. The executive committee of the Council will review applications and make selections for membership by July 31 of each year to recommend to the YAC for election to Council.

Section 6 Executive Committee

- (c) During the intervals between council meetings, an executive committee is empowered to transact business for the YAC. This committee is comprised of the officers and committee chairs. The Executive Director of Alumni Relations shall serve as an ex-officio as designated in Section 3, with actions subject to review by the YAC.
- (d) Specific Responsibilities of the Executive Committee include:
 - i. Develop the slate of nominees for officers, and new members for the Elected Members of the Council for election by the YAC.

- ii. To establish, in consultation with the Executive Director of Alumni Relations, any ad hoc committee deemed necessary to conduct business on behalf of the YAC.

Section 7 Vacancies

- (e) In the event of the permanent loss of the President, the President-Elect immediately shall assume that office for the remainder of the unexpired term.
- (f) In the event of the permanent loss of the President-Elect, the Council at its next official meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term.
- (g) In the event of the permanent loss of the Secretary, the Board at its next official meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term.
- (h) Nominations of candidates to fill unexpired terms of officers shall be made by the Council in accordance with these Bylaws.

Section 8 Duties of Officers

- (e) **President:** The President shall perform and carry out decisions of the Council; serve as chair of the Executive Committee; and shall preside at all meetings of the YAC; represents the YAC at College events; and serve on the PC Alumni Association Board of Directors as a representative of the YAC.
- (f) **Vice-President/President-Elect:** The VP/President-Elect shall perform the duties of the President in the event of the temporary absence of the President or as directed by the YAC. The President-Elect shall serve on the Executive Committee and perform such other duties as directed by the President and the Council.
- (g) **Secretary:** The Secretary shall keep a record of the proceedings of all meetings of the YAC and of all other matters of which a record shall be deemed advisable by the Council. The Secretary shall keep a roll of the members and shall issue notices of all meetings of the Council. The Secretary shall perform the duties of the President in the temporary absence of the President and the VP/President-Elect, or as directed by the Board. The Secretary shall also serve on the Executive Committee. Records and rolls shall be maintained in the Office of Alumni Relations.
- (h) **Past-President:** The Past-President shall serve as an advisor and mentor to the other officers and shall serve on the Executive Committee.

Section 9 Responsibilities of members:

- (j) Encourage and maintain the relationship between Young Alumni and the College.
- (k) Support one of the PC annual funds through gifts each fiscal year.
- (l) Regularly attend scheduled Council meeting and committee meetings. (at least 75% of meetings during their tenure—no more than two missed meetings in a row.)
- (m) Promote and cultivate leadership to encourage alumni to support the College both financially and through volunteer activities.
- (n) Engage Young alumni in mentorship and networking opportunities for students.
- (o) Plan and implement appropriate events related to engaging Young alumni that lead to connections with each other and the College.
- (p) Encourage prospective students to consider PC.
- (q) Serve as the conduit between Young alumni and the Alumni Board to share ideas and needs with the College that will assist in reaching young alumni by relative events and communications.
- (r) Each Council member shall serve on at least one committee.

**ARTICLE V
COMMITTEES**

Section 1 Alumni Admissions—assist in referring potential students to the college; encouraging prospective students to consider PC; writing notes to accepted and deposited students in the spring; and visit targeted high schools in coordination through the Admissions Office.

Section 2 Career Development & Leadership Committee—Participate in activities related to assisting current students in their preparation for life after PC by conducting mock interviews (can be by phone or in person or by Skype), participating in informational interviews, coming to campus to engage in the annual Mocktails and Mingling event in the spring, and providing network connections where appropriate as students graduate and enter the working world.

Section 3 Development-- Work with the PC annual fund staff to assist with securing resources for the College, advise the College on appropriate strategies and

methods to communicate the importance of philanthropy to young alumni, and assist the senior class gift campaign committee in the transition from student to alumni.

- Section 4** **Nominations Committee**-- Oversee the recruitment and retention of Council members each year, and collect and compile an appropriate number of Council member nominations each year to fill vacant positions
- Section 5** **Outreach Committee**-- Plan and execute young alumni specific programming and events on campus and regionally, and advise the College on improving overall alumni events and marketing to better appeal to young alumni.
- Section 6** **Student-Athlete Committee**—Assist in coordinating efforts among the African-American Alumni Council and the Scotsman Club Board to provide mentoring and career preparation advice for student-athletes. The goal is to assist student-athletes in their transition to being independent adults following graduation as they adjust to new schedules and the work world or post graduate education. The chair of the Student-Athlete Committee will attend Scotsman Club Board meetings as an ex-officio member.
- Section 7** **Committee membership**—There should be at least five Council members on each committee. The President, in coordination with the Executive Director of Alumni Relations, will approve committee assignments. Council members will request committee membership for their top three choices. Members can serve on more than one committee, but no more than three committees.

ARTICLE VI MEETINGS

- Section 1** **Council Meetings:** The YAC shall meet at least three times annually on the campus. One of these meetings shall be in the fall, at the time of the College’s Annual Leadership Conference, to elect new members and officers, receive updates, committee reports, and other information. There will be a meeting in the Spring, to fill any vacancies on the board, receive committee reports, and to hear information related to the mission and strategic plan for the College. The YAC spring meeting will be on the same day as the Alumni Association Board of Directors meeting. There will also be a summer meeting that will be a planning meeting for Council activities for the upcoming fiscal year.
- Section 2** **Committee meetings:** The standing committees of the YAC shall meet at least twice a year. These committee meetings will coincide with the dates of the YAC meetings in the spring and fall. The committees may meet more often to do the work assigned to their group. These additional meetings may be by conference call. The chairs will set meeting dates each fiscal year at least six months in advance of the first meeting. The Executive Director of Alumni Relations or

his/her designee and the YAC president or his/her designee will serve as ex-officio members of each committee.

ARTICLE VII
BY-LAWS AND AMENDMENTS

Final approval of the YAC by-laws will be by the PC Alumni Association (PCAA) Board of Directors by virtue of this Council being under the auspices of the Alumni Board. These By-Laws shall not be amended except by affirmative vote of two-thirds of the YAC members present at a duly-constituted meeting, pending final approval by the PCAA Board of Directors.