



UNC CHARLOTTE
BELK COLLEGE *of* BUSINESS

BYLAWS OF THE BELK COLLEGE OF BUSINESS ALUMNI COUNCIL
Approved by the Belk College of Business Alumni Council August 31, 2017

ARTICLE I
NAME

1.01 Name

The name of the body hereby constituted will be the Belk College of Business Alumni Council (“Alumni Council” or the “Council”).

ARTICLE II
DEFINITIONS

2.01 Definitions

For purposes of these Bylaws, the following terms shall be defined as set forth below:

- (a) The “Fiscal Year” is the annual period of sessions of the Belk College of Business that begins on July 1st and ends on June 30th.
- (b) “Ad-Hoc Committee(s)” are committees formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.
- (c) “Alternate Representative (‘Alternates’)” is a Council member who stands in for another in his/her absence.
- (d) “Alumni” refers to any person who has received at least fifteen (15) credit hours from the Belk College of Business.
- (e) “Alumni Relations Manager” refers to the Belk College of Business staff members charged with encouraging and fostering Alumni involvement with the Belk College, building long-term relationships with Alumni and other Belk College of Business constituencies.
- (f) “Auxiliary Boards” refer to any volunteer, appointed, or subsidiary board whose purpose is also to give assistance or support the Belk College of Business or the University.
- (g) “The Belk College of Business” or the “College” shall refer to the College of Business at The University of North Carolina at Charlotte.
- (h) “The Belk College of Business Alumni Council” or “Alumni Council” or ~~the~~ “Council” is an organization of graduates or former students whose mission is to further promote close ties among Alumni and to strengthen the relationship between our Alumni, the business community, and the College.
- (i) “Bylaws” are the rules adopted by the Belk College of Business Alumni Council chiefly for the government of its Members and the regulation of its affairs.
- (j) “Chair” refers to the elected Officer who is the leader and voice of the Belk College Alumni Council.
- (k) “Committee Chair(s)” refers to the appointed Member of each Committee (Standing and/or Ad-Hoc) who leads their respective group/Committee in accomplishing or performing their chosen or specified service or function.
- (l) “Council Portal” refers to the designated internet site providing access to electronic resources for Council Members, Liaisons, Faculty and Staff.
- (m) “Dean” refers to the head of the Belk College of Business.
- (n) “Emeritus Member(s)” refers to Belk College of Business alumni who demonstrate an interest in maintaining connected to the Alumni Council even after their terms of service ends.

- (o) “Ex-Officio Member(s)” refers to friends of the College who have demonstrated a vital interest in the College. In addition, past and present Faculty and/or Staff of the College may serve as an Ex-Officio Member.
- (p) The “Executive Committee” includes the three Officers of the Council (i.e., the Chair, Vice-Chair and Secretary).
- (q) “Faculty” refers to the Regular Faculty as defined in Article II of the Belk College of Business Faculty Bylaws approved on April 26, 2013.
- (r) “Liaison(s)” is any Student or Representative from one of the College’s or University’s Auxiliary Boards, faculty or staff.
- (s) “Member” is any person meeting the eligibility requirements set forth in these Bylaws.
- (t) An “Officer” is any person holding an elected or appointed position of authority and/or responsibility within the Alumni Council provided for by these Bylaws, and not explicitly defined otherwise.
- (u) “Representatives” are those individuals who are chosen or elected to act or speak for or in support of another board, organization or group within the Belk College of Business.
- (v) “Secretary” refers to the elected Officer who oversees the communication, organization and records of the Belk College Alumni Council.
- (w) “Staff” refers to all individuals employed by the Belk College of Business.
- (x) “Standing Committee(s)” are permanent Committees established to accomplish the mission of the Belk College Alumni Council and the way in which the Council engages the College’s Alumni base.
- (y) “Students” are those who are currently enrolled in the Belk College of Business.
- (z) “University” shall refer, unless otherwise noted, to The University of North Carolina at Charlotte.
- (aa) “Vice-Chair” refers to the elected Officer who oversees the Council Committees and serves the Council in the absence of the Chair.

ARTICLE III PURPOSE AND AUTHORITY

3.01 Purpose and Authority of the Council

The Council shall have the purpose and authority defined within these Bylaws of the Belk College of Business Alumni Council (the “Bylaws”).

3.02 Mission

The mission of the Alumni Council is to further promote close ties among Alumni and to strengthen the relationship between Alumni, the business community and the College.

3.03 Vision

The Alumni Council will seek to increase Alumni representation and involvement with the College; serve as ambassadors for the College in their industry, communities and places of work; support Students through mentoring and career planning programs and give of their resources to advance the College.

ARTICLE IV MEMBERSHIP

4.01 Classes of Membership

There shall be four classes of membership: Member, Ex-Officio Member, Liaison, and Emeritus Member.

- (a) Member. Any person meeting the eligibility requirements set forth in Section 4.02 of these Bylaws.
- (b) Ex-Officio Member. Friends of the College who have demonstrated a vital interest in the College, past and present faculty and/or staff members of the College.
- (c) Liaison. Any Student or Representative from one of the College’s or University’s Auxiliary Boards, Faculty or Staff.
- (d) Emeritus Member. Belk College of Business alumni who demonstrate an interest in maintaining a connection to the Council after their terms of service ends.

4.02 Eligibility

Membership in the Alumni Council shall be open to all persons who have earned at least fifteen (15) credit hours from the Belk College of Business and have demonstrated a commitment to the goals and mission of the College and University.

4.03 Election to Membership

- (a) Solicitation for membership nominations will begin at the first (1st) Council meeting of the Fiscal Year. Nominations will be accepted on a rolling basis.
- (b) The Nominating Committee is responsible for reviewing the nominations and confirming the accuracy of the list. After confirmation of eligibility, the list is submitted to the Secretary for electronic voting. At the appropriate time, the Secretary notifies the Council of the nominations and provides voting instructions.
- (c) Elections will be conducted annually with voting after the last Council meeting of the Fiscal Year.
- (d) Each ballot will list all candidates for membership and the Officers, which includes the Council Chair, Vice-Chair and Secretary.
- (e) Each Member shall be entitled to one (1) vote to approve:
 - 1. Each candidate for membership; and
 - 2. Election/re-election of Officers according to the roll-up structure outlined in Section 6.09(b).
- (f) The ballots will be submitted electronically unless otherwise stated in the Secretary's instructions.
- (g) Candidates must receive a majority vote to be declared elected.
- (h) Elected candidates will be notified by the Alumni Relations Manager, an Officer or the Chair of the Nominating Committee.

4.04 Terms of Service

Terms begin July 1st of each calendar year and run through June 30th of the following year, observing the Fiscal Year of the College. Each term of service shall consist of three (3) consecutive years with a maximum of two (2) consecutive terms (i.e., six (6) years) in a Member position. Members serving as Officers or Committee Chairs have the opportunity to serve one (1) additional year as an Officer, Committee Chair and/or Ex-Officio Member.

4.05 Requirements of Membership

- (a) Attendance.
 - 1. All elected Officers and Committee Chairs shall attend all meetings of the Council or provide an Alternate Representative ("Alternates") when unable to attend. Alternates will vote to approve minutes of the regularly scheduled meeting(s) attended in the absence of their elected Officer or Committee Chair.
 - 2. Each Member is to attend at least 75% of the total of: (i) the meetings of the Council held during the Fiscal Year and (ii) the regular, pre-scheduled meetings of the Standing Committee(s) on which that particular Member serves during the Fiscal Year.
 - i. Attendance can be in person, by conference call or through a web conference (when available).
 - ii. Attendance will be evaluated twice a year, once at the end of the fall semester and a second time at the end of the spring semester.
 - iii. If a member's attendance drops below 75% the following process will take place.
 - 1. The Governance Committee chair will reach out to the council member by phone to discuss the member's interest in remaining on the council.
 - 2. If the Governance Committee chair is unable to reach the team member by phone, they will send an email to the member making them aware that they have not met the 75% attendance requirement and ask them if would like to continue participating as a member of the council.
 - 3. If after 10 days, there is no response from the member by phone or email, the Secretary will mail a letter to the member thanking them for their service and to let them know that they have been removed from the council because they did not meet the 75% attendance requirement.
 - 3. Attendance records will be tracked by the Secretary and/or Alumni Relations Manager and viewable, at a minimum, upon request.
 - 4. The Executive Committee has the right to amend the attendance requirements and will inform the Council of the new requirements within an appropriate amount of time after approval.
 - 5. Amendments will not revise the requirements set forth in these Bylaws to become less stringent.
- (b) Leave of Absence. Approved at the discretion of the Executive Committee.
- (c) Committee Service. Each Member will serve on at least one (1) Standing Committee.

- (d) Financial Support. Members are encouraged to make an annual, tax-deductible gift of to a fund within the Belk College of Business. Personal contributions and/or corporate matching gifts can be directed to the College fund recommended by the Council's Development Committee or to a fund selected by the Council Member.

4.06 Privileges of Membership

- (a) Right to Attend Meetings. Members shall have the right to attend all regular and special meetings of the Council as outlined in Sections 5.01 and 5.02, respectively.
- (b) Right to Vote. Members shall have the right to make nominations and vote in Council elections.
- (c) Right to Hold Office. Members shall have the right to hold office and be an Officer, serving on the Executive Committee, upon election according to procedures described in these Bylaws.

4.07 Privileges of Ex-Officio Members

- (a) Ex-Officio Members shall have the right to attend all regular and special meetings of the Council as outlined in ~~Article V~~ Sections 5.01 and 5.02, respectively.
- (b) Ex-Officio Members shall have the right to make nominations but are not eligible to vote in Council elections.
- (c) Ex-Officio Members may not hold an Officer role or serve on the Executive Committee.
- (d) Ex-Officio Members are eligible to serve on Standing and Ad-Hoc Committees.

4.08 Privileges of Liaisons

- (a) Liaisons shall have the right to attend all regular and special meetings of the Council as outlined in Sections 5.01 and 5.02, respectively.
- (b) Liaisons shall have the right to make nominations but are not eligible to vote in Council elections.
- (c) Liaisons may not hold an Officer role or serve on the Executive or Nominating Committees; however, they may choose to serve on a Standing Committee.

4.09 Privileges of Emeritus Members

- (a) Emeritus members shall be invited to serve on the Belk College Alumni Awards Selection Committee.
- (b) Emeritus members shall be invited to the annual Belk College Alumni Awards.
- (c) Emeritus members shall periodically be invited to special events that includes an update from Dean Ott.
- (d) Emeritus members shall continue to receive information on College and University events and programs.

4.10 Removal from Service

Council Members may be removed from service by a two-thirds (2/3rds) vote if their actions are deemed to be detrimental to the Alumni Council, the Belk College of Business or the University.

4.11 Resignation

Council Members may resign from service by contacting the Alumni Relations Manager or an Executive Committee Member.

ARTICLE V MEETINGS

5.01 Regular Meetings

- (a) Full Meetings of the Council. The full Alumni Council will schedule at least five (5) regular meetings per Fiscal Year. The dates of all Alumni Council meetings will be announced by the first (1st) Council meeting of the Fiscal Year.
- (b) Attendance. Members are held to attendance requirements as detailed in Section 4.05(a).
- (c) Committee Meetings.
 - 1. Standing Committees will meet according to the schedule as described in Section 7.04 (a) 1.
 - 2. Ad-Hoc Committees will meet at the discretion of the Committee Chair and as often as deemed necessary.

5.02 Special Meetings

Meetings outside of the regularly scheduled meeting dates may be scheduled as needed for special projects or sub-committees at the discretion of Executive Committee Members, Committee Chairs, the Alumni Relations Manager and/or the Dean.

5.03 Quorum

No business requiring the voting decision of the Council can be conducted unless a Quorum of at least fifty-one percent (51%) of the voting Members of the Council are present (in-person or electronically). No Member may vote by proxy.

- (a) If less than fifty-one percent of voting members are present (in person or electronically), any matter requiring a vote can be presented by online survey to the entire Alumni Council, with a binding result.

5.04 Cancellation of a Regular Meeting

Cancellation of a regularly scheduled meeting shall be communicated to meeting attendees within two weeks prior to the original scheduled meeting date or as soon as it is confirmed that the University is closed. The meeting cancellation shall be communicated through e-mail and posted to the Council Portal.

5.05 Electronic and Other Meetings

Conference calls and web conferences are available for Members to participate remotely when available.

ARTICLE VI

OFFICERS / EXECUTIVE COMMITTEE

6.01 Composition

The Officers of the Council shall consist of a Chair, Vice-Chair and Secretary who will comprise the Executive Committee.

6.02 Chair

The Chair serves as a Member of the Council and as an Officer in the Executive Committee. The Chair presides at Alumni Council meetings and calls special meetings as necessary. In this role, the Chair serves as the voice of the Alumni Council and will regularly confer with the College's Alumni Relations Manager. The Chair is responsible for upholding these Bylaws and for supporting the engagement and commitment of its Members.

- (a) The Chair serves as an Ex-Officio Member of all Standing and Ad-Hoc Committees.
- (b) The Chair may serve as an Ex-Officio Member for one (1) year after his/her term as Chair. As an Ex-Officio Member, he/she may attend meetings as needed and will be available for consultation.

6.03 Vice-Chair

The Vice-Chair serves as a Member of the Council, as an Officer in the Executive Committee and as Chair-Elect. The Vice-Chair attends Alumni events and represents the Council when the Chair is not available. In addition, the Vice-Chair will monitor the activities of the Standing Committees and will serve as a resource for Committee Chairs.

- (a) The Vice-Chair serves as an Ex-Officio Member of all Standing and Ad-Hoc Committees.
- (b) The Vice-Chair will assume the role of the Council Chair at the last Council meeting of the Fiscal Year.

6.04 Secretary

The Secretary serves as a Member of the Council and as an Officer in the Executive Committee. The Secretary is responsible for taking minutes at each Council meeting and, with the assistance of the Alumni Relations Manager, disseminates them to the Council for approval. The Secretary also oversees Member check-in, attendance, and greeting/engaging new members. The Secretary is responsible for maintaining the Council Portal.

6.05 Removal from Office and Vacancies

Officers may be removed from service by two-thirds (2/3rds) vote if their actions are deemed to be detrimental to the Alumni Council, the Belk College of Business or the University.

6.06 Unexpected Vacancy of Officers

- (a) A vacancy in the office of the Council Chair shall be filled by the Vice-Chair for the time remaining in the current term.

- (b) A vacancy in the office of the Vice-Chair shall be filled by the Secretary for the time remaining in the current term.
- (c) A vacancy in the office of Secretary shall be filled by appointment only. In coordination with the Alumni Relations Manager and the Dean, Members of the Executive Committee will appoint a Secretary for the time remaining in the current term.

6.07 Officers/Executive Committee Responsibilities

The responsibilities of the Executive Committee include, but are not limited to, the following:

- (a) Act on behalf of the Council on matters delegated to it by the Council and as may be necessary and appropriate, between meetings of the Council;
- (b) Bring matters to the attention of the Council;
- (c) Conduct regular meetings of the Alumni Council;
- (d) Appoint Ad-Hoc Committees as deemed necessary;
- (e) Serve as a resource to Council Members and Committee Chairs;
- (f) Act as the voice of the Alumni Council in communications with the College Staff, Faculty, other College Auxiliary Boards and the University’s Alumni Association Board of Directors; and
- (g) Any other responsibilities not delegated otherwise.

6.08 Election Procedures for Officers

The Executive Committee is elected at the last meeting of the Fiscal Year using the following procedures:

- (a) Nominations for the Secretary position will be accepted during and after the third (3rd) Council meeting of the Fiscal Year.
- (b) Any Member of the Alumni Council, with the exception of Ex-Officio Members, will be eligible to serve as an officer.
- (c) The nomination form will be available via the Council Portal year round. Nominations may also be made in-person at the third (3rd) Council meeting of the Fiscal Year. A Council Member may nominate him/herself. Anonymous nominations will not be accepted.
- (d) An individual who has been nominated has the option to decline the nomination. Once the nominations have been confirmed, the proposed team of Executive Officers will be prepared by the Nominating Committee for election during the last meeting of the Fiscal Year.

6.09 Terms of Service

Terms for elected Officers begins July 1st of each calendar year and runs through June 30th of the following year, observing the Fiscal Year of the College.

- (a) Officers may serve more than six (6) consecutive years on the Council in order to serve through the completion of Officer terms.
- (b) Terms are pursuant to the following roll-up structure:
 1. The Chair is elected to serve a one (1) year term. The Chair-Elect (Vice-Chair) will assume the Chair position at the first meeting of next Fiscal Year. If the Chair is unable to complete his/her term of office, the Vice-Chair will immediately assume the duties of Chair and the Secretary will immediately assume the duties of the Vice-Chair. An appointment made by the Executive Committee, Alumni Relations Manager and/or Dean will fill the Secretary position for the remainder of the year.
 2. The Vice-Chair is elected to serve a one (1) year term and assumes the Chair position at the last meeting of the Fiscal Year following his/her year of service as Vice-Chair.
 3. The Secretary is elected to serve a one (1) year term and assumes the Vice-Chair position at the first (1st) meeting of the next Fiscal Year.

**ARTICLE VII
COMMITTEES**

7.01 **Standing Committees**

- (a) Executive. Refer to Article VI. Officers/Executive Committee.
- (b) Alumni Network Committee. Committee Members will provide advice and direction for the coordination and promotion of Belk College Day during the 49er football season. Committee members will assist in recruiting fellow Alumni Council members to volunteer at the pre-game tailgate tent and encourage Belk College alumni to register for the event. Committee members will also assist in coordinating the fall Alumni Council Kick-Off celebration and Year-End celebration in the spring, encourage support and interaction on the College's social media accounts, brainstorm and implement positive ways to highlight and engage regional Alumni Council members, and promote positive recognition of Alumni Council members. Alumni feedback.
- (c) Community Service. Committee Members will seek to engage Belk College Alumni and stakeholders through service of the local and broader community with focused and well-branded event(s) (e.g., Belk College Day of Service). Committee Members will be active participants in the planning, coordination and promotion of these events while ensuring alignment to the Council's Strategic Plan. Committee members will commit to fully utilizing their personal and professional connections and experience in a hands-on effort to ensure the engagement of Belk College alumni through service.
- (d) Student-Alumni Engagement. Committee Members will represent the Council to future Belk College Alumni and serve as a bridge for our newest Alumni. Committee Members will provide advice and direction on Council partnerships with College programs which actively benefit from Student-Alumni engagement (e.g., the Business Honors Program, the Student Center for Professional Development), while ensuring alignment to the Belk College Alumni Council's Strategic Plan. Committee Members will assist in formalizing the process through which Alumni may volunteer in efforts to engage current Students in fulfillment of the Council's Strategic Plan. These efforts may include, but are not limited to, classroom opportunities, mentorship programs, student professional development events (e.g., etiquette dinner, career fair), commencement receptions, recruitment of Alumni to provide internships, job shadowing, employment opportunities for students and all other events/activities which promote the goals of the Committee and the Council at large.
- (e) Industry Engagement. Committee Members will provide advice and direction on programs that will engage fellow Belk College Alumni through industry networking and/or professional development opportunities. The Committee will be charged with identifying companies, events and/or partnerships to showcase the College's faculty, research and expertise on current topics, trends and issues within the business community. Committee Members may assist in suggesting event speaker topics, helping with introductions, hosting/greeting at event(s) sponsored by the Committee and promoting events and programs to fellow Alumni and friends.
- (f) Development. Committee members will assist in rallying support for the Belk College of Business from fellow Belk College alumni. Committee members will provide advice and suggestions on annual giving campaigns and the engagement of alumni through financial support of the College. Committee Members will encourage consistent, annual support from all Council Members and will provide advice for suggested College fund(s) to which Members' gifts may be designated. Committee Members may also assist the College by signing donor thank you letters and/or serving as hosts or volunteers at annual fundraising events.
- (g) Nominating Committee. The Nominating Committee is responsible for identifying and maintaining the most effective composition of the Council through the recruitment and orientation of new Members in addition to the on-going assessment of the full Council performance. The Committee determines a process by which nominations are presented to the Committee and a procedure by which recommendations are distributed to the Council for discussion and potential action. The Nominating Committee will submit candidate recommendations for the next Fiscal Year to the full Council at the last meeting of the current Fiscal Year.
 - 1. Members of the Alumni Council shall be selected to ensure the broad representation of the personal and professional interests and concerns of all Belk College Alumni. Prospective Council Members shall be nominated by current Members, the Alumni Relations Manager and/or the Dean and shall be elected by a majority vote of the Council after the last meeting of the Fiscal Year. Nominations may be submitted on a rolling basis to the Chair of the Nominating Committee or the Alumni Relations Manager for formal review/application beginning at the third (3rd) Council meeting of the Fiscal Year.
 - 2. The Nominating Committee seeks candidates who demonstrate leadership abilities and qualities and who have developed organizational and communication skills.
 - 3. The Nominating Committee will be comprised of the immediate past Chair of the Alumni Council, who will serve as the Committee moderator, and at least three (3) additional Council Members.
 - 4. The Nominating Committee will convene on an annual basis or as needed.
 - 5. Any person whose name is brought before the Alumni Council for possible election shall be deemed qualified if the nominee holds the following qualifications:

- i. A strong belief in the viability and value of publically supported higher education as a major force in meeting the critical needs of society;
 - ii. A corollary belief that the Belk College of Business is an integral component of public higher education and a significant asset to the city, state and region;
 - iii. A general concurrence with the mission, goals and objectives of the Belk College as developed and articulated by the Dean and the College's Board of Advisors;
 - iv. A firm conviction that publically supported institutions are appropriate objectives of personal philanthropy and other forms of private support; and
 - v. A willingness to improve the quality of the College through voluntary participation and leadership at a level commensurate with membership on an active Alumni council.
- (h) Governance Committee. Committee Members will provide advice and direction when it is deemed necessary to revise the Council's bylaws by the Executive Committee members. Committee members will assist in devising proposed changes to the wording, structure and/or requirements set forth in the Council bylaws.

7.02 Ad-Hoc Committees

Ad-Hoc Committees may be created upon recommendation by the Executive Committee.

7.03 Committee Chairs

Each Committee will annually elect a Chair from among its Members.

7.04 Committee Responsibilities

- (a) Committees will meet at the discretion of the Committee Chair.
 - 1. When scheduling Committee meetings, the Chair will consider individual Committee Members schedules, as appropriate. Committees are asked to meet at least one (1) time before the second (2nd) Council meeting of the Fiscal Year.
- (b) Each Committee will provide a report of its recently completed and planned activities to the Vice-Chair prior to Council meetings for inclusion on the agenda. Chairs will be requested to debrief the full Council at each Council meeting.
- (c) At the end of each Fiscal Year, Committees are to provide a written/electronic report to the Vice-Chair summarizing the year's activities and recommendations for the next Fiscal Year.

7.05 Committee Quorum

No business requiring the voting decision of a Committee can be conducted unless a Quorum of at least fifty-one percent (51%) of the voting Members of the Committee are present (in-person or electronically). No Member may vote by proxy.

ARTICLE VIII PARLIMENTARY AUTHORITY

8.01 Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Alumni Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules the Alumni Council may adopt, the policies of the Belk College of Business, the University of North Carolina at Charlotte, the University of North Carolina System or North Carolina State or Federal laws.

ARTICLE IX AMENDMENTS

9.01 Procedures for Amendments

The Council shall have the power to make, alter, amend or repeal these Bylaws.

- (a) Proposal. Any Member of the Council, as defined in Section 4.02, may propose an amendment to the Bylaws. The proposal must be in writing and shall be directed to the Executive Committee.

- (b) Review. Upon receipt, the Executive Committee will review the proposal. If deemed appropriate, the Executive Committee will make a recommendation to the full Alumni Council for consideration and possible action. Notification of the upcoming vote will be provided in advance with supporting materials/documentation for Council Members to make an informed decision.
- (c) Adoption. Amendments to the Bylaws shall become effective only upon approval by two-thirds (2/3rds) of all Council Members. If less than two-thirds (2/3rds) of all Council Members are present at the meeting (in-person or electronically), a vote will be conducted using the Online Portal.

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CERTIFICATION

These Bylaws were adopted and approved by the Belk College of Business Alumni Council on
August 31, 2017.

Alumni Council Chair

Alumni Council Secretary

Date: _____

Date: _____