

**CONSTITUTION  
PENN STATE COLLEGE OF EDUCATION ALUMNI SOCIETY**

**ARTICLE I**

NAME

The name of this organization shall be the Penn State College of Education Alumni Society.

**ARTICLE II**

PURPOSE

The object of this Society shall be to stimulate the continued interest of all graduates and former students of the College and Graduate School, to act as an informal advisory board to the Dean of the College of Education, and to provide a means whereby alumni may join together for the improvement of the College of Education and the University in its entirety.

**ARTICLE III**

MEMBERSHIP

The Society is committed fostering a diverse and inclusive membership, one where all identities, experiences, and backgrounds come together to create a strong and welcoming alumni community representative of the Penn Staters it proudly serves. Membership in this Society shall consist of graduates and former students of the College of Education who are annual, life, or associate members of the Penn State Alumni Association.

**ARTICLE IV**

DUES AND FINANCE

Section 1. Dues

Dues for the College of Education Alumni Society shall be collected by the Penn State Alumni Association.

Section 2. Finance

The operating expenses of the Society shall be met by funds made available by the Penn State Alumni Association. Additional financial support may be provided by the Dean of the College. At the request of the Board, select financial information of the Society will be made available for review from the College of Education at a regularly scheduled meeting. Expenditures by the Board will be made in consultation with the College of Education Alumni Office. The financial year of the Society shall be from July 1 to June 30 inclusive.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

#### **Section 1. Powers and Duties**

The executive and legislative functions of the Society shall be the duty and responsibility of its Board of Directors.

#### **Section 2. Members of the Board of Directors**

The Board of Directors shall have six classes of members:

1. Alumni-Elected Directors
2. Board-Elected Directors
3. Ex-officio Directors
4. Ex-officio Members
5. Affiliate Program Group Presidents
6. Emeritus Members

##### **1. Alumni Elected Directors**

**A.** There shall be nine Alumni-Elected Directors elected by the Alumni of the College of Education. Three such directors shall be elected each year to serve three-year terms. Nominating and elections procedures for Alumni-Elected Directors shall be defined in Section 3.2 and Section 4.1 respectively.

**B.** An Alumni-Elected Director's term shall be effective with the June meeting following their election and shall end at the conclusion of June meeting in their last year of service

**C.** No Alumni-Elected Director shall serve more than six consecutive years or two full consecutive terms as either an Alumni-Elected or Board Elected Director. A previous Alumni-Elected Director may apply for election after three years (one full term). Service to fill an unexpired term shall not count towards these two terms.

**D.** In the event of a vacancy among the Alumni-Elected Directors due to death, resignation, or disqualification, the President of the Society shall choose, with the approval of the Board of Directors, a qualified member to fulfill the unexpired term of the vacancy.

**E.** Failure to renew membership in the Penn State Alumni Association by a member of the Board of Directors will terminate membership on the Board. Directors who miss two consecutive meetings will have their membership reviewed by the President who will then make a recommendation to the Executive Committee for pending action or replacement, if needed.

##### **2. Board-Elected Directors**

**A.** There shall be nine Board-Elected Directors elected by the Board of Directors. Three such directors shall be elected each year to serve three-year terms. Nominating and election

procedures for Board-Elected Directors shall be defined in Section 3.2 and Section 4.2 respectively.

**B.** A Board-Elected Director's term shall be effective with the June meeting following their election and shall end at the conclusion of June meeting in their last year of service

**C.** No Board-Elected Director shall serve more than six consecutive years or two full consecutive terms as either an Alumni-Elected or Board Elected Director. A previous Board-Elected Director may apply for election after three years (one full term). Service to fill an unexpired term shall not count towards these two terms.

**D.** In the event of a vacancy among the Board-Elected Directors due to death, resignation, or disqualification, the President of the Society shall choose, with the approval of the Board of Directors, a qualified member to fulfill the unexpired term of the vacancy.

**E.** Failure to renew membership in the Penn State Alumni Association by a member of the Board of Directors will terminate membership on the Board. Directors who miss two consecutive meetings will have their membership reviewed by the President who will then make a recommendation to the Executive Committee for pending action or replacement, if needed.

### **3. Ex-officio Directors**

The Ex-officio Directors shall be the President, the Immediate Past President, the Secretary, and the President-Elect. The Undergraduate College of Education Student Council and the College of Education Graduate Student Council may each have two (2) representatives on the Board. Ex-officio Directors shall be voting members of the Board.

### **3. Ex-officio Members**

The Ex-officio Members shall be the Dean of the College or their designated representative, the Executive Secretary of the Penn State Alumni Association or their designated representative, the Alumni Relations Coordinator of the College who will serve as Executive Secretary to aid the Board in performance of its duties, and the College of Education Development Director. Ex-officio members shall serve without vote.

### **4. Affiliate Program Group Presidents**

The Affiliate Program Groups' Presidents shall be voting members of the Board during their two-year tenures as President of their respective APG. In the event that the President of an APG is unable to attend a meeting, they may designate another member of their APG Board attend on their behalf. This designate may have voting privileges.

### **5. Emeritus Members**

Emeritus members shall be any past member of the Alumni Society Board. Emeritus members will receive electronic communications, have the right to participate in committee service, be invited to general College of Education Alumni events, and at the discretion of the Board President, be invited to special projects or programs. Emeritus members shall serve without a vote.

### Section 3. Nomination of Candidates for the Board of Directors

#### **1. Timeline**

The timeline for accepting nominations and methods by which they will be accepted shall be set during each election cycle by the Nominations and Elections Committee.

#### **2. Review of Nominations**

**A.** Nominations for the ASB shall be submitted to and reviewed by the Nominations and Elections Committee for eligibility. The committee will strive to ensure that, when possible, nominations will help Board composition reflect the diversity, broadly defined, of the College of Education's alumni base.

**B.** All individuals who are alumni of the Penn State College of Education at University Park and a current dues paying member of the Penn State Alumni Association by the time they would assume office may run for election to Alumni-Elected or Board-Elected Director seats. The election of these positions will be governed by the rules dictated in Section 4. In the event that issues arise that are not covered by this document, the Nominations and Elections Committee will be empowered to resolve them.

### Section 4. Election of Directors

#### **1. Election of Alumni-Elected Directors**

**A.** Three Board of Director seats shall be elected by the College of Education alumni community each election cycle. This election will be conducted in full prior to the election of Board-Elected Directors as detailed in Section 4.2.

**B.** All individuals who have submitted a complete set of nomination materials and meet eligibility requirements outlined in Section 3.2.B shall be placed on a single ballot to be distributed to alumni. The position of names on the ballot shall be randomized.

**C.** This ballot, along pertinent supplementary materials submitted by the candidates, will be distributed by the College to all of its alumni. Voting for this election will remain open for a maximum of two weeks.

**D.** At the conclusion of this election, the three individuals who received the most votes will be elected as Alumni-Elected Directors.

#### **2. Election of Board-Elected Directors**

**A.** Three Board of Director seats shall be designated as Board-Elected Directors each election cycle. This election will be conducted following the election of members by College of Education alumni as detailed in Section 4.1.

**B.** A joint committee consisting of members of the Nominations and Elections Committee and Executive committee shall review any remaining nominations submitted as part of the Alumni-Elected Director election process. This joint committee may also introduce

additional nominations at this time as deemed appropriate. The Dean of the College of Education and alumni relations and development staff will be consulted regarding potential nominees. Following this, the joint committee will select no more than five nominees to be a part of a ballot to be distributed to the ASB. The joint committee shall weigh any considerations it deems appropriate in determining whether additional nominations should be considered as well as which candidates will appear on this ballot, including but not limited to achieve a more equitable representation of the College of Education alumni base. The order of these names shall be randomized.

C. This ballot, along with pertinent supplementary materials submitted by the candidates, will be distributed to ASB membership. Voting for this election will remain open for a period of time determined by the Nominations and Elections Committee when setting the timeline for annual elections.

D. At the conclusion of this election, the three individuals who received the most votes will be elected as Board-Elected Directors.

#### Section 5: Evaluation of Nominations and Elections Procedures

Every five years, beginning in June 2027, the ASB shall review nominations and elections procedures to determine if there are needed alterations to the above processes. The overarching goal of these nomination and election mechanisms is to ensure that the process is transparent, accessible, and equitable to alumni as we strive to be reflective of our diverse alumni base. Any such review of nominations and elections processes must take these considerations into account, in addition to any procedural or mechanical concerns.

### **ARTICLE VI**

#### **BOARD LEADERSHIP**

##### Section 1. Officers

The officers of the College of Education Alumni Society shall be President, President-Elect and Secretary, and Immediate Past President.

##### Section 2. Terms of Office, Nomination, Election, and Duties

For terms of office beginning ~~on or after the~~ at the conclusion of the June meeting, a slate of candidates to serve as officers shall be prepared by the Nomination and Election Committee and presented to the Board at least two weeks prior to the Spring meeting. All nominees shall have consented to serve if elected.

The President, President-Elect, Immediate Past President, and Secretary terms shall be for two years. Terms shall begin at the conclusion of the June Meeting and time of service runs concurrently with elected/appointed membership until it expires.

If the President and President Elect's elected/appointed term of office expires while serving as an officer of the Board, they will continue to serve as an additional member of the board through the term as Immediate Past President.

If the Immediate Past President's elected/appointed term of office expires while serving as an officer of the Board, they will continue to serve as an additional member of the board.

A Board member can only serve in a Leadership position (President-Elect/President/Immediate Past President) one time; therefore, at the conclusion of the Immediate Past Presidency role, the board member will only be eligible to run as either an Alumni-Elected or Board-Elected Director after a period equal to one term. In the event that no other eligible members of the Board run for the position of President-Elect, then current Board members who have held the title of Immediate Past President may run for the position.

#### A. President

The President-Elect shall assume the duties of the President at the conclusion of the incumbent's term of office.

The President shall serve as the primary representative of the Alumni Society Board and carry out duties as assigned elsewhere in the Constitution. The President shall also serve as the Board's representative to the Penn State Alumni Council. At the President's discretion, they may also delegate duties to other duly elected officers of the Board.

#### B. President-Elect

The President-Elect shall be elected prior to the Board's Spring meeting on alternate years.

The President-Elect may take on additional duties or responsibilities as designated by the President. The President-Elect serves as Chair of the Nomination and Election committee. The President-Elect shall succeed to the office of President at the conclusion of the incumbent's term of office.

#### C. Immediate Past President

The President shall succeed to Immediate Past president at the conclusion of the President's term. The Immediate Past President serves on the Nomination and Election Committee and may be assigned other duties as delegated by the President.

#### D. The Secretary

The Secretary shall be elected prior to the Board's Spring meeting and can serve two ~~consecutive~~ terms for a total of four years. Candidates for Secretary must be able to serve two full years during their elected/appointed membership. A current board member who was a previous Secretary may apply for election after two years (one full term as Secretary).

The Secretary shall be responsible for taking minutes at the Spring, June, and Fall meetings and the Board Executive committee meetings and distributing them to College of Education Alumni Office. The Alumni Office will be responsible for maintaining the historical repository of the meeting Minutes.

### Section 3.

#### All Elections

All officers and the Dean of the College or their designated representative shall make up the Executive Committee. The Executive Committee shall be empowered to refine the agenda including the addition of agenda items for the Board of Directors meetings and conduct the business of the Board. All decisions of the Executive Committee shall be subject to approval by the Board of Directors. The Executive Committee will also take part in the development, implementation and monitoring of the Strategic Planning committee.

Section 4. Interim Elections/Appointments

In the event of the death, resignation, or disqualification of the President-Elect or Secretary, the Board of Directors shall elect another person to fulfill the unexpired term.

In the event of the death, resignation, or disqualification of the President, the President-Elect shall assume the duties and fulfill the term; and a new President-Elect shall be elected. If the position of Immediate Past President becomes vacant, the President can choose to appoint a successor from among past presidents with the approval of the board or choose to have the position remain vacant.

**ARTICLE VII**

**COMMITTEES**

Section 1. Standing

A. Executive Committee

All officers and the Dean of the College or their designated representative shall make up the Executive Committee. The Executive Committee shall be empowered to refine the agendas for the Board of Directors meetings and conduct the business of the Board. All decisions of the Executive Committee shall be subject to approval by the Board of Directors. The Executive Committee will also take part in the development, implementation and monitoring of the Strategic Planning committee.

B. Nomination and Election Committee

The Nomination and Election Committee consists of the President-Elect who will serve as committee Chair, the Immediate Past President and three members who are either Alumni-Elected or Board-Elected Directors appointed by the President for a total of five (5) members. The appointed members will serve on the committee for two years to coincide with the term of the President. The Committee is charged with the nomination of candidates for both the directors and the officers of the Board.

C. Other Standing Committees

All members of the Board are required to serve as a member of at least one Standing Committee listed below. Board members will sign up for their choice of committee membership at the June meeting. The President shall create other standing committees with

the approval of the Board. The duties of all standing committees shall be common to their titles.

- a. Alumni-Student Teacher Network
- b. Constitution and Bylaws
- c. Education Career Support
- d. Justice, Equity, Diversity, and Inclusion (J.E.D.I.)
- e. Outreach & Engagement
- f. Strategic Planning

#### D. Awards Committees

All members of the Board are required to serve as a member of at least one Award Committee listed below. Board members will sign up for their choice of committee membership at the June meeting.

- a. Alumni Excellence
- b. Justice, Equity, Diversity, and Inclusion (J.E.D.I.)
- c. Leadership and Service
- d. Outstanding New Graduate
- e. Outstanding Student Teaching
- f. Outstanding Teaching
- g. Service to Penn State

#### E. Ad Hoc

The Board of Directors may create Ad-hoc committees, as necessary. Board members may serve on an Ad-Hoc committee when appointed by the president with the approval of the Board.

## **ARTICLE VIII**

### MEETINGS

#### Section 1. Meetings

There shall be at least three board meetings per year conducted in the Spring, June, and Fall. All meetings shall be open to any member of the Alumni Society. If a member wishes to participate virtually, they are required to notify the president and the alumni office of their intent.

#### Section 2. Monthly Executive Committee and Committee Chair Meetings

The Executive committee and committee chairs will meet monthly except during the months of the Spring, June, and Fall meetings. A monthly meeting may be cancelled due a limited number of agenda items or other extenuating circumstances.



Section 3. Emergency meetings

Emergency meetings of the Board of Directors shall be called at the discretion of the President or at the written request of a majority of the members of the Board or Executive Committee.

Section 4. Standing Committee Meetings

Standing Committees shall meet per the request of the Committee Chairperson or the President.

Section 5. Ad Hoc Committee Meetings

Ad Hoc Committees shall meet at the direction of the President or the Committee Chairperson.

Section 6. Quorum

A meeting shall be convened when a quorum is present. A quorum is a majority of the eligible voting Directors/Members.

**ARTICLE IX**

AMENDMENTS

Section 1. Constitutional Amendments

An amendment to the constitution must be presented to the Board 30 days prior to the next scheduled Board meeting. A motion to approve changes will take place at the next scheduled Board meeting. Changes to the Constitution and Bylaws require a two thirds affirmative vote to be approved.

Section 2. Penn State Alumni Association

This Constitution or its amendments may not be in conflict with the By-laws of the Penn State Alumni Association, or the rules and regulations for constituent societies as established by the Executive Board and Alumni Council of the Penn State Alumni Association.

**ARTICLE X**

DISSOLUTION

Should there be a dissolution of the Society, the Board shall, after paying and making provision for the payment of all liabilities of the Society, distribute all of its remaining assets to the College of Education or its successor.

This Constitution was adopted on June 25, 2022 to supersede the amended Constitution approved June 25, 2022.

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President

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Date

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Dean

\_\_\_\_\_  
Date