THE ARTS AND SCIENCES ALUMNI CHAPTER
OF THE UAB NATIONAL ALUMNI SOCIETY
Established 2004

UAB COLLEGE OF ARTS AND SCIENCES
Knowledge that will change your world

BYLAWS

APPROVED

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ARTICLE I – Name

The name of this organization shall be The Arts and Sciences Alumni Chapter of the UAB National Alumni Society ("Chapter"). This organization became an official chapter of the UAB National Alumni Society ("UABNAS") on June 29, 2004.

ARTICLE II – Purpose

The purpose of this organization shall be to promote the welfare and excellence of the University of Alabama at Birmingham College of Arts and Sciences ("UABCAS") and to assist in the development and support of a mutually beneficial relationship between the College and its alumni.

In 2009, the College of Arts and Sciences was formed combining the School of Arts and Humanities, School of Natural Sciences and Mathematics and the School of Social and Behavioral Sciences.

ARTICLE III – Membership

3.1 Eligibility: All graduates of the following College and Schools are eligible for active membership in this chapter:

   University of Alabama at Birmingham College of Arts and Sciences
   University of Alabama at Birmingham School of Arts and Humanities
   University of Alabama at Birmingham School of Natural Sciences and Mathematics
   University of Alabama at Birmingham School of Social and Behavioral Sciences

   All current and past members of the UABCAS faculty and staff are eligible for active membership regardless of whether they received a degree from UAB.

3.2 Active Members: All individuals who are eligible for membership or are UABNAS life members (3.1) should make a direct donation to the Arts and Sciences Alumni Chapter and/or who pay annual dues to this Chapter shall be considered active members of the organization.

3.2.1 Dues are set by the UABNAS. A percentage of these dues, if noted to be a member of this Chapter, will go towards the purpose of this organization.

3.3 Privileges of Membership: All active and life members shall receive notices of quarterly Chapter meetings, active members and life members shall have the right to vote in elections and attend all meetings of the general membership of the Chapter and to hold office.

3.4 Meetings: There shall be quarterly meetings scheduled at a date, time and location designated by the Board.

ARTICLE IV – Governing Board

4.1 Powers: The corporate powers of the Chapter shall be vested in and exercised by its Alumni Chapter Board ("Board") by a majority of a quorum thereof, unless expressly provided by these bylaws. The Board shall have the following powers in addition to those conferred by law:

4.1.1 To conduct, manage and control the affairs of the Chapter and to make such rules and Regulations and adopt such policies therefore as it may deem consistent with the bylaws then existing and the purposes of the Chapter as therein stated.
4.1.2 To determine the date, time and place of all meetings of the Board of Directors and of the membership of the Society.

4.1.3 To fill any and all vacancies occurring in any of the offices of the Society or in the Board of Directors when deemed appropriate.

4.1.4 To adopt, amend or repeal the bylaws of the Chapter,

4.1.5 Such other powers as may be prescribed in other portions of these bylaws.

4.1.6 To perform any lawful action and deemed necessary to further the cause and purpose of the Chapter.

4.2 Officers: Executive Committee of the Board consists of elected officers of this Chapter shall be a President, President-elect [2017], Immediate Past President [2018], Vice President, Student Relations Coordinator, Awards/Scholarship Chair, and Secretary/Treasurer.

4.3 Directors: Directors of the Board consists of elected officers of this Chapter shall be representatives from each of the nineteen (19) departments of UABCAS.

4.2-3.1 Guidelines: Elected officers must be active members or life members of the Arts and Sciences Chapter of the UABNAS or those who have donated to the Arts and Sciences Alumni Chapter: (see 3.2)

4.4 Ex-Officio: The UABCAS Dean, Sr. Director of Development, Alumni Affairs Specialist, Immediate Past President for one year following and a representative from each of the other five (5) CAS Alumni Chapters at least annually are ex-officio non-voting members of the Board. Individuals serving as ex-officio may be selected and confirmed from year to year without limit.

4.4.1 Ex-Officio members shall be invited to attend all regular meetings of the Board and to participate in the discussion of the affairs of the Chapter, but shall not have the authority to make motions, or propose amendments thereto, nor to vote on matters before the Board.

4.5 Officer Terms: Executive Committee Officers (with the exception of the Immediate Past President and the Award/Scholarship Chair) shall be elected for a two year term. The President-elect, Secretary/Treasurer, Vice President and 9 Directors shall be elected in the even year. The Student Relations Coordinator and 10 Directors shall be elected in the off year. The President shall assume the presidency following the term as President-elect. The Award/Scholarship Chair shall be appointed by the Board and current UABCAS Dean for tenure of mutual agreement between the Chapter and the appointee.

4.6 Officer Limits: An officer may be re-elected to serve one successive term with the exception of the President and President-elect. No officer shall serve more than seven (7) years in a ten (10 year period, unless approved by the Board.

4.7 Officer Vacancies: If a vacancy occurs in the Presidency, the President-elect shall assume the office. The office of the President-elect will be filled upon the board’s discussion. If a vacancy occurs in any other office, the Board shall appoint a member to fill the vacancy or delegate the duties of the office until the forthcoming election. If any other is unable or willing to continue
their duties, the Board may ask for their resignation and designate an alternate officer for the remainder of the term.

4.8 Meetings: The Board shall transact the business of the Chapter at quarterly meetings. It is mandatory for all Board members to attend the quarterly meetings. Special meetings may be called as needed. If absence is necessary due to unforeseen circumstances, notification to President is required. The Board may from time to time invite interested person(s) to present ideas/suggestions for Board review.

4.9 Nominations: Call for nominations shall be June 1-30.

4.9.1 The Board shall publicize a list of upcoming vacancies and active members to all active members at least fifteen (15) days prior to the call for nominations (June 1).

4.9.2 The Nomination Committee selects candidates for each office and for each available position on the Board to be elected by the active membership at the August Board Meeting. This list of nominees shall be publicized to active members at least thirty (30) days prior to the August Board Meeting (July 15).

4.9.3 All nominees must be an active member of the Arts and Sciences Alumni Chapter of the UABNAS to be eligible for nomination.

4.10 Elections: Elections shall be presented at the August Board Meeting. All nominees shall be identified on such ballots prepared by the Nomination Committee.

4.10.1 The ballot shall be emailed to active members at least sixty (60) days prior to the August Board Meeting (June 1).

4.10.2 Ballots must be in the hands of the Nomination Committee no later June 30 to be officially counted.

4.10.3 Votes shall be counted by the Nomination Committee. The candidate for each office receiving the greatest number of votes shall be elected. Results will be reported to the Secretary/Treasurer.

4.10.4 The results of the ballot election shall be announced at the August Board Meeting.

4.10.5 New officers shall be installed at the August Board Meeting and shall assume duties at the conclusion of the meeting.

4.10.6 Should nominations not exceed the member of vacant positions, the board may vote to appoint nominees to board member or officer positions.

4.11 Removal: Any member of the Board may be asked by the President to resign for failure to perform the duties and responsibilities of their position. Appointments to fill a vacancy for the unexpired term will be the responsibility of the President.
ARTICLE V – Governing Board Duties

5.1 President:

• Preside at all meetings and attend all events sponsored by the Chapter
• Responsible for creation and implementation of the Chapter’s goals
• Assist in the planning and implementation of all events involving and sponsored by the Chapter
• Serves as the Chapter’s representative to the UABNAS in a non-formal capacity
• Become an ex-officio member of the Board for one year following elected term of office
• Shall, with the approval of the Board, appoint such committees as he or she may deem necessary or desirable and shall be an ex-officio member of all committees
• Shall make no motion or amendment thereto nor vote on any question or motion unless the members of the Board, as the case may be, are equally divided, in which case, the President may cast the deciding vote

5.2 The President-elect [Introduce in 2017]:

• Shall perform the duties and exercise the powers of the President in the absence or disability of the President
• Serve as President of the Board when the President is unavailable or in the event of a vacancy in the presidency
• Serve in the implantation of the Chapter’s goals and purpose
• Assist in the planning and implementation of all events involving and sponsored by the Chapter
• Attend all meetings and events sponsored by the Chapter
• Attend committee meetings as an ex-officio member as desired by the President

5.3 Immediate Past President

• Shall assist the President and Chair the By-Laws Committee and Nomination Committee subject to the approval of the Board
• Responsible for Board nomination and election process (see 4.9 and 4.10)
• Present nomination results at the August Board Meeting
• Attend all meetings and events sponsored by the Chapter

5.4 The Vice President:

• Shall perform the duties and exercise the powers of the President in the absence or disability of the President and Immediate Past President
• Serve as President-elect of the Board when the President-elect is unavailable or in the event of a vacancy in the presidency
• Attend committee meetings as an ex-officio member as desired by the President
• Serve in the implantation of the Chapter’s goals and purpose
• Assist in the planning and implementation of all events involving and sponsored by the Chapter
• Attend all meetings and events sponsored by the Chapter
5.5 Secretary/Treasurer:

- Record the minutes of the Chapter meetings
- Send a copy of the minutes to all members within one week of each Chapter meeting
- Maintain an archival file of minutes for the Chapter, kept in the UABCAS Office of Development and Alumni Relations, original copy of the meeting minutes must be filed within one month of each meeting.
- Notify officers of their elections and committee members of their appointments
- Obtain a copy of the financial report from the UABCAS Alumni Affairs Specialist
- Funds of the Chapter shall be paid out only upon authorization of the Board
- Serve in the implantation of the Chapter’s goals and purpose
- Assist in the planning and implementation of all events involving the Chapter
- Attend all meetings and events sponsored by the Chapter

5.6 Award/Scholarship Chair:

- Appointed by President and confirmed by the Board
- Assist in the selection process of the following awards: College of Arts and Sciences Distinguished Alumni Achievement Award, Trailblazing Alumni Award and the Alumni Service Award
- Assist in the selection process of all College of Arts and Sciences wide scholarships
- Serve in the implantation of the Chapter’s goals and purpose
- Assist in the planning and implementation of all events involving the Chapter
- Attend all meetings and events sponsored by the Chapter

5.7 Board Member(s):

- Serve in the implantation of the Chapter’s goals and purpose
- Assist in the planning and implementation of all events involving the Chapter
- Board membership must stagger year to year
- Must attend seventy-five percent (75%) of the committee meetings throughout the year

ARTICLE VI – Committees

6.1 By-Laws Committee

- Under the direction of the Immediate Past President
- Purpose is to review the By-Laws of the Chapter at least every two (2) years and/or at other such times as directed by the President or Board

6.2 Nominating Committee

- Appointed by the President of the Chapter and confirmed by the Board at least two (3) months prior to the meeting at which an election is to be held (August)
- Under the direction of the Immediate Past President
- Shall be composed of five (5) members of the Board
- The President shall serve as a non-voting member of the Committee
6.3 **Awards/Scholarship Committee**

- Under the direction of the Awards/Scholarship Chair
- Consist of three (3) Board members including the Awards/Scholarship Chair
- Assist in the selection process of the following awards: College of Arts and Sciences Distinguished Alumni Achievement Award, Trailblazing Alumni Award and the Alumni Service Award
- Assist in the selection process of the UABNAS Dean’s Scholarship

6.4 **Student Relations Committee**

- Leadership shall be appointed by the President with the Board’s approval
- Identify and coordinate alumni mentorship opportunities
- Plan all student/alumni event programing; which must consist of at least one (1) annual event

6.5 **Membership/Awareness Committee**

- Leadership shall be appointed by the President with the Board’s approval
- Work closely with the UABNAS and the UABCAS Alumni Affairs Specialist to promote awareness of the Chapter
- Must organize at least one (1) annual membership recruitment drive on behalf of the Chapter

**ARTICLE VII – Fiscal Year**

7.1 The fiscal year of this organization shall be October 1 through September 30.

**ARTICLE VIII – Amendments**

8.1 Amendments to these bylaws shall be made by the Chapter Board as deemed necessary with a majority vote with a two (2) year minimum. The By-Laws Committee shall meet on an as needed basis, but no less than every two years for bylaw review.