

## CLUB BYLAWS TEMPLATE

Article I: NAME

The name of this organization is the Northwestern University Club of (city, region, affinity).

Article II: MISSION STATEMENT

The common purpose of Northwestern alumni clubs is to provide opportunities for alumni, parents of students and friends of Northwestern to meet to serve as Northwestern's advocate, articulating the role and direction of the University; to encourage intellectual enrichment and professional growth through forums and presentations; and to elevate the stature of the University in our communities through club programming.

Article III: GEOGRAPHIC AREA or AFFINITY

The proposed geographic area or affinity of the Club shall be filed with the Northwestern Alumni Association. The geographic area of the Club is subject to the approval of said office.

Article IV: MEMBERSHIP

Alumni, parents of students, students, and friends of Northwestern University shall be eligible for membership.

Membership in good standing requires being a dues paid member or a dues-exempted member.

Article V: DUES

The Board of Directors shall determine on an annual basis, and at any time deemed advisable, the amount of dues and any exemption from dues payments.

Article VI: OFFICERS OF THE CLUB

SECTION 1 – Officers

The officers of the Club shall include but not be limited to: President, Secretary/Treasurer, Vice President, Programming Chair, Membership Chair, and Communication Chair.

The Board of directors, as may be deemed necessary, can identify and elect other officers from time to time.

SECTION 2 – Duties

The duties of the officers shall be those duties and powers usually incident to their respective offices, guided by the NAA recommended board structure, and as established by the Board.

Officers are expected to attend all Board meetings. If attendance is not possible, the officer must notify the President.

### SECTION 3 – Qualifications

All officers must be members in good standing at the time of their election and at all times during their tenure.

The member nominated to serve as president of the Club shall be selected from those members who have already served at least one term as an officer.

The member nominated to serve as president of the Club shall be an alumnus/alumna of Northwestern University.

### SECTION 4 – Term of Office

The term of office shall be no greater than two years. Officers shall serve no more than two consecutive terms in any office.

### SECTION 5 – Election of Officers

A nominating Committee, composed of the current and a past President, and one Board member selected by the Board, shall establish a slate which will be announced two weeks prior to the August Board meeting. It shall be the responsibility of the nominating Committee to find qualified candidates to be slated.

The officers shall be elected at the Annual Meeting by a majority vote of the members present and voting. The Annual Meeting shall be held at least one month before the fall NAA Leadership Symposium.

The newly elected Officers' terms shall commence upon the conclusion of the August Board meeting unless otherwise specified by the Board.

## Article VI: BOARD OF DIRECTORS

### SECTION 1 – Members and Qualifications

The board shall consist of the officers of the Club, the immediate past President, Committee Chairs and such members at-large as selected by the existing Board.

Attendance at three Board meetings is a prerequisite to being appointed to the Board.

### SECTION 2 – Duties

The duties of the board shall be to direct the operation and activities of the Club in accordance with the NAA Mission Statement, NAA provided club materials, and the Northwestern Alumni Association's by-laws, including but not limited to:

- a) Holding a minimum of four meetings per year. Board Members must attend at least 50% of the meetings to remain on the Board unless excused by the President
- b) Electing officers and directors to fill vacancies occurring during the Club year
- c) Electing additional directors, or appointing additional committees, during the year as may be deemed appropriate
- d) Delineating duties of the committees

## Article VII: COMMITTEES

The board of directors may appoint committees that include Club members in good standing who are not otherwise Board officers. Such committees have authority to bind the Club to the extent that such authority has been specifically delegated to the committee by the board of directors.

Standing Committees may include, but not be limited to: recent graduates, membership, communications, special programming, and community service.

Article VIII: DISTRIBUTION OF ASSETS

In the event that the Club shall cease active operation, all assets of the Club shall be given to the Northwestern Alumni Association to hold.

Article IX: FISCAL YEAR

The fiscal year of the Club shall begin on September 1 [this date is not required – other dates may be more supportive of Club governance].

The Treasurer, or other designated Board member(s) shall prepare a proposed budget for review and approval by the Board.

Article X: AMENDMENTS

The by-laws may be adopted, repealed or amended, in whole or in part, at any time, by the affirmative vote of two-thirds (2/3) of the board of directors at the Board meeting after the announcement of such amendment is made at the previous Board meeting.

**Sample Resolution**

WHEREAS, the Northwestern University Clubs ("Clubs") are organized for the purpose of advancing the interests of the University, its alumni, and various constituencies, and

WHEREAS, the quality and procedures with which various Clubs are operated reflects upon the University, its alumni, and constituencies, and

WHEREAS, leadership of Clubs from around the world, and various Northwestern Alumni Association staff, adopted a chartering program (the "Program") for Clubs at the 1990 annual Leadership Conference in Evanston, Illinois; this Program setting forth minimum qualitative and procedural expectations for each Club.

NOW, THEREFORE, the Board of Directors of the Northwestern University Club of \_\_\_\_\_ hereby endorses, adopts and agrees to be fully bound by, and accepts the benefits of, the Northwestern Alumni Association and the University.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Northwestern University Club of \_\_\_\_\_

By: \_\_\_\_\_

President

By: \_\_\_\_\_

NAA Executive Director

*\*The NAA Executive Director is required to sign off on all club bylaws.*

*\*Each club should submit revised bylaws to their staff liaisons to keep on file at the NAA.*