

**By-Laws**  
**of the**  
**University of Chicago**  
**Alumni Club of Washington, DC**

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**By-Laws**

**ARTICLE I: OVERVIEW**

**Section 1.1: NAME**

The name of this organization is the University of Chicago Alumni Club of Washington DC (DC Alumni Club).

**Section 1.2: MISSION STATEMENT**

The common purpose of all University of Chicago alumni clubs and organizations is to enable alumni, parents, and friends of University of Chicago to come together to articulate their vision for 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.

**Section 1.3: GEOGRAPHIC AREA**

The DC Alumni Club shall serve alumni living in and visiting the District of Columbia and surrounding area, subject to the approval of the University of Chicago Alumni Association.

**ARTICLE II: ALUMNI CLUB OF WASHINGTON DC MEMBERS**

**Section 2.1: MEMBERS**

Alumni, parents, and friends of the University of Chicago shall be eligible members.

**ARTICLE III: OFFICERS**

**Section 3.1: OFFICERS OF THE CLUB**

The officers of the DC Alumni Club (Officers of the Club) shall include but not be limited to: President, Vice President, Communications Chair, Treasurer, Programming Chair, Career Chair, and Affinity Group Liaison (Officer(s)). The Officers of the Club should not consist of more than 10 persons and should strive to consist of not fewer than 5 persons.

**Section 3.2: CREATION OF OFFICER POSITIONS**

The Officers of the Club may create new officer positions as may be deemed necessary. Officer positions shall be created by a majority vote of the Officers present at a formal meeting. Officers shall be elected to those positions pursuant to Section 3.6 of this Article III.

**Section 3.3: DUTIES**

The duties of the Officers of the Club shall be those duties and powers usually incident to their respective offices and as detailed in the University of Chicago Alumni Club Handbook. Duties of officer positions that are not detailed within the University of Chicago Alumni Club Handbook shall be defined by the DC Alumni Club President with the consent of a majority of Officers of the Club. All Officers of the Club shall serve on the Board of Directors as discussed below in Section 4.1 of Article IV.

Generally, active involvement with matters coming before the Board of Directors is expected by each Officer. As such, Officers are expected to attend all regular and special meetings of the Board of Directors. In the event that an Officer is absent at two consecutive regular meetings and does not otherwise demonstrate active involvement as an Officer through DC Alumni Club activities outside of regular meetings, he or she has demonstrated “cause” for removal as defined under Section 3.12 of this Article III.

#### **Section 3.4: QUALIFICATIONS**

- a) All Officers of the Club must be members in good standing at the time of their election and at all times during their tenure.
- b) Any member nominated or selected to serve as President or Vice-President must have already served as another Officer of the Club unless no current or prior Officer is available or willing. See Section 3.6 of this Article III.

#### **Section 3.5: TERM OF OFFICE**

The term of office shall be two years, beginning on or about September 1. Officers may serve up to two (2) consecutive terms in any office, subject to Section 3.12 of this Article III. An Officer must notify all other Officers of the Club no later than ninety (90) days prior to the end of the first term whether the Officer plans to serve a second term.

#### **Section 3.6: ELECTION OF OFFICERS**

President: The Vice President shall succeed the President at the end of the President’s term (or resignation under Section 3.11 or removal under Section 3.12 of this Article). If the Vice President is unavailable or unwilling to serve as the President, the President shall select his or her successor from among the current and prior Officers of the Club. If all current or prior Officers are unavailable or unwilling to serve, the President shall be selected by the process set forth in Sections 3.7 - 3.10 of this Article III.

Vice President: The Vice President shall be selected by the current or incoming President. The Vice President shall be a current or prior Officer of the Club. If all current or prior Officers are unavailable or unwilling to serve, the Vice President shall be selected by the process set forth in Sections 3.7 – 3.10 of this Article III.

Officers: All Officers, except as otherwise described in this Section, shall be selected by the process set forth in Sections 3.7 - 3.10 of this Article III.

#### **Section 3.7: NOMINATIONS**

The President and Vice President shall notify the Officers of the Club prior to seeking candidates for an open Officer position. The President and Vice President shall seek candidates for election by soliciting nominations from current and former Officers, the Alumni Association, and the general membership. Solicitations shall be by means of the University Alumni website, the DC Alumni Club website, e-mail, Alumni program brochure, the University’s Alumni magazine, or any other appropriate medium. The President and Vice President will seek candidates for a period of at least thirty (30) days prior to initiating the voting procedures set forth in Section 3.10 of this Article.

### **Section 3.8: CRITERIA**

When reviewing and voting on candidates, the Officers will consider the diverse qualities each candidate can contribute to the DC Alumni Club and whether each candidate has demonstrated a prior commitment to the mission of the DC Alumni Club through volunteerism and other activities. In addition, the Officers will consider the current office-holder's recommendation.

### **Section 3.9: SUBMISSION OF NOMINATIONS**

- (a) Expression of interest in nomination shall be directed in writing to the President and Vice President. A member may nominate another member in good standing or a member in good standing may self-nominate.
- (b) The President or Vice President shall provide a Candidate Information Form to each nominee, asking that it be completed and returned to the President and Vice President by a stated deadline (at least fifteen (15) days prior to the Officer's meeting in which the voting for an open Officer's position(s) is to take place (Voting Meeting) discussed below in Section 3.10 of this Article). Upon timely submission of the Candidate Information Form by the nominee, the nominee shall become an official candidate for the specified office(s). If a candidate expresses interest in more than one available office, the candidate shall rank his or her preference for each specified office of interest.
- (c) The deadline date for submission of nominations and the Candidate Information Form shall be determined by the President or, at the President's direction, the Vice President (however, the deadline shall be at least fifteen (15) days prior to the Voting Meeting discussed below in Section 3.10 of this Article).

### **Section 3.10: VOTING PROCEDURES**

- (a) **Slate Status Notification:** No less than forty-five (45) days prior to the Voting Meeting, the President and Vice President shall propose and circulate amongst the Officers of the Club a slate of candidates for election (Slate Status Notification).
- (b) **Nomination Period:** Within fifteen (15) days of the Slate Status Notification, current Officers may nominate additional members to the candidate's list. Following nomination, the President or Vice President will notify the members nominated and instruct interested members to submit a completed Candidate Information Form by a stated deadline (that shall be no less than fifteen (15) days prior to the Voting Meeting).
- (c) **Final Slate Notification:** No less than thirty days (30) days prior to the Voting Meeting, the President and Vice President shall propose and circulate amongst the Officers of the Club the final slate of candidates for election (Final Slate Notification). If no viable candidate(s) is available after the Nomination Period, the President and Vice President will continue to promote the open position(s) and postpone the Voting Meeting.

(d) Candidate Information Form: No less than fifteen (15) days prior to the Voting Meeting the President and Vice President shall circulate amongst the Officers of the Club the completed Candidate Information Form(s).

(e) Voting Meeting: At the Voting Meeting, Officers of the Club shall have the opportunity to discuss the slate of candidates for each available Officer position and their qualifications. Upon a motion by any Officer of the Club, the Officers shall hold a vote for each available Officer position. The current Officers of the Club shall elect a member to the available Officer position(s) from the slate of candidates presented at the Final Slate Notification and who have submitted completed Candidate Information Form(s). No candidate may be elected to an Officer position absent a majority vote of the current Officers of the Club.

### **Section 3.11: RESIGNATION**

An Officer may resign by 30 day's advanced written notice delivered to the President and Vice President.

The Vice President shall notify the President of his/her decision to accept the President position under Section 3.6 of this Article:

- At least ninety (90) days before the end of the President's second consecutive term or
- Within fifteen (15) days of the date that the President notifies the Officers of the Club of her/her decision to resign under Section 3.11 or to not seek a second term under Section 3.5.

### **Section 3.12: REMOVAL OF OFFICERS**

An Officer may be removed from office only for "cause" by the affirmative vote of two-thirds of the Officers of the Club. "Cause" shall include activities which reflect adversely on the University Alumni community. An Officer removed from office shall be notified of the decision in writing. If a member of the Club believes that cause exists to remove an Officer of the Club, the member should contact the President (or, if the events at issue involves the President, the member should contact the Vice President), who shall schedule a vote within seven (7) calendar days of receiving notice of cause to remove an Officer.

### **Section 3.13: MEETINGS & NOTICE**

Notice of the time and place of any meeting of the Officers of the Club shall be given to each Officer at least seven (7) days in advance of the meeting.

## **ARTICLE IV: BOARD OF DIRECTORS**

### **Section 4.1: MEMBERS & QUALIFICATIONS**

At a minimum, the Board of Directors shall consist of the Officers of the Club and the immediate past President. Additional members may be added at the discretion of the President.

### **Section 4.2: MEMBERS**

See Appendix A for a complete list of current Board members.

### **Section 4.3: DUTIES**

The duties of the Board of Directors shall be to manage the operation and activities of the club in accordance with the Mission Statement, the University of Chicago Alumni Club Handbook, and the University of Chicago Alumni Association's by-laws, including but not limited to:

- (a) Holding a minimum of four meetings per year (including one meeting to address any necessary amendments to these by-laws);
- (b) Holding a minimum of one meeting per year that includes other key local leaders to address the current state of local alumni community; and
- (c) Coordinating a minimum of six events per year.

### **Section 4.4: MEETINGS**

Written, electronic, or printed notice stating the place, date, and hour of the meeting of members shall be sent to members not less than seven (7) calendar days before the date of the meeting by those calling the meeting.

## **ARTICLE V: COMMITTEES**

### **Section 5.1: OVERVIEW**

The Board of Directors may appoint committees that include members in good standing who are not Officers of the Club. Such committees have authority to bind the DC Alumni Club to the extent that such authority has been specifically delegated to the committee by the Board of Directors.

### **Section 5.2: PROGRAM COMMITTEE**

The Program Committee shall meet at least twice annually and be lead by the Programming Chair. Program Committee meetings shall be open to all University of Chicago alumni interested in supporting events and activities in the Washington DC geographic area.

### **Section 5.3: CAREER COMMITTEE**

The Career Committee shall meet at least twice annually and be lead by the Career Chair. Career Committee meetings shall be open to all University of Chicago alumni interested in supporting events and activities in the Washington DC geographic area.

## **Article VI: DISTRIBUTION OF ASSETS**

In the event that the club shall cease active operation, all assets of the club shall be given to the University of Chicago Alumni Association.

## **Article VII: FISCAL YEAR**

The fiscal year of the club shall follow the University of Chicago Alumni Association fiscal year.

## **Article VIII: 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 Officers of the Club.

**Article IX: ADHERENCE TO ALUMNI ASSOCIATION GUIDELINES**

These by-laws shall adhere to all existing Alumni Association guidelines. In the event that Alumni Association guidelines are amended or revised, these by-laws shall be reviewed for compliance and amended accordingly.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

University of Chicago Alumni Club of Washington DC

By: Gahan Christenson, President \_\_\_\_\_

Joseph Anzalone, Vice President \_\_\_\_\_