

**Wright State University**  
**\_\_\_\_\_Network**  
**Code of Regulations**  
**(Greater Indianapolis Alumni Network Example)**

**Article I: Name**

The organization shall be called the Wright State University Greater Indianapolis Alumni Network (“GInAN”).

**Article II: Purpose**

Section 1: The Wright State University Greater Indianapolis Alumni Network shall develop, plan, implement, and promote diverse activities in the effort to provide alumni with opportunities for a continued and meaningful relationship with WSU and fellow graduates.

Section 2: The GInAN shall assist and enhance the Wright State University Alumni Association (“WSUAA”) and the University through:

- a. Assisting with the recruitment and retention of students from the Greater Indianapolis Region and beyond;
- b. Active participation in activities designed to promote, enliven and support the interests of the Greater Indianapolis Region and the University;
- c. Giving to the University;
- d. Establishing and maintaining a presence of leadership in the Greater Indianapolis Region and involvement on the University campus;
- e. Developing and perpetuating greater engagement of alumni in the Greater Indianapolis Region.

**Article III: Members**

Section 1: Membership

- a. All members of the GInAN must be members of the WSUAA.
- b. Voting members of the GInAN shall consist of graduates of Wright State University (“WSU”) as prescribed in the By-Laws and Constitution of the WSUAA.

**Article IV: Meetings of Members**

Section 1: Meetings

The annual meeting of the members shall be held each year as may be determined by the GInAN Executive Committee for the purpose of electing the officers, and for the transaction of such other business as may come properly before the meeting. Requests for agenda items should be submitted in writing to the president of GInAN at least one week prior to the next scheduled meeting.

Section 2: Special Meetings

Special meetings of the members may be called by a quorum of four (4) members.

Section 3: Order and Conduct of Business  
The order and conduct of business of the members in good standing present at any meeting shall be in accordance with the principles of consensus or Robert Rules of Order, subject to the discretion of the chair of the meeting.

Section 4: Notice of Annual Meetings  
Written notice of the annual meeting of the members shall be given to each member sent at least thirty (30) days before the date of such meeting to the members' last known e-mail or mailing address as it appears on the records in the Office of Alumni Relations.

Section 5: Notice of Special Meeting  
Written notice of each meeting of the members shall be given to each member by mail or email, as needed, before the date of such meeting to the members last known mailing address or email address as it appears on the records in the Office of Alumni Relations.

**Article V: Executive Committee**

The Executive Committee shall be a standing committee and consist of the President, Vice-President, Secretary and the chairs of the standing committees. The President of the GInAN shall act as Chairperson of the Executive Committee. Four (4) members of the Executive Committee shall constitute a quorum. The Executive Committee shall have all the power and authority of the GInAN between meetings of the GInAN, and its members shall serve until their respective successors are elected. The Executive Committee shall meet at the call of the President and/or on the request of a majority of the members of the Executive Committee.

Section 1: Number of Authority  
The Executive Committee shall be composed of seven (7) voting members. The members shall include:

- a. Three officers of the network (President, Vice-President, and Secretary), who shall be graduates of Wright State University;
- b. Chairs of standing committees
- c. Two at-large members

The Executive Committee shall have general supervision, management and operation of the GInAN for the administration of its business.

Section 2: Election and Appointment.  
At the annual meeting of the GInAN, there shall be elected:

- a. Seven (7) Executive Committee members

At the Annual meeting, the new officers shall be elected and serve a term of two (2) years and/or until their respective successors are elected and qualified. No member of the Executive Committee shall be elected or appointed to serve more than two consecutive two-year terms.

Nominations for election of officers shall be proposed at large and submitted to the Executive Committee for review at least thirty (30) days prior to such election, by means of certification of the names of the nominees to the Secretary of the Executive Committee, who shall then give notice of such nomination to the members of the GInAN in writing sent at-least twenty (20) days before such meeting of members. Nominations from the floor are not permitted.

Section 3: Duties of Officers  
Duties of the president, Vice-President and Secretary shall be as prescribed in the By-Laws and constitution of the WSUAA.

Section 4: Vacancies  
In the event that a vacancy occurs on the Executive Committee such vacancy or vacancies shall be filled for the unexpired term, as the case may be, by action of a consensus of the Executive Committee members then in office, pursuant to nominations presented by the Event and Membership Committees for such purpose. Those individuals fulfilling the unexpired term created by the vacancy shall be eligible to serve two additional two-year terms.

Section 5: Meetings  
The Executive Committee shall meet at least quarterly before the WSUAA Board of Directors meeting. Each Executive Committee member shall be entitled to one vote on each matter properly submitted to the Executive Committee for their vote, consent, waiver, release or other action. Executive Committee members shall not be permitted to vote by proxy or by mail in connection with any meeting of the Executive Committee.

Section 6: Special Meetings  
Special meetings of the Executive Committee may be called by action of a quorum of four (4) members of the Executive Committee members then in office, by the President, or in the absence or inability of the President to act or a vacancy in such office, by the Vice-President. Written notice of a special meeting of the Executive Committee members shall be required in the event that the business to be considered at such meetings includes nomination or election of a member to office or the removal of an Executive Committee member.

Written notice of any such special meeting, including a brief statement of all purpose or purposes for which it has been called, shall, unless waived in writing or by Executive Committee members personal presence at or participation in the meeting, be given to each Executive Committee member by mail sent at least 15 days before the date of such meeting. Written notice of other special meetings of the Executive Committee members shall not be required, if notice by telephone is given to each Executive Committee member at least forty-eight (48) hours before the date of such meeting.

Section 7: Order and Conduct of Business

The order and conduct of business at all meetings of the Executive Committee shall be determined by the President within his or her sole discretion, except when, by a majority vote of the Executive Committee members present, it is determined that the order and conduct of business shall be in accordance with the then current edition of Robert Rules of Order.

**Article VI: Ad Hoc Committees**

The GInAN shall have two standing committees: (1) Events and (2) Membership Development. The chair of each committee shall be appointed by the President of the GInAN, subject to the approval of the Executive Committee. The chair of each committee shall serve on the GInAN Executive Committee. Additional committees shall be formed on an ad hoc basis. The members of the Executive Committee will select chairs of ad hoc committees.

Section 1: Events Committee

The Events Committee shall cultivate and recruit nominees for Events committees and officers. The committee will also identify and plan events to attract more interest in the Network and the Alumni Association. The committee shall consist of at least two members of the GInAN, one (1) of whom shall be an Executive Committee member. Each member of the Events Committee shall be appointed to serve two years and until his or her successor is appointed and qualified. No member of the Events Committee shall be appointed to serve more than two (2) consecutive two-year terms. At all meetings of the members of the Events Committee, the presence in person of not less than a simple majority of committee members shall constitute a quorum, except that a lesser number may act as a committee as a whole, but no official action can be taken until a quorum is obtained.

Section 2: Membership Committee

The Membership Committee shall increase interest and membership in the GInAN through recruitment and retention efforts made through regular communication with the Greater Indianapolis alumni population and an annual membership drive. The committee shall consist of no less than one member of the GInAN, at least one (1) of whom shall be an Executive Committee member. Each member of the Membership Committee shall be appointed to serve two years and until his or her successor is appointed and qualified. No member of the Membership Committee shall be appointed to serve more than two (2) consecutive two-year terms. At all meetings of the members of the Membership Committee, the presence in person of a simple majority of committee members shall constitute a quorum, except that a lesser number may act as a committee as a whole, but no official action can be taken until a quorum is obtained. The chair of the Membership committee shall report as needed to the WSUAA Board of Directors.

**Article VII: Fiscal Year**

The fiscal year of the GInAN shall end on December 31 of each year. or on such other dates as may be designated from time to time by the Executive Committee.

**Article VIII: Dues**

Annual dues shall be in accordance with the dues structure of the WSUAA.

**Article IX: Amendments**

These Bylaws may be amended or repealed, and new bylaws may be adopted, at any meeting of members held for such purpose, provided that a copy of any proposed amendments, amended Regulations, or substitute Regulations, or a brief description thereof be included in the written notice of such meeting and at least thirty (30) days prior to the meeting.

**Article X: Conformity**

These articles as adopted are not intended to conflict with the current WSUAA By-Laws and Constitution, but to further define the GInAN as a recognized constituency group.