

BY-LAWS
OF
BUCKNELL ENGINEERING ALUMNI ASSOCIATION

ADOPTED 22 October 2011

ARTICLE I - NAME

The name of the organization is the Bucknell Engineering Alumni Association. It will hereafter be referred to simply as the BEAA or the Board.

ARTICLE II - PURPOSE

The mission of the Bucknell Engineering Alumni Association shall be to promote the general well being of the College of Engineering of Bucknell University.

ARTICLE III - MEMBERSHIP

Members of the BEAA shall be:

- A. Those who have received engineering degrees from Bucknell University.
- B. Individuals who shall have been in good standing for at least two years in the undergraduate curriculum of the Engineering Departments of Bucknell University, whose separation from the College of Engineering was under honorable conditions, and, who are no longer students.
- C. Others as the Board of Directors may elect, such as: Bucknell alumni who by other scientific training or experience have been significantly involved in engineering fields.

ARTICLE IV - BOARD OF DIRECTORS

A. -- Creation

The Board of Directors, which is representative of the engineering alumni body, was created to manage the affairs of the Bucknell Engineering Alumni Association. The Board of Directors shall arrange for all meetings and events of the general membership of BEAA. It shall have the power to make all rules for its own regulation, not inconsistent with these By-laws.

B. -- Composition and Procedures

- 1. The Board of Directors shall consist of a maximum of up to 47 total members, including:

- a. 30 voting members who shall be elected by Board members and the Dean of Engineering at Bucknell University, ex officio; and
- b. 6 voting engineering alumni who have graduated within the last 5 years and who shall be elected by Board members and the Dean of Engineering at Bucknell University, ex officio; and
- c. 12 non-voting undergraduate Bucknell engineering student members, as described in Paragraph 5, below.

At no time shall there be less than 27 voting members and 7 non-voting members, unless approved by a 2/3 vote of the Board.

2. The role of the student members shall be advisory. They shall not have voting rights.
3. In considering individuals for Board service, attention should be given to attracting the most qualified people possible with appropriate consideration being given for balanced representation based on class year, discipline, gender, geography, racial and ethnic diversity, interest, service, and appropriate financial commitment to Bucknell.
4. Terms of service for voting members are as follows:
 - a. The general voting board membership (as explained in Item B.1.a) shall be three years. General members may be re-elected for additional terms upon recommendation by the Membership and Nominations Committee. Directors shall be eligible to serve no more than three full consecutive terms.
 - b. The alumni voting board membership (as explained in Item B.1.b) shall be one, three year term. At the end of the three year term, board membership will end but with the opportunity to rejoin the BEAA Board of Directors in the future.
 - c. All voting members are expected to attend all Board meetings. The Executive Committee of the Board shall review the continued membership of Board members who are absent from two out of the three yearly meetings. If deemed appropriate, the Executive Committee may remove such members from the Board.
5. The non-voting, student members of the Board of Directors may also include twelve (12) undergraduate Bucknell engineering students who will each serve a maximum two-year term. Additionally,
 - a. For each academic year, the make-up of the undergraduate members may include:
 1. Five (5) or six (6) members of the junior class, and
 2. Five (5) or six (6) members of the senior class.

- b. Student membership may include one student from each of the following twelve (12) student engineering organizations, whose members shall be responsible for electing their representative to the Board.
 - 1. ACM,
 - 2. AICHE,
 - 3. ASCE,
 - 4. IEEE,
 - 5. ASME,
 - 6. BMES,
 - 7. NSBE,
 - 8. SWE,
 - 9. SHPE,
 - 10. Tau Beta Pi,
 - 11. Chi Epsilon, and
 - 12. Engineers Without Borders
 - c. Student members' attendance is expected at the Fall and Winter meetings each year. If student members fail to attend one of these meetings, the Executive Committee shall review the membership of both the student and the student organization and, if appropriate, may remove non-attending members and/or organizations.
 - d. Student members shall be assigned to the working committees of the BEAA, and will be invited to participate on committee conference calls between meetings.
6. Regular meetings of the Board of Directors shall be held at least three times annually with at least one meeting falling during each academic semester. Other special meetings called by the Board may be held at the time and place fixed by the President should the need arise.
7. A quorum of the Board shall exist if either of two conditions are met: (1) A simple majority, or (2) if the meeting has been announced to all members at least two weeks in advance, the Executive Committee may decide that a quorum exists. Business shall be conducted by a majority of the voting members present and voting.

ARTICLE V - OFFICERS

- A. The Board shall elect officers from a slate submitted by the Membership

and Nominations Committee. Nominations also may be made from the floor. These officers shall include the President, Secretary / Treasurer, Vice President for Membership, and Vice President for Activities. The officers and Committee Chairs of the Association shall comprise the Executive Committee of the Board. The President may also appoint an additional member-at-large to the Executive Committee. Terms of office for all officers and Executive Committee members are two years.

- B. A director who is elected or appointed to a term on the Executive Committee (as an officer or as Committee chair or as a member at large) that is longer than the director's remaining term on the Board shall have his or her term on the Board of Directors extended. The extension shall be for the length of the service as an officer or member at large.
- C. If any officer is unable to complete his or her term, then a special election for his or her replacement will be held from a slate submitted by the Membership and Nominations Committee at the next regularly scheduled Board meeting.
- D. The officers shall be eligible to serve no more than two consecutive terms in each office.
- E. The President shall preside at all meetings of the BEAA membership and of the Board of Directors, and shall perform such other duties as the Board may direct. He/She shall be an ex-officio member of all committees. In the absence of the President, the Secretary / Treasurer shall chair meetings of the Board. The President serves as chief executive officer of the Association, providing leadership to ensure the effective planning and implementation of the Association's programs and projects.
- F. The Secretary / Treasurer shall maintain documentation of the Board's activities; fulfill the duties of the President when he / she is not available; would advise the Board on all matters related to financial policies and standards to guide financial decision making, if necessary; and shall serve as the Chair of the Planning Committee.
- G. The Vice President for Membership shall plan for and implement the Board's membership and alumni award nominations process and shall serve as the Chair of the Membership and Nomination Committee.
- H. The Vice President for Activities shall assure that the BEAA's presence on the Web is maintained and is current; facilitate the interchange of information among the BEAA committees and Executive Board; and facilitate the communication between the BEAA and the College.
- I. The Secretary / Treasurer and Vice-Presidents shall be responsible to the

President for planning and coordinating the activities of the Board of Directors and other duties designated by the President.

ARTICLE VI - GENERAL MEETINGS

- A. The annual meeting of BEAA shall be held in the winter in Lewisburg, Pennsylvania or elsewhere as the Board may direct, and the Board of Directors shall select the date of the meeting. It shall be the duty of the Secretary / Treasurer to notify all members of the annual meeting.
- B. The Board shall also meet to conduct business in the fall and the spring. These meetings will be held in Lewisburg or elsewhere as the Board may direct and the Board shall select the date of the meetings. The Secretary / Treasurer will notify all members of the times and places of the meetings.
- C. Special meetings of the general membership may be called by the Board, or upon the written request of ten or more members of the BEAA. These meetings will be held at the time and place fixed by the President. The Secretary / Treasurer shall send two weeks written notice of such special meetings to all members.

ARTICLE VII - COMMITTEES

- A. The Executive Committee shall be charged with the responsibility of setting the agenda for Board meetings and such other matters as referred to by the full Board. The Executive Committee is also authorized to act on behalf of the full Board between regularly scheduled meetings and in emergency situations.
- B. In addition to the Executive Committee there shall be created the following two standing committees of the Board for internal operations: Membership/Nominations, and Planning. The Vice President for Membership will chair the Membership and Nominations Committee. The Secretary / Treasurer will chair the Committee on Planning. Committees to manage the external affairs and relationships with the general alumni body and University at large will be formed as needed. These committees will remain in existence as long as deemed necessary to accomplish the goals and objectives of the Board.
- C. The President, in consultation with the Membership and Nominations Committee, shall appoint members to committees. The President shall also appoint committee chairs. Committee chairs may not serve more than two consecutive terms. The President shall be considered a member of all committees.

- D. The Membership and Nominations Committee shall be set at six members, with two rotating off each year, to be replaced by two new members. The charge of the Membership and Nominations Committee shall be to present a slate of candidates to be elected by the full Board to serve on the general membership of the Board, and to present a slate of candidates for officers for the Board who have demonstrated leadership skills and will provide continuity of leadership on the Board.
- E. The Planning Committee shall examine specific issues that have been identified as priorities for Board action and develop recommendations for addressing them. The Committee shall develop and update the BEAA's Long Range Strategic Plan. The Committee will also perform such other duties and functions charged to it by the President, Executive Committee or the full Board.
- F. In order to effectively carry out the mission of the Association, the following committees are also established: Career Development; Development; Admissions; ABET; and Outreach/Affinity. The committees will perform such duties and functions as charged to them by the President and Executive Committee. The President, in consultation with the Executive Committee, may establish other committees to conduct the work of the Association.

ARTICLE VIII - UNIVERSITY SUPPORT OF THE ASSOCIATION

- A. A strong, well-functioning Bucknell Engineering Alumni Association is of great importance to Bucknell. The University, therefore, shall provide reasonable and appropriate assistance to guide and support its activities. The principal staff of the College of Engineering, providing this guidance and support, are the Dean of Engineering, the Associate Dean(s) of Engineering, and the Volunteer Manager for Engineering. The Board will also draw on members of the Office of Alumni, Parents & Volunteers, and the Office of University Relations and other University resources as appropriate for guidance and support as appropriate.
- B. The Office of the Dean of Engineering, in conjunction with the Office of Alumni, Parents and Volunteers is the principal administrative unit responsible for guiding and supporting the Bucknell Engineering Alumni Association, and they are responsible for conceptualizing, planning, and implementing a comprehensive alumni outreach program that promotes the growth and development of an informed, involved, and supportive alumni body.

ARTICLE IX - AMENDMENTS

- A. The By-Laws shall be amended by a two-thirds (2/3) vote of those present at any regular meeting of the Board of Directors. Upon such approvals, the Amendment shall take effect immediately, subject to an examination period by the entire Board membership (said Amendment hereinafter referred to as a "Provisional Amendment").
- B. A Provisional Amendment shall be communicated to all the members of the Board of Directors of the Bucknell Engineering Alumni Association for reaction and comments, as soon as practicable after the said regular Board meeting. Any objections to a Provisional Amendment must be made in writing and received by the Office of the Dean of Engineering within sixty (60) days of the date of mailing of such Provisional Amendment to the Board.
- C. At the next regular Board meeting, the President shall present any timely filed objections to a Provisional Amendment to the Board for its consideration. After having heard any such objections to a Provisional Amendment, the Board shall vote on the permanent enactment of the Provisional Amendment. A Provisional Amendment shall become permanent upon receiving a two-thirds (2/3) vote of the voting members present at such Board meeting. If a Provisional Amendment shall be deemed null and void retroactive to the prior Board meeting at which time the Provisional Amendment was enacted, such that the By-Laws shall be read as it existed immediately prior to the enactment of such Provisional Amendment.
- D. If no objections are received on a timely basis with respect to the Provisional Amendment, then the Provisional Amendment shall become a permanent amendment to the Bylaws effective as of the date of the regular meeting of the Board immediately following the enactment of the Provisional Amendment.
- E. The By-Laws, as amended, shall be filed in the office of the Dean of Engineering and available for inspection during normal business hours. They shall also be published on the BEAA web site.