

**BY-LAWS
OF BUCKNELL ENGINEERING ALUMNI ASSOCIATION**

ADOPTED November 4, 2017

ARTICLE I - NAME

The name of the organization is the “Bucknell Engineering Alumni Association”. It will hereinafter be referred to simply as the “BEAA”.

ARTICLE II - PURPOSE

The mission of the Bucknell Engineering Alumni Association is to promote the general wellbeing of the College of Engineering of Bucknell University.

ARTICLE III - MEMBERSHIP

Members of BEAA will be:

- A. those who have received engineering degrees from Bucknell University,
- B. individuals who will 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
- 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 of the BEAA (the “Board”), which is representative of the Bucknell engineering alumni body, was created to manage the affairs of the Bucknell Engineering Alumni Association. The Board shall arrange for all meetings and events of the general membership of BEAA. The Board will have the power to make all rules for its own regulation not inconsistent with these By-laws.

B. -- Composition and Procedures

1. The Board will consist of a maximum of 51 members (each a “Director”) comprising:
 - a. no more than 30 members (each a “General Member”) who will be elected by Directors; and
 - b. no more than six members (each a “Recent Graduate Member”) who, at the time of their elections to the Board, graduated within the prior five years and who will be elected by Directors; and
 - c. no more than fourteen undergraduate Bucknell engineering student members (each a “Student Member”), selected as described in Paragraph 5 below; and
 - d. the Dean of Engineering of Bucknell University, *ex officio*.

At no time will the number of General Members and Recent Graduate Members be less than 27 and number of Student Members be less than seven, unless approved by a 2/3 vote of the Board.

2. General Members, Recent Graduate Members, and the Dean of Engineering are “Voting Members” and entitled to vote. The role of the Student Members is advisory. Student Members are not entitled to vote.
3. In considering individuals for Board service, attention should be given to attracting the most qualified people, with appropriate consideration given to interest; service to Bucknell, the College of Engineering, and the profession; support of Bucknell, financial and otherwise; class year and discipline; and diversity.
4. Terms of service for Voting Members are as follows:
 - a. The term for General Members will be three years. General Members may stand for re-election for additional terms upon nomination by the Membership and Nominations Committee. Directors will be eligible to serve no more than three consecutive full terms.
 - b. The term for Recent Graduate Members will be one, three year term. At the end of the three year term, a Recent Graduate Member may stand for election to the Board as a General Member if nominated by the Membership and Nominations Committee.
 - c. All Voting Members are expected to attend all Board meetings. The Executive Committee of the Board shall review attendance of

Voting Members and may remove from the Board any Voting Members who have been absent for two of the three yearly meetings of the Board.

5. Student Members:

a. The Student Members of the Board of Directors will comprise:

One undergraduate Bucknell engineering student from each of the following eleven student engineering organizations, whose members shall be responsible for electing their Student Member representatives on the Board:

1. ACM,
2. AICHE,
3. ASCE,
4. IEEE,
5. ASME,
6. BMES,
7. NSBE,
8. SWE,
9. SHPE, 10. Tau Beta Pi, and 11. Chi Epsilon.

- b. The term of each Student Member is one academic year. Student Members may serve no more than three terms and may represent different student engineering organizations in successive terms. Student Members may not represent more than one student engineering organization in any term. Each Student Member must be a member of the sophomore, junior or senior class in the academic year of each Board term. Student Members' attendance is expected at the fall and winter meetings each academic year. The Executive Committee shall review the membership of both the Student Members and the student engineering organizations represented by the Student Members and, if a Student Member fails to attend both the fall and winter meetings in an academic year or otherwise appropriate, may request a student engineering organization to select another representative to serve as a Student Member or remove a student engineering organization from those entitled to selection of a Student Member. The Dean of Engineering may nominate a student engineering organization to be entitled to representation by a Student Member of the Board, such nominations to be approved by the President without an amendment to these By-laws.
- c. Student Members will 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 may be called by the Board should the need arise and may be held at the time and place fixed by the President.
7. A quorum of the Board will exist if a simple majority of Voting Members is present. Business will be conducted by a majority of the Voting Members present and voting.

ARTICLE V – OFFICERS; EXECUTIVE COMMITTEE

- A. The Board shall elect Officers from a slate submitted by the Membership and Nominations Committee. Nominations also may be made from the floor. The Officers will include the President, Secretary, Vice President for Membership and Nominations, and Vice President for Communications.
- B. The Executive Committee will comprise the Officers and Committee Chairs of the Board. The President may also appoint no more than three Members-at-Large to the Executive Committee. Terms of office of Executive Committee members are two years.
- C. A Director who is elected or appointed to a term on the Executive Committee that is longer than the Director's remaining term on the Board will have his or her term on the Board of Directors extended. The extension will be for the length of the service as a member of the Executive Committee.
- D. If any Officer is unable to complete his or her term, then a special election for his or her replacement shall be held from a slate submitted by the Membership and Nominations Committee at the next regularly scheduled Board meeting.
- E. The Officers will be eligible to serve no more than two consecutive terms in each office.
- F. 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 or she will be an ex-officio member of all committees. In the absence of the President, the Secretary shall chair meetings of the Board. The President serves as chief executive officer of the BEAA,

providing leadership to ensure the effective planning and implementation of the BEAA's programs and projects.

- G. The Secretary shall maintain documentation of the Board's activities and fulfill the duties of the President when he or she is not available.
- H. The Vice President for Membership and Nominations 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.
- I. The Vice President for Communications 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.
- J. The Secretary and Vice-Presidents will 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 Board 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. The Secretary shall notify all Directors of the annual meeting by electronic communication.
- B. The Board also shall 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 dates of the meetings. The Secretary shall notify all Directors of the times and places of the meetings.
- C. Special meetings of the Board may be called by the Board, or called upon the written request of ten or more members of the Board. These meetings will be held at the time and place fixed by the President. The Secretary shall send two weeks written notice of such special meetings to all Directors.

ARTICLE VII - COMMITTEES

- A. The Executive Committee shall set the agenda for Board meetings and shall perform such other functions as requested 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, a standing committee of the Board for Membership and Nominations shall be established. The Vice President for Membership and Nominations will chair the Membership and Nominations Committee. Committees to manage the external affairs and relationships with the general alumni body and University at large (“Working Committees”) will be formed as needed. These Working 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 Vice President of Membership and Nominations shall appoint Directors to committees. The President shall also appoint committee chairs. Committee chairs may not serve more than two consecutive terms. The President is an *ex officio* member of all committees.
- D. The Membership and Nominations Committee will have six members, with two rotating off each year, to be replaced by two new members. The Membership and Nominations Committee shall present a slate of candidates to be elected by the full Board to serve as Voting Members of the Board, and shall 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. In order to effectively carry out the mission of the Association, the following Working Committees are also established: Student Career and Professional Development; Alumni Engagement and Events; and Student and Academic Departments. The Working Committees shall 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 Working Committees to conduct the work of the Association and may amend the names and responsibilities of the Working Committees established herein without amendment of these By-laws.

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, has agreed to 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 External Relations Manager for Engineering. The

Board will also draw on members of the Office of Development and Alumni Relations, the Career Development Center, the Division of Communications and other University resources for guidance and support as appropriate.

- B. The Office of the Dean of Engineering, in conjunction with the Office of Development and Alumni Relations, is the principal administrative unit responsible for guiding and supporting the Bucknell Engineering Alumni Association, and it is responsible for conceptualizing, planning, and implementing a comprehensive alumni outreach program that promotes the growth and development of an informed, involved, and supportive engineering alumni body.

ARTICLE IX - AMENDMENTS

- A. The By-Laws may 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 Voting Members 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 does not receive such two-thirds vote, it shall be deemed null and void retroactive to the prior Board meeting at which the Provisional Amendment was enacted, such that the By-laws shall be read as they 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 By-laws 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.