



APPENDIX A



THE UNIVERSITY OF HOUSTON ALUMNI ASSOCIATION FOUNDATION AFFILIATED ALUMNI ASSOCIATION AND NETWORK BYLAWS

The effective date of these bylaws for any Affiliated Alumni Association and Network is fiscal year beginning September 1.

Section 1. An alumni association of any college or school or alumni network of special interests or geographic area shall be eligible to be an Affiliated Alumni Association or Network, hereinafter called “Association or Network”.

Section 2. Alumni residing or working in an area where there is a concentration of University of Houston alumni may form a geographically based Alumni Network.

Section 3.

a. A group of alumni may express interest in forming a new Association or Network. Expression of interest is shown by contacting the UHAAF. A committee of the UHAA Foundation Board will determine viability of the group based on the number of alumni that would align, could potentially be engaged and to ensure that a similar group does not already exist.

b. A new Association or Network may be recognized so long as the steps below are followed.

Section 4. Such petitioners shall submit an application on forms provided by the UHAAF and conduct an event or gathering that demonstrates interest. At least twenty-five (25) alumni must respond or attend the gathering. This event will help ensure clarity of the mission and sustainability of the group. The petitioners must describe the purpose of their proposed Association or Network in a letter to the UHAA, and must include a description of the interest gathering event. UHAAF will provide a bylaw outline to the petitioners. The petitioner’s file containing evidence of the event and signed by-laws will be submitted to UHAAF. UHAAF will submit the vetted petitioner’s file to the Constituent Relations Committee for review.

a. Upon completion of the review of the petitioner’s file, if the majority of the Committee approves, the Association or Network will be presented to the Board of Directors for approval.

b. The Board of Directors may institute a new Alumni Association or Network of The UHAA Foundation by a 2/3 majority vote of Board members present, participating by phone, voting by proxy and assuming there is a quorum.

c. Any subsequent amendments to the Association or Network’s Bylaws may be subject to the Foundation’s annual review process of bylaws and reviewed to ensure that bylaws align with the University’s strategy.

Section 5. Upon approval by the Board of Directors of the Foundation, the petitioners shall elect officers and directors in accordance with the Bylaws and notice of such elected person shall be given to UHAAF Staff

AFFILIATED ALUMNI ASSOCIATION AND NETWORK

G U I D E B O O K



Section 6. Each Association or Network is responsible for the financing of its own functions and shall have the flexibility to design suitable and appropriate procedures for the officers and members of the said association or network, so long as they are not inconsistent with the Foundation Bylaws or policies deem suitable.

Section 7. The administrative year and the fiscal year of all Alumni Associations and Networks shall coincide with that of the Foundation.

Section 8. Any Association or Network legally constituted at the adoption of these Bylaws shall continue to be recognized as the only representative of the specified college, school or department, interest group or geographic area that it has represented previously. If a department or school within a college requests to form an Association or Network, they will be directed to form as a subsidiary of the approved Association or Network. The chair of any subsidiary group shall be on the Executive Committee of the approved Association or Network. The subsidiary will have some flexibility in programming as long as the bylaws of the Association or Network are followed.

Section 9. The Board of Directors may cease to recognize a Association or Network at any time when in the best interest of the Foundation. Such action is deemed necessary following a recommendation to that effect by the President and, if it is a college, school or department based Association a request by the dean to do so by a two-thirds (2/3) vote of directors present at any regular or special meeting called for such purpose provided notice of such meeting shall specify such purpose.

Section 10. Annual elections of the Members of the Executive Committee shall occur and the meeting shall be announced in advance. Alumni are allowed to provide additional nominations for consideration. It is required that annual elections take place by August 31 of each year.

Section 11. The Members of the Executive Committee of the Association or Network shall be the President, Vice President, Secretary, Treasurer and Immediate Past President. Any other officers may be added as deemed necessary. A vacancy in the office of President shall be filled by the Vice President. Each Executive Committee Member is entitled to one (1) vote and must be present or participating by phone to exercise their vote or vote by proxy.

Section 12. The President of the Association or Network shall serve as the principal officer of the constituent alumni association or network and shall supervise and control all of the business affairs. He or she will preside at all meetings of the members.

Section 13. The term for any specific position on the Executive Committee is one (1) year with the opportunity to serve two (2) consecutive terms. Volunteers can serve in multiple Executive Committee positions as long as the terms do not overlap.

Section 14. Any Member of the Executive Committee or Committee Chair of the Association or Network may be removed from his or her position for conduct unbecoming of a board member that does not align with the strategic direction of the University at any meeting as long as notice of intention is provided in advance.

Section 15. All Members of the Executive Committee and Committee Chairs of the Association or Network shall follow the same policies outlined by the UHAA Foundation Board of Directors. These include:

- a. Association or Network Relationship Policy
- b. Conflict of Interest Policy and Disclosure Form
- c. Expense Reimbursement Policy
- d. UHAA Foundation Asset Procurement and Management policy for assets over \$1000

AFFILIATED ALUMNI ASSOCIATION AND NETWORK

G U I D E B O O K



Section 16. Any amendments to this document must be written and approved by the President of the UHAA Foundation Board of Directors and the AVP for Alumni Relations.

Shazia Khan ('84)

President, UH Alumni Association Foundation
Board of Directors

Date

Name: _____

_____ Alumni Association/Network

Date

Mike Pede ('89)

Associate Vice President, Alumni Relations

Date