**BURMAN UNIVERSITY & PARKVIEW ADVENTIST ACADEMY**

**ALUMNI ASSOCIATION**

**Bylaws (Constitution)**

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**1. NAME**

The official name of the organization shall be Burman University and Parkview Adventist Academy Alumni Association, hereinafter call the Association.

**2. VISION, MISSION & VALUES**

**2.1 Vision**

The Association envisions every alumnus and friend of Burman and PAA proudly promoting the school(s).

**2.2 Mission**

The mission of the Association is to cultivate life-long connections with alumni and friends for mutual genuine satisfaction and support.

**2.3 Values**

**Accountability**

1. to alumni
2. to friends
3. to constituency

**Communication**

To foster communication between the schools and their alumni and friends in an honest, open, specific and timely manner. To encourage consultation by establishing easily accessible venues through media as well as on- and off-campus activities.

**Excellence**

1. in programming
2. in fundraising
3. in written communication

**Involvement**

To encourage active participation in alumni activities by all alumni and friends without respect to religion, race, gender, marital status, or any other potentially segregating factor. To foster positive relations between future alumni and the Association. To assist, where appropriate, in Burman and PAA governance.

**Recognition**

1. of achievements and contributions of alumni
2. of achievements and contributions of friends
3. of achievements of Burman and PAA

**Service**

1. through Alumni Chapters
2. through letters and publications
3. through awareness and support of future alumni
4. through promotion of excellence
5. through special events, e.g. Alumni Homecoming

**3. MEMBERSHIP**

**3.1 Regular Members**

All graduates, former students and recipients of the Honorary Alumnus Award shall be regular members of the Association.

**3.2 Associate Members**

All current and former faculty and staff, and all current and former members of the Board of Trustees shall be associate members.

**4. ALUMNI COUNCIL – ACCOUNTABLE TO THE BURMAN UNIVERSITY CABINET**

**4.1 Composition**

The Alumni Council, hereinafter called the Council, shall be composed of:

1. The Honorary President (The President of Burman University shall be the Honorary President), ex officio
2. The Principal of PAA, ex officio
3. The Alumni President
4. The Alumni Vice President
5. Representative from the faculty or former faculty of Burman University
6. Representative from the faculty or former faculty of PAA
7. Representative from the staff of Burman University
8. Council Members at Large (minimum of 4 and maximum of 7)
9. Director, Donor and Alumni Relations, ex officio
10. Donor and Alumni Relations Officer, ex officio
11. Administrative Assistant, Office of Advancement, ex officio
12. Archivist, ex officio

**4.2 Term of Office**

The term of office for the Council shall be two years with one half (1/2) of the Council Members at Large elected or re-elected each year. This number will be rounded upward, if necessary. The term shall commence in September. The Alumni Vice President shall be elected in odd numbered years. After a two (2) year term, the Alumni Vice President will move into the position of Alumni President for a two (2) year term, unless the Alumni President is re-elected. Faculty and staff representatives from Burman University and PAA are appointed annually by the Council, upon the recommendation of the Burman University President and PAA Principal respectively as well as the Director, Donor and Alumni Relations, with terms commencing in September.

**4.3 Council Vacancies**

Vacancies shall be filled by a regular or associate member of the Association as voted by the Council.

**4.4 Meetings**

The Council shall meet at least six (6) times each year. The President may call any additional meetings of the Council as necessary. Regular meetings of the Council shall be tentatively scheduled at the first Council meeting of each year.

**4.5 Attendance**

Council members who miss three (3) meetings, without notifying the President or the Office of Advancement, may be replaced.

**4.6 Quorum**

A quorum of the Council shall consist of at least seven (7) members of which one representative of the quorum must be the Alumni Council President, the Alumni Council Vice President, or the Director, Donor and Alumni Relations.

**4.7 Responsibilities and Powers**

The Council is empowered to:

1. Establish and revise policy, carry out business and take such appropriate action as is necessary to further the Vision, Mission and Values of the Association.
2. Empower the Director, Donor and Alumni Relations, to implement the policies and actions of the Association.
3. Ensure that the Association policies are implemented in harmony with the vision, mission and core values of Burman University and PAA.

**4.8 Governance**

The management and direction of the activities of the Alumni Association are vested in the Alumni Council. Either the Administrative Assistant or the Donor and Alumni Relations Officer of the Office of Advancement shall be the recording secretary for Council meetings. All members of Council shall be voting members.

**4.9 Election**

By May 31, the Alumni Council shall nominate at least one candidate for each of half of the seats on Council to be held by Council Members at Large (minimum of 4 and maximum of 7). This number will be rounded upward, if necessary. A vote shall be taken to appoint the new council members.

When a faculty/staff representative is elected as President or Vice President, he or she must relinquish his or her faculty/staff representative position. A new faculty/staff representative must then be chosen after the President or Vice President is elected.

**5. CHAPTERS**

**5.1 Purpose**

1. To promote fellowship and to maintain friendships of alumni residing in a chapter area by providing information services and opportunities for contact.
2. To provide a communication link between alumni and Burman and PAA by keeping alumni informed of the developments of Burman and PAA and to assist in maintaining the educational traditions and spirit of Burman and PAA.
3. To promote the benefits of Burman and PAA education.
4. To assist in fund raising efforts by Burman and PAA.
5. To assist in student recruitment for Burman and PAA.
6. To create a system whereby established alumni assist other alumni who are seeking employment opportunities and students who are seeking summer positions.

Revisions voted October 16, 2018