



NAME

The name of this organization shall be the Alumni Association Advisory Council of San Francisco State University.

MISSION

The purpose of the Alumni Association Advisory Council of San Francisco State University is to enhance the interaction between San Francisco State University and its alumni, students, faculty, staff and friends. The Council shall hold a minimum of two (2) meetings per year.

VISION

The Alumni Association Advisory Council of San Francisco State University will provide advice to the Director of Alumni Relations and Vice President of University Advancement on how to assist in the cultivation and growth of a strong alumni relations program that will connect alumni, students, faculty, staff and friends to the University through communications, events and volunteer programs. The Council will assist in educating the San Francisco State Community about the role of and opportunities associated with being an alumna/us of SF State. The Council will assist in building relationships with alumni, students, faculty, staff and donors that facilitate giving to the university.

MEMBERSHIP

- 1) Anyone wishing to be a member of the Alumni Association Advisory Council of San Francisco State University shall:
 - a. Be a lifetime members of the San Francisco State Alumni Association
 - b. Complete and submit a Council Membership Application.
 - c. Be approved by the San Francisco State Alumni Association Advisory Council membership committee.
- 2) Honorary Memberships may be bestowed upon:
 - a. Retired faculty and staff members who retired under honorable conditions.
 - b. Friends who have made outstanding contributions to the University.
- 3) One Student Representative

Nominations may be made by any member of the Council with final approval being given by San Francisco State Alumni Association Advisory Council membership committee.

The Officers

- 1) Chair
 - a. Preside at all meetings.
 - b. Appoint Chairs for Standing and Special Committees upon approval of the Council.
 - c. Serve as a member ex-officio of all Council Committees.
 - d. Provide a list of the Standing and Special Committees and a description of the functions.
 - e. Create or dissolve Committees as necessary.
 - f. Set the dates and agendas for the General Meetings with the advice and consent of the members of the Council.
- 2) Vice-Chair
 - a. In the absence of the Chair, perform all the duties of the Chair.
 - b. Assume the office of the Chair at the time of installation of the next election year's officers.
- 3) Past Chair
- 4) Secretary
 - a. Keep the minutes of the Association meetings.
 - b. Keep roll at Council and Association meetings.
 - c. Keep files of the Council and Association's papers.

- d. Keep the Bylaws current.
- e. Keep the names, addresses, and telephone numbers of the members of the Council.
- f. Issue notices of all meetings.

Terms of Office

- 1) All Officers shall be elected for a term of 1 (1) year, but they shall hold office until their successors have been elected.
- 2) All Council Members and Officers shall be active and lifetime members of the Association in good standing.
- 3) There is a four-year maximum for any person to serve as a Council Member or Officer.
- 4) The terms of Council members will run from July 1 of the year of election and end on June 30 of the next year.
- 5) One current student shall be elected each year to serve from July 1 through June 30 of the following year.

Vacancies

In the event a vacancy should occur in the office of the Chair of the Council the Vice-Chair shall act as Chair during the interim term. In the event a vacancy shall occur in any other elected office or elected Officer positions, the vacancy shall be filled by an appointment by the Officers.

Election of Officers & Council Members

A nominating committee appointed by the Chair and chaired by the Vice-Chair shall meet prior to the meeting to nominate new Officers and new Council Members. Subject to Council approval, the Vice Chair shall succeed to the Office of President.

COMMITTEES

- 1) Nominating and Membership: Review and recommend future Council members.
- 2) Finance and Audit: Review and make recommendations on fiduciary responsibilities of the 501(c)(3) Alumni Association and assist in the financial reports, tax returns and other reporting necessary for proper audit.
- 3) Affinity Partners and Corporate Sponsors: Review current affinity and corporate contracts and look for new affinity partners and corporate sponsors to increase sources of revenue.
- 4) Scholarship Committee: Reads scholarship applications and select Alumni Association's scholarship awardees.

AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Council at any regular or special meeting of the Council. The foregoing Bylaws were adopted by the Council on the:

____ day of _____, 20____.

Secretary