

The Penn State Higher Education Program Alumni Council

An Affiliated Program Group of the College of Education Alumni Society & Penn State Alumni Association

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Penn State Higher Education Program Alumni Council of The Pennsylvania State University, hereinafter referred to as "HEP Alumni Council" or simply as "Council." It is an APG of the College of Education Alumni Society and the Penn State Alumni Association.

ARTICLE II – PURPOSE & OBJECTIVES

The purpose of the HEP Alumni Council shall be to unite and facilitate interaction among and between all constituencies of the Higher Education Program (HEP) of the College of Education (COE) at The Pennsylvania State University (PSU). These constituencies include, but are not limited to, the faculty, students, staff, former faculty, friends and alumni of the HEP. Four primary objectives will be carried out by the Council in pursuit of this purpose. Those objectives are:

- (1) Provide Resources – serve as a mechanism for encouraging and attracting private philanthropy.
- (2) Promote the Program – serve as a vehicle for constant and on-going promotion of the HEP and its constituencies.
- (3) Support the Program – serve as an integral support mechanism for all constituencies of the HEP.
- (4) Provide Leadership for the Program and Profession – serve as role models to HEP constituencies, and the higher education community at-large by exhibiting and promoting the ideals of leadership, service and ethical conduct.

ARTICLE III – MEMBERSHIP

Membership shall be governed by the following criteria.

SECTION 1. REGULAR MEMBERSHIP

All persons who have been awarded a degree by the HEP shall be considered Regular Members of the Council.

SECTION 2. ASSOCIATE MEMBERSHIP

All primary constituents of the HEP shall be considered Associate Members of the Council. These constituents include faculty, staff and students either past or present. Associate members may not vote on affairs of the Council, or hold office except in the cases outlined in the Council Bylaws.

SECTION 3. HONORARY MEMBERSHIP

Honorary Members shall be chosen from outstanding men and women within the field of higher education. These individuals may be nominated by any member of the Council – Regular or Associate – and approved by a majority of the Board of Directors. Honorary Members will be considered as Associate Members for all intents and purposes.

SECTION 4. MEMBERSHIP ELIGIBILITY

The Board of Directors shall decide in all cases membership eligibility.

ARTICLE IV – GOVERNANCE

Governance of the HEP Alumni Council shall be provided by a Board of Directors. This Board shall be responsible for directing the Council and its activities toward achieving the overall purpose and four primary objectives. The composition and duties of the Board shall be outlined in the Council Bylaws.

ARTICLE V – MEETINGS

The Board shall meet at least once a year to conduct the affairs of the Council. Special meetings shall be held at such time and place as determined by the Board.

ARTICLE VI – AMENDMENTS AND BY-LAWS

SECTION 1. AMENDMENTS AND BYLAWS

Amendments and Bylaws to this Constitution may originate with the Board or by written petition of twenty-five (25) or more Regular Members of the Council. The proposed Constitutional amendments or Bylaws changes must be submitted in writing to the presiding officer of the Board not less than two (2) months ahead for inclusion on the agenda of the next Board meeting. Amendments to this Constitution require a 3/4th majority of the Board while changes to the Bylaws require a simple majority.

SECTION 2. SPECIAL NOTICE

The entire Board shall receive notice four weeks in advance of any proposed Constitutional amendment or Bylaws change. The notice shall include all supporting information regarding the proposed amendment or change. The entire Council membership shall be made aware of any Constitutional or Bylaw changes after being ratified by the Board.

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BYLAWS

ARTICLE I – BOARD OF DIRECTORS

The governing body of the HEP Alumni Council shall be a Board of Directors as prescribed by Article IV of the Constitution.

SECTION 1.1 REGULAR MEMBERS

The Board shall consist of at least eleven voting members selected from the Council's Regular Membership.

SECTION 1.2 EX-OFFICIO MEMBERS

The Board shall invite five individuals to serve as non-voting ex-officio members. The ex-officio positions invited to serve include: (1) the Professor-in-Charge of the HEP; (2) the President of the Higher Education Student Association (HESA); (3) the Director of the Center for the Study of Higher Education (CSHE); (4) the Coordinator of Alumni Relations for the COE; and (5) the Head of the Department of Education Policy Studies.

SECTION 1.3 EXECUTIVE SECRETARY

The Board shall include a non-voting Executive Secretary whose method of selection and responsibilities are outlined in Article V of these Bylaws.

SECTION 2. ABSENCES

Three (3) consecutive unexplained absences from Board meetings may be deemed a resignation.

SECTION 3. VACANCIES OF UNEXPIRED TERMS

The Board shall be empowered to fill any un-expired terms of Board members.

ARTICLE II – APPOINTMENT OF DIRECTORS

SECTION 1. NOMINATION PROCEDURE

The Regular Members of the Board shall be identified and nominated by a Nominating Committee appointed by the presiding officer. Additional nominations will be accepted by the committee from the general membership of the Council. Solicitation of nominations shall be announced in all available communication outlets.

SECTION 2. APPOINTMENT

The slate of nominated individuals will be placed to a ballot vote among the current Board membership. A simple majority of affirmative votes will signify appointment and determine the member selected in the case of multiple nominees for appointments.

SECTION 3. TERM OF OFFICE

The Regular Members of the Board shall serve terms of three (3) years. Ex-Officio Members serve terms concurrent with their professional position.

SECTION 4. CONSECUTIVE TERMS

Regular Members may serve four (4) consecutive terms. After serving the fourth consecutive term, Regular Members may not serve again in the same capacity for at least two (2) years.

SECTION 5. STAGGERED TERMS

At the conclusion of the first three-year term in existence, the Board shall enact staggered terms of office for all Regular Members.

ARTICLE III – EXECUTIVE OFFICERS

SECTION 1. OFFICERS

Executive Officers of the Board shall consist of a President, Vice-President, and Immediate Past President.

SECTION 2. ELECTION OF OFFICERS

The Board shall elect their officers by process of nomination and simple majority vote.

SECTION 3. TERMS OF OFFICE

Executive Officers shall serve terms of two (2) years. Officers may serve up to three (3) consecutive terms in the same position. At the conclusion of the third consecutive term the Officer may not serve again in the same capacity for two (2) years. Executive Officers shall continue to serve until the completion of their Executive term even if it exceeds their Regular Member appointment.

SECTION 4. OFFICE VACANCIES

A vacancy occurring in the Presidency shall be filled by the Vice-President. Should a vacancy occurring in the office of Vice-President, or the vacancy of the President should occur when there is no Vice-President, the President and Vice-President positions shall be filled by a vote of the Board. Should any other office be vacant, the Board shall hold a special election to fill the office for the remaining time of the term of the office.

ARTICLE IV – DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The President shall preside at all meetings and other activities of the Council, and report all activities to the Board. The President shall perform duties commonly incidental to such office including authorization of all expenditures, and serving as an ex-officio member of all committees. The President shall serve as representative to the Board of Directors of the COE Alumni Society, and as such must be a member of the Penn State Alumni Association.

SECTION 2. VICE-PRESIDENT

The Vice-President shall perform such duties as may be designated by the President and the Board. In the absence of the President, the Vice-President shall preside at meetings. The Vice President, or his or her designee, shall be Chair of the Nominating committee.

SECTION 3. IMMEDIATE PAST-PRESIDENT

The Immediate Past-President is filled by the most recently retired President for the two (2) year period following the installation of the new President. The responsibility of this position include providing assistance as needed for all Council Officers, assisting the President in the transitional period and in setting Council guidelines, policy and direction.

ARTICLE V – EXECUTIVE SECRETARY

The Board shall invite a member, Regular or Associate, to serve in the capacity of Executive Secretary.

SECTION 1. APPOINTMENT

The Board shall identify and appoint the Executive Secretary with a simple majority vote.

SECTION 2. TERMS OF OFFICE

The Executive Secretary shall serve a continuous term of office reaffirmed annually by a simple majority of the board.

SECTION 3. RESPONSIBILITIES

The Executive Secretary shall serve all necessary administrative functions for the Council to include, but not limited to: managing and updating the database; coordinating logistics of Council events and Board meetings; producing and distributing Council communications including correspondence and newsletters; and any other duties as assigned by the Board.

ARTICLE VI – MEETINGS

SECTION 1. REGULAR MEETINGS

The Board shall meet at least once a year to conduct the affairs of the Council. Such meetings may be held telephonically or in person.

SECTION 2. SPECIAL MEETINGS

Special Meetings shall be held at such time and place as determined by the Board. Notice shall be made to the members of the Council.

SECTION 3. QUORUM

A simple majority of voting members of the Board shall constitute a Quorum.

SECTION 4. PROXY VOTING

Proxy voting shall be prohibited.

ARTICLE VII – COMMITTEES

SECTION 1. STANDING COMMITTEES

There shall be six (6) Committees of the Board: Executive, Nominating, Development, Communications, Student Development, and Alumni Relations. Additional committees may be created by the Board as deemed necessary.

SECTION 1. 1 EXECUTIVE COMMITTEE

The members of the Committee shall be all Board Officers. The Executive Committee shall be empowered to create the agenda for Board Meetings, have emergency decision making powers, and carry on the business of the Board whenever necessary between Regular or Special meetings of the Board; however, all decisions of the Executive Committee regarding unbudgeted expenditures of funds in excess of \$750 must have prior approval by a majority vote of the Board.

SECTION 1.2 NOMINATING COMMITTEE

The Nominating Committee is to be chaired by the Vice-President or his or her designee. This committee is charged with identifying, soliciting and forwarding nominations for membership and executive officers to the Board.

SECTION 1.3 COMMUNICATIONS COMMITTEE

The Communications Committee is charged with advising the HEP in its efforts to communicate with HEP constituencies.

SECTION 1.4 STUDENT DEVELOPMENT

The Student Development Committee is charged with organizing and executing programs, events, and other activities that enhance the career and personal development of current HEP students.

SECTION 1.5 ALUMNI RELATIONS

The Alumni Relations committee is charged with organizing and executing programs, events, and other activities that help connect HEP alumni to the HEP.

SECTION 2. APPOINTMENT OF COMMITTEE MEMBERSHIP

The Executive Committee shall decide all committee membership appointments.

ARTICLE VIII – FINANCES

SECTION 1. REVENUE

The Board shall be empowered to identify, solicit, collect and utilize any and all legitimate revenue sources available in pursuit of the Council's purpose and primary objectives.

SECTION 2. EXPENDITURES

The Board will expend funds as necessary for activities or programs directed at achieving the Council's purpose and primary objectives.

SECTION 3. BUDGET

The Board will be responsible for preparing and maintaining an annual budget in accordance with office responsibilities outlined in Article IV, Sections 1, 2 and 3.

ARTICLE IX – AMENDMENTS

SECTION 1. AMENDMENTS AND BYLAWS

Amendments and Bylaws to this Constitution may originate with the Board or by written petition of twenty-five (25) or more Regular Members of the Council. The proposed Constitutional amendments or Bylaws changes must be submitted in writing to the presiding officer of the Board not less than two (2) months ahead for inclusion on the agenda of the next Board meeting. Amendments to this Constitution require a 3/4th majority of the Board while changes to the Bylaws require a simple majority. Notice shall be given as required by the Constitution, Article VI, Section 2.