

THE UNIVERSITY OF ARIZONA ALUMNI ASSOCIATION
American Indian Alumni Club

BYLAWS

Approved on
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THE UNIVERSITY OF ARIZONA ALUMNI ASSOCIATION
American Indian Alumni Club Bylaws

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THE UNIVERSITY OF ARIZONA ALUMNI ASSOCIATION
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BYLAWS

ARTICLE I
NAME AND AFFILIATION

SECTION 100 NAME & AFFILIATION

The name of the organization shall be the "American Indian Alumni Club." The organization may also be referred to as "AIA." AIA is affiliated with and organized under the authority of Article III of the bylaws of the University of Arizona Alumni Association or the "UAAA."

ARTICLE II
MISSION AND LOGO

SECTION 200 MISSION

To Support the American Indian Alumni of the University of Arizona (UA) by providing networking opportunities, serving as a liaison between the University and the Alums and by recognizing personal and professional achievement of our membership. In addition, AIA will support American Indian students at the UA through mentorship, community service and the provision of scholarship opportunities.

SECTION 201 LOGO

The AIA logo presents four (4) swallows moving into the four cardinal directions radiating from the center of the world, which is a universal concept for most tribal societies. The swallows are found all over America and are commonly known for returning to their nesting place; this is especially appropriate for the American Indian alumni returning to campus for reunions, alumni events or other activities. The original logo was created by Marie Levy (Hopi and Tewa) in the early 1980's for the exclusive use of AIA.

ARTICLE III
MEMBERSHIP

SECTION 300 MEMBERS

All former and current students who received a degree or completed thirty (30) units of credit or more at the University of Arizona are eligible for membership including voting privileges and holding officer's position upon payment of such dues established by the Board of Directors, pursuant to Section 306 – Dues.

SECTION 301 ASSOCIATE MEMBERS

Any person who is not a former student of the University of Arizona or who has not completed more than twenty-nine (29) units at the UA may become an associate member by paying the dues pursuant to Section 306 – Dues, and shall be entitled to all the privileges of a member except voting and holding an officer's position.

SECTION 302 HONORARY MEMBERS

The Board of Directors shall have the power to confer honorary membership to such persons as it shall deem worthy of such honor, those of whom shall have rendered some outstanding service to the University and tribal community. Honorary members have no voting rights or privileges and shall be subject to a membership fee as defined in Section 306 – Dues. The AIA shall maintain an active list of honorary members for its records.

SECTION 303 LIFETIME MEMBERS

All former students who meet the criteria in Section 300 – Members, are eligible for lifetime membership upon payment of a one-time fee as established by the Board of Directors pursuant to Section 306 – Dues. Membership includes voting privileges and eligibility to hold an officer’s position.

SECTION 304 STUDENT MEMBERS

All current undergraduate and graduate students attending the University of Arizona who do not meet the membership criteria in section 300 – Members, and have not yet obtained their degree at the University of Arizona are eligible for membership upon payment of a fee as established by the Board of Directors, pursuant to Section 306 - Dues. Generally, student members have no voting rights or cannot hold an officer position. However, if a student member is appointed to the Board of Directors’ Student Representative position they shall have voting privileges and may serve as a chairperson for one of AIA Standing Committees.

SECTION 305 COUPLES

All former students who have received a degree or have completed thirty (30) units of credit or more at the University of Arizona are eligible for couples membership, upon payment of an annual fee as established by the Board of Directors, pursuant to Section 306 – Dues. Couples shall receive voting privileges and are eligible to hold office.

SECTION 306 DUES

Dues for membership shall be in such amounts and categories as the members shall direct, and are subject to change by the Board of Directors. Fees shall be published on materials and notices provided to alumni.

ARTICLE IV MEETINGS

SECTION 400 ANNUAL MEETINGS

The AIA Board shall convene general membership meetings at least twice a year for reunions, alumni events or other activities. At the bi-annual meetings, the Board shall conduct business as may properly be brought before the membership.

SECTION 401 BOARD OF DIRECTORS MEETINGS

Board meetings may be called by the President, provided proper notice is given. Proper notice is defined in Section 404 – Notice.

SECTION 402 SPECIAL MEETINGS

The President may call Special Meetings of the Membership or the Board during the year provided proper notice is given. Special Meetings may also be requested by petition of three (3) elected officers of the Board of Directors. Only the business that necessitated the calling of the Special Meeting may be conducted at that time and must be stated within the notice and petition.

SECTION 403 QUORUM

The voting members present at the meeting shall constitute a quorum. A majority of the voting members present shall decide any question brought before such meeting.

SECTION 404 NOTICE

Written notice of the annual meetings, stating the place, date, hour, changes or cancellation of the annual meetings, shall be given to each member of record entitled to vote at each meeting not less than seven (7) days for Board Meetings and not less than thirty (30) days for Membership meetings.

ARTICLE V OFFICERS

SECTION 500 DESIGNATION OF TITLES

The officers of the University of Arizona American Indian Alumni shall be chosen by the membership and shall be President, Vice President, Secretary, Treasurer, and Historian. The same person may not hold, simultaneously, more than one of these offices.

SECTION 501 DUTIES OF OFFICERS

A. President

President shall preside at all meetings of the membership and of the Board of Directors; shall serve as ex-officio member of all committees except the Nominating and Elections Committee; shall maintain signatory authority of the AIA; and perform other duties as warranted by the position.

B. Vice President

Vice President shall perform the duties of President in his/her absences; shall serve as a Chairperson for at least one Standing Committee; and shall perform other duties as warranted by the position.

C. Secretary

Secretary shall maintain records of the procedures at all meetings; shall give proper notice or cause to be given of all meetings of the membership and of the Board of Directors; shall maintain signatory authority delegated by the AIA President; shall serve as a Chairperson for at least one Standing Committee; shall maintain incoming/outgoing correspondence for the Alumni; and shall perform other duties as warranted by the position.

D. Treasurer

Treasurer shall serve as the fiscal and budgetary officer of the AIA; shall make a financial report at each Annual meeting and at all Board of Directors meetings; shall serve as a Chairperson for at least one Standing Committee; and shall perform other duties as warranted by the position.

E. Historian

Historian shall maintain and record the history of the AIA; shall serve as a Chairperson for at least one Standing Committee; and shall perform other duties as warranted by the position.

F. Student Representative

Shall be appointed by the AIA Board of Directors and must be a current student attending the University of Arizona as defined in Section 304 – Student Members. The student representative shall be selected with leadership experience among the Native American student body and shall have voting privileges and may serve as a chairperson for one of AIA Standing Committees.

G. University of Arizona Alumni Association Board (UAAAB) Representative

Shall be an AIA member defined in Section 300 – Members, appointed by the AIA Board of Directors to serve as the representative for the AIA on the UAAAB for two consecutive (2) years. The UAAAB Representative may be selected from among the general membership or among the Board membership. The appointee shall have the voting privileges of an officer of the Board of Directors and shall be required to provide verbal and/or written reports at each Annual Meeting and all Board of Director's meetings.

SECTION 502 ATTENDANCE

All members of the Board are required to participate in all meetings and forums as necessary to conduct business of the AIA. Excused absences are allowed under notice to the President of the Board or to the presiding officer of such forum. Two unexcused absences by the elected officers during the calendar year will constitute grounds for removal from office under Section 505 – Removal from Office.

SECTION 503 TERM OF OFFICE

The AIA officers shall not serve more than two (2) consecutive terms in office for any position. The term of office shall be for two (2) years commencing upon election at the annual meeting and continuing until the next annual meeting.

SECTION 504 RESIGNATION

An elected or appointed member of the Board of Directors shall provide thirty (30) days notice for resignation from office.

SECTION 505 REMOVAL FROM OFFICE

The Board of Directors reserves the right to remove members of the board for misconduct, misappropriation, or excessive unexcused absence from meetings or AIA sponsored activities by an affirmative vote of 2/3 of the members of the board. Notice of removal must be made within thirty (30) days from removal.

SECTION 506 APPOINTING INTERIM SEATS

The President shall recommend to the Board of Directors prospective appointees to fill vacancies caused by reasons other than term expiration. An interim seat may become permanent by a majority vote of the Board of Directors.

**ARTICLE VI
BOARD OF DIRECTORS**

SECTION 600 MEMBERSHIP

The Board of Directors ("the Board") shall consist of the elected officers of the AIA and members serving in appointed positions.

SECTION 601 MEETINGS

All meetings of the Board shall be held at a time and place as may be designated its members and shall be conducted in accordance with general rules of procedure.

SECTION 602 MINUTES

The AIA Secretary shall provide copies of the minutes to all members of the Board within thirty (30) days of the close of each meeting. The secretary shall ensure timely distribution of correspondence and decisions to the Board, Membership, and the Standing Committee chairpersons.

SECTION 603 DUTIES

The administrative business and public affairs of the AIA shall be facilitated and managed by the Board.

SECTION 604 QUORUM

A majority of the Board members present at the meeting shall constitute a quorum for all Board meetings.

**ARTICLE VII
COMMITTEES**

SECTION 700 APPOINTMENTS

Standing Committees shall be selected from the membership and shall be given a mandate by the AIA Board of Directors within thirty (30) days following the closing of the Annual Meeting.

SECTION 701 STANDING COMMITTEES

A. Scholarship Committee

The Scholarship Committee shall be responsible for the distribution of scholarship applications, the selection of scholarship recipients, and meeting with appropriate personnel, i.e. Financial Aid, Admissions, and Student Services

to determine scholarship recipients that will be honored by the AIA for outstanding academic achievement or community service. Awards may be presented at the students' graduation activities or at campus events and activities.

B. Bylaws Committee

Shall be responsible for facilitating discussions, preparing and presenting proposed changes to the Bylaws.

C. Fundraising Committee

Shall be responsible for planning and coordinating fundraising activities and contacting potential sponsors within the corporate and tribal communities to augment the scholarship fund and AIA operations. The chair of the fundraising committee shall be designated to serve as the AIA liaison to the Arizona Alumni Association on fundraising.

D. Homecoming Committee

Shall plan and coordinate the Homecoming activities for the AIA.

E. Membership Committee

Shall conduct membership drives, shall maintain a roster of all paid members, and shall send notices of renewal to the members prior to the Annual Meeting.

F. Elections Committee

Shall coordinate the nomination and election process for the membership as determined under Article VIII – Elections.

G. Public Relations Committee

Shall be responsible for publicity and dissemination of information. Shall be responsible for the publication of a newsletter and maintain the AIA website to inform membership of the business activities of the Board and the accomplishments of the AIA and its members.

H. Awards Committee

Shall coordinate the advertising, recruitment and nomination process for the Tanner Award, Special Contribution to Indian Education Award and assist the UAAA with their UA Alumni Awards program; shall maintain records and contact with past Alumni awardees on behalf of the AIA.

Special Contribution to Indian Education Award

Is given to a University of Arizona faculty person, staff member or administrator who has made significant contributions toward improving the educational experience for American Indian students at the University of Arizona. The award winner is recognized at the annual Homecoming reunion with a commemorative reward. Requirements are (1) The nominee must be affiliated with the University of Arizona, (2) Evidence must be provided to show outstanding contribution or achievement in current profession to the American Indian campus community. May be present at the Homecoming event to receive their award.

Tanner Award

Is given to a University of Arizona American Indian graduate who has demonstrated significant success through his or her personal and professional contributions that benefit American Indian communities. Named after Clara Lee and John Tanner, who exhibited long term devotion to the on-campus American Indian community, the Tanner Award continues to be the highest honor for American Indian alumni of the UA. The first Tanner award was granted in 1981 and continues to be given annually at homecoming with a presentation of a plaque by the year's previous award winner and joins the esteemed group of Tanner winners that span three decades. Requirements are (1) The nominee must be an American Indian alumnus of the University of Arizona, (2) Preference is given to alumni who graduated from the UA at least 10 years ago,

(3) Evidence must be provided to show outstanding contribution or achievement in current profession to an American Indian Community. May be present at the Homecoming event to receive their award.

I. Philanthropy Committee

Shall coordinate community service events by promoting member participation in volunteer activities that strengthen the AIA's relationship with tribal, university and local communities.

SECTION 702 SPECIAL COMMITTEES

May be appointed by the President, the Board of Directors, and/or by majority vote of the membership; shall conduct the specific task assigned at the time of appointment. The committee shall cease to function when the specific task has been completed.

ARTICLE VIII ELECTIONS

SECTION 800 ELECTION OF OFFICERS

During the election year, at a Bi-annual Meeting, the AIA membership shall elect a President, Vice President, Secretary, Treasurer, and Historian. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by appointment by the Board of Directors as stated in Article VII, Section 700 - Appointment.

SECTION 801 ANNOUNCEMENT

The Elections Committee shall coordinate the announcement of AIA elections no less than sixty (60) days prior to any election.

SECTION 802 NOMINATIONS

The Elections Committee shall solicit for candidates for the elective offices that become vacant annually. The Committee shall publish and distribute to the membership the names of the candidates and names of qualified electors at least sixty (60) days prior to the election. The Committee shall provide background information on each candidate and voting material at least thirty (30) days prior to an election. Nominees shall be any member in good standing as defined in Section 300 – Members.

A. Self-Nomination

Members eligible to run for election as defined in Section 300 – Members, shall be eligible to self-nominate or volunteer as a candidate in the election. Self-nominees shall provide their contact information and a short bio to the Elections Committee at least thirty (30) days prior to an election.

B. By Petition

Nomination of officers may be made in writing by petition signed by at least ten (10) paid members in good standing. The nomination petition shall specify the name and address of the nominee and shall be filed with the Nominating Committee at least two (2) weeks before an election.

C. Write-in Candidates

Spaces shall be provided on the official ballot for write-in candidates. All write-in candidates must qualify pursuant to Section 903(A).

SECTION 803 QUALIFIED VOTERS

Members as defined in Section 300, who have met all qualifications before any election shall be entitled to vote.

SECTION 804 BALLOTS

A. Preparation

The Elections Committee shall prepare all ballots showing the names of the nominees by petition or by selection of the Elections Committee, except for write-in candidates that may be available after the thirty (30) day written notice.

B. Absentee Ballots

The Elections Committee shall prepare ballots for absentee voting of members by mail. Mail-in absentee ballots must be received no later than one (1) day prior to the official date of elections to be counted and tabulated.

C. Confidentiality

All voting signatures shall be kept confidential by the Elections Committee in such a manner that no person shall be identified with a voting ballot by print or announcement and all voting materials be destroyed once the election results have been certified by the Elections Committee as a whole.

SECTION 805 CERTIFICATION

The ballots shall be counted and tabulated by the Election Committee. The candidates receiving the greatest number of votes and determined eligible to hold an officer's position shall be elected and the Election Committee shall immediately certify the results of the President. If there is a tie in the vote of one or more of the officer positions, a re-election may be held within thirty (30) days upon final certification.

ARTICLE IX FISCAL MATTERS

SECTION 900 FISCAL YEAR

The fiscal year of the AIA shall be July 1 through June 30.

SECTION 901 CLUB BANK ACCOUNT

All tax-deductible funds shall be deposited and held at the UA Foundation.

Non-tax deductible funds used in the club's operations may be held in a in a federally-insured bank or savings institution ("operations account") designated by the board of directors. Since the University of Arizona Alumni Association is a 501(C)(3) non-profit corporation chartered in the state of Arizona, there are certain tax rules and benefits that the club should discuss with its contact at the UAAA. The Treasurer shall obtain from the UAAA its federal tax identification number for use in opening the club's operations account. The Treasurer shall provide the UAAA with any and all information requested about AIA's fiscal matters.

SECTION 902 DISBURSEMENT OF FUNDS

The Treasurer, the President, and his/her designee have the authority to disburse monies from the AIA account for any amount under \$500.00. Any disbursement or amounts of \$500.00 and over shall be made only on the authority and signature of the Treasurer and President and the AIA account should be set up to require this procedure.

SECTION 903 DISSOLUTION

In the event of dissolution of the AIA, the assets of the AIA shall be used as follows: 1) Pay any indebtedness of AIA; and 2) any remainder of the assets shall be paid to the UAAA.

ARTICLE X AFFILIATE CHAPTERS

SECTION 1000 AFFILIATE CHAPTERS

The Board of Directors encourages alumni across the state and nation to organize affiliate chapters and become part of the AIA alumni family. The following sections provide guidelines for organizing affiliate chapters under the umbrella of the AIA, as part of the UAAA.

SECTION 1001 MEMBERS

An affiliate chapter is any group of at least five (5) alumni members that organizes to support the vision and goals of the AIA and the UAAA.

SECTION 1002 ESTABLISHING CHAPTERS

Organizers of affiliate chapters must submit a proposal to become a recognized AIA affiliate chapter to the AIA Board of Directors. Proposals shall include a minimum of three (3) executive members, a membership roster of the affiliate chapter and a plan for how the organization will support the mission of the AIA. If chapters are inactive for more than one (1) year, chapters may be subject to renewal of their recognition status under the AIA. The purpose of the proposal process shall be to define the relationship and fiscal responsibilities between the affiliated chapter and the AIA.

SECTION 1003 GOVERNING STRUCTURE

Each chapters shall meet at least once a year at a time and place determined by its Executive Committee and submit minutes and attendance rosters to the AIA Board of Directors.

SECTION 1004 FISCAL MATTERS

Each chapter must designate a member who will have responsibility over fiscal matters. This designee shall have such duties and powers as delegated by the President of the AIA Board of Directors. The affiliate chapter or its designee shall work closely with the Treasurer of the AIA in all matters that have fiscal implications for the AIA and the UAAA.

ARTICLE XI AMENDMENT TO BYLAWS

SECTION 1100 AMENDMENTS

The bylaws may be amended by a majority vote of the membership present at a Bi-annual Meeting. Written notice of any proposed amendment to the bylaws shall be submitted to the Bylaws Committee ninety (90) days prior to the next membership meeting. The Bylaws Committee shall send proposed amendments to the membership thirty (30) days prior to the next membership meeting. All amendments to the AIA bylaws must be approved by the UAAA Board of Directors which govern the establishment of the AIA Club. These bylaws shall be amended to conform to any changes in the UAAA constitution or bylaws. Failure of AIA to adopt the required amendments shall not delay or modify the effect of such changes.

The original bylaws were approved by the membership of the UA American Indian Alumni at the January 17, 1996 meeting in Tucson, Arizona. The bylaws were effective on this date. **Amendments to the bylaws were approved by the membership of the AIA at the Bi-Annual Meeting held on Saturday, March 27, 2004 in Tucson, Arizona. The amendments were effective on this date.**

Submitted by:

Monica B. Nuvamsa, AIA Vice President/Bylaws Committee Chairperson

Michelle L. Hale, AIA President

Approved by:

University of Arizona Alumni Association, Board of Directors Representative