

## **CONSTITUTION OF THE KNOX COLLEGE ALUMNI ASSOCIATION**

### **ARTICLE I - NAME**

This association shall be called the Knox College Alumni Association.

### **ARTICLE II - PURPOSE**

The purpose or purposes for which this organization is formed are as follows: to promote interest and attendance at any and all alumni events and/or meetings; to assist Knox College to identify, inform, and encourage prospective students; to encourage the active financial support of Knox College; to assist students by career counseling and identification of employment opportunities; to continue the Knox educational experience past graduation; to identify and honor in an appropriate manner Knox College alumni who have achieved distinction; and in general carry on any activity not forbidden by law which shall promote the interests, aims, and objectives of Knox College.

### **ARTICLE III - MEMBERSHIP**

Any person who has successfully completed at least one academic term of full-time study at Knox College, the Knox Conservatory, or Lombard College shall be a voting member of the Knox College Alumni Association. All members and former members of the faculty, administration, staff, and board of trustees of Knox College; all persons awarded honorary degrees by Knox College; all parents of alumni and current full-time students of Knox College shall be associate, non-voting members of the Association.

### **ARTICLE IV - OFFICERS**

The officers of the Alumni Association shall be the President, Vice President and Secretary. The officers of the Alumni Council shall be the officers of the Alumni Association.

### **ARTICLE V - REGIONAL CLUBS**

The Alumni Council shall charter regional alumni organizations and provide for their operation.

### **ARTICLE VI - FUNDS**

The Association has no funds or property of its own. All receipts and property belong to Knox College.

### **ARTICLE VII - MEETINGS**

This Association shall hold a public meeting and business meeting annually on Homecoming Weekend. Other meetings may be convened at the call of the President or any twenty-five voting members of the Association.

### **ARTICLE VIII - QUORUM**

Twenty-five voting members shall constitute a quorum.

### **ARTICLE IX - PROCEDURE**

Robert's Rules of Order, Revised, shall govern the proceedings of the Association.

### **ARTICLE X**

The Constitution can be amended at any annual meeting by a two-thirds vote of the voting membership present or by a plurality of members voting in an election by ballot mailed to all voting members of the Association.

## BY-LAWS OF THE KNOX COLLEGE ALUMNI ASSOCIATION

### ARTICLE I - ALUMNI COUNCIL

- A. **The Alumni Council:** The Alumni Council shall be the representative body of the Alumni Association and assist the association in carrying out its mission; elect its officers from its own members; charter Knox Clubs; and meet twice annually, once at Homecoming and once in the spring or at a time to be determined by its Executive Committee of the Council. It may, by resolution, make recommendations or suggestions to the administrative officers or trustees of the college.
- B. **Mission:** The mission of the Knox College Alumni Council is to lead the Alumni Association by helping create lifelong connections to the College among alumni through opportunities for meaningful engagement that increase awareness, pride, volunteer involvement, and philanthropic commitment to Knox.
- C. **Membership:** The membership of the Council shall consist of one elected representative from selected Knox Clubs; the president of the senior class; the president of Knox Ambassadors; nine at-large members to be elected annually in rotation to serve a three-year term of office; and the immediate past chair of the council. A representative of the College's Alumni Engagement office shall be a non-voting, *ex-officio* member. At-large members must have identification with Knox through graduation or demonstrated support. Any at-large member may be re-elected for one additional three-year term, but may not be elected to a third term prior to an elapsed period of two years.
- D. **Officers:** The council shall elect a chair, a vice-chair, and a secretary from its membership, each to serve for a two-year term.
- D1. The chair shall preside at all meetings of the Council in addition to the Homecoming Convocation and Alumni Achievement Awards ceremony; serve as chair of the Executive Committee; appoint the chairs of all committees; fill vacancies on the Alumni Council by appointment; issue a call to all meetings of the alumni; represent alumni at official college functions; and perform such other duties as may pertain to the office. When the chair's term has ended, as immediate past chair, that individual serves as an *ex-officio* member of Council on the College Board of Trustees. After serving as an *ex-officio* board member, the immediate past chair shall become an emeritus member of the Alumni Council, and may attend meetings as desired, but shall have no voting privileges, unless reappointed to the Council.
- D2. The vice-chair shall act in the chair's absence; serve as parliamentarian; and perform such other duties as may pertain to the office.
- D3. The secretary shall keep a record of the proceedings of the annual business meeting and convocation, the council, and its Executive Committee, and perform such other duties as may pertain to the office.
- E. **The Executive Committee:** The Executive Committee shall be composed of the Council's officers, standing committee chairs, and the immediate past chair. An Alumni Engagement staff member shall serve as a non-voting, *ex-officio*, member of the Executive Committee. Five members shall constitute a quorum. The Executive Committee shall carry on the business of the Alumni Association between regular meetings and set meeting agendas in coordination with the Alumni Engagement staff. The Executive

Committee is also charged with reviewing nominees for at-large positions and making recommendations to the full Council for approval.

- F. **Committees**: The Alumni Council shall have four standing Committees: the Prospective Student Engagement Committee, the Campus Engagement Committee, the Alumni Engagement Committee, and the Awards Committee. At least once annually, the Executive Committee will review the general objectives of each committee in order to help each committee formulate goals and establish a work plan for that year. Every member, excepting the Chair of the Alumni Council, will serve on at least one committee each year. Each committee shall be chaired by a member appointed by the Chair of the Alumni Council for a one-year term. Committee Chairs may succeed themselves.
- F1. **Prospective Student Engagement Committee**:  
The Prospective Student Engagement Committee will work with the Office of Admission and Alumni Engagement staff on increasing the number of qualified students that consider Knox and the percentage of admitted students who enroll. Members of this committee will also serve as a local information source for inquiring applicants, admitted and enrolled students, and their families, providing regional assistance to the Admissions team as needed.
- F2. **Campus Engagement Committee**:  
The Campus Engagement Committee will collaborate with College staff on initiatives to connect more students to alumni in order to increase student exposure to career options, strategies for entering fields of interest, and the breadth of professional networks. This committee can also support campus-wide programming that enhances the student experience outside of career and profession related projects.
- F3. **Alumni Engagement Committee**:  
The Alumni Engagement Committee will partner with the Alumni Engagement staff on initiatives and projects that facilitate the continuing relationship between the College and its alumni. This committee will inform their peers about the various opportunities to stay connected with each other and the College, participate in a variety of events, and give back their time and/or resources.
- F4. **Awards Committee**:  
The Awards Committee will nominate for approval by the full Council honorees of three awards: the Alumni Achievement, Young Alumni Achievement, and Knox Service awards. Members will also help facilitate ways to gain nominations for the three awards. The committee will review and discuss nominations at the bi-annual Council meetings and during phone conferences when necessary. Once the committee reviews each nomination, it will make recommendations to the entire Council for final approval.
- F5. An Alumni Engagement staff member, in consultation with the Executive Committee, shall fill any vacancies by appointment which may occur on the committee during the year.
- G. **Electronic Meetings**: Any or all members of Council may participate in a meeting of the Council or of a committee of the Council through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating, and voting shall occur by any method in which the participants to the meeting can readily determine the vote of the others in attendance.

## ARTICLE II - KNOX CLUBS

- A. **Organization**: Any group of alumni may petition the Alumni Council for recognition as an alumni organization. Such organizations shall be designated as Knox Clubs. Such petitions shall: state that the Knox Club agrees to abide by the Alumni Association By-Laws; include a list of names of at least ten petitioning alumni; and state the proposed geographic area of operation or other defining characteristics of the club.
- B. **Purpose**: Maintain alumni and community interest in the College through meetings, information distribution, and fellowship, in cooperation with College representatives.
- C. **Membership**: Membership in the Knox Clubs shall be open to those who reside in the geographic area of the Knox Club or meet the membership criteria set forth in its petition. Only alumni may vote, hold office, or serve on committees.
- D. **Operation**: Knox Clubs should hold at least one annual meeting.
- E. **Officers of Knox Clubs**: Knox Clubs serving more than 1,000 alumni should elect a president, a vice-president, a secretary-treasurer, and a representative to the Alumni Council. Each shall serve a two-year term. The president may fill vacancies by appointment. Such appointments should be terminated by an election at the next annual meeting.
- E1. The president should preside at all meetings of the Knox Clubs; appoint all committee chairs; issue calls to all meetings; send an annual report to the council.
  - E2. The vice-president should serve in the absence of the president.
  - E3. The secretary-treasurer should keep minutes of the club's meetings.
  - E4. The Alumni Council representative shall serve on the Alumni Council. If unable to attend meetings, an alternate should be selected by the representative in consultation with the Knox Club president.

## ARTICLE III - ALUMNI ACHIEVEMENT AWARDS

- A. **Purpose**: To recognize alumni whose achievements have brought honor to self and to the College.
- B. **Qualifications**:
- B1. The recipients must have attended Knox College for at least one full academic year.
  - B2. The recipients should have attained outstanding success and national or international distinction in their chosen profession or life's work. Their accomplishments should reflect admirably on or bring honor to the College and reflect the strengths of the Knox education – coherent and insightful communication, independent thought, and appreciation of cultural diversity.

- B3. Preferably, recipients should demonstrate ongoing loyalty and dedication to the College and participation in advancing the mission of the College.
- B4. The following are not eligible for the award:
  - (a) Previous recipients.
  - (b) General members of the Board of Trustees of Knox College.
  - (c) Current members of the Alumni Council's Awards Committee and Executive Committee.
  - (d) Persons holding only honorary doctorates from Knox College.
- B5. Up to three Alumni Achievement Awards may be given in any one year.

C. **Procedure:**

- C1. The award nominations shall be reviewed and voted on by the Awards Committee.
- C2. An Alumni Engagement staff member, in consultation with the Executive Committee, shall fill any vacancies by appointment which may occur on the committee during the year.
- C3. The Alumni Engagement staff of the College shall review nominations, coordinate the work of the committee, and ensure the committee has a complete picture of the nominees' qualifications.
- C4. The Alumni Engagement staff shall actively seek nominations for the Alumni Achievement Awards and publicize appropriately.
- C5. Names of all candidates must be received by Alumni Engagement staff by July 15.
- C6. Nominees who are not selected will remain in the pool of potential recipients for a period of four years. If a nominee has been in the pool for four years without selection, the nominee will be removed from the pool. Alumni Engagement staff will return the nomination form to the nominator with instructions that the nominator can re-submit an updated nomination after one year.
- C7. Final decisions must be made by a majority of the voting Alumni Council members at an official meeting.
- C8. The Alumni Council Chair or the Awards Committee Chair shall contact the persons selected as recipients, notify them of their selection, and determine their availability to accept the award.

- D. **Presentation:** The awards will be given at a time determined by the College in consultation with the Council. The presentations shall be made by the chair of the Alumni Council or a member of the Alumni Council he or she designates.

**ARTICLE IV - KNOX SERVICE AWARDS**

- A. **Purpose:** To recognize individuals who best exemplify the ideals of a liberal arts education through ongoing loyalty and distinguished service to Knox College.

**B. Qualifications:**

- B1. The recipient must have a significant record of extraordinary and meaningful service in a volunteer capacity to Knox, including, but not limited to, service to the Fifty-Year Club, the Office of Advancement, Office of Admission and/or Career Success Office.
- B2. The following are not eligible for the award:
  - (a) Previous recipients.
  - (b) General members of the Board of Trustees of Knox College.
  - (c) Current members of the Alumni Council's Awards Committee or Executive Committee.
  - (d) Persons holding only honorary doctorates from Knox College.
- B3. Up to three Knox Service Awards may be given in any one year.

**C. Procedure:**

- C1. The award nominations shall be reviewed and voted on by the Awards Committee.
- C2. An Alumni Engagement staff member, in consultation with the Executive Committee, shall fill any vacancies by appointment which may occur on the committee during the year.
- C3. The Alumni Engagement staff of the College shall review nominations, coordinate the work of the committee, and ensure the committee has a complete picture of the nominees' qualifications.
- C4. The Alumni Engagement staff shall actively seek nominations for the Knox Service Award and publicize appropriately.
- C5. Names of all candidates must be received by the Alumni Engagement staff by February 1.
- C6. Nominees will remain in the pool for a period of four years. If a nominee has been in the pool for four years without selection, the nominee will be removed from the pool. Alumni Engagement staff will return the nomination form to the nominator with instructions that the candidate can re-submit an updated nomination after one year.
- C7. Final approval must be made by a majority of the Alumni Council members at an official meeting.
- C8. The Alumni Council Chair or the Awards Committee Chair shall contact the persons selected as recipients, notify them of their selection, and determine their availability to accept the award.

**D. Presentation:**

- D1. The Knox Service Award should be presented at the annual Homecoming Convocation or Founders Day activities. However, it may be given at an alternate time, as determined by the College in consultation with the Council.

**ARTICLE V - KNOX-LOMBARD ATHLETICS HALL OF FAME AWARDS**

A. **Purpose:** To recognize the achievements of Knox's greatest athletes and teams.

B. **Nomination Eligibility and Qualifications:**

B1. Any student-athlete who attended Knox College for two or more years, having an excellent record in one or more intercollegiate sports, and having conducted himself or herself as an undergraduate and alumnus or alumnae in such a way as to reflect honor on the college.

B2. The categories for nomination include:

(a) Individual

(b) Team

(c) The half-century category: Those who have attended the College fifty years or more prior to the time of nomination.

(d) Coaches, Faculty, Administrators, and Friends of the College

B3. Every effort will be made to have a diverse induction class, including the half-century category.

B4. No student-athlete or team shall be considered until five years after leaving the College. An employee of Knox College may not be considered for nomination until one year after leaving the college's employment.

C. **Nominating Procedure**

C1. Nominations shall be accepted from all individuals associated with Knox.

C2. A nomination form, to be completed electronically, is required for a nominee to receive full consideration.

C3. The nomination form does require the completion of all required fields and encourages the inclusion of supporting materials. The Department of Athletics and Alumni Engagement staff shall provide additional supporting information, if available, about athletic achievements.

C4. The Department of Athletics and Alumni Engagement staff shall actively seek nominations and publicize appropriately.

C5. All nominations shall be submitted by February 15 of the year in which inductions are to be made.

C6. Posthumous nominations will be accepted.

C7. After demonstrating extraordinary circumstances, nominations received after the closing date may be considered by unanimous consent of the selection committee to evaluate the nominee into the Hall of Fame.

D. **Selection Committee and Procedure**

D1. The nominees shall be selected by a committee consisting of 7 members. These members are the Director of Athletics, the Sports Information Director, the K Club Coordinator, and four diverse Knox College former letterwinners. Of these four alumni letterwinners, two must be Hall of Fame members, and one must serve on the Alumni Council.

- D2. The director of athletics in consultation with alumni engagement staff shall, by appointment, fill any vacancies that occur on the committee during the year.
- D3. Names of all nominees along with nomination materials will be sent to the selection committee members by the K Club Coordinator prior to the selection meeting.
- D4. At the spring Alumni Council meeting, the selection committee will meet to discuss the nominees. All voting members must be present during the discussion and voting. The committee will then vote and select up to four inductees. The committee shall consider inducting more than four inductees in extraordinary circumstances.
- D5. Recipients will be formally notified by the K Club Coordinator or the Director of Athletics.

**E. Presentation**

- E1. Awards will be presented each year at a banquet the Friday evening of Homecoming Weekend.
- E2. New inductees will be recognized at the half time of the Homecoming football game.

**ARTICLE VI – YOUNG ALUMNI ACHIEVEMENT AWARD**

- A. **Purpose:** To recognize alumni 35 years of age or younger whose achievements have brought honor to self and to the College.
- B. **Qualifications:**
  - B1. The recipient must have attended Knox College for at least one full academic year.
  - B2. The recipient must be 35 years of age or younger at the time of nomination and selection.
  - B3. Recipients should have attained outstanding success and national or international distinction in their chosen profession or life's work. Their accomplishments should reflect admirably on or bring honor to the College and reflect the strengths of the Knox education – coherent and insightful communication, independent thought and appreciation of cultural diversity.
  - B4. Preferably, recipients should demonstrate ongoing loyalty and dedication to the College and participation in advancing the mission of the College.
  - B5. The following are not eligible for the award:
    - (a) Previous recipients.
    - (b) General members of the Board of Trustees of Knox College.
    - (c) Current members of the Alumni Council's Awards Committee or Nominating Committee.
    - (d) Persons holding only honorary doctorates from Knox College.
  - B6. Up to one Young Alumni Achievement Award may be given in any one year.



C. **Procedure:**

- C1. The award nominations shall be reviewed and voted on by the Awards Committee.
- C2. An Alumni Engagement staff member, in consultation with the Executive Committee, shall fill any vacancies by appointment which may occur on the committee during the year.
- C3. The Alumni Engagement staff of the College shall review nominations, coordinate the work of the committee, and ensure the committee has a complete picture of the nominees' qualifications.
- C4. The Alumni Engagement staff shall actively seek nominations for the Alumni Achievement Awards and publicize appropriately.
- C5. Names of all candidates must be received by Alumni Engagement staff by July 15.
- C6. Nominees who are not selected will remain in the pool of potential recipients for a period of four years. If a nominee has been in the pool for four years without selection, the nominee will be removed from the pool. Alumni Engagement staff will return the nomination form to the nominator with instructions that the candidate can re-submit an updated nomination after one year.
- C7. Final decisions must be made by a majority of the voting Alumni Council members at an official meeting.
- C8. The Alumni Council Chair or the Awards Committee Chair shall contact the persons selected as recipients, notify them of their selection, and determine their availability to accept the award.

D. **Presentation:**

- D1. The awards will be given at a time determined by the College in consultation with the Council. The presentations shall be made by the chair of the Alumni Council or a member of the Alumni Council he or she designates.

**ARTICLE VII**

These By-Laws can be amended at any regular, semiannual Alumni Council meeting by two-thirds vote of the voting members present.