

## BY-LAWS OF THE KNOX COLLEGE ALUMNI ASSOCIATION

### ARTICLE I - ALUMNI COUNCIL

- A. **The Alumni Council:** The Alumni Council shall determine policy with respect to alumni; elect its officers from its own members; charter Knox Clubs; coordinate the National Alumni Program; and meet twice annually, once at Homecoming and once at Commencement 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. **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, members at-large, nine to be elected annually in rotation to serve a three year term of office; the immediate past chair of the council, and the chair of the Knox Fund. The college's director of alumni programs shall be an ex-officio member. At-large members must have identification with Knox through graduation or demonstrated support. Any 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.
- C. **Officers:** The council shall elect a chair, vice-chair, and a secretary from its membership, each to serve for a two year term.
- C1. The chair shall preside at all meetings of the council in addition to the Homecoming Business Meeting and Convocation; serve as chair of the Executive Committee; appoint the chair 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 all the committees and College Board of Trustees.
- C2. The vice-chair shall act in the chair's absence; serve as parliamentarian; and perform such other duties as may pertain to the office.
- C3. 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.
- D. **The Executive Committee:** The Executive Committee shall be composed of the council's officers and the immediate past chair. The director of alumni programs shall serve as an ex-officio member. Three members shall constitute a quorum. The Executive Committee shall carry on business of the Association between regular meetings; set the agenda for the annual meeting at Homecoming; and nominate members of the Alumni Trustee Selection Committee, the Alumni Achievement Award Selection Committee, the Knox Service Award Selection Committee, Knox-Lombard Athletic Hall of Fame Selection Committee, and the Young Alumni Achievement Award Selection Committee.

## 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 Constitution and By-Laws; include a list of names of at least ten petitioning alumni; and state the proposed geographic area of operation or other defining characteristic of the club.
- B. **Purpose:** Maintain alumni and community interest in College and Club through meetings, information, and fellowship in cooperation with College representatives.
- C. **Membership:** Membership in the Knox Clubs shall be as defined in Article III of the Constitution and be 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 an office, or serve on committees.
- D. **Operation:** Knox Clubs should hold at least an annual meeting.
- E. **Officers:** 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.
- F. **Officers of Knox Clubs:**
- F1. The president should preside at all meetings of the Knox Clubs; appoint all committee chairs; issue a call to all meetings; send an annual report to the council.
- F2. The vice-president should serve in the absence of the president.
- F3. The secretary-treasurer should keep minutes of the club's meetings.
- F4. 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 president.

## ARTICLE III - SELECTION OF ALUMNI TRUSTEES

- A. Each year, the council nominates an alumna/us of the college to represent the alumni on the Board of Trustees of Knox College. There are four such alumni trustees on the board, each serving a four year term. At least one such trustee will have graduated within the last four years at the time of appointment. When possible, the outgoing alumni trustee shall serve as chair of the Alumni Trustee Selection Committee. The chair, working in cooperation with the director of alumni programs, shall be responsible for collecting nominations, providing committee members with biographies of nominees, and conducting balloting.
- B. **Procedure:**
- B1. The nominees shall be selected by a committee consisting of five Knox or Lombard College alumni, each serving a three (calendar) year term. The committee shall be nominated by the Executive Committee of the Alumni Council and shall be elected by vote at the time of the annual Homecoming Business Meeting and Convocation. The outgoing alumni trustee shall be appointed chair. Current members of the Alumni Council may not serve on award selection committees.

- B2. The chair of the council, in cooperation with the director of alumni programs, shall, by appointment, fill any vacancies that occur on the committee during the year.
- B3. The Alumni Relations Office of the college shall coordinate the work of the committee and shall perform duties requested, prepare biographies and other correspondence for the committee as directed by the chair of the committee.
- B4. The director of alumni programs shall insert in issues of the *Knox Magazine* and the *Gizmogram* an invitation to submit names of qualified persons to be considered for selection as alumni trustee. The director of alumni programs may also contact the presidents of active Knox Clubs and the Advancement Office for recommendations of qualified persons. (A qualified person is defined as one who is an alumna/us or former student of Knox College who attended Knox for a minimum of one year.) The nomination form should be available on the Knox website.
- B5. Names of all candidates must be in the hands of the chair of the committee by February 15.
- B6. The chair, with the cooperation of the Alumni Relations Office staff, shall compile the names of all candidates and corresponding biographical sketches and submit the nomination materials and complete list to each committee member for a ballot.
- B7. The chair and each member will then cast a ballot for five candidates selected from the list submitted in the order of preference.
- B8. Alumni Relations Office staff will tally the ballots received from the members, counting first choices as five votes, second choices as four votes, third choices as three votes, etc., and will then submit to the committee for its final ballot the three candidates receiving the highest number of votes. In the event of a tie which results in more than three candidates receiving a sufficient number of votes to qualify for the final selection, the committee will be required to break the tie by additional ballot. On this tie-breaking ballot, the committee members will each vote for one of the listed candidates (who shall be those involved in the tie). The candidate(s) receiving the greatest number of votes on this additional ballot shall proceed to the next election phase.
- B9. The committee members will then ballot on the three candidates so chosen, each member casting his vote for one candidate. In the event of a tie between one or more candidates, the committee will be polled again, at which time only the candidates receiving the same number of votes will be submitted. Each member shall vote for one candidate, and this process shall continue until one candidate is selected for nomination.
- B10. The candidate receiving the largest number of votes cast will be considered the nominee for trustee.
- B11. The president of the college will then notify the nominee selected and determine willingness to serve.
- B12. If the nominee is not willing to accept the responsibility of trusteeship, the candidate receiving the next largest number of votes cast will be the nominee for trustee.
- B13. The chair shall, before May 15, submit the name of the nominee to the chair of the Nominations Committee of the Board of Trustees.

## ARTICLE IV - ALUMNI ACHIEVEMENT AWARDS

- A. **Purpose:** To recognize meritorious achievement.
- B. **Qualifications:**
- B1. The recipients must have attended Knox or Lombard College for at least one full year.
  - B2. The recipients shall be selected upon the basis of their achievements in any field.
  - B3. Since selection brings honor to the college, it is desirable for nominees to have had an active post graduate interest in Knox affairs.
  - B4. The following are not eligible for the award:
    - (a) Previous recipients.
    - (b) Members of the Board of Trustees of Knox College.
    - (c) Members of the current Selection Committee or Alumni Council.
    - (d) Persons holding honorary doctorates from Knox College.
  - B5. Up to three Alumni Achievement Awards may be given in any one year. (The actual number of awards will be determined by number of nominees able to attend Founder's Day for the presentations of the awards. See also Section D.)
- C. **Procedure:**
- C1. The award recipients shall be selected by a committee consisting of five Knox or Lombard College alumni, each serving a three (calendar) year term. The committee shall be nominated by the Executive Committee of the Alumni Council and shall be elected by vote at the time of the annual Homecoming Business Meeting and Convocation. Current members of the Alumni Council may not serve on award selection committees.
  - C2. The director of alumni programs, shall, by appointment, fill any vacancies which may occur on the committee during the year.
  - C3. The Alumni Relations Office of the college shall coordinate the work of the committee and shall perform duties requested, prepare biographies and other correspondence for the committee as directed by the council chair.
  - C4. The Alumni Relations Office shall furnish the committee with the names of nominees ineligible for the award.
  - C5. The director of alumni programs shall insert in issues of the *Knox Magazine* and the *Gizmogram* an invitation to alumni or friends of persons to be considered as nominees for Alumni Achievement Awards. The director of alumni programs may also contact the presidents of active Knox Clubs and the Advancement Office for recommendations of qualified persons. Members of the Awards Committee may propose nominations of qualified people. The nomination form should be available on the Knox website.
  - C6. Names of all candidates must be in the hands of the director of alumni programs by July 15.

- C7. The director of alumni programs shall compile the names of all candidates and submit the complete list, along with biographical sketches, to each committee member for a ballot.
- C8. 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. The Alumni Relations Office will return the nomination form to the nominator with instruction that the candidate can submit an updated nomination after one year.
- C9. The committee will then cast a ballot for five candidates selected from the list submitted in the order of their preference.
- C10. Alumni Relations Office staff will tally the ballots received from the members, counting first choices as five votes, second choices as four votes, third choices as three votes, etc., and will then submit to the committee for its final ballot, the eight candidates receiving the highest number of votes. In the event two or more candidates receive the same number of votes, thereby raising the number of eligible candidates above eight, the names of those candidates involved in the tie shall be resubmitted to the committee members, who shall vote for one candidate. That candidate receiving the most votes will become one of the eight to be submitted on the final ballot.
- C11. The committee members will then ballot on the eight candidates so chosen, listing them again in the order of preference. The vote will be tallied in the same manner prescribed in C10.
- C12. The three candidates receiving the largest number of votes cast will be the nominees for the Alumni Achievement Award.
- C13. The director of alumni programs shall then submit the names of the nominees to the chair of the council and to the proper college authorities. (This should be done before September 15.)
- C14. The director of alumni programs shall contact the persons selected as recipients, notify them of their selection, and determine their availability at traditional Founders Day activities to accept the award.

D. **Presentation:**

- D1. The awards will be given at Founders Day activities. If a Founders Day program is postponed due to inclement weather, every effort shall be made to convene the awards' ceremony at the next scheduled commencement. The presentations shall be made by the chair of the alumni council or his or her alternate.
- D2. Recipients must be present to receive the award. (In unusual cases the Alumni Achievement Award Committee may recommend that an award be given "in absentia.")

**ARTICLE V - KNOX SERVICE AWARDS**

A. **Purpose:** To recognize outstanding volunteer service to the college.

- A1. The nominees shall be selected by a committee consisting of five Knox or Lombard College alumni, each serving a three (calendar) year term. The committee shall be nominated by the Executive Committee of the Alumni Council and shall be elected by vote at the time of the annual

Homecoming Business Meeting and Convocation. Current members of the Alumni Council may not serve on award selection committees.

- A2. The director of alumni programs, shall, by appointment, fill any vacancy occurring on the committee during the year.
- A3. The Alumni Relations Office shall coordinate the work of the committee and perform duties as requested, compile biographical and other correspondence of the committee as directed by the council chair.

**B. Qualifications:**

- B1. The recipient must have a record of beneficial service in a volunteer capacity to the college. Volunteer service for more than one year could include, but is not limited to, service to the Fifty Year Club, the Development Office, the Alumni Relations Office, Admission and Career Development Offices.
- B2. Not more than three annual awards will be made.
- B3. The following are not eligible for the award:
  - (a) Previous recipients.
  - (b) Members of the Board of Trustees.
  - (c) Members of the current Selection Committee.

**C. Nominating Procedure:**

- C1. Nominations for the Knox Service Award will be solicited from alumni, alumni clubs, the Fifty Year Club, faculty, administrators, Admission, Alumni Relations, Career Development and Development Offices.
- C2. The director of alumni programs shall insert in issues of the *Knox Magazine* and the *Gizmogram* an invitation to submit names of qualified persons to be considered for a Knox Service Award. The nomination form should be available on the Knox web site.
- C3. All nominations must be accompanied with biographical information and should be submitted to the director of alumni programs by January 31.

**D. Selection Procedure:**

- D1. The director of alumni programs shall compile the names of nominees and submit the completed list along with nomination materials to each committee member for a ballot.
- D2. 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. The Alumni Relations Office will return the nomination form to the nominator with instruction that the candidate can submit an updated nomination after one year.
- D3. Each member will cast a ballot for five candidates selected from the list in order of preference.

- D4. Alumni Relations Office staff will tally the votes, counting first choice as five votes, second as four, third as three, etc. and then submit to the committee for its final ballot the eight candidates receiving the highest number of votes. In the event a tie exists which results in more than eight candidates receiving sufficient number of votes to qualify for the final selection, the committee will be requested to break the tie by additional ballot. Committee members will vote for one of the candidates involved in the tie, with one receiving the greatest number of votes proceeding to the next election phase.
  - D5. The committee will be polled again in the event of a tie in the final ballot. Only candidates involved in the tie will be submitted for a vote.
  - D6. The three candidates receiving the largest number of votes will be the nominees for the Knox Service Award.
  - D7. The director of alumni programs shall then submit the names of the nominees to the chair of the council. (This should be done before May 15.)
  - D8. The director of alumni programs shall notify the persons selected as recipients, notify them of their selection and determine if they can be present at Homecoming to accept the award.
- E. **Presentation:**
- E1. The Knox Service Award will be announced and presented at the annual Homecoming Business Meeting and Convocation.
  - E2. In unusual cases the Knox Service Award Selection Committee may recommend that an award be given "in absentia."
  - E3. The recipient will be presented with an appropriate certificate, and the recipient's name will be placed on a plaque to be displayed on campus.

## ARTICLE VI - HALL OF FAME AWARDS

A. **Selection Committee:**

- A1. The nominees shall be selected by a committee consisting of five Knox or Lombard College alumni, each serving a three (calendar) year term. The committee shall be nominated by the Executive Committee of the Alumni Council and shall be elected by vote at the time of the annual Homecoming Business Meeting and Convocation. Three of the members should be letter winners.
- A2. The director of alumni programs shall, by appointment, fill any vacancies that occur on the committee during the year.

B. **Eligibility:**

The following persons shall be eligible for nomination and induction into the Hall of Fame:

- B1. Any athlete who attended Knox College or Lombard College (either hereafter the "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. No athlete shall be considered until five years after leaving the college.
- B3. Additional categories for coaches, faculty, administrators, and friends of the college may be considered by the selection committee. An employee of the athletic department may not be considered for nomination until one year after leaving the College's employment.
- B4. A person may be removed from the Hall of Fame by 2/3 vote of the selection committee if such person's conduct reflects dishonor on the college.

C. **Nominating Procedure:**

- C1. Everyone receiving the *Knox Magazine*, plus faculty and staff, shall be invited to nominate candidates for the Hall of Fame. The nomination form should be available on the Knox website.
- C2. All graduate letter winners shall receive a special invitation to make nominations.
- C3. All nominations shall be submitted to the director of alumni programs by January 15th of the year in which the inductions are to be made, and must be on official nomination forms.
- C4. Nominations shall be sent to the Alumni Relations Office.
- C5. Posthumous nominations will be welcomed.

D. **Selection Procedure:**

- D1. Nominations shall be accepted from all individuals associated with Knox or Lombard. The nomination does not require submission of supporting materials. Committee members should help publicize the annual call for nominations.
- D2. The Alumni Relations Office and the Athletic Department should provide supporting information about athletic achievements.
- D3. 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 to the Hall of Fame, the nominee will be removed from the pool. The Alumni Relations Office will return the nomination form to the nominator with instruction that the candidate can be resubmitted for nomination after one year.
- D4. The nominees in the pool will be divided into two categories: Fifty Year nominees, those who have graduated from Knox or Lombard 50 years or more from the time of nomination, and all other alumni. Up to one nominee from the Fifty Year category and up to three nominees from the regular category can be selected each year.
- D5. Names of all nominees along with nomination materials will be sent to selection committee members by the director of alumni programs.
- D6. In the Fifty Year category each committee member will cast a ballot for five nominees in order of preference with the first choice receiving five points, second choice receiving four points, etc. In



the regular category, the committee members will cast a ballot for five candidates in order of preference, first choices as five points, second choices as four points, and so forth.

- D7. Alumni Relations Office staff will tally the votes. In the Fifty Year category, the three receiving the most points will be submitted to the committee for a second vote. In the regular category, the top eight will then be submitted to the committee for a second vote.
- D8. In the second vote each committee member can vote for one of the three remaining Fifty Year nominees or none. The nominee receiving the most votes will be the committee's Fifty Year nominee. In the regular category, the vote will once again be done in preferential order and the three nominees receiving the most votes will be the committee's nominees. If the committee chooses, a conference call can be convened by the Alumni Relations Office prior to the second round of balloting to provide members an opportunity to discuss the nominees.
- D9. The director of alumni programs shall then submit the names of the nominees to the chair of the council. (This should be done before May 15.)
- D10. Recipients will be formally notified by the director of alumni programs.

E. **Presentation:**

- E1. Awards will be made each year at a banquet the Friday evening of Homecoming Weekend.
- E2. New inductees, including a representative for posthumous inductees, will be required to attend the ceremony unless extenuating circumstances are judged by the selection committee to make it impossible.
- E3. New inductees will be recognized at the half time of the Homecoming football game.
- E4. New inductees will receive a duplicate of the plaque which will hang in the area of T. Fleming Fieldhouse designated for the Hall of Fame.

**ARTICLE VII – YOUNG ALUMNI ACHIEVEMENT AWARD**

A. **Purpose:** To recognize meritorious contribution and achievement in a field of endeavor, community, state or nation.

B. **Qualifications:**

- B1. The recipient must have attended Knox College for at least one full year.
- B2. The recipient must be 35 years of age or younger at time of nomination and selection.
- B3. The recipient shall be selected upon the basis of achievement in any field.
- B4. The recipient's achievements must reflect the proven strengths of the Knox education – coherent and insightful communication, independent thought and appreciation of cultural diversity.
- B5. Since selection brings honor to the college, it is desirable for the nominee to have had an active post graduate interest in Knox affairs.

- B6. The following are not eligible for the award:
- (a) Previous recipients.
  - (b) Members of the Board of Trustees of Knox College.
  - (c) Members of the current Selection Committee or Alumni Council.
- B7. One Young Alumni Achievement Award may be given in any one year. If the selection committee feels there are no deserving nominees in a given year, no award will be given.

C. **Procedure:**

- C1. The nominee shall be selected by a committee consisting of five Knox alumni, each serving a three (calendar) year term. The committee shall be nominated by the Executive Committee of the Alumni Council and shall be elected by vote at the time of the annual Homecoming Business Meeting and Convocation. Current members of the Alumni Council may not serve on award selection committees.
- C2. The director of alumni programs, shall, by appointment, fill any vacancies which may occur on the committee during the year.
- C3. The Alumni Relations Office of the college shall coordinate the work of the committee and shall perform duties requested, prepare biographies and other correspondence for the committee as directed by the chair of the council.
- C4. The Alumni Relations Office shall furnish the committee with the names of nominees ineligible for the award.
- C5. The director of alumni programs shall insert in issues of the *Knox Magazine* and the *Gizmogram* an invitation to alumni or friends of persons to be considered as nominees for the Young Alumni Achievement Award. The chair may also contact the presidents of active Knox Clubs and the Advancement Office for recommendations of qualified persons. Biographical data should be included with the recommendation. Members of the Awards Committee may propose nominations of qualified people.
- C7. Names of all candidates must be in the hands of the director of alumni programs by July 15.
- C8. The director of alumni programs shall compile the names of all candidates and submit the complete list, along with biographical sketches, to each committee member for a ballot.
- C9. The committee will then cast a ballot for five candidates selected from the list submitted in the order of their preference.
- C10. Alumni Relations Office staff will tally the ballots received from the members, counting first choices as five votes, second choices as four votes, third choices as three votes, etc., and will then submit to the committee for its final ballot the three candidates receiving the highest number of votes. In the event of a tie which results in more than three candidates receiving a sufficient number of votes to qualify for the final selection, the committee will be required to break the tie by additional ballot. On this tie-breaking ballot, the committee members will each vote for one of the

listed candidates (who shall be those involved in the tie). The candidate(s) receiving the greatest number of votes on this additional ballot shall proceed to the next election phase.

- C11. The committee members will then ballot on the three candidates so chosen, each member casting his vote for one candidate. In the event of a tie between one or more candidates, the committee will be polled again, at which time only the candidates receiving the same number of votes will be submitted. Each member shall vote for one candidate, and this process shall continue until one candidate is selected for nomination.
- C12. The candidate receiving the largest number of votes cast will be the nominee for the Young Alumni Achievement Award.
- C13. The director of alumni programs shall then submit the name of the nominee to the chair of the council and to the proper college authorities. (This should be done before September 15.)
- C14. The director of alumni programs shall notify the person selected as recipient by the committee, and determine if they can be present at traditional Founders Day activities to accept the award.

**D. Presentation:**

- D1. The award will be given at Founders Day activities. If a Founders Day program is postponed due to inclement weather, every effort shall be made to convene the awards' ceremony at the next scheduled commencement. The presentation shall be made by the chair of the alumni council or his alternate.
- D2. The recipient must be present to receive the award. (In unusual cases the Young Alumni Achievement Award Committee may recommend that an award be given "in absentia.")

**ARTICLE VIII**

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