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Western New Mexico University Alumni Association Bylaws

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ARTICLE I: NAME AND LOCATION

The name of the organization is the "Western New Mexico University Alumni Association" (hereinafter referred to as the "Association"). The Association's primary business shall be conducted on campus at Western New Mexico University (WNMU) in Silver City, NM, with support from the Office of Alumni Affairs.

The governing body of the Association is the "Western New Mexico University Alumni Association Board of Directors" (hereinafter referred to as the "Board"), a volunteer, peer elected group within the association responsible for making key decisions, guiding the Association's strategy, and overseeing its activities to achieve its goals. The Board operates in support of the Association, the Office of Alumni Affairs, and WNMU. The advancement of the Association shall be vested in the Board.

ARTICLE II – PURPOSE / MISSION

Purpose: To foster a mutually beneficial relationship between WNMU and its alumni; to promote in every way the best image, interests and development of the University. In carrying out such objectives and purposes, the Association shall seek to create, develop, and encourage individual and community interest in and support of WNMU and higher education in general.

Mission: To advance WNMU by building loyalty, fellowship, and commitment among its members and the University.

ARTICLE III - MEMBERSHIP

Section A. Qualifications for Membership

Life Membership: Automatically granted to all former students who have earned a degree awarded by WNMU (or previous school names) shall be members.

Section B. Privileges of Members

1. **Voting and Office Holding:** Life Members may vote at all general meetings of the Association and in all other forms of voting, in compliance with Board policy on voting, and shall be eligible to hold office.
2. **Publications and Notices:** All Members (Life and Honorary) shall receive all alumni publications and notices of general meetings.

3. **Annual Meeting:** An annual meeting of the Association shall be held during Homecoming week of each year where the President shall give an annual report of its activities and financial status.

ARTICLE IV - BOARD OF DIRECTORS

Section A. Composition

1. **Executive Committee:** Includes the President, Vice-President, Immediate Past President, Secretary, and Treasurer. Executive Committee members must be in good standing and have a term of two years. Board President, Vice President and Immediate Past President may only serve two consecutive terms. Immediate Past President is awarded according to succession.

The Executive Committee are the officers of the Board and shall have the authority to make decisions of an emergency nature. Such actions shall be reported to the Board in the President's Report at the next regular meeting of the Board.

2. **Members-at-Large:** Voting members, either elected or appointed according to provisions in the bylaws, not on the Executive Committee. Terms are three years and limited to three consecutive terms. The total Members-at-Large shall range from nine to twelve.
3. **Chapter Representatives:** One representative from each alumni chapter will also hold a seat on the Board. They will have the same voting rights as an elected member-at-large but are not subject to term limits as long as their chapter remains active.
4. **Ex-officio Members:** Serve in a non-voting capacity. They are included among membership to represent other official organizations at WNMU and provide information on the University. This includes representatives from ASWNMU, Faculty Senate, Staff Senate, the Foundation, and the Office of Alumni Affairs. They may sit on committees but are not expected to participate at the same level as the voting body of the Board.

Section B. Elections

Annual elections for Board Members shall be held during Homecoming Weekend. All eligible positions will be elected by qualified membership in accordance with Board voting policy. A simple majority of votes cast shall suffice to elect a candidate. Newly elected officers and members-at-large will assume their role on January 1 following the election.

Section C. Meetings

1. **Procedure:** Robert's Rules of Order, the latest revised edition, shall be the authority on all matters of parliamentary procedures.

2. **Quorum:** Two-thirds of the Board shall constitute a quorum.
3. **Frequency:** Board shall meet three times yearly: February, June/July, and during Homecoming.
4. **Attendance:** Members must notify the Office of Alumni Affairs if they are unable to attend at least 24 hours prior to the meeting. Any Board Member who has missed two consecutive meetings shall be immediately deemed to have forfeited his/her membership on the Board, regardless of proxy.

Section D. Resignation and Vacancies

1. **Resignation:** Any resignation from a Board Member shall be considered official and final immediately upon receipt in writing (electronically or hard copy) by the Board President or Office of Alumni Affairs.
2. **Vacancies:** Vacancies on the Board shall be filled by a majority vote of the remaining eligible voting members of the Board and shall serve for the remaining term of the previous Board member.

ARTICLE V – EXECUTIVE COMMITTEE

Section A. Duties of Officers

- **President**
 - Serves as the chief officer presiding over the Board and at general meetings.
 - Works with the Office of Alumni Affairs to set agendas, sign contracts and promote the Association's mission.
 - Chairs the Executive Committee and Fundraising Committee and serves as an ex-officio member of all committees.
 - Presents an annual report to the membership.
 - Upon leaving office, serves as Immediate Past President on the Executive Committee.
- **Vice-President**
 - Acts as President-elect and becomes familiar with President's duties.
 - Chairs the Homecoming Committee
 - Assumes the President's responsibilities during temporary absences.
 - In the events of death, resignation or removal of the President shall serve in that capacity through the remainder of their term.
- **Treasurer**
 - Oversees the finances and budgets of the Association.

- In coordination with the Office of Alumni Affairs, provides written financial reports to the Board.
- **Secretary**
 - Records the proceedings of the meetings of the Board and shares meeting minutes for documentation.
- **Immediate Past President**
 - Serves as a mentor to the current President and other Executive Committee members.
 - Provides council of parliamentary procedure.
 - Chairs the Great Race Committee.

Section B. Planning

The Executive Committee shall meet annually to set goals, create a budget, and plan events. These are presented at the summer Board meeting. The Association, via the Executive Committee, shall submit the following documentation to the Foundation for posterity no later than June 30th of each year: bylaws, committee list, details of activities, goals, budget, and signed acknowledgements from all active board members and ex-officio members.

ARTICLE VI - COMMITTEES

Section A. Establishment and Purpose

The Association shall maintain standing and ad hoc committees to support its mission, operations, and engagement with the University community. Committees shall function in accordance with these Bylaws and the Association's policies.

Section B. Governance and Reporting

1. **Governance:** Each committee shall have a Chairperson and a Secretary, appointed as outlined in the Standing Committee Criteria document and establish a quorum for conducting business.
2. **Reporting:** The Executive Committee and Committee Chairpersons shall review and define the powers and duties of all standing committees for presentation at the summer Board meeting. Committee Secretaries will provide a report of committee activities at each Board meeting.
3. **Participation:** Each Board member is required to serve on at least one committee (with a maximum of three) and actively participate in its activities.

4. **Volunteers:** May participate in committee activities but shall not be responsible for reporting on committee activities at regular meetings.

Section C. Standing Committees

The following are the standing committees of the Association. Activities must comply with the Duties and Responsibilities of Standing Committees **(Exhibit A)**.

- Bylaws Committee
- Fundraising Committee
- Great Race Committee
- Hall of Fame Committee
- Homecoming Committee
- Scholarship Committee
- Student Emergency Fund Committee

Section D. Ad Hoc Committees

Ad hoc committees may be established by the Executive Committee as necessary to address specific tasks or initiatives outside the scope of the standing committees. Such committees shall be dissolved upon completion of their designated objectives.

ARTICLE VIII – ALUMNI CHAPTERS

The establishment of each Alumni Chapter shall be approved by the Board of Directors, in partnership with the Office of Alumni Affairs, and must comply with the Association's Minimum Requirements Guidelines **(Exhibit B)**.

ARTICLE IX - NEPOTISM CLAUSE

Section A. Purpose

To prevent favoritism and conflicts of interest Life Members with identified nepotism conflicts shall not serve concurrently on the Board if they are immediate family members of another serving member.

Section B. Definitions

- Immediate family: Spouse (or life partner), parents, siblings, and children.
- Spouse's immediate family: Parents, siblings, and children.

- *Note:* Chapter positions are exempt from this restriction. (for example, if one Spouse is a member-at-large and the other is a chapter president)

Section C. Grandfathering

Members affected by this clause As of October 3, 2019, are grandfathered and may continue serving under previous arrangements.

ARTICLE X - AMENDMENTS

Section A. Notice

Any proposed amendment or addition must be submitted to the Bylaws Committee along with a statement of purpose and rationale. A copy of the proposed amendment must be emailed to all Board members at least ten days prior to a requested vote.

Section B. Adoption

Amendments require a roll call concurring vote of not less than two-thirds of the Board to be adopted.

Section C. Periodic Review

These bylaws shall be reviewed at least every three years for necessary changes and updates by the Bylaws Committee.

Exhibit A

DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

FUNDRAISING AND OUTREACH COMMITTEE

Purpose: The Fundraising Committee is responsible for securing financial and social support for Alumni Association activities and WNMU initiatives. This committee collaborates with the WNMU Foundation and the Office of Alumni Affairs to create opportunities for fundraising, recruitment and outreach events and activities.

Membership:

- The President serves as chairperson.
- Secretary elected by chairperson/majority vote to take minutes at meetings and present committee activities at Board meetings.
- A minimum of four Board members, including the chairperson.
- Membership may include volunteers outside of the Board.

Responsibilities:

- Plan and implement fundraising campaigns.
- Collaborate with the Executive Committee to set yearly goals for money raised and community impact.
- Collaborate with the Office of Alumni Affairs to coordinate outreach efforts with relevant campus departments and administration.
- Collaborate with other committees to fund their efforts (i.e. Scholarship and Student Emergency funding)
- Create a budget and maintain monetary reserves.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Submit an annual report of activities, with any plans, suggestions for improvements, and approximate meeting dates in the upcoming year, to the President before the fall meeting.

HOMECOMING COMMITTEE

Purpose: This committee organizes alumni-focused activities during Homecoming, including social events, parade participation, and the Alumni & Friends tailgate.

Membership:

- Vice-President serves as chairperson.
- Secretary elected by chairperson/majority vote to take minutes at meetings and present committee activities at Board meetings.
- A minimum of four Board members, including the chairperson.

- Membership may include volunteers outside of the Board.
- The President serves as an Ex-Officio member.

Responsibilities:

- Plan and execute Homecoming events.
- Coordinate with Office of Alumni Affairs and associated WNMU departments for event-specific needs.
- Golden Circle graduates
- Class reunions / recognitions
- Meet at least quarterly, with increasing frequency as Homecoming approaches, to discuss funds available and maintain a schedule for event planning.
- Create a budget and maintain monetary reserves.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Submit an annual report of activities, with any plans, suggestions for improvements, and approximate meeting dates in the upcoming year, to the President before the fall meeting.

GREAT RACE COMMITTEE

Purpose: This committee organizes alumni-specific events and engagement during WNMU's Great Race.

Membership:

- Immediate Past President serves as chairperson
- A minimum of five members, including the chairperson.
- The President serves as an Ex-Officio member.
- At least one member must be from the Board.

Responsibilities:

- Plan and execute Great Race events.
- Coordinate with the Fundraising Committee to achieve event goals.
- Meet at least quarterly, with increasing frequency as the Great Race approaches, to discuss funds available and maintain a schedule for event planning.
- Create a budget and maintain monetary reserves.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Submit an annual report of activities, with any plans, suggestions for improvements, and approximate meeting dates in the upcoming year, to the President before the fall meeting.

SCHOLARSHIP COMMITTEE

Purpose: This committee supports scholarship funding and participates in the selection of student award recipients in collaboration with the WNMU Foundation.

Membership:

- Three to five voting Board members, including a chairperson and a secretary.
- The President serves as an Ex-Officio member.

Responsibilities:

- Work closely with the WNMU Foundation to manage scholarship funds.
- Select recipients based on established criteria.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Host a minimum of one event yearly in collaboration with the Fundraising and Outreach Committee, for scholarship funds.
- Submit an annual report of activities, and plans for the upcoming year, to the President before the fall meeting.
- Meet at least quarterly, approximate meeting dates for upcoming year should be included in annual report.

STUDENT EMERGENCY FUND COMMITTEE

Purpose: This committee administers emergency funds for students facing financial hardship, ensuring funds are allocated based on either a case-by-case basis or on specific criteria developed by committee membership and approved by the Executive Committee.

Membership:

- Three to five voting Board members, including a chairperson and a secretary.
- The President serves as an Ex-Officio member.

Responsibilities:

- Work closely with the WNMU Foundation to manage student emergency funds.
- Select recipients based on established criteria.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Host a minimum of one event yearly in collaboration with the Fundraising and Outreach Committee, for student emergency funds.
- Submit an annual report of activities, and plans for the upcoming year, to the President before the fall meeting.
- Meet at least quarterly, approximate meeting dates for upcoming year should be included in annual report.

HALL OF FAME COMMITTEE

Purpose: This committee oversees the nomination and selection process for the Alumni Hall of Fame and assists in organizing the Hall of Fame Banquet during Homecoming.

Membership:

- Three to five voting Board members, including a chairperson and a secretary.
- Committee membership assigned at first Board meeting of the calendar year.
- The President serves as an Ex-Officio member.

Responsibilities:

- Promote Hall of Fame nominations.
- Review nominations for Hall of Fame and select recipients based on established criteria.
- Work with the Homecoming Committee and the Office of Alumni Affairs in planning and facilitating the Hall of Fame Banquet.
- Create a budget and maintain monetary reserves.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Submit an annual report of activities, with any plans, suggestions for improvements, and approximate meeting dates in the upcoming year, to the President before the fall meeting.

BYLAWS COMMITTEE

Purpose: The Bylaws Committee reviews and updates Alumni Association Bylaws to ensure they remain relevant to the Association's mission.

Membership:

- Three to five voting Board members, including a chairperson and a secretary.
- Committee membership assigned at first Board meeting of the calendar year.
- The President serves as an Ex-Officio member.

Responsibilities:

- Review and recommend bylaw updates every three years.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Submit an annual report of activities to the President before the fall meeting.

AD HOC COMMITTEES

Purpose: Temporary committees formed with Executive Committee approval to address specific tasks outside the scope of standing committees.

Membership:

- A minimum of three members, including a chairperson.
- At least one member must be from the Board.
- The President serves as an Ex-Officio member.
- Members appointed as needed.

Responsibilities:

- Complete assigned tasks within a set timeframe.
- Maintain meeting records and submit minutes to the Office of Alumni Affairs.
- Submit a final report to the President within two weeks of task completion.

Exhibit B

MINIMUM REQUIREMENTS TO BE CHARTERED AS A CHAPTER

The Association wishes to encourage the establishment alumni chapters and will provide assistance to those wishing to form a chapter. Any individual or group wishing to form a chapter may do so by contacting the Office of Alumni Affairs with the request.

The Association wishes to provide chapters with latitude in their structure and activities but does require the following minimum requirements to be chartered as a chapter:

1. Name your chapter relevant to geological location of affinity and have an executive committee of at least a president, vice president, secretary-treasurer and a representative to the association's board of directors. This latter office may be combined with one of the previous offices, but this representative should not be a sitting member of the Alumni Association Board
2. Hold at least two meetings each year.
3. Provide the Association's Board of Directors with an annual report of activities of the Chapter and a financial report for the year. This is to be submitted to the WNMU's Office of Alumni Affairs no later than September 15 of each year.

WHY ALUMNI CHAPTERS?

1. Socializing
 - A. Identify and honor alumni who are leaders in their professions, civic organizations and the community.
 - B. Keeping in touch with former classmates and WNMU Alumni in the area and socializing.
 - C. To organize groups for nearby WNMU athletic events or cultural programs.
2. Image Enhancement
 - A. Provide news and information about WNMU and Alumni activities.
 - B. Recognize outstanding local high students through an awards program.
 - C. Channel concern, opinion, and interest back to WNMU through the Alumni Board.
 - D. Recognize outstanding individuals in the community, thereby contributing to the quality of life in the community and WNMU's visibility.
 - E. Recognize outstanding WNMU Alumni in the local area.
3. Financial Support
 - A. Support WNMU's fundraising activities.
 - B. Provide support for the Association's and Chapter's activities.
4. Student Assistance
 - A. Recruitment of students.
 - B. Scholarships or other assistance.
 - C. Help with summer employment.
 - D. Assist WNMU graduates in employment opportunities in the local area.
5. WNMU's Development

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- A. If in New Mexico, provide legislative liaison with the area's elected representatives, helping promote the programs and purposes of WNMU in the Legislature.
- B. Welcoming high level WNMU personnel to the area and providing hospitality and local visibility for these representatives.