ARTICLE I – PURPOSE
Section 1. The purpose of the By-laws is to articulate the roles and responsibilities of the Alumni Board of Directors.

ARTICLE II - BOARD OF DIRECTORS
Section 1. Alumni Board of Directors’ Responsibilities include, but are not limited to the following:
1. Attend bi-annual Alumni Board meetings and participate in bi-annual phone conferencing.
2. Support JBU annually, to whatever extent is financially possible, while serving on the board.
3. Develop future Alumni Board leadership by participating in a mentoring program to new Board members.
4. Represent JBU in respective churches and local communities.
5. Participate in Homecoming and Regional Alumni Chapter Events and Activities.
6. Serve on a minimum of one Standing Committee while on the Alumni Board.
7. Be a member of JBU’s Prayer Network.

ARTICLE III – OFFICERS
Section 1. The President shall:
1. Work with the Director of Alumni Relations (Director) to determine specific agenda items for Board meetings and Conference Calls
   1.1. Send an agenda to AB members 3 – 4 weeks prior to scheduled meetings and a couple of days prior to phone conferencing calls in conjunction with the Director.
2. Preside over AB meetings and phone conferencing.
3. Determine dates and times for teleconferencing, in conjunction with the Director.
4. Appoint Standing Committee Chairpersons and roster of proposed members for each committee.
   4.1. Each Board member has the option to volunteer for a preferred Alumni Board committee, but is not assured of receiving that assignment because of position limitations.
5. Preside over the nominating committee.
   5.1. The President will be responsible to see that the Board has the necessary number of members.
   5.2. Actively lead in finding and contacting prospects for Board membership.
6. Shall administer the Oath to each new member of the Board and present their name tag.
7. Interview, by phone or in person, the final candidates for Board membership before the Board votes.
   7.1. After voting is held, shall send a formal letter of congratulations to notify of recent election to the AB.
8. Shall send a formal letter of congratulations to the OAA recipient, insure recipient’s attendance for Homecoming, and work with the award recipient in writing a bio, which will be read at the Showcase Dinner/Presentation.
   8.1. OAA Recipient will be asked to speak to the AB at the Friday business meeting
   8.2. Send a formal congratulatory letter to other AB Award winners
9. Present Outstanding Alumnus Award (OAA)/ Hand, Heart, Hand Award (HHH) at the Showcase Presentation or designate a substitute.
10. Appoint individual members to perform specific additional work for the Board, as needed.
11. Be responsible for new member orientation explaining the Alumni Board’s Standing Committees, the Board of Trustees’ Standing Committees, and the AB Reference Guide.
12. Assign new members to a Mentor.
   12.1. Mentors will be selected alphabetically from the Board Roster, keeping BoT committee assignments in mind.
   12.2. Hold new member orientation 30 minutes prior to regularly scheduled meetings. Following orientation, the new member will meet and accompany the Board Mentor.
   12.3. The new member(s) will serve:
      12.3.1. The first year, side by side, with his/her Mentor in their respective committees.
      12.3.2. The second year, the new member will be allowed to request the committees (BoT and the Alumni Board’s Standing Committee) on which he/she wants to serve.
      12.3.3. Each request will be subject to committee availability as determined by the President.
13. Shall serve as an At-Large member on all committees.
14. Appoint a Board member (within 30 days after the Spring Board meeting) as liaison with the Alumni office to keep the Alumni site current
15. Shall send monthly updates of Board activities and progress to AB Members

Section 2. The President-Elect shall:
1. Be Chairperson for the Homecoming Committee
2. Work with the President concerning planned agendas
3. Be a member of the nominating committee
4. Be responsible for planning and executing a farewell ceremony for the outgoing President, presenting a small gift funded by the JBU Alumni budget.

Section 3. The Secretary shall:
1. Record the official minutes for Board meetings and circulate the same to the Board members.
2. Be a member of the nominating committee.
3. Provide copies of any reports or pertinent information to Board members, which should be included in the Alumni Board Reference Guide.
   3.1. AB Committee reports are to be sent to the Secretary, which shall be forwarded to all Board members two weeks prior to the bi-annual meetings.
   3.2. BoT Committee reports are to be sent to the Secretary within two weeks following the regular meetings, which then shall be forwarded to all Board members four weeks after the bi-annual meetings, with the minutes.
4. Shall keep a digital file of the roster information of Board members, including the years of service on the Board
5. Coordinate with the Director the number of Alumni Reference Guides and nametags for new Board members.
6. Shall keep a digital file of all submitted Alumni Board applications.
7. Shall keep a digital file of all submitted biographies of all candidates for AB awards (i.e. OAA, CAA, CMA, CSA, and OSA)
8. Work with the Pres-Elect on the Homecoming Committee
9. Secretary will see to the selection of an Outstanding Senior (OSA)
9.1. Notify Dean of Students that it is time to select an Outstanding Senior and the nominee’s name is due to AB secretary by September 10.
9.1.1. The Dean asks the faculty to nominate a current senior, stating reasons why the student should be the recipient of the Award and submit the names to him by September 7.
9.1.2. The Dean selects a faculty member to help him make the final selection
9.2. Send the Dean a list of the selection criteria:
9.2.1. A current senior and alumnus(a), nominated by faculty and staff, who they believe to fit the following criteria
9.2.2. Exemplary character, displaying responsibility, dependability and caring attitude
9.2.3. A person who has given their time to the JBU community
9.2.4. One who values his/her peers
9.2.5. A person who exhibits strong and active personal faith in Jesus Christ
9.3. When the secretary receives the name and bio (including references), the information is sent to all AB members for approval. The name will be kept a secret until the award is given.
9.4. The secretary makes arrangements for the OSA’s name to be placed on the award.

ARTICLE IV-STANDING COMMITTEES

Section 1. The Standing Committees of the Alumni Board shall be comprised of Board members and Officers.

The Standing Committees are:
1. Homecoming Committee - Plans Homecoming activities, class reunions, including the Showcase Evening’s events.
   1.1. Homecoming Committee reports are to be sent to the Secretary one month prior to the bi-annual meetings, which will be mailed to Board members to review before the meeting.
   1.1.1. HC Chairman will give brief HIGHLIGHTS of the upcoming Homecoming events at the October meeting.
   1.1.2. HC Chairman will give a brief summary of the past Homecoming events at the Spring meeting.
   1.2. The HC Chairman will coordinate with Board members to serve as spokespersons for each Homecoming event.
   1.2.1. At the Spring meeting, board members will be appointed responsibilities for the Homecoming Weekend.
   1.3. HC Chairman will coordinate all committee activities with the Director prior to the implementation.
   1.4. Process for nomination for the Outstanding Alumnus Award (OAA), Career Achievement Award (CAA), Christian Service Award (CSA), and Christian Ministry Award (CMA)
   1.4.1. Contact possible nominees by phone or email to see if nominee will complete and send in an application
   1.4.2. Sends the application (mail or email) to the nominee
   1.4.2.1. Application for CAA, CSA, and CMA nominees see Appendix 2
   1.4.2.2. Application for the OAA nominees see Appendix 3
1.4.3. Applicant shall complete and submit the application to AB Secretary
1.4.4. Homecoming Committee considers all applications. The recommendations will
be sent to the Board members for review prior to the Spring meeting
1.4.5. Final voting on the nominees will be at the Spring meeting
1.4.6. The President contacts the Award winners
1.4.7. Extra information may be gathered on the winners and a picture is to be
submitted by e-mail for the booklet and individual presentation at Homecoming.
1.4.8. The President will hand out the OAA Award and the Pres. Elect, along with the
Secretary, will read bio’s and hand out the other Awards at the Showcase/Dinner
Presentation. Other board members may announce awards at the Showcase
Presentation.

2 **Alumni Chapters Committee** - Work with existing alumni chapter hosts and Director in
establishing events that will lead to increased alumni participation with the school.
2.1. Develop new Alumni Chapters with chapter hosts.
2.1.1. Assist in finding replacement hosts when needed.
2.1.2. Inform new chapter host of AB requirements
2.2. Each committee member will be responsible for finding an outstanding, interesting,
successful alumnus to spotlight in an article in the Brown Bulletin.
2.3. Committee members will present names to the Nominating Committee for
possible OAA/HHH Nominees.
2.4. Will give a report of Alumni Chapter events at the Homecoming meeting.
2.5. Provide information to Brown Bulletin listing future regional Alumni events.

3. **Committed to Care Committee** {CCC} - Reaches out to Alums who have had a recent
traumatic or Praise-worthy experience and need an encouraging word, spiritual uplifting
or note of congratulations.
3.1. Keeps the Board informed and relays prayer requests concerning Board members.
3.2. Establishes guidelines for outreach to Alums.
3.3. Invites a guest to open our bi-annual meetings with a devotional.
3.4. Stays in contact with the Director concerning needs of Alums.
3.5. At the Spring meeting, CCC chair will give a yearly report of activities and contacts made.
3.6. Provides an annual Alumni Highlight (story and picture) to Brown Bulletin,
working with the Editor.

4. **Alumni Growth and Development** - To assist and encourage Alumni Board members to
participate and be proactive; to increase the number of alumni contributors; to coordinate
efforts with the office of University Advancement.
4.1. To expand and further develop the Alumni base of contributors with a goal of
100% participation.
4.2. Re-connect with Alumni to Increase the percentage of participatory alumni giving
4.3. Encourage new Alumni and existing students to begin the habit of giving financially.
4.4. Develop strategies and plans to be presented to the Alumni Board which will encourage
additional gifts, helping to attain the overall goal of the increased percentage of alumni gifts.
4.5. Will present a yearly report of objectives completed and new goals for the upcoming year at
the Spring meeting.
5. Special Projects Committee (SPC)- Presents outside projects for possible Alumni Board adoption and involvement. Projects must have outlined specific goals that focus on JBU faculty, students, alumni or the JBU campus.

Section 2. Each Standing Committee Chairperson will be appointed by the President of the Board.
   1. In case of a vacancy, the President will appoint a replacement.
   2. Each Standing Committee Chairperson will submit a written report to the secretary one month prior to the bi-annual meetings.

ARTICLE V-NOMINATING COMMITTEE and ELECTIONS
Section 1. Criteria for Board Member nomination is:
   1. Completion of a JBU degree.
   2. Made a financial contribution to the university.
   3. Commit to attend the Fall and Spring meetings.

Section 2. Process for nominating new Board members:
   1. Board member communicates board responsibilities – Art. II, Sect. 1 - with potential new member to determine their eligibility and interest in applying for a board position.
   2. Applicant shall complete and submit the application to a board member or the Director.
   3. Applications that meet the criteria should be submitted to the Nominating Committee.
   4. The Nominating Committee considers all applications.
   5. Recommended applications will be reviewed by the AB members and a vote on the nominee/s will take place at a regularly scheduled business meeting, email or through a phone conference call.
   6. The President will send a “Letter of Congratulations” to the new member; appoint the new member to a BoT standing committee; and assign a Mentor to the new member.
   7. The Secretary will send copies of the JBU Alumni Board Constitution, By Laws and the most recent copy of the AB minutes.

Section 3. Unexpected vacancy on the Board
   1. The unexpired term of the Voting Director who is leaving the Board may be filled by an appointee, chosen by the Nominating Committee and University representative as needed.

ARTICLE VI – MEETINGS
Section 1. Meetings will follow Robert’s Rules of Order, Newly Revised.

Section 2. Attendance
   1. Attendance is required for the bi-annual (spring and fall) AB meetings on campus.
   2. An excused absence includes illness, having a new baby, surgery, death in the family or any other serious reason, approved by the three AB officers. Absentee should contact the AB President regarding absence.
   3. Missing two unexcused, consecutive meetings on campus, will result in automatic resignation.
Appendix 1. Alumni Board Awards

1. Outstanding Alumnus (a) of the Year (OAA)
   1. Must have graduated from JBU at least 10 years before eligible
   2. Reflect the Christian standards and ideals of JBU in public and private life.
   3. Have attained outstanding occupational achievement, or have a record of accomplishment which, as a product of JBU, will be impressive or noteworthy.
   4. Demonstrate leadership in Christian and secular communities.
   5. Demonstrate loyalty to and an interest in JBU.
   6. Is a loyal supporter of JBU
   7. Must be available to attend Homecoming to receive the award

2. Career Achievement Award (Head)
   1. Must have graduated from JBU at least 20 years before eligible
   2. Displays leadership, responsibility and expertise in his/her profession
   3. The individual’s personal lifestyle exhibits exemplary character
   4. Has achieved considerable feats in his/her field of expertise or profession
   5. Is a loyal supporter of John Brown University
   6. Must be available to attend Homecoming to receive the award

3. Christian Ministry Award ((Heart)
   1. Currently or has been in full time Christian ministry
   2. Must have obtained a degree from JBU or the JBU Graduate School
   3. Supports and upholds the JBU principles
   4. Reflects obedience and dedication to Christ in every facet of his or her life.
   5. Exhibits integrity, spiritual maturity, stature.
   6. If the person is a missionary, they do not have to be present to accept the award, but a family member should be there in the recipient’s place

4. Christian Service Award (Hand)
   1. Longevity of service and type of contribution should be considered
   2. May not have obtained a degree from JBU or the JBU Graduate School, however, must have served JBU in some manor (faculty or staff)
   3. Must have a life and conduct that reflects Christian Character based on Biblical principles
   4. When the achievement of a married couple is so integrated and dependent upon another’s service, they will receive a combined award. They may be considered individually, each receiving their own award as well.
   5. The recipient(s) must be present to accept the award if still living, otherwise, a family member may accept the award.

5. Outstanding Senior Award (OSA)
   1. A current senior and alumnus(a), nominated by faculty and staff, who they believe to fit the following criteria
   2. Exemplary character, displaying responsibility, dependability and caring attitude
3. A person who has given their time to the JBU community
4. One who values his/her peers
5. A person who exhibits strong and active personal faith in God.

Appendix 2. Application questions for CAA, CSA, and CMA nominee includes:
1. What brought you to JBU?
2. When did you graduate from JBU?
3. Tell about two people who influenced you while at JBU and how they had an impact on your life.
4. Tell about one “unforgettable” experience you had at JBU (funny, exciting, embarrassing, etc.).
5. What have you been doing since you graduated from JBU?
6. Tell about your church involvement and other philanthropic involvement.
7. What would you say, besides salvation, is the highlight of your life or career?
8. Briefly tell about your family.
9. Would you be able to attend Homecoming this year (or in the coming year/s as the case may be).
10. If Award winner is deceased or a missionary out of the country, would a family member be able to attend the Homecoming Awards Presentation, to receive the award posthumously or instead of. Omit this for the OAA and CAA nominees (who MUST be present).
11. Please attach with application a short recommendation from your Pastor or a member of his staff. If applicant is a Pastor, please have one of your Deacons write a short recommendation.

Appendix 3. Application questions for the OAA nominee includes:
1. What brought you to JBU?
2. When did you graduate from JBU?
3. Tell about two people who influenced you while at JBU and how they had an impact on your life.
4. Tell about one “unforgettable” experience you had at JBU (funny, exciting, embarrassing, etc.).
5. What have you been doing since you graduated from JBU?
6. Tell about your church involvement and other philanthropic involvement.
7. What would you say, besides salvation, is the highlight of your life?
8. What would you say is the highlight of your career?
9. Tell us a little about your family.
10. Would you be able to come to Homecoming this year?
11. Please provide us with a reference from your pastor or a member of your staff. If you are the pastor, please have one of your Deacons write a letter of reference.

(Amended Fall, 2010)