

SCU Engineering Alumni Board Organizational and Operational Procedures

I. Name

The name of this organization is the Engineering Alumni Board of the School of Engineering, Santa Clara University, hereinafter referred to as the Board.

II. Purpose and Goals

The purpose of the Board is to implement programs that serve alumni and students, and to take a leadership role in supporting the Engineering School's implementation of the University's mission.

The Goals of the Board are:

- To provide the University and the School with the intellectual and social involvement of alumni as advisors, motivators, and friends
- To encourage the growth of an alumni network that assists students and alumni with professional and educational development
- To keep the School in touch with alumni and ensure that alumni are kept apprised of, and included in, the School's activities
- To establish a pattern of alumni activities and associated business in cooperation with other University organizations
- To foster a respect for the academic mission of the School of Engineering as an institution intent on academic excellence and committed to the highest ethical standards
- To provide recognition to outstanding alumni through the planning and implementation of the Distinguished Engineering Alumni Awards

From time to time, the Board may adopt specific annual goals that are in concert with the purpose and goals listed above.

III. Membership

Eligibility: Any alumni of Santa Clara University having an established professional career in the field of engineering, and who desires to make a contribution to and support the Santa Clara University School of Engineering, shall be eligible for membership on the Board. At least two-thirds (2/3) of the Board's members shall be graduates of the Santa Clara University School of Engineering.

All applications or nominations for membership shall be referred to the Membership Committee Chairperson for eligibility and then submitted to the Board for approval. The Board shall normally consist of no more than fifteen members. Members shall serve for three-year terms. No member shall serve for more than two successive terms unless two-thirds of the membership votes to retain a member beyond the two-term limitation.

The board is interested in recruiting and retaining members who actively contribute to the board's goals as listed in Section II. In-person involvement on campus is highly valued. Therefore, geographical location is a factor considered by the membership committee. All members are expected to attend each and every Board meeting, and shall miss no more than two meetings per year. Each member shall serve on at least one standing committee.

The category of "Honorary Member" is designated by the Board to a distinguished alumnus or alumna, who may choose to participate in any and all Board activities, but whose attendance at Board meetings is not required. The Membership Committee shall nominate candidates for honorary membership. A majority vote of the Board is required to confer honorary membership.

Terms shall be staggered to assure that a majority of the Board remains to implement the purpose and goals of the Board.

IV. Duties of the Officers

The officers of the Board shall be Chairperson and Chair-Elect and shall be elected from the membership. Officers shall hold office for two years.

Chairperson, it shall be the duty of the Chairperson to preside at meetings of the Board and the Executive Committee and to perform such duties that ordinarily pertain to this office. The Chairperson shall also serve as ex-officio member of all committees established.

Chair-Elect, it shall be the duty of the Chair-Elect to preside at meetings of the Board in the absence of the Chairperson and to perform such duties that ordinarily pertain to this office, or as may be assigned by the Chairperson.

V. Meetings

Regular meetings of the Board shall be held at such intervals and frequency as the Board may determine are required to conduct the affairs of the Board, but not fewer than four times each year at dates, times, and places determined by the Board. The Board shall designate one of the regular meetings as the "Annual Meeting".

Special meetings of the Board may be called at any time by the Chairperson, the Executive Committee or by petition from the membership. A majority of the active membership shall constitute a quorum to transact the business of the Board.

VI. Committees

The Chairperson shall have the authority to appoint all committees of such purpose, size, and duration as may be deemed necessary by the Board. A Chairperson shall head each committee.

The Standing Committees of the Board are designated as:

- Undergraduate Committee
- Graduate Committee
- Alumni Committee
- Distinguished Engineering Alumni Awards Committee
- Membership Committee

The Board shall determine the purpose and goals of the Standing Committees. From time to time, the Chairperson for the Board may appoint a special committee for a specific purpose. Upon completion of its mission such special committees shall be disbanded. Any committee may meet at such time and such place as may be determined by the Committee Chair with the consent of a majority of the committee membership.

VII. Executive Committees

An Executive Committee, consisting of the Board Chairperson and Chair-Elect, and the Chair of each of the standing committees, shall have the authority to conduct the day-to-day business for the Board. The Chair of the Board shall be the Chair of the Executive Committee. The Executive Committee shall have all the authority of the Board, except for the powers to:

- Fill vacancies on the Board.
- Amend or appeal the Organizational and Operational Procedures, or adopt new Organizational and Operational Procedures.
- Make financial decisions (if any) or to incur obligations on behalf of the Board which will have a substantial overall impact upon the Board or which reasonably will obligate the Board for a term greater than one year.
- A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business by the Executive Committee.

VIII. University Liaison

The University, through its School of Engineering and others, shall make available to the Board, the Executive Committee, and all committees such resources as may be necessary for the Board to implement effectively its purposes and goals, subject to the availability of funds.

The Dean of Engineering and the Director of Communications are encouraged to attend Board meetings and to participate actively in the conduct of the affairs of the Board.

IX. Amendments

These procedures may be amended from time to time upon approval of a two-thirds majority of the active membership.