



Alumni Chapter Bylaws

These Bylaws are to be used by the Native American Alumni chapter of Fort Lewis College (FLC). Any proposed revisions to this document must be approved by FLC's Director of Alumni Engagement and Vice President for Advancement.

ARTICLE I

NAME AND OBJECTIVE

Section 1 This chapter shall be known as the Fort Lewis College Native American Alumni Chapter (henceforth referred to as the, "NAAC," or "the chapter.")

Section 2 The objective of this chapter is to promote the best interests of Fort Lewis College in establishing a mutually beneficial connection between FLC and its Native American Alumni. The Native American Alumni Chapter will support the mission and promote the interests of Fort Lewis College; establish mutually beneficial relations between the College and its Native American alumni; maintain among its former students a spirit of communication, fellowship and service; and enhance financial resources beneficial to Fort Lewis College's Native Americans and the College's sustainability and growth.

Section 3 The chapter shall provide equal Membership and participation to all alumni and friends of FLC, regardless of race, color, gender, age, creed, disability, national origin, sexual orientation, marital status, or any other basis prohibited by state or federal laws.

Section 4 Chapter and Network formation shall be supported by the Director of Alumni Engagement as a means of:

- (1) fostering an ongoing interest in Fort Lewis College alumni;
- (2) providing financial support to Fort Lewis College, its students, faculty and programs.
- (3) encouraging continued engagement and interaction;
- (4) identifying and supporting the special interest areas of alumni.

ARTICLE II

MEMBERSHIP

Section 1 Any individual who has been a student of Fort Lewis College or who has an interest in the College shall be entitled to membership in the chapter. This organization expressly encourages spouses of alumni or friends of the institution to be included in any activity in which they wish to participate.

Section 2 Only graduated alumni of Fort Lewis College shall have the right to serve as officers, or to be able to nominate individuals to serve in those positions.

ARTICLE III

OFFICERS

Section 1 The chapter shall elect the following officers from its membership: a president, vice president, and secretary.

Section 2 Election of Officers

- a. Officers shall be elected by a simple majority vote put before all chapter members.
- b. The incumbent secretary shall collect the names of nominees and distribute ballots to chapter membership in the spring of an election year. The election may be conducted by simple internet ballot through email or ballot software.
 - a. Ballots shall be collected and counted by June 15th of an election year.
- c. In the event of a permanent vacancy in any elected office, a special election shall be announced to all chapter members, along with the Director of Alumni Engagement, within 48 hours. This election shall be carried out as quickly as possible, giving chapter members at least three days to vote on their ballot.
 - a. The secretary shall notify the Director of Alumni Engagement of the results of any such election within 48 hours of the results being counted.
 - b. The term of any officer elected in such a fashion shall reflect the time remaining of the original officer in that position.
 - c. The first partial term of an officer elected in this fashion shall not count against their consecutive term limit.
 - d. In the absence of a secretary, the process shall be facilitated by an FLC Staff member chosen by the Director of Alumni Engagement.

Section 3 Terms of Service

- a. Elected officers shall serve a two-year term. Officers may be elected to serve two consecutive terms
 - a. An officer's term shall begin on July 1st of the year in which that officer is elected and conclude on June 30th two years after their election.
- b. Following the completion of two full successive terms, an elected officer shall be ineligible for re-election for at least one (1) year.

Section 4 The president shall be responsible for coordinating all functions of the chapter. The president shall preside over all meetings of the chapter and at all special meetings when the proceedings are of a business nature. The president shall oversee all official chapter activities, finances, and yearly programming.

Section 5 The vice president shall fulfill the duties of the president in case of the president's absence, disability, or until the office of the president is filled following a special election.

Section 6 The secretary shall review and approve the agenda and minutes of all meetings. The secretary shall oversee all communications with chapter members.

- a. In the absence of a secretary, these duties shall be fulfilled by an FLC Staff member chosen by the Director of Alumni Engagement.

ARTICLE IV

MEETINGS

Section 1 A minimum of one (1) meeting and/or activity must be held in each fiscal year (July 1 – June 30). Failure to hold a meeting and/or activity in a fiscal year shall result in the dissolution of the chapter.

ARTICLE V

DISCIPLINARY PROCEDURES

Section 1. Articles of Impeachment

- A. Articles of Impeachment may be brought by a Chapter Member (the plaintiff) against a member of the NAAC (the defendant) accused of violating the Bylaws or any other laws; federal, state, or local. In order to discuss Articles of Impeachment, the Articles must be seconded.
- B. The NAAC, upon hearing all arguments, may approve the Articles by a two-thirds (2/3) vote. If the Articles are adopted by the NAAC, the Chapter Court shall be convened to pass judgment.
 - i. Chapter Court
 - a. The NAAC Court shall consist of four members:
 - (1) The court convener, an employee of the alumni engagement office, chosen by the Director of Alumni Engagement, shall be responsible for coordinating the hearing and shall facilitate all court proceedings. The court convener is a non-voting member of the Chapter Court.
 - (2) Three Court Judges shall be elected by the NAAC prior to the beginning of every fiscal year to serve when called upon.
 - (a) In the case of a clear conflict of interest between a judge and the plaintiff or defendant, the judge in question is expected to recuse themselves and open their seat to an acting judge, who will serve until the case is ruled upon or dismissed, and be appointed through the following process:
 - (b) If the seat of one or more judges is vacant after articles of impeachment have been brought before the Chapter and before the court has deliberated on such articles, these vacant positions will be filled by appointment. Appointments will be made by a consensus between the plaintiff and defendant. The plaintiff and defendant will each submit 3 potential new judges and will be given 24 hours to select two judges to remove from the other party's nomination list.

The plaintiff and defendant then have 24 hours to agree on one appointee. If no agreement can be made, the Office of Alumni Engagement will pick one of the two potential appointees within 24 hours. This process shall be performed for any and all vacant positions on the Chapter Court.

- b Court proceedings shall proceed in an equitable fashion, as determined by the Fort Lewis College Office of Alumni Engagement and facilitated by the convener.
- C. It will fall on the plaintiff to prove the guilt of the defendant before the Chapter Court. The defendant shall be given the opportunity to defend themselves and have no obligation to self-incriminate. Upon hearing all arguments, as facilitated by the Convener, the Chapter Court may find the defendant either guilty or not-guilty by a majority vote. If a majority of the Court finds the defendant not-guilty, the defendant shall be acquitted of all charges. Upon acquittal, the defendant may not be impeached again for the same incident. If the Court finds the defendant guilty, they shall be removed from office immediately.
 - i. The Chapter Court can rule that the defendant's guilt regarding the accusations brought against them is not relevant to their station in the NAAC and dismiss the case by a simple majority vote.

ARTICLE VI

AMENDMENTS

Section 1 These bylaws may be amended at any stated official chapter meeting by a simple majority vote of the members present. Notice of proposed amendments shall be presented to the secretary with at least 30 days of notice prior to an upcoming meeting. Amendments must be submitted in writing and are subject to revision by the Office of Alumni Engagement and any other FLC leadership and will be granted consideration upon approval by the Director of Alumni Engagement.

Article VII

Alumni Engagement Office

Section 1 The Alumni Engagement Office shall ensure continuity between the mission and operations of the Native American Alumni Chapter and the mission of Fort Lewis College. The Alumni Engagement Office will maintain alumni and Chapter records and files.

ARTICLE VIII

DISSOLUTION

Section 1 In the event of chapter dissolution, all assets and net income, current and accumulated, shall be transferred to and become the property of the Fort Lewis College Foundation, a nonprofit corporation exempt from the federal income tax under Section 501(c)(3).

ARTICLE IX

STATEMENT OF NONDISCRIMINATION

Section 1 The Fort Lewis College Native American Alumni Chapter does not discriminate on the basis of race, color, creed, gender, sexual orientation, age, national origin, ancestry, disability, marital status, pregnancy, political affiliation, identity as a veteran, military service membership, or on any other basis prohibited by state or federal laws.

Article X

Fiscal Affairs

Section 1 All contracts and agreements, checks, drafts, and orders for the payment of money on behalf of the chapter shall, unless otherwise required by law, be authorized by the director of Alumni Engagement or their designee. Unless otherwise required by law, all contracts and payments by the institution relating to Chapter business or activities shall be in accordance with FLC's policies and procedures and state procurement law, if applicable. The director of Alumni Engagement or his/her designee shall be responsible for ensuring that procurement laws and the institution's policies and procedures relating to contracts or payments are followed.

A yearly PDF record of all fiscal matters will be posted/emailed to officers and members before the annual meeting for their review. The annual meeting agenda will include a question/review period of the fiscal matters.