

BYLAWS OF UCLA ALUMNI (NAME) NETWORK
A UCLA Support Group

ARTICLE 1 – Name of Network:

ARTICLE 2 – PURPOSE

The primary objective of this support group shall be to engage alumni through public outreach and other activities in support of UCLA's Alumni Affairs mission:

"To enrich the lives of alumni and involve them in UCLA's future"

ARTICLE 3 – EXECUTIVE BOARD AND DIRECTORS

1. The Executive Board shall consist of President, Vice President/President-Elect, Secretary, and Treasurer. The Chancellor (or designee – Alumni Affairs staff) is an ex-officio voting member of the Executive Board.
2. The Board of Directors shall consist of the Executive Board and other offices as it deems necessary.
3. The immediate past president shall be an ex-officio non-voting member of the Executive Board.
4. All Directors must hold membership in the UCLA Alumni Association.

President: The President shall have general and active management of the business of the organization and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall preside over meetings of the membership and of the board of directors. The President will annually submit required paperwork to UCLA Support Group Services in order to maintain status as a UCLA support group or risk being disbanded (please see Article 11 – Dissolution).

Vice President/President-Elect: The Vice President shall, in the absence of the President, perform the duties and exercise the powers of the President. The Vice President/President-Elect will also be responsible for the financial oversight of the organization under the board's direction and shall perform such other duties and such other powers as the Board of Directors prescribe.

Secretary: The Secretary shall be responsible for minutes of all meetings, correspondence, and shall carry out any other duties as prescribed by the President of Board of Directors. The Secretary is responsible for publicly posting notice of the meeting dates and inviting other alumni (non-board members) to attend. The Secretary shall also ensure all meeting minutes are sent to the group's Alumni Affairs liaison as well as posted publicly after the meeting.

Treasurer: The Treasurer shall be responsible for the financial administration of the organization under board direction. The Treasurer will make financial commitments on behalf of the board and request payments on behalf of the organization. The Treasurer must present periodic financial reports to the board and compile an annual financial report to the President and Vice President.

ARTICLE 4 – NOMINATIONS

Any alumnus or member of UCLA Alumni Association may self-nominate or be nominated for any office of the UCLA support group.

ARTICLE 5 – ELECTIONS

Elections shall be held at the last meeting of the fiscal year (before June 30th). Directors shall be elected by a majority of those casting votes.

ARTICLE 6 – TERMS OF OFFICE

Each director shall hold office until the next annual meeting for election of the Board of Directors as specified in these Bylaws, and until his or her successor is elected and qualifies. He/She may serve one additional annual term in any office, either consecutively or non-consecutively.

The maximum term limit for any board position is one year. A board member may have their term renewed for one additional year. The maximum amount of time for any individual to be serving in an office on a Network board in any capacity is four years.

ARTICLE 7 – MEETINGS

Meetings of the Board of Directors shall be held at a minimum of 8 times per year and are open to all alumni and members of the UCLA Alumni Association.

ARTICLE 8 – FINANCES

The fiscal year of the organization is July 1 to June 30.

The University Treasurer, the University Auditor, the Chancellor, or UCLA Audit and Advisory Services shall be authorized to receive, from any financial institutions with which the organization maintains accounts, any information, record, or photocopies of transactions relating to the accounts as UCLA may at any time request from a financial institution, along with all other records and documents of the organization.

The (NAME) Network shall deposit all charitable gifts to its fund in The UCLA Foundation. These funds shall be used to support the purposes of fundraising, public outreach, and other activities in support of UCLA's mission.

ARTICLE 9 – PARLIAMENTARY PROCEDURES

The rules contained in the current Robert Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order adopted by the organization.

ARTICLE 10 – Governance

Each Network must complete annually the UCLA Support Group Services Compliance documents to maintain status as an officially recognized UCLA group. Each network also must submit to an annual review by their Network Liaison in UCLA Alumni Affairs.

The Chancellor or the designee of the Chancellor is authorized to make any changes to a network deemed necessary or proper.

ARTICLE 11 – DISSOLUTION

In the event of dissolution, the (NAME) Network shall transfer its assets within three months to The UCLA Foundation or The Regents for purposes consistent with the terms of the individual gifts and purposes of the (NAME) Network at UCLA.