

ARTICLE VIII **Association Officers**

Section 1. Election and Tenure.

- A. The Officers of the Association shall be
 - i. President;
 - ii. Vice President for Administration;
 - iii. Vice President for Finance;
 - iv. Vice President for Membership and Engagement;
 - v. Secretary;
 - vi. Executive Secretary; and
 - vii. Such other officers as the Alumni Council from time to time may consider necessary for the proper conduct of the business of the Association.
- B. The Officers shall be elected biennially in even numbered years by the members of the Association in accordance with Article IX.
- C. The Executive Secretary shall be that person who holds the office of Director of Alumni Relations at the University.
- D. The term of office for each Officer shall commence on July 1 of each even numbered year immediately following the election to office and shall conclude on June 30 of the next even numbered year.
- E. No elected Officer shall serve more than two consecutive terms.
- F. Upon leaving office, the Association President, during the period (s)he serves as Immediate Past President, is ineligible for election or appointment to a position on the Executive Committee.
- G. The Association Vice Presidents may only run for Association President or a higher-ranked Vice President position upon the end of his/her term unless a minimum of two years has elapsed since the term ended.
- H. No Association Officer may simultaneously serve as an officer of a Constituent Unit, Region Chair, or Region Representative during his/her term.

Section 2. Powers and Duties of the President.

- A. The President shall preside at all meetings of the Alumni Council, the Executive Committee, and the Officers Committee.
- B. The President shall be the Vice Chair of the Alumni Board.
- C. The President shall take an active role in promoting the Association's vision and executing its strategic initiatives along with Association activities to the University community.
- D. The President shall be an ex-officio voting member of all committees except the Nominating Committee.

- E. The President shall have and perform such other duties as may, from time to time, be assigned by the Alumni Council.

Section 3. Powers and Duties of the Vice President for Administration.

- A. The Vice President for Administration shall be responsible for overseeing the operations and governance of the Association.
- B. The Vice President for Administration shall monitor and prepare reports on the Association's Alumni Council and make recommendations about the Association's governance framework structure.
- C. The Vice President for Administration shall have such powers and shall perform such other duties as may be assigned by the Alumni Council or by the President.
- D. In the case of the absence or disability of the President, the Vice President for Administration shall perform the duties of that office.

Section 4. Powers and Duties of the Vice President for Finance.

- A. The Vice President for Finance shall prepare an annual budget and other budgets as needed, or as requested by the Association President or Alumni Council.
- B. The Vice President for Finance shall monitor and prepare reports on Association accounts, make recommendations about the Association's funding structure.
- C. The Vice President for Finance shall perform such other financial duties as may be assigned by the Alumni Council or by the President.

Section 5. Powers and Duties of the Vice President for Membership and Engagement.

- A. The Vice President for Membership and Engagement shall develop and implement an annual plan to increase sustaining members and engagement of the membership of the Association and its Constituent Units ("Membership Plan").
- B. The Membership Plan shall be presented to the Executive Committee at least thirty (30) days prior to the annual meeting of the Alumni Council.
- C. The Vice President for Membership and Engagement shall perform such other duties as may be assigned by the Alumni Council or by the President.

Section 6. Powers and Duties of the Executive Secretary.

- A. The Executive Secretary shall give notice of all meetings of the Alumni Board, the Alumni Council, and all other notices required by law or by this Constitution.
- B. The Executive Secretary shall record all proceedings of the meetings of the Alumni Board and shall make available as printed or digital media.
- C. The Executive Secretary shall perform such other duties as may be assigned by the Alumni Board.

Section 7. Powers and Duties of the Secretary.

- A. The Secretary shall give notice of all meetings of the Executive Committee, the Officers Committee, and all other notices required by law or by this Constitution.
- B. The Secretary shall record all proceedings of the meetings of the Alumni Council, the Executive Committee, and the Officers Committee as printed or digital media.
- C. The Secretary shall provide assistance, as necessary, to the Executive Secretary.
- D. In the case of the absence or disability of the Secretary, the President of the Association shall appoint a secretary pro tempore.
- E. The Secretary shall perform such other duties as may be assigned by the Alumni Council or by the President.

Section 9. Powers and Duties of the Member at Large.

- A. The Member at Large shall support HUAA mission and goals and act as a liaison with membership.
- B. The Member at Large shall stay informed and share expertise and knowledge to inform and educate the Executive Committee.
- C. The Member at Large shall perform such other duties as may be assigned by the Alumni Council or by the President.

ARTICLE IX **Association Regional Positions**

Section 1. Election and Tenure.

- A. There shall be one (1) Regional Chair to represent each region in Article V.
- B. Each Regional Chair shall be elected biennially in even numbered years by the members of each of the seven regions in accordance with Article X.
- C. The term of office for each Regional Chair shall commence on July 1 of each even numbered year immediately following the election to office and shall conclude on June 30 of the next even numbered year.
- D. No elected Regional Chair shall serve more than two consecutive terms.
- E. No Regional Chair may simultaneously serve as an officer of a Constituent Unit, or Region Representative during his/her term.

Section 2. Powers and Duties of the Regional Chair.

- A. Regional Chairs help establish new Constituent Units and address issues for Constituent Units within their assigned region. Regional Chairs also oversee club activities in collaboration with Regional Representatives.

- B. Regional Chairs serve on the Finance and Fundraising Committee and will assist with HUAA fundraising programs.
- C. Regional Chairs perform other duties as assigned by the Association President and the Alumni Council.
- D. *Regional Representatives.* Regional Chairs shall have the discretion to appoint up to three (3) Regional Representatives to serve a term concurrent with the appointing region chair and subject to the majority approval of the Executive Committee.