

## Effective Student Foundations and Student Alumni Associations

06.16.2015

Catie Miller & Laura Giglio

Please find a list below of additional resources from the “Effective Student Foundations and Student Alumni Associations” webcast. If you wish to print only certain resources, you may click their respective links to jump directly to them in the packet.

### Post-Webcast Resources

1. [Philanthropy at Tech PowerPoint Slide Deck](#) – Pages 2 - 33
2. [By-Laws of the Georgia Tech Student Foundation](#) – Pages 34 - 49
3. [Student Alumni Association Bylaws](#) – Pages 50 - 58



Georgia Tech  
Student Foundation  

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*Moving Forward by Giving Back*

# Philanthropy at Tech

**ELIZABETH MORRIS**

GEORGIA TECH STUDENT FOUNDATION | CHIEF EXECUTIVE OFFICER



# Presentation Agenda

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## **Philanthropy at Tech**

- About Georgia Tech and Alumni Association
- About the Georgia Tech Student Foundation
- Introduction to Philanthropy at Tech
  - History of the Project
  - Organization Structure
    - Physical
    - Digital
    - Personal
- Progress to Date
- Closing Remarks

# Georgia Institute of Technology

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- Founded in 1885
- Midtown Atlanta Location
- Research-based Institute
- More than 21,000 students
- Six Colleges, 30 Schools
- Rated 7<sup>th</sup> Best Public University in the United States by U.S. News and World Report

# Georgia Tech Alumni Association

- Active in the early 1920s
- Structured as a 501(c) 3 corporation
- Governed by an Executive Committee and Board of Trustees
- Not Legally apart of Georgia Tech
- Supports 3 Student Organizations
  - Student Alumni Association
  - Student Ambassadors
  - **Georgia Tech Student Foundation**



# The Georgia Tech Student Foundation



*GTSF is an established student organization with a 27-year proven track record of commitment to philanthropy at Georgia Tech.*

Founded in 1986 with a \$100,000 endowment by alumnus J. Erskine Love, Jr., ME '49

- **Operates the largest student-run endowment** in the world, currently valued at \$977,000
- **Allocates \$30,000 annually** to students and student orgs to promote philanthropy and enhance the student experience
- **Established as an Alumni Association student group** with the purpose of encouraging student giving to the GTAA Roll Call

# What we do

*“Moving Forward by Giving Back”*

## Four Primary Objectives

1. Educate students on the value and tradition of giving back to the Institute
2. Enhance the growth and development of student leaders
3. Invest the endowment
4. Allocate to programs and initiatives that improve the student experience at Georgia Tech



# Philanthropy at Tech

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PROJECT INTRODUCTION



# Introduction to Philanthropy at Tech

*“Philanthropy at Tech is a student-led initiative, spearheaded by the Georgia Tech Student Foundation, created to increase student awareness of the importance and impact of philanthropic giving.”*

**Philanthropy at Tech**

Proudly presented by the **GEORGIA TECH STUDENT FOUNDATION**

**CHRISTOPHER W. KLAUS**  
**ADVANCED COMPUTING BUILDING**

*“Mauris vel lacus vitae felis vestibulum volutpat. Etiam est nunc, venenatis in, tristique eu, imperdiet ac, nisl. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur.”*

**Christopher W. Klaus**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue. Aliquam vehicula mi at mauris.

**Building Facts**  
Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In posuere felis nec tortor. Pellentesque faucibus. Ut accumsan ultricies elit. Maecenas at justo id velit placerat molestie. Donec dictum lectus non odio.

Find out more about Klaus and the Philanthropy at Tech Project  
[phil.gatech.edu/klaus](http://phil.gatech.edu/klaus)

 Georgia Tech Student Foundation  
Moving Forward by Giving Back

 Campaign  
Our Time, Our Legacy

# Four Goals

The Philanthropy at Tech strategic plan has been developed around four primary goals.

1. *Coordinate the single largest visual and promotional event to date on Georgia Tech's campus.*
2. *Convey the magnitude of how alumni and friends of the Institute have benefited Georgia Tech.*
3. *Instill in our peers the importance of giving back to the Georgia Tech community and establish the next generation of givers.*
4. *Communicate the vision and message of the Georgia Tech Student Foundation: "Moving Forward, by Giving Back."*

# Organization Structure

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## Physical

- On campus signage
  - Buildings
  - Scholarships
  - Endowed Chairs

## Digital

- Website development
- Social Media and online marketing

## Personal

- Coordinate an end-of-week concluding event
  - Open Reception with Key Alumni and Friends of the Institute
  - Connect students to philanthropist

# Philanthropy at Tech: Student Leaders

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## Four Board of Trustees from GTSF:

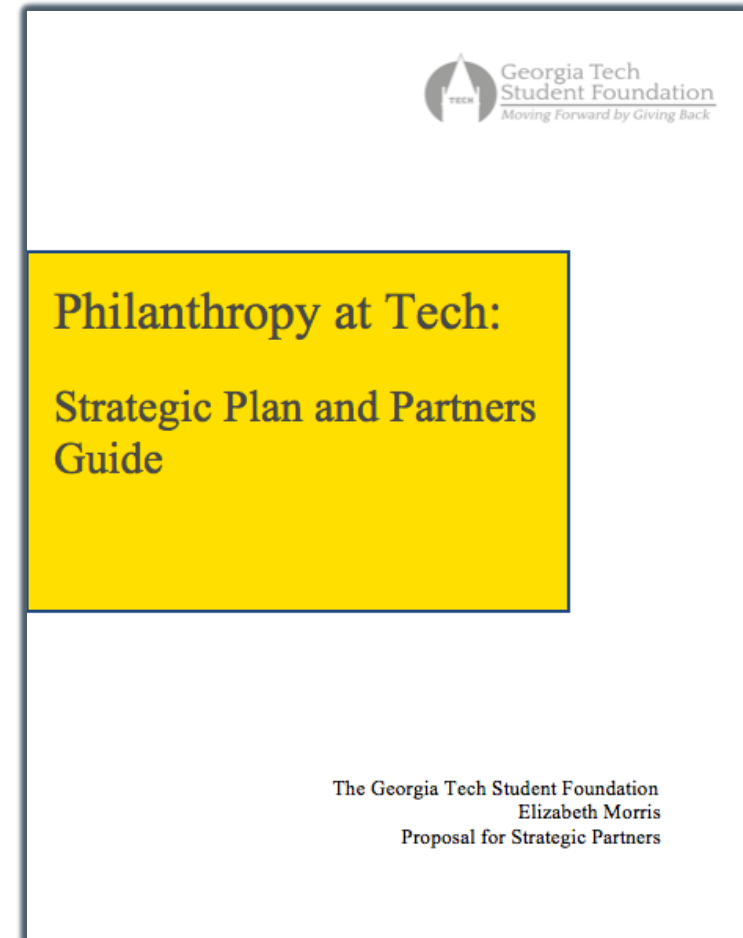
- Overall Project Lead
  - Aggregated all Information using Google Drive
  - Managed Budget
  - Strategic Partners Liaison
- Physical Lead
  - Vendor Selection of Signs
  - Collecting Content
  - Logistics of Sign Placement
- Digital Lead
  - Designing Website
  - Branding and Marketing
  - Finalizing Sign Design
- Personal Lead
  - Finding Speakers
  - Alumni Invite List
  - Choosing Venue and Food

**25 Total Committee Members**



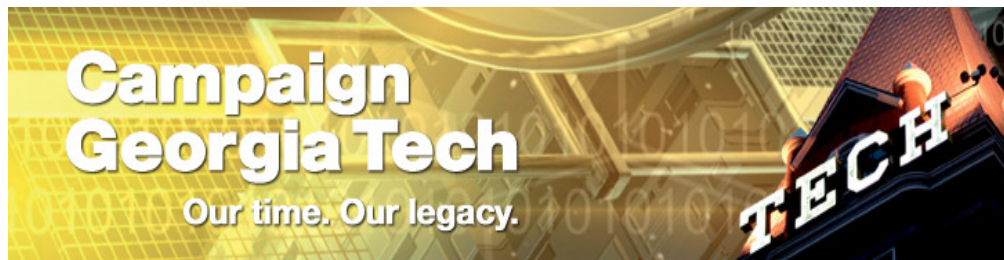
# Forming Strategic Partnerships

- Professionalism
  - Presented a 20 page strategic plan to each of our partners
- Importance
  - Create the next generation of givers and philanthropist to the Institute
- Sustainability
  - Reusable Signs
  - Website- year-around platform to educate students about philanthropy
- Asking for Donations
  - Financially
  - Other Resources
    - Copy Editing
    - Event Planning



# Philanthropy at Tech: Partners

GTSF is proud to be partnered with a number of GT departments to make this a success!



# Budget

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Items	Cost	Source of Funding
Custom Signage	\$6,800	Office of Development
Site/Set-up for Event	\$5,000	Office of Development
Refreshments for Event	\$2,500	Office of Development
Miscellaneous Marketing	\$1,500	Office of Development
Personal Invitations	\$500	Alumni Association
Video for Website and Promotion	\$1,500	GTSF
Website Development	\$0	Student Lead
<b>Total</b>	<b>\$17, 800</b>	<b>GTSF funded 8.7%</b>

# Philanthropy at Tech

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PROGRESS TO DATE



# Progress: Physical

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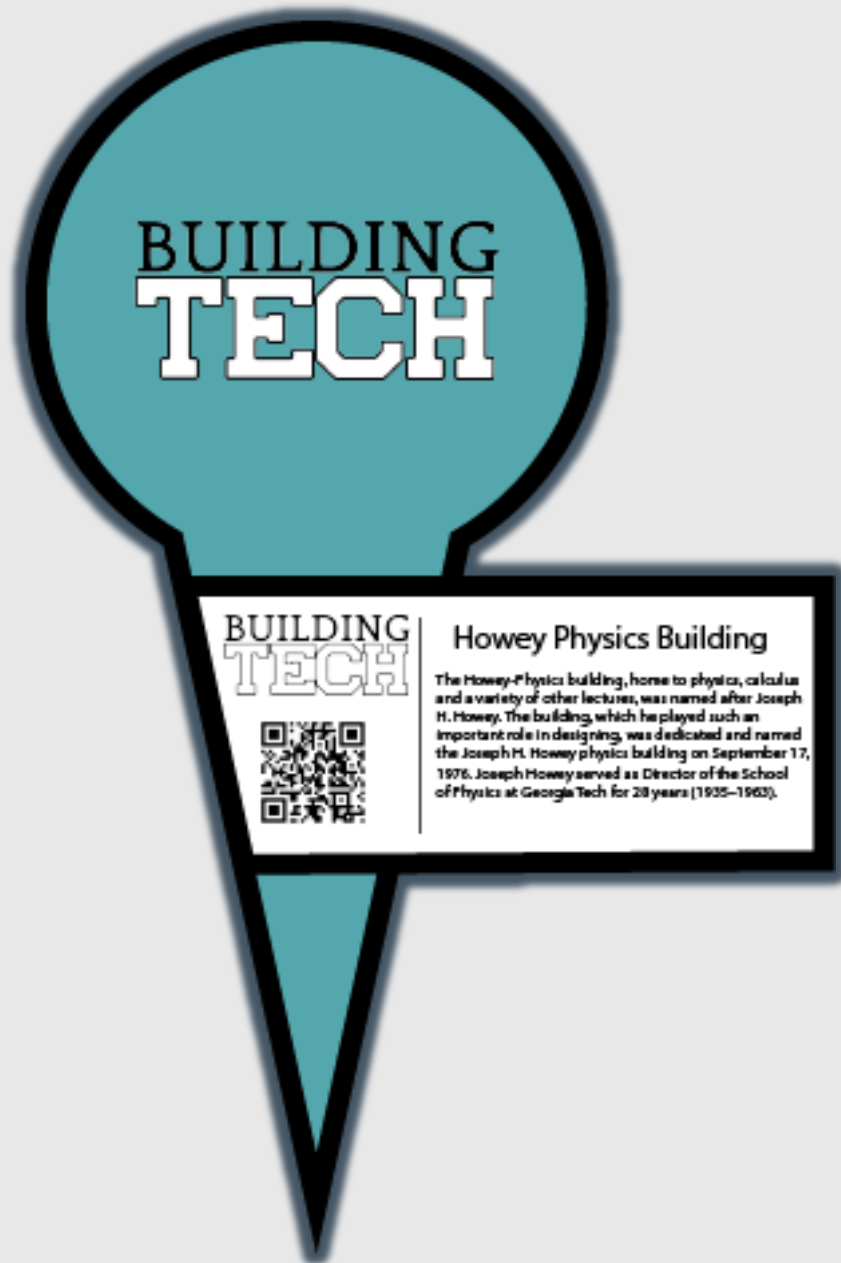
## **Progress To Date**

- Sign design is finalized and approved by Institute Communications and the Office of Development
- Printing and pricing has been arranged
- Sign locations have been 90% determined, pending changes due to installation requirements

## **Next Steps to Completion**

- Meeting with the Office of Capital Planning and Space Management, as well as GT Facilities to create installation logistics plan
- Working with Institute Communications to proof-read and approve content for signs
- Design the larger billboard signs (8ft by 4ft)
  - Highlight Resident Halls, Scholarships, Endowed Chairs and Named Schools.

# Physical Signage Branding



- Original Concept:
  - Digital Map on Campus
  - Recognizable Icon
- Issues with Original Concept:
  - Not in School Colors
  - Price of Custom Sign
  - Couldn't display GTSF or Partners Logo
  - Not enough space to display all content
  - Installation Issues
  - Name didn't convey the message of Philanthropy

# Philanthropy at Tech

Proudly presented by the **GEORGIA TECH STUDENT FOUNDATION**



## **CHRISTOPHER W. KLAUS ADVANCED COMPUTING BUILDING**



*“Mauris vel lacus vitae felis vestibulum volutpat. Etiam est nunc, venenatis in, tristique eu, imperdiet ac, nisl. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur.”*

### **Christopher W. Klaus**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue. Aliquam vehicula mi at mauris.

### **Building Facts**

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In posuere felis nec tortor. Pellentesque faucibus. Ut accumsan ultricies elit. Maecenas at justo id velit placerat molestie. Donec dictum lectus non odio.

Find out more about Klaus and the Philanthropy at Tech Project

[phil.gatech.edu/klaus](http://phil.gatech.edu/klaus)



# Physical Signage

Approved by partners

- Name of the building
- Image of building
- Philanthropist name
- Philanthropist photo
- Reason for recognition or giving
- Biography
- Interesting Facts
- Highlight partners logos
- Sustainable and reusable for years to come

Each sign is 4ft tall by 2.5ft wide

Total Number of Locations: 52

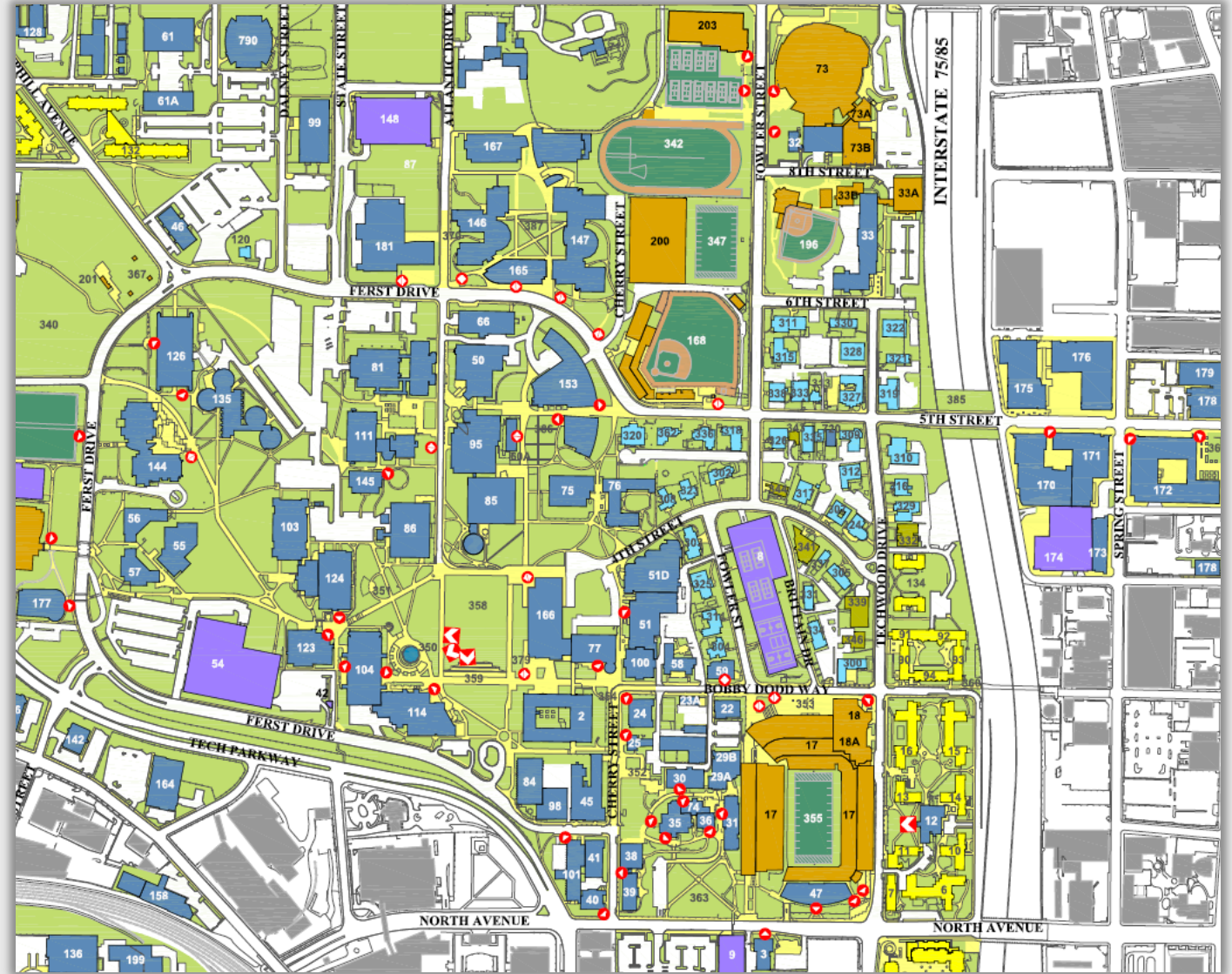
Total Number of Printed Signs: 63

# Locations

Working with the Office of Capital Planning and Space Management, we have identified the preliminary locations for the campus signs.

**52**  
LOCATIONS

*Locations subject to change depending on installation needs.*



# Progress: Digital

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## **Progress To Date**

- Website visual identity and base functionality is finalized
- Structure is 80% complete, pending incorporation of Endowed Professorship profiles
- Content is 60% complete, pending proof-reading and image selection

## **Next Steps**

- Finalizing content with help from partner organizations
- Arrange Twitter and Facebook campaign to launch with website

# Website Content

The screenshot shows the homepage of the Georgia Tech Philanthropy website. At the top is a dark blue header with the text "Philanthropy at Tech" in white and the Georgia Tech logo (GT SF) on the right. Below the header is a yellow navigation bar with links: Home, Philanthropy at Tech, Buildings, Schools, Scholarships, Endowed Chairs, Philanthropists, and Campus Impact. The main content area features the title "Philanthropy at Tech" in yellow, followed by the subtitle "Recognizing the impact of philanthropy at Georgia Tech". To the right is a video player showing a man speaking at a podium with a play button overlay. Below this are three dark blue boxes with white and yellow icons and text: 1) An icon of six people with one highlighted in yellow, representing "1 in 6 Georgia Tech students is receiving financial aid from scholarships." 2) A yellow circular graphic with "94%" inside, representing "94% of campus buildings are funded by contributions from individual donors." 3) A large yellow "1/6" fraction, representing "1 in 6 professors is sponsored by a charitable donation as an Endowed Chair."

# Website Content


Home Philanthropy at Tech Buildings Schools Scholarships Endowed Chairs Philanthropists Campus Impact

## Buildings


Map showing campus buildings and streets. A search bar is present with the text "Filter by building name" and buttons for "Search" and "View All".

Aaron S. French Building	Arthur B. Edge Intercollegiate Athletics Center
Bill Moore Student Success Center	Blake R. Van Leer Building

# Website Content

**Philanthropy at Tech** 

Home Philanthropy at Tech Buildings Schools Scholarships Endowed Chairs Philanthropists Campus Impact



## Bobby Dodd Stadium at Historic Grant Field

Tech actually began playing football on the field in 1905, and students would construct their own grandstands to observe. Tech used AstroTurf for 25 years until it reverted to natural grass in 1995.

Though football had been played at the site since 1905, Grant Field earned its name in 1913 when Hugh Inman Grant donated to build permanent grandstands. Though the original stadium looks nothing like the current complex, over time, pieces of the stadium were added. The East and South stands were built in 1924 and 1925, respectively. In 1947, the West stands were constructed, followed by the all-steel North stands in 1958, completing the perimeter of the field. In 1962, a second deck was added to the East stands, increasing capacity to 53,300. In 1988, a major change occurred: the south stands were demolished to make way for the familiar William C. Wardlaw Center that now resides at the south end of the stadium as an athletic and academic administrative building. Finally, in 1992, the Bill Moore Student Success Center was constructed behind the West stands, completing the look as it is today.



# Website Content

*Originally, Grant Field was named for Hugh Inman Grant for his donation of \$15,000 to build the first concrete stands in 1913. The full stadium was named in honor of Bobby Dodd in 1988 after the GT Board of Trustees voted to commemorate the legendary football coach.*

## Bobby Dodd

Bobby Dodd started his football career as the quarterback for the University of Tennessee from 1928-1930; during his tenure he led the Vols to a 27-1-2 record, known as for his versatility on the field. After that, he became an assistant coach under Bill Alexander in 1930. He took over the team for Alexander in 1945, instituting a coaching philosophy that centered around player treatment and well-executed plays. He was known not only for being a great coach, but a lucky one.



**Cherry L. Emerson Building** ✕

[READ NEXT ARTICLE »](#)

"Building TECH" Design Draft 2.0 - April 25, 2013 | Designed for the Georgia Tech Student Foundation

# Website Content

My Workbench Content People Reports  
Add content Find content User List

Philanthropy at Tech

Home » Add content

New content: Your draft will be placed in moderation.

Building Details **Philanthropy**

Building Name \*

Building Description

body p

Switch to plain text editor

Text format Full HTML

Please enter your building description and general information here.

Quick Facts

Use this field to list any quick facts about the building (this will be displayed as bullet points on the top left of the article). For example, include the date of construction, date of dedication, and anything else you find interesting.

SLIDER IMAGE

These images will be displayed at the top of the page in a slideshow. Please emphasize high quality, aesthetically pleasing shots. (Ideally around 3-5 images in total.)

Add a new file

Upload

Files must be less than 8 MB.  
Allowed file types: png gif jpg jpeg.

Geolocation

261 4th Street Northwest, Georgia Institute of Technology, [Get location](#)

Enter an address / location in the textfield or you can also click on the map to set a marker, or use your browser geolocation system by clicking this link: [My Location](#)

Latitude: 33.7756178 Longitude: -84.39628499999998

Map Satellite

Remove

# Online at philanthropy.gatech.edu



# Progress: Personal

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## **Progress To Date**

- Initial invite list has been finalized
- Working with the Alumni Association to arrange venue, catering, and necessary decorations
- Save-the-dates messages partially composed

## **Next Steps**

- Send Save-the-Date mailers
- Create necessary banners and decorations
- Identify grass-roots methods of engaging students throughout the week

# Concluding Event

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## Purpose

- Introduce students to generous alumni and friends
- Networking Social

## Invitation List:

- Highlighted Alumni and philanthropist to the Institute
- Partners of Philanthropy Week
- Open event to all members of the Tech community

## Presentation

- John and Mary Brock, Chairs of Campaign Georgia Tech and CEO of Coca-Cola Enterprises



# Expected Results of Philanthropy at Tech

- Establish and market the GTSF brand holistically on campus
- Display the impact that philanthropy has on the GT campus
- Create the next generation of givers to the Institute
- Educate students on the tradition and importance of giving back
- Increase the number of student donors to GTSF

# Project Summary

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The project is progressing on schedule and we are confident in our ability to make the planned launch.

# Philanthropy at Tech

# Questions:

## ELIZABETH MORRIS

THE WALLACE H. COULTER SCHOOL OF BIOMEDICAL ENGINEERING

GEORGIA INSTITUTE OF TECHNOLOGY | 2014

GEORGIA TECH STUDENT FOUNDATION | CHIEF EXECUTIVE OFFICER

EMORRIS30@GATECH.EDU

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Georgia Tech  
Student Foundation

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*Moving Forward by Giving Back*



# Thank you

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## ***By-Laws of the Georgia Tech Student Foundation***

### **Article I. Organization**

**Section 1.** The name of this organization shall be “Georgia Tech Student Foundation.”

**Section 2.** The Georgia Tech Student Foundation (GTSF) will serve the Georgia Tech Alumni Association and abide by the GTSF professional expectations, policies and procedures as outlined in this document, failure to do so will be addressed by the parent organization, the Georgia Tech Alumni Association.

#### **Section 3. Tax-Exempt Status**

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by:

(a) A corporation exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), or

(b) A corporation, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

**Section 4.** No Trustee, or Committee member, of the Georgia Tech Student Foundation shall have, by virtue of his or her office, any personal rights or interests in the assets of this organization, nor shall the property of any Trustee on any account be liable for any of the obligations of the organization.

### **Article II. Objectives**

**Section 1.** Vision: “Moving Forward by Giving Back”. The GTSF shall teach philanthropy and giving back at Georgia Tech to current students and future alumni.

**Section 2.** Mission: To enhance the experience of each Georgia Tech student by developing loyal alumni who contribute to the Institute not only during their time as a student, but also in years to come. The Georgia Tech Student Foundation focuses on educating the entire student body on the spirit of philanthropy through donations to GT Roll Call, while providing funds for student-centric initiatives, offering professional development through the management of its endowment and developing future leaders among its members.

**Section 3.** The Georgia Tech Student Foundation shall carry out several goals to support its mission, including, but not limited to the following functions:

(a) Teach students the benefits of philanthropy and the importance of giving to the Georgia Tech community by educating students about the Georgia Tech Alumni Association's Roll Call and encouraging students to support Roll Call through GTSF with monetary gifts and volunteer efforts. GTSF will engage students in the tradition of giving back to Tech, thus preparing students to continue contributing to Georgia Tech as alumni.

(b) Give students the fiduciary responsibility of managing the Student Foundation Endowment, with the guidance and oversight of the Georgia Tech Foundation. Students will learn investing techniques while increasing the value of the endowment, so that its earnings may be used to further the impact of GTSF on campus.

(c) Enhance the educational experience of students attending the Georgia Institute of Technology by allocating funds for student activities, initiatives and projects on campus that will improve and add value to the Georgia Tech community.

(d) Provide personal and professional development, teach leadership skills and instill the spirit of philanthropy through opportunities within the structure of the organization, including the Board of Trustees, the Development Committee, the Investments Committee, the Allocations Committee, the Marketing & Communications Committee, the Freshmen Leadership Initiative, and any additional Ad Hoc Committees.

### **Article III. Statement of Ethics**

The ethical policies of the following organizations will be referenced as the appropriate models to abide by in decisions of the Board of Trustees.

#### (a) Georgia Tech Alumni Association Values Statement

The Georgia Tech Alumni Association believes in certain fundamental values and expects that its employees, volunteers and student organizations share and practice those values. These values are defined in the Association's Employee Handbook and are summarized herein.

The Alumni Association considers the following to be critical values for continued success in the future. Employees [and volunteers] at all level of a company should be treated with dignity and respect. Granted, the workplace can be frenzied and pressure-filled from time to time. However, employees [and volunteers] are expected to interact with each other in a respectful and professional manner.

The values for all GTAA employees, and in turn, GTAA Student Organizations are as follows:

- Respect
- Honesty
- Personal Accountability
- Commitment to Excellent

- Loyalty
- Learning Commitment

In addition to the Georgia Tech Alumni Association values, members of the Georgia Tech Student Foundation are expected to conduct themselves in accordance to the ethical values as determined by the Council for the Advancement and Support of Education.

(b) Case Statement of Ethics

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities, and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct. In so doing, they promote the merits of their institutions and of education generally, without disparaging other colleges and schools.

- Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.
- They respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.
- They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.
- They safeguard privacy rights and confidential information.
- They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated.
- They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.
- They follow the letter and spirit of laws and regulations affecting institutional advancement.
- They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

The CASE Board of Trustees adopted this Statement of Ethics to guide and reinforce our professional conduct in all areas of institutional advancement. The statement is also intended to stimulate awareness and discussion of ethical issues that may arise in our professional activities. The Board adopted the final text in Toronto on July 11, 1982, after a year of deliberation by national and district leaders and by countless volunteers throughout the membership.

**Article IV. Board of Trustees**

**Section 1. Membership**

(a) The management of the organization, including the power to amend its Bylaws, shall be vested in a Board of Trustees to be known as the “Board of Trustees of the Georgia Tech Student Foundation”, consisting of not less than thirteen (13) elected trustees with a target number, and maximum, of sixteen (16).

(b) Each elected member of the Board of Trustees shall have had at least one academic year, including two (2) semesters, of college attendance, be an enrolled student at Georgia Tech, and be on good standing as defined by the Registrar and the Office of Student Integrity.

(c) The term of a Trustee shall be from time of appointment until they no longer are elected to a position and/or they graduate or can no longer fulfill their role during their term. After a Trustee has completed their role as a Director or Executive member, they can interview to remain on the Board as a Member at Large, an Executive position or the Director of another committee, unless they only served in their current role for one semester. No Board member shall remain in the same role for two consecutive years.

(d) If membership of the Board of Trustees falls below thirteen (13), Trustees are to be added through the nominations and elections process described in the Bylaws. (Article VIII, Section 1-4)

(e) Any one from within a Georgia Tech Student Foundation committee can apply to serve on the Board. After the Director Selection Committee has reviewed the applications and held interviews, each candidate shall be evaluated individually by the Director Selection Committee, and the highest-qualified candidates will be slated for approval by the Board of Trustees.

## **Section 2. Structure of the Georgia Tech Student Foundation**

(a) The Georgia Tech Student Foundation Board of Trustees shall be comprised of an Executive Committee of Officers, Committee Directors, Member at Large(s), Ad Hoc Committee Chairs, and other board positions as necessary.

(b) The Executive Committee shall include a Chief Executive Officer/President, a Chief Operating Officer, Chief Financial Officer and Chief Administrative Officer. The Executive Committee of Officers will be responsible for oversight and strategic direction of the Georgia Tech Student Foundation, ensuring that the mission, vision and objectives of GTSF are being accomplished, promoted and continually evaluated for effectiveness.

(c) Board positions, ad hoc chairs and directors shall report to and will be supported by officers of the Executive Committee. Directors and the Members at Large shall be responsible for duties, as determined by the Board of Trustees, which aim to increase the presence and productivity of the Student Foundation, promote and celebrate the spirit of philanthropy, contribute to the student experience at Georgia Tech, and build and maintain an endowment.

## **Section 3. Board Positions**

Board positions must include (4) Executive Officers, (2) Development Committee Directors, (2) Investment Committee Directors, (1) Freshmen Leadership Initiative Director, (1) Allocations Director, , (2) Marketing & Communications Committee Directors, and no more than (3) Members at Large and up to (1) additional member of the Investment Decisions Group (IDG).

Other positions of the Board include Ad Hoc Committee Chairs as needed.

#### **Section 4. Responsibilities of the Members of the Board of Trustees**

(a) Board of Trustees are required to attend meetings of the Board (Article XI), participate in nomination and election of new Board members or Committee members, participate in the allocation of Student Foundation funds, and support the Committees of the Student Foundation. Special provisions to this requirement may be issued to any member participating in Study Abroad or Co-Op Programs by the Executive Committee. In such instances, the Board Member is responsible for meeting with the Executive Committee and Advisor and those individuals will decide the role of each Board Member regarding their participation.

(b) Each member of the Board of Trustees has a minimum requirement, per semester, to participate in the Fall and Spring Retreat, Freshmen Leadership Initiative Interviews, Thanks for Giving (or equivalent Fall programming), Allocations, Freshmen Leadership Initiative Challenge, Director Selection Process, Spring Donor Appreciation Event, Gold & White Honors Gala and to take on no less than (2) Development Committee accounts. Board Members may be required to participate in other events from year to year, as decided by the Executive Committee and with the approval of 2/3 of the Board of Trustees.

(c) At the beginning of each semester, the Executive Committee will discuss and decide upon the required events of Board members, and how many events, if any, they will be permitted to miss. Should a Board Member not meet the minimum requirement of a Trustee, decided upon by Exec, over the course of a semester they are to meet with the Executive Committee to discuss their commitment. A member who fails to meet a requirement will be responsible for making up that requirement by providing the Board with an approved social or leadership activity within two weeks of the missed requirement. Members who miss too many required events, as dictated by Exec, in a semester will forfeit their membership, barring a successful appeal to the Executive Committee.

#### **Article V. Officers**

**Section 1.** The officers of the Student Foundation shall be a Chief Executive Officer/President, a Chief Operations Officer, a Chief Financial Officer, and a Chief Administrative Officer. One person may hold only one office.

**Section 2.** The Chief Executive Officer/President, Chief Operations Officer, Chief Financial Officer, and Chief Administrative Officer shall be elected from the members of the Board of Trustees (see Article VII, Section 1).

**Section 3.** All officers shall be elected during the Spring Semester and shall be sworn in and assume office during the end of the Spring Semester. A special election may be held at the end of the Fall semester, if a current officer graduates in December of that academic year. No officer shall hold the same office for more than one term, or one academic year, unless elected during a special Fall election and re-elected during the regular Spring Semester election.

**Section 4.** No member of the Board of Trustees, either in such capacity or in any other capacity, shall be paid any salary or any other remuneration for his or her services, but he or she may be reimbursed for any expense to which he or she has been put while about the business of the Student Foundation, provided such expense is approved by the Advisor to the Student Foundation.

**Section 5.** The Chief Executive Officer/President shall preside at the meetings of the Board. The President shall have and exercise a general control and supervision over the affairs of the Student Foundation and over the committees and committee members in the operation of the affairs of the Student Foundation. The President shall see that all orders and resolutions of the Board are carried into effect, and shall perform such other duties and exercise such other powers as may be assigned to him or her from time to time by the Board of Trustees. The President may choose to be an ex-officio member of any and all committees of the Student Foundation he or she chooses, but will not be a voting member of these committees. The President shall not have a vote in matters before the Board except in such occasion of a tie. The President shall also oversee the duties and responsibilities of the Member(s) at Large.

**Section 6.** The Chief Operating Officer shall discharge the duties of the Chief Executive Officer/President in the absence or inability of the President. The Chief Operating Officer shall also perform other duties, including support and strategic direction of Directors, Committee Chairs and Board Positions, as well as any responsibilities that may be assigned to him or her by the President or by the Board of Trustees. Specifically, the Chief Operating Officer is responsible for overseeing the duties and responsibilities of the Development Committee Directors and the Freshmen Leadership Initiative Director.

**Section 7.** The Chief Financial Officer shall have the general supervision of the finances of the Student Foundation. The Chief Financial Officer shall also perform other duties, including support and strategic direction of Directors, Committee Chairs and Board Positions, as well as any responsibilities that may be assigned to him or her by the President or by the Board of Trustees. He or she shall discharge the duties of the President in the absence or inability of the President and Chief Operating Officer. Specifically, the Chief Financial Officer is responsible for overseeing the duties and responsibilities of the Investment Committee Directors.

He or she, with the aid of the advisor, shall oversee the duties of the Directors of the Investments Committee, including maintenance of accurate records showing the transactions of the Student Foundation Endowment, its assets, liabilities, financial condition, expenses, and income. He or she shall have access to or have prepared a full report of the financial condition of the Student Foundation Endowment, including statement of income and expenses for other reports and statements as may be required of him or her by the Board of Trustees of the Student Foundation or legal authority. To be qualified for the position of CFO, a candidate must have a strong financial literacy, ideally gained through one year of membership on the Investment Committee, or through a relevant, professional learning experience.

The CFO is also responsible for keeping records of all sponsorships or donations given to the Student Foundation, either for use by GTSF in its activities or for philanthropic support of Roll Call. Finally, the CFO must keep an accurate record of all allocation expenditures, as well as manage the reallocation of any Allocation monies not spent by the awarded organizations.

He or she shall choose to be an ex-officio member of the Investments Decision Group or Audit Committees, abstaining from votes within these committees. In the event that the Chief Financial Officer is also serving as a Director of the Investment Committee, then that individual is afforded the rights of any member of the Investment Decision Group.

**Section 8.** The Chief Administrative Officer shall give notice of all meetings of the Board of Trustees, shall keep the minutes of such meetings permanently in books provided for such purpose, shall read

them at proper subsequent meetings, and keep track of Board attendance and required events. The Chief Administrative Officer shall notify, in a timely manner, those members of the Board who have missed meetings and/or required events and provide any actions necessary. The Chief Administrative Officer shall also perform other duties, including support and strategic direction of Directors, Committee Chairs and Board Positions, as well as any responsibility that may be assigned to him or her by the President or by the Board of Trustees. He or she shall discharge the duties of the President in the absence or inability of the President, Chief Operating Officer, and Chief Financial Officer. Specifically, the Chief Administrative Officer is responsible for overseeing the duties and responsibilities of the Marketing & Communications Directors and Allocations Director.

## **Article VI. Committees of the Board of Trustees**

### **Section 1. Regular Standing Committees of the Board**

#### *(a) An Executive Committee*

Shall be formed each fiscal year, from the members of the Board of Trustees, composed of each elected officer of the Student Foundation, or, for the Chief Financial Officer position only, from the Investments Committee Investment Decisions Group. Such Executive Committee shall be charged with the responsibility of planning for the Student Foundation, and of coordinating the plans and efforts of all committees of the Student Foundation during the ensuing fiscal year (see Article V, Section 1-8).

Executive Committee members will be elected through the process described in Article VIII, Section 1.

#### *(b) A Development Committee*

Will be composed of no less than two (2) members of the Board of Trustees, in addition to the Development Committee members. The Development Committee shall have responsibility of planning and implementing the fundraising activities of the Student Foundation, leading the effort of educating students about the tradition of philanthropy at Georgia Tech, and planning and executing donor recognition and appreciation activities and events.

Membership in the Development Committee shall be open to any members of the Georgia Tech student body, who are enrolled through the Registrar. The Directors of the Development Committee shall report directly to the Board of Trustees and the Chief Operating Officer, and will be elected through the nomination process of the Board of Trustees Director Selection Committee as described in Article VIII, Section 2.

The Development Committee will also abide by a set Policies and Procedures, those Policies and Procedures may never be amended into contradiction with the By-Laws of the Georgia Tech Student Foundation. Whenever a dispute may arise regarding interpretation, the By-Laws of the Georgia Tech Student Foundation will supersede the Policies and Procedures of the Development Committee.



*(c) An Investments Committee*

Will be composed of no less than two (2) members of the Board of Trustees, in addition to the committee members. The Investments Committee shall have the fiduciary responsibility of the Georgia Tech Student Foundation Endowment, including determination of the investment of funds of the Georgia Tech Student Foundation, except that designated by the Board for the use in the Student Foundation budget or allocations.

Membership in the Investments Committee is open to any Georgia Tech student, who is enrolled through the Registrar and who has completed the Mentorship program of the Investments Committee. The Investments Committee Senior Financial and Senior Managing Directors shall report directly to the Board of Trustees and the Chief Financial Officer and will be elected through the nomination process of the Board of Trustees Director Selection Committee as described in Article VIII, Section 2.

An Investment Decision Group (IDG) shall be comprised of the Investments Committee Senior Financial Director, Senior Managing Director, and no less than five (5) Investments Committee Members elected by the Chief Financial Officer, Senior Financial Director, Senior Managing Director. Members-at-Large and Executive Officers, when available, should participate in the selection process of the IDG members. All investment decisions made by the committee must be approved by a majority vote of quorum of the IDG. One interested member of the IDG will also serve as a Trustee on the Georgia Tech Student Foundation Board. The IDG Board Member will be selected by the Executive Officers and/or the Members-at-Large of the Board and recommendations will be accepted from the Senior Managing and Senior Financial Directors.

The Investments Committee will also abide by a set of Investments Committee By-Laws, those By-Laws may never be amended into contradiction with the By-Laws of the Georgia Tech Student Foundation. Whenever a dispute may arise regarding interpretation, the By-Laws of the Georgia Tech Student Foundation will supersede the By-Laws of the Investment Committee.

*(d) The Freshmen Leadership Initiative*

Will be composed of no more than twenty-five (25) first year students, in addition to three (3) or four (4) Sophomore Advisors and a Freshmen Leadership Initiative Director. The Freshmen Leadership Initiative should create an opportunity to give first-year students personal and professional development, while enhancing their leadership potential through promoting the ideals of the GTSF.

Membership in the Freshmen Leadership Initiative is open to any Georgia Tech first-year student, who is enrolled through the Registrar, who is not in academic jeopardy (do not have an academic warning), who is in judicial good standing with the Office of Student Integrity, and who has completed the interview and selection process as described in the Freshman Leadership Initiative By-Laws. Any time a Freshmen Leadership Initiative member falls below these standards their membership will be evaluated by the Freshmen Leadership Initiative Director and the Freshmen Leadership Initiative Advisor.

The Freshmen Leadership Initiative Director shall report directly to the Board of Trustees and the Chief Operating Officer, and will be elected through the nomination process of the Board of

Trustees Director Selection Committee as described in Article VIII, Section 2. Priority for this position will be given to the prior year's Sophomore Advisors.

The Freshmen Leadership Initiative will also abide by a set of Freshmen Leadership Initiative By-Laws. Those By-Laws may never be amended into contradiction with the By-Laws of the Georgia Tech Student Foundation. Whenever a dispute may arise regarding interpretation, the By-Laws of the Georgia Tech Student Foundation will supersede the By-Laws of the Freshmen Leadership Initiative.

*(e) A Marketing & Communications Committee*

Will be composed of no less than two (2) members of the Board of Trustees, in addition to the Marketing & Communications Committee members. The Marketing & Communications Committee shall have responsibility of marketing all Student Foundation events and programs. Additionally, the Marketing & Communications Committee will be responsible for the brand maintenance of the Georgia Tech Student Foundation, as well as its online presence, social media, and campus presence. The Marketing & Communications Committee will keep campus informed of Student Foundation events and programs, as well as our overall organizational goals and visions.

Membership in the Marketing & Communications Committee shall be open to any members of the Georgia Tech student body, who are enrolled through the Registrar. The Directors of the Marketing & Communications Committee shall report directly to the Board of Trustees and the Chief Administrative Officer, and will be elected through the nomination process of the Board of Trustees Director Selection Committee as described in Article VIII, Section 2.

The Marketing & Communications Committee may also abide by a set Policies and Procedures, those Policies and Procedures may never be amended into contradiction with the By-Laws of the Georgia Tech Student Foundation. Whenever a dispute may arise regarding interpretation, the By-Laws of the Georgia Tech Student Foundation will supersede the Policies and Procedures of the Marketing Committee.

*(f) An Allocations Committee*

Will be composed of no less than one (1) member of the Board of Trustees, in addition to the Allocations Committee members. The Allocations Committee shall have responsibility, every semester, of writing allocation applications, collecting applications, organizing Allocations Information Sessions and presentations, running the Allocations Selection process, following up with organizations who received or did not receive allocations and collecting contracts. Members of the Allocations Committee will keep in contact and communication with allocation recipients.

The Allocations Selection Committee (a non-standing committee) shall be composed of, once a semester, student members of the Georgia Tech Student Foundation Board of Trustees and all other standing committee members who wish to be involved in the allocation of the Student Foundation's funds. A minimum of six (6) trustees must serve on the committee each semester and the overall committee must consist of at least ten (10) members.

All Trustees are required to serve on the Allocations Selection Committee to review allocations presentations at least once per academic year (Members at Large are expected to serve both

semesters). Additionally, all Board of Trustee members not serving on the Selection Committee are expected to participate in application grading.

This Committee shall have the responsibility of receiving and carefully examining all requests for allocations of funds which are available from monies earmarked from the Student Foundation Endowment, and reporting to the Board of Trustees those requests recommended by the Committee, to be approved by the Board for allocation.

Membership in the Allocations Committee (standing committee) shall be open to any members of the Georgia Tech student body, who are enrolled through the Registrar. The Director of the Allocations Committee shall report directly to the Board of Trustees and the Chief Administrative Officer, and will be elected through the nomination process of the Board of Trustees Director Selection Committee as described in Article VIII, Section 2.

The Allocations Committee will also abide by a set Policies and Procedures, those Policies and Procedures may never be amended into contradiction with the By-Laws of the Georgia Tech Student Foundation. Whenever a dispute may arise regarding interpretation, the By-Laws of the Georgia Tech Student Foundation will supersede the Policies and Procedures of the Allocations Committee.

*(g) A Nominating Committee*

In the event an acting Director or Executive Committee member can no longer perform their duties, graduate or are removed from the Board, the Chief Executive Officer/President may call for the formation of a Nominating Committee, which shall be elected by and from the members of the Board of Trustees at a regular meeting of the Board. The Nominating Committee shall be composed of the President, Nominations Chair (appointed by the Executive Committee), and at least three (3) other Trustees. These three (3) trustees should consist of the Member(s) at Large when possible. The committee shall review nominations, applications and conduct nominee interviews for prospective Trustees, and shall pass their recommendations on each nominee to the full Board for action.

The Nominations Chair shall report directly to the Board of Trustees and the Chief Executive Officer/ President.

*(h) Audit Committee*

When needed, the Chief Executive Officer/President or Chief Financial Officer may call for the formation of an Audit Committee, which shall be elected by and from the members of the Board of Trustees at a regular meeting of the Board. The Audit Committee shall be composed of the Chief Financial Officer, the Audit Committee Chair (appointed by the Executive Committee), and at least three (3) members of the Board of Trustees.

The Audit Committee may recommend to the Board a firm of Certified Public Accountants who may be used for the annual audit with the Certified Public Accountants approved by the Board; shall examine and inquire into the audit report furnished by such Certified Public Accountants and make an annual report of the same to the Board of Trustees.

An audit can also be requested by the Georgia Tech Alumni Association or the Georgia Tech Foundation.

*(i) Members at Large*

The Member(s) at Large will work directly with the Chief Executive Officer on strategic initiatives. Direct responsibilities will include management and maintenance of the J. Erskine Love, Jr. Award, the Direction Selection Process, and representing the Board of Trustees at Investments Committee/IDG Promotion interviews. The Member(s) at Large will also assist with internal events by working with directors to determine needs for special committee events, developing teambuilding activities and social activities for the Board of Trustees and developing GTSF-wide social and professional events. The Member(s) at Large will also be the first considered for Ad Hoc Chair positions.

The Member(s) at Large shall report directly to the Board of Trustees and the Chief Executive Officer, and will be elected through the election process of the Board of Trustees as described in Article VIII, Section 3.

**Section 2.**

(a) Each committee may develop a set of policies and procedures, or By-Laws, to govern its committee's activities. Such policies shall not be in violation of any higher authority, including these Bylaws, and shall be approved by the Board of Trustees.

(b) Each committee chair or director shall be responsible for ensuring that his or her committee follows its Board-approved By-Laws or Policies and Procedures, and shall report to the Officers and to the Board of Trustees any deviation from established policies and procedures during the committee's activity.

(c) Any non-board members with significant management or leadership responsibilities of a GTSF committee are required to participate in two of the following during their term:

1. the Allocations Selection Committee during the Fall or Spring
2. any donor appreciation events
3. any GTSF major cross campus event

**Section 3.** Ad hoc committees may be appointed by the Chief Executive Officer/President from time to time from members of the Board of Trustees for special purposes that may be deemed appropriate. The formation of an ad hoc committee and the appointment of an ad hoc committee's chair or director must be approved by majority vote of the Board of Trustees. An ad hoc committee may be dissolved by the President with majority approval of the Board of Trustees, or by a majority vote of the Board.

**Article VII. Advisor(s)**

**Section 1.** The Georgia Tech Alumni Association shall select the advisor(s) for the Student Foundation Board of Trustees and its committees. Advisors will serve to guide the organization, ensure fiscal responsibility in use of Alumni Association resources, and develop strategic priorities for the Student Foundation while making sure that GTSF enhances the mission of the Georgia Tech Alumni Association and ensures the GTSF and its committees follow the GTSF By-Laws. The advisor(s) will make sure that

the Student Foundations activities and responsibilities are in accordance to the Georgia Tech Alumni Association values and professional expectations.

**Section 2.** The advisor(s) of the Georgia Tech Student Foundation shall assume a level of responsibility to the personal and professional development of its members. Advisor(s) shall instill within the members of GTSF and its committees an understanding of the value and impact of lifelong participation and loyalty to Georgia Tech.

## **Article VIII. Nominations, Elections and Appointments**

### **Section 1. Election of Officers**

Executive Officers of the Georgia Tech Student Foundation, including the Chief Executive Officer/President, Chief Operating Officer, Chief Financial Officer, and Chief Administrative Officer shall be elected at the end of each spring semester, unless an officer graduates early, by the Student Foundation Board of Trustees.

In a Board meeting called for the purpose of election of officers, any Board member may nominate fellow trustees for executive offices of the Board. All nominated candidates may choose to accept or decline their nominations. Board members may be nominated for and run for multiple positions on the Executive Committee.

Candidates have the opportunity to make a statement of intention and express their qualifications to the members of the Board. Once all candidates for an executive office have had the opportunity to appeal to the Board members, the Board will vote to elect the officers. Officers will be elected by a majority vote of the Board beginning with the Chief Executive Officer/President, followed by Chief Operating Officer, Chief Financial Officer and then Chief Administrative Officer. A nominated candidate may choose to roll down and run for a subsequent position if he or she is not elected to a position he or she is running for. Quorum will consist of 2/3 the members of the Board of Trustees.

### **Section 2. Selection of Committee Directors**

Directors of the Investments Committee, Development Committee, Freshmen Leadership Initiative, Allocations Committee and Marketing & Communications Committee will be selected in the Spring Semester. The Member(s) at Large of the Board will organize the leadership selection process every year. Every candidate for a Director position must fill out an application and interview with the former Executive Committee Members, Member(s) at Large, and at least one Advisor(s). Prior to the interviews, all outgoing Directors will have the opportunity to review the candidate(s) for Director positions and provide feedback on those who have served within their committees.

Candidates must have been a member of a Student Foundation committee, for no less than one (1) semester, to apply.

After all candidates have been interviewed, the members of the selection committee will submit a slate of recommended candidates for each position to the Board of Trustees. The Board will vote to approve the slate by a 2/3 majority vote.

### **Section 3. Election of Member(s) at Large**

After the Executive Committee and Director positions have been selected and approved, past members of the Board of Trustees can run to serve as a Member at Large. Member at Large elections will take place at the same meeting where the new Director's slate is approved. No more than three (3) board members can be selected to serve as a Member at Large. New Directors to the Board of Trustees may not vote in the election of Member(s) at Large. A Member at Large candidate must receive majority vote. If no Member at Large is elected, the responsibilities of the Member(s) at Large will be distributed by the Chief Executive Officer/President.

## **Article IX. Meetings of the Board of Trustees**

**Section 1.** Meetings of the Board of Trustees shall be held bimonthly during each academic semester (except for Summer Semester) on such dates as are determined by the Executive Committee of the Board of Trustees. At such meetings, officers and committee directors shall report to the Board the current and planned activity of the Student Foundation, and the Board shall transact other business, which the Board deems necessary. No less than six (6) regular meetings of the Board of Trustees shall be held each semester during the academic year.

**Section 2.** Special meetings of the Board of Trustees may be held at any time or place upon three days written notice to the members of the Board upon call of the Chief Executive Officer/President, or any two members of the Board.

**Section 3.** The Chief Administrative Officer shall give notice to each member of all meetings of the Board, and in the case of special meetings, shall state the objective of the meeting. Failure of the Chief Administrative Officer to give notice does not invalidate a regular board meeting.

**Section 4.** At all meetings of the Board of Trustees, either regular or special, two-thirds (2/3) of the elected Trustees shall constitute a quorum and all matters shall be determined by a majority vote of the Trustees present unless otherwise required by law.

**Section 5.** At the first Fall and Spring Semester meetings of the Board of Trustees, reports shall be made by the officers and committee director for the previous semester, and should be submitted to the Georgia Tech Alumni Association, and Georgia Tech Foundation, if necessary.

**Section 6.** The most recent edition of Robert's Rules of Order shall be the final determinant of matters of procedure during all meetings of the Student Foundation, except when in conflict with these Bylaws or with other special rules or policies that have been approved by a majority vote of the Board of Trustees. The Chief Executive Officer/President may appoint a Parliamentarian from the Board, to assist him or her in matters of parliamentary procedure.

**Section 7.** All meetings of the Board of Trustees are mandatory attendance. Each Board of Trustees member will be allowed one absence per semester to be submitted to the Chief Administrative Officer prior to the meeting. Extenuating circumstances for consecutive excused absences are class conflicts or a co-op term, other circumstances will be evaluated by the Executive Committee. In the event of a second absence, that Board member will be notified by the Chief Administrative Officer and required to

meet with the Executive Committee to discuss their commitment. A third absence results in termination of position on the Board of Trustees, barring a successful appeal to the Executive Committee.

**Section 8.** Required events (Article IV, Section 4) are mandatory for all Trustees. Missing too many required events, as recorded by the Chief Administrative Officer and determined by the Executive Committee every semester, will result in forfeit of membership on the Board of Trustees, barring a successful appeal to the Executive Committee. A combination of missed events and meetings may, as determined by the Executive Committee, also result in forfeit of membership.

**Section 9.** Dress Code for all board meetings are business casual. No hats, T-shirts, sneakers or jeans are appropriate. Board members are encouraged to wear the SF attire, name tags, and/or pins to “extra” activities. Inappropriate dress to meetings or events will result in a written warning from the Chief Administrative Officer on the first offense. In the event of a subsequent offense, this will be counted as an absence (one of the allotted two). In the event of extenuating circumstances, the Chief Administrative Officer can waive these policies.

## **Article X. Conduct**

### **Section 1 Good Character**

General guidelines for character are outlined in the supplementary “Professional Expectations of the Student Foundation.” Any breach of character will be considered means for forfeiture of membership and reviewed by the Executive Committee and Advisor(s). Any member or candidate for membership considered for forfeiture will be notified in writing and given the opportunity for reinstatement by the Executive Committee, if permissible.

### **Section 2 Behavior**

Each member, at all times, must act in accordance with the “Professional Expectations of the Student Foundation”. The Professional Expectations will be the basic standard for behavior of Student Foundation members, failure to abide by these standards will result in appropriate action recommended by the Executive Officers and approved by the Board.

### **Section 3 Academic and Judicial Good Standing**

Standards for academic and judicial good standing will be in accordance with the Georgia Tech Registrar’s Office and Office of Student Integrity (definitions may be found on both of their websites). Each Trustee’s GTID number will be submitted for review for academic and judicial standing. Any Trustee not found to be in good academic and judicial standing will be considered inactive until he/she returns to good standing in both criteria.

### **Section 4 Alcohol and Other Drugs**

Student Foundation has a zero-tolerance policy regarding alcohol and other drugs. Student Foundation members are never to be in possession of alcohol or other substances while acting in an official capacity or performing a Student Foundation responsibility.

## **Article XI. Dismissal and Resignation**

### **Section 1. Dismissal of an Officer**

Any officer being considered for removal from office will be notified in writing. That officer can choose to meet with the Chief Executive Officer/President and Advisor to discuss continuation of their position or decide to step down at that time. The President and Advisor will then make a decision and share their recommendation with the Board. The Board will approve or deny the dismissal by two-thirds (2/3) majority. If dismissal occurs, the vacant position will be announced to the Trustees and follow the Nominations guidelines (Article VI. Section 1. Sub-Section i).

If the Chief Executive Officer/President's position on the Board is in question, the Executive Officers must vote unanimously to dismiss him or her from their position. The Board will approve or deny the dismissal by two thirds (2/3) majority, If dismissal occurs, the vacant position will be announced to the Trustees and follow the Nominations guidelines (Article VI. Section 1. Sub-Section i).

If necessary, when an appropriate action is determined, such action may be reviewed by the President of the Georgia Tech Alumni Association, the Director of Student Outreach, and/or the Vice President of Events and Student Outreach.

### **Section 2. Dismissal of a Board Member**

Any member of the Board of Trustees may be removed or disciplined by the affirmative vote of two-thirds (2/3) of the voting members of the Board of Trustees in a special meeting called for that purpose. This does not include dismissal based on required attendance, events or an alcohol or drug violation.

At any time, disciplinary action may be taken by the Advisor(s) or parent organization, the Georgia Tech Alumni Association, if needed.

### **Section 3. Resignation of a Board Member**

Any member of the Board of Trustees may resign by filing a written resignation with the Board of Trustees or with the Chief Administrative Officer of the organization, and he/she shall thereupon cease to be a member of the Board of Trustees effective as of the time stated therein; acceptance shall not be necessary to make it effective.

## **Article XII. Miscellaneous**

**Section 1.** No officer who is a member of the Board of Trustees shall be elected to serve more than a one-year term as such officer, unless they are elected during a special election in the Fall semester and are re-elected the following Spring.

**Section 2.** These By-Laws can be amended by a two-thirds majority vote of attending Board of Trustees members at any meeting of the Student Foundation Board of Trustees provided there is a quorum at that meeting. A quorum shall consist of two-thirds of the Board of Trustees.



**Section 3.** The principle office of the Student Foundation shall be in the City of Atlanta, State of Georgia.

**Section 4.** The Fiscal Year of the Student Foundation shall begin on July 1 and end June 30.

Adopted: January 26, 1986

Revision: March 23, 2015 by Laura Giglio

Signed and approved by members of the Georgia Tech Student Foundation: March 23, 2015

# Student Alumni Association Bylaws

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The Student Alumni Association, hereafter referred to as SAA, exists as a student-based extension of the Georgia Tech Alumni Association. It aims to provide programs and services to current students of the Georgia Institute of Technology, hereafter referred to as Georgia Tech, while promoting the goals of the Georgia Tech Alumni Association.

## Article 1: Purpose and Authorization of the Bylaws

The Bylaws act as a set of rules for SAA governance and procedures under SAA. The Bylaws, as specified in Article VI of the Constitution, shall be subordinate to the Constitution.

## Article 2: Roles and Responsibilities of Governance

### Section A: Executive Board

The SAA **Executive Board** will be responsible for handling position responsibilities, overseeing their respective areas, and helping with overall organization decisions and strategies. The standing positions of the SAA **Executive Board** shall include a President, Vice Presidents of various positions, and Advisory Members-at-Large; the President and the SAA Advisor will determine the Advisory Members-at-Large positions based on the priorities of the organization.

### Minimum Requirements for Meetings, Office Hours, and Events

The **Executive Board** will meet exclusively every other week on Monday at a time agreed upon before the semester. On the alternating weeks, the **Executive Board** will meet with the entire Leadership Team on Monday at a time agreed upon before the semester.

Members of the **Executive Board** will be expected to hold two (2) office hours per week at the Alumni House for the purpose of working on SAA-related duties and to be available for meetings with Alumni Association Staff. The two (2) office hours shall be set at the beginning of the semester and do not have to be consecutive. They must be within reasonable working hours. They can be relatively flexible, as the student needs, but any weekly changes should be notified to the Advisor and appropriate Alumni Association Staff.

Members of the **Executive Board** are required to support and attend mandatory SAA events, including but not limited to the Fall & Spring Kick-Off events, Fall & Spring Leadership Team Retreats, Homecoming Speaker, Speed Networking, Gold & White Honors Gala, Gift to Tech Presentation, and Ramblin On. These are SAA's most important and visible events on campus, and, as such, should have the strongest support of the **Executive Board**.

Members of the **Executive Board** are permitted one unexcused absence from a mandatory SAA event per year. Members of the **Executive Board** are permitted one unexcused absence from weekly meetings per semester. After three (3) absences in a semester, the **Executive Board** member must meet with the President and Advisor to discuss their commitment. In the circumstance that the President has 3 absences in a semester, they must meet the Advisor, the Vice President of Events and Campus Relations, and the President of the Alumni Association to discuss their commitment.

Additionally, when available, members of the **Executive Board** will be expected to attend relevant SAA Committee meetings and other programs and events for extra support. On a monthly basis, each Vice President will be expected to check in with the members of the Leadership Team who report to him/her.

## **PRESIDENT**

- i. Help maintain the values and mission of the organization, and make sure members of the Leadership Team fully understand them
- ii. Be the face of the organization across the Institute and GTAA; give campus/GTAA updates when needed; serve on the Georgia Tech Alumni Association Board of Trustees Student Alumni Association Committee
- iii. Uphold the Constitution and By-Laws of the organization
- iv. Monitor the inward health and effectiveness of the organization and its leadership, promote change, and challenge the status quo
- v. Run the Leadership Team meetings and the Executive Board meetings
- vi. Set and manage the expectations of the Leadership Team
- vii. Monitor and make sure the members of the Leadership Team are completing their assigned roles and responsibilities
- viii. Meet 1:1 with all members of the Executive Board at least once per semester
- ix. Work with the advisor to create opportunities for learning and development within the Leadership Team
- x. Develop collaborative relationships with external organizations around campus

## **VICE PRESIDENT OF PHILANTHROPY**

- i. Ensure SAA meets its philanthropy strategic priority: To inspire a sense of pride in continuing the tradition of Tech students and alumni investing in the future of Georgia Tech through participation and support
- ii. Oversee, promote, and manage:
  - a. the SAA Gift to Tech, Gift to Tech Celebration, and all associated processes
  - b. the partnership between SAA and the Georgia Tech Student Foundation
- iii. Initiate and establish priorities regarding initiatives, ideas, activities, and education to meet the goal of student philanthropy and participation
- iv. Attend Student Foundation Development Committee and Student Alumni Association meetings to keep each organization aware of the goals and programs of the other
- v. Coordinate volunteers from SAA to join members of DC when they educate student organizations about giving back
- vi. Coordinate volunteers from DC and the Student Foundation to attend and support SAA Recruitment events

## **VICE PRESIDENT OF ALUMNI CONNECTION**

- i. Ensure SAA meets its connection strategic priority: To facilitate meaningful interaction between students and with alumni to demonstrate the value of the Georgia Tech alumni network in students' personal and professional lives
- ii. Serve as the contact for all alumni related events and establish the opportunities for connection between alumni and students, including finding Dinner Jackets, Expert Jackets, Get Ready for the Real World hosts, and other volunteers
- iii. Oversee and assist the chairs for:
  - a. Mentor Jackets
  - b. Get Ready for the Real World Events/Expert Jackets
  - c. Dinner Jackets
- iv. Initiate and establish priorities regarding initiatives/ideas/activities to meet the goal of facilitating meaningful interaction with alumni

## **VICE PRESIDENT OF SPIRIT, TRADITION, & PRIDE**

- i. Ensure SAA meets its spirit, pride and tradition strategic priority: To instill a strong sense of pride and spirit by educating students about Tech's rich history and traditions
- ii. Coordinate with other campus organizations to promote campus spirit and pride, when relevant—including, but not limited to White Out, I <3 GT Week, Homecoming Initiatives, etc.
- iii. Oversee and assist:
  - a. Tradition Tours and Tradition Keepers
  - b. Commencement Initiatives, including: Ramblin On, Commencement presence, Commencement Fair participation, and other opportunities to congratulate and celebrate Georgia Tech graduates.
- iv. Initiate and establish priorities regarding initiatives/ideas/activities to meet the goal of instilling pride and spirit among SAA members

## **VICE PRESIDENT OF MEMBERSHIP**

- i. Plan, oversee, and executes a year-long recruitment strategy to meet membership goals set by the Executive Board
- ii. Provide strategic management of SAA membership, including maintaining and oversight of member goals, member satisfaction, member communications, and member retention
- iii. Work with staff to create appropriate surveying and SAA research in order to provide strategic direction for the organization and analyses market research and survey results to provide suggestions and improvements to the leadership team
- iv.
- v. Report membership statistics and adjusts recruiting strategy appropriately
- vi. Plan annual SAA communications with members and non-members
- vii. Oversee and assist:
  - a. Benefits Chair
  - b. Marketing Chair
  - c. Recruitment Chair
  - d. Kick-Off Chair
- viii. Develop collaborative relationships with external organizations around campus

## **VICE PRESIDENT OF OPERATIONS**

- i. Send meeting reminders, take attendance, create agendas, record minutes at meetings, and distribute them to the Executive Board afterward
- ii. Follow up with Leadership Team regarding absences via email in order to maintain sense of accountability
- iii. Coordinate award application process for CASE ASAP and Up with the White & Gold
- iv. Track Leadership Team personal information
- v. Maintain records of SAA members, attendance, and leadership in iModules
- vi. Maintain and distribute member involvement through the Member Interest Survey
- vii. Create and maintain calendar listing events and meetings
- viii. Answer or forward all questions to [info@gtsaa.com](mailto:info@gtsaa.com)

## **ADVISORY MEMBERS-AT-LARGE**

- i. Support the Student Alumni Association by providing historical knowledge of the organization, its leadership, and its mission
- ii. Support committees or committee chairs to help with the needs of SAA, as assigned by the Staff Advisor and Executive Board
- iii. Support and chair any ad hoc committees of the Student Alumni Association from year to year

## **Section B: Leadership Team**

The Committee Chairs and Liaison positions, along with the members of the Executive Board, comprise the **Leadership Team**. Chairs will report to their respective Vice President. Additional chair positions may be created should there be a proven, long-term need. The ideation and creation of any ad hoc or additional committee chairs shall be handled by the President and the Advisor of SAA, with the recruitment and selection handled by the **Executive Board**. The newly created position(s) shall be defined and amended to these Bylaws by the procedure listed in Article 6.

### **Minimum Requirements for Meetings and Events**

The entire **Leadership Team** will meet bi-weekly (every other week) on Monday at a time agreed upon before the semester. Committee Chairs will be expected to meet approximately twice each month (more as needed). Committee meetings shall be set at the beginning of the semester and have regular occurrence, in order to drive member engagement and participation in the Committee. Vice Presidents will hold Chairs accountable for holding Committee Meetings.

Members of the **Leadership Team** are required to support and attend the mandatory SAA events, including but not limited to Fall & Spring Kick-Off events, Fall & Spring Leadership Team Retreats, Homecoming Speaker, Speed Networking, Gold & White Honors Gala, Gift to Tech Presentation, and Ramblin On. These are SAA's most important and visible events on campus, and, as such, should have the support of the **Leadership Team**.

Members of the **Leadership Team** are permitted one unexcused absence from a mandatory SAA event per semester. If both **Leadership Team** retreats are missed, the team member must meet with the President and Advisor to discuss their commitment. Members of the **Leadership Team** are permitted one unexcused absence from bi-weekly meetings per semester.. After three (3) absences, the **Leadership Team** member must meet with the President, their respective Vice President, and Advisor to discuss their commitment to the organization. Additionally, each chair will be expected to report to his/her respective Vice President on a monthly basis. The members of the **Leadership Team** will be expected to attend SAA programs and events, when they have time, for extra support.

### **GRADUATE STUDENT LIAISON**

- i. Support the Student Alumni Association Leadership Team by representing the needs and interest of Graduate Students at Georgia Tech, to make sure that SAA events and programs are suitable for that population of students.

### **INTERNATIONAL STUDENT LIAISON**

- i. Support the Student Alumni Association Leadership Team by representing the needs and interested of International Students at Georgia Tech, to make sure that SAA events and programs are suitable for that population of students.

### **CHAIR OF MENTOR JACKETS**

- i. Recruit a standing Mentor Jackets committee to aid in the coordination and programming for student mentees
- ii. Market and promote the program to the student body and members of SAA
- iii. Respond to student mentee emails and check in on mentoring relationships; solve simple mentee issues
- iv. Market SAA opportunities to members of the Mentor Jackets program, when the event/program aligns with those students career or educational goals
- v. Collaborate and coordinate event planning with the event lead; introduce speakers and welcome attendees at events

## **CHAIR OF GET READY FOR THE REAL WORLD/EXPERT JACKETS**

- i. Prepare proposals/ideas for SAA Get Ready for the Real World/Expert Jackets series throughout the year
- ii. Provide support for logistics, marketing, and volunteers for the events and programs
- iii. Communicate with the alumni presenter/presenters to finalize presentation, make sure they have all necessary information for the event
- iv. Send out email reminders to participants/registrants; provide attendance to the Vice President of Operations
- v. Introduce speakers and welcome attendees at events
- vi. Write the alumni presenter(s) thank you notes and present with gift

## **CHAIR OF DINNER JACKETS**

- i. Recruit and train Dinner Jackets facilitators
- ii. Pass host information on to facilitators and have facilitator reach out to hosts
- iii. Update manuals that help execute the dinners from the student and alumni end
- iv. Pull DJ registrant email for each dinner and pass to facilitators
- v. Help market dinners that are not full
- vi. Provide programmatic assessment for the dinners for each semester

## **CHAIR OF COMMENCEMENT INITIATIVES & RAMBLIN ON**

- i. Serve to educate soon-to-be Tech grads about opportunities after Tech
- ii. Aid the Alumni Association in making decisions related to graduating students
- iii. Help recruit volunteers and manage logistics of the Commencement Fair and Commencement Ceremonies
- iv. Assist the Alumni Association Vice President of Events and Campus Relations to coordinate, plan, and execute the annual celebration for graduating students
  - a. Lead a committee to choose ideas for the event
  - b. Coordinate logistics of the event
  - c. Recruit SAA volunteers to assist in event

## **CHAIR OF TRADITION INITIATIVES AND SPIRIT EVENTS**

- i. Promote and provide Tradition Tours for Tech students, alumni family members, and guests of the institution who want to learn about Tech's rich history
- ii. Recruit and train SAA members to conduct tours
- iii. Promote and coordinate the Traditions Keepers initiative, including maintaining the website and approving completed traditions
- iv. Coordinate and execute SAA Spirit Events

## **BENEFITS CHAIR**

- i. Work with the Alumni Association to secure vendors to provide discounts or benefits for the SAA members. This includes:
  - a. Securing coupons and in-kind gifts for membership
  - b. Assisting with securing Member Appreciation Days
  - c. Following up and checking in with partners
- ii. Inventory, order, and coordinate everything associated with membership SWAG
- iii. Coordinate discussion/brainstorming sessions regarding new tangible benefits to increase the value of membership in SAA, including developing partnerships on campus

## **MARKETING CHAIR**

- i. Formulate a marketing plan based on the semester's events and programs
- ii. Recruit and manage a marketing committee; run meetings, provide agenda, keep minutes, and report back to the Leadership Team. Delegate tasks to the committee appropriately and fittingly.
- iii. Coordinate and manage all day to day marketing for all SAA Programs and Events, including:

- a. Flyers, plasmas, *Technique*, chalking, etc.
- b. Social Media (Facebook, Twitter, Flickr)
- c. Campus and Google calendars
- d. Submissions to Campus Daily Digest and Weekly Digest
- e. Emails to specific interest groups/organizations/departments
- f. Word of mouth
- g. Other on-campus advertising
- iv. Make sure all events are marketed at least 2 weeks before they happen and check with staff on registration numbers to prioritize marketing pushes

### **RECRUITMENT CHAIR**

- i. Recruit and manage a committee for all recruitment activities, eg. FASET
- ii. Support the Kick-Off Chair
- iii. Organize and implement a process for membership renewals
- iv. Sign up for and/or set dates for tabling independently and at other external recruitment events; manage and organize volunteers, including sufficient training

### **KICK-OFF CHAIR**

- i. Recruit and manage a committee for Kick-Off activities and planning
- ii. Plan and execute SAA Fall and Spring Kick-Offs with the support of the Alumni Association Staff, including volunteer management.

### **Section C: Absences**

- i. Excused absences shall be defined as illness, pre-approved academic activities, family emergencies, legal proceedings, and pre-approved interview/career-related activities. Pre-approval for excused absences must be submitted in writing to the Advisor and Vice President of Operations a minimum of two weeks in advance. Exceptions may be granted on a case-by-case basis.
- ii. Unexcused absences shall be defined as any absences not in the aforementioned definition of excused absences.
- iii. Under dire circumstances, the President and Advisor can waive an absence.

### **Article 3: Membership in SAA**

Members must pay the membership fee of \$10.00, which may be changed by a majority vote of the Executive Board with the approval of the Georgia Tech Alumni Association and who also may change benefits as conditions dictate. The donation is assessed annually and provides membership for the academic year ending June 30<sup>th</sup> of the year. Five dollars (\$5.00) of this membership fee will be used as a donation to the Alumni Association's annual Roll Call through the Georgia Tech Student Foundation. The other five dollars (\$5.00) of this membership fee will go towards a restricted Gift to Georgia Tech as determined ultimately by the SAA membership through the voting process set up through the Georgia Tech Alumni Association. Membership will be renewed every fiscal year in conjunction with the recruitment of new members.

### **Article 4: Elections Process of Governance**

#### **Applicants**

- i. Applications for the **Executive Board** will be open to previous members of **SAA Leadership**.
- ii. Applications for the **Leadership Team** will be open to all SAA members.

- iii. Applicants must be in the Atlanta area for the entire fall and spring semesters. Students are not required to be in the Atlanta area for the summer semester, but are required to be in close communications with the Executive Board (including Advisors) when needed.
  - a. For the positions of **Recruitment Chair, Benefits Chair, and Kick-Off Chair**, presence in the Atlanta area during the summer semester is required.
- iv. Preference is given to applicants who have shown commitment to SAA, with an understanding of goals and missions of SAA.

## **Applications**

- i. Applications will be hosted on the official SAA webpage (gtsaa.com) and will be available to applicants for a period greater than seven (7) days.
- ii. Applications must be received in early April, allowing time for a formal interview to be conducted in the week immediately following the application deadline.
- iii. Immediately following the formal interview process, the newly elected **SAA Leadership** members will be announced to general membership.

## **Selection Criteria**

- i. The **President** of SAA will be selected by the Staff Advisor(s), Vice President of Events and Campus Relations, and President of the Georgia Tech Alumni Association. They will collect feedback on candidates from the current SAA Leadership to help inform their decision.
- ii. The **Executive Board** and **Leadership Team** members will be selected by the Staff Advisor(s) and newly elected President of SAA. They will collect feedback on candidates from the current SAA Leadership to help inform their decision.
- iii. Additional chair positions may be created should there be a proven, long-term need. The ideation and creation of any ad hoc or additional committee chairs shall be handled by the SAA Leadership and Staff Advisor(s), with the recruitment and selection handled by the defined selection criteria. The newly created position(s) shall be defined and amended to these Bylaws by the procedure listed in Article 6.

## **Article 5: Values, Ethics, and Conduct**

### **GEORGIA TECH ALUMNI ASSOCIATION VALUES STATEMENT**

The Georgia Tech Alumni Association believes in certain fundamental values and expects that its employees, volunteers and student organizations share and practice those values. These values are defined in the Association's Employee Handbook and are summarized herein.

The Alumni Association considers the following to be critical values for continued success in the future. Employees [and volunteers] at all level of a company should be treated with dignity and respect. Granted, the workplace can be frenzied and pressure-filled from time to time. However, employees [and volunteers] are expected to interact with each other in a respectful and professional manner.

The values for all GTAA employees, and in turn, GTAA Student Organizations are as follows:

- Respect
- Honesty
- Personal Accountability
- Commitment to Excellent
- Loyalty
- Learning Commitment

In addition to the Georgia Tech Alumni Association values, members of the Student Alumni Association are expected to conduct themselves in accordance to the ethical values as determined by the Council for the Advancement and Support of Education.



## **CASE STATEMENT OF ETHICS**

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities, and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct. In so doing, they promote the merits of their institutions and of education generally, without disparaging other colleges and schools.

- Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.
- They respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.
- They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.
- They safeguard privacy rights and confidential information.
- They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated.
- They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.
- They follow the letter and spirit of laws and regulations affecting institutional advancement.
- They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

The CASE Board of Trustees adopted this Statement of Ethics to guide and reinforce our professional conduct in all areas of institutional advancement. The statement is also intended to stimulate awareness and discussion of ethical issues that may arise in our professional activities. The Board adopted the final text in Toronto on July 11, 1982, after a year of deliberation by national and district leaders and by countless volunteers throughout the membership.

## **INAPPROPRIATE CONDUCT**

In circumstances of inappropriate conduct by a **Leadership Team** member, the Executive Board and the Staff Advisor to the Student Alumni Association will determine a repercussion fair to the misconduct committed. In circumstances of inappropriate conduct by an **Executive Board** member, the President and Advisor of the Student Alumni Association will determine a repercussion fair to the misconduct committed. In circumstances of inappropriate conduct by the **President**, the Staff Advisor(s), the Vice President of Events and Campus Relations, and the President of the Georgia Tech Alumni Association will determine a repercussion fair to the misconduct committed.

In all circumstances, misconduct will be reviewed with the person in question before a decision is made, giving them the ability to speak on their own behalf. There is a zero tolerance policy for alcohol unless a member is acting as a legally registered participant at a sponsored event. Volunteers at events where alcohol is present are still under the zero tolerance policy. When an appropriate action is determined, such action may be reviewed by the President of the Georgia Tech Alumni Association.

## **Article 6: Amendments to the Bylaws**

The Bylaws may be amended by obtaining approval from two-thirds of SAA Leadership for any proposed changes, received in session or electronically. Amendments shall be submitted to the SAA Leadership at least one week prior to the vote.

## **Article 7: Ratification**

These Bylaws will be ratified by SAA Leadership at a meeting for the purpose of ratification hosted by the Staff Advisor(s) of the Georgia Tech Alumni Association.

**Adopted:** 14 March 2011

**Most Recently Revised:** 2 February 2015