

# **GOLDMAN SCHOOL OF PUBLIC POLICY ALUMNI ASSOCIATION**

## **Constitution**

### **Article 1 — Name**

The name of this organization shall be the Goldman School of Public Policy Alumni Association (“GSPPAA”) of the University of California, Berkeley.

### **Article 2 — Purposes**

The purpose of GSPPAA shall be:

- (1) To stimulate among its membership a continuance of the interest in the Goldman School of Public Policy and the University of California, Berkeley;
- (2) To encourage the continued flow of outstanding student candidates to the Goldman School of Public Policy;
- (3) To assist the Goldman School of Public Policy in keeping its curriculum and educational programs relevant to the needs of public policy practitioners;
- (4) To serve as a support network for students of the Goldman School of Public Policy in the advancement of their careers;
- (5) To benefit the alumni/ae by developing a strong organization able to facilitate career goals, increase visibility, improve communication with graduates and provide continuing education and other services;
- (6) To assist in promoting the visibility of the school, and level of public and private support to help meet the School's programmatic and financial needs; and
- (7) To promote the improvement of public policy decision-making at all levels of government and within those elements of the private and non-private sectors concerned with public policy outcomes.

### **Article 3 — Membership**

The membership in GSPPAA includes the following:

- (1) All Alumni/ae and former students of the Goldman School of Public Policy or its predecessor, the Graduate School of Public Policy; and
- (2) Past and present faculty who have taught classes for, or Administrative staff who have worked for, the Goldman School of Public Policy or its predecessor, the Graduate School of Public Policy.

The Board of Directors may also add others to the membership who demonstrate a commitment to fulfilling the purposes of the Association.

### **Article 4 — Governing Board and Officers**

The governing body of GSPPAA shall consist of a board of directors of twenty members.

The Dean of the Goldman School of Public Policy, three others whom the Dean may designate, and the Executive Director of the California Alumni Association of the University of California, Berkeley, shall be ex-officio members of the Board without vote. Fifteen members of the GSPPAA shall be elected to the Board, with five of those members elected each year. Each elected member shall serve three years, and each ex-officio members shall serve one year subject to reappointment by the Dean.

A nominating committee shall be appointed by the Board each year and shall canvass the membership of GSPPAA to identify interested candidates who can best represent the interests of all the alumni of GSPP. The Committee shall also solicit nominations from the members of regional alumni/ae groups. The nominating committee will submit a slate of at least five eligible candidates for election by a mail ballot held in June of each year. In the event that there are more than five candidates, the five having the highest number of votes shall be elected. In the advent of a vacancy on the Board, the nominating committee shall also identify candidates for approval by the Board to serve for the remainder of the departing member's term.

The GSPPAA's first Board shall be created through nominations by alumni/ae and be appointed by the Dean, and shall constitute the initial board for GSPPAA during the first year. Interested members may stand for election in June 2000 and may run for one, two, or three-year staggered terms during the transition period. The term of each elected member shall begin on September 1.

All members described in Article 3 shall be eligible to serve on the board, with the following exceptions:

- (1) After serving two consecutive three year terms on the Board, a member may not be eligible to serve on the Board for a period of at least one year; and
- (2) The By-Laws of GSPPAA may also include limits on Board eligibility based on attendance by Members at Board meetings.

The Board of Directors shall elect from its voting members at the first meeting of each year after the mail ballot, a Chairperson, a Vice-Chairperson and a Secretary/Treasurer who shall hold office for a one year term from the time of their election. The Officers so elected shall be the Officers of GSPPAA and the Board. All vacancies occurring shall be filled by the Board, and officers so appointed shall hold office until the meeting following the next mail ballot of GSPPAA.

#### **Article 5 — Meetings**

Membership meetings of the GSPPAA shall be held at such times and places as the Board may designate, but at least once every three years. Proper notice shall be given to all active members.

#### **Article 6 — Dues**

Dues may be recommended by the Board as deemed necessary. Such dues may be established by a majority vote of members voting on the issue. The funds from such dues shall be collected by the Secretary/Treasurer and deposited in a GSPPAA account. Disbursements from this account may be made only in accordance with procedures established by the Board.

#### **Article 7 — Amendments**

This Constitution may be amended by a two-thirds vote of the members of GSPPAA responding to a mailed ballot. Amendments may be proposed by the Board or by written petition of twenty members. Proposed amendments shall be submitted in writing to all members, at their last known address, at least four weeks prior to the meeting described in Article 5.

#### **Article 8 — Approval of the Constitution**

This Constitution shall take effect upon an affirmative vote by two-thirds of the alumni/ae responding to a mailed ballot.

# BY-LAWS

## Article 1 — Officers and Committees

- (1) The Chairperson shall preside at all meetings of the Board and Association, and shall exercise the general powers of the Chairperson. The Chairperson shall represent the Board of Directors in communications with the UC Berkeley administration, members of the public, members of the press, and the GSPP staff, unless he or she delegates these responsibilities to other members of the Board.
- (2) In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- (3) The Secretary/Treasurer shall be responsible for the recording of the minutes and distribution to Board members following all meetings. In addition, the Secretary/Treasurer shall be responsible for management of funds collected in the GSPPAA account referenced in Article 6 of the Constitution, including record keeping and reporting as required by the University, and for disbursing funds as authorized by the Board.
- (4) At the Chairperson's discretion, he or she may convene an Executive Committee. The Executive Committee shall be empowered to make decisions on behalf of the Board, via majority vote of the Committee, when decisions must be made more urgently than the Board's meeting calendar allows. The Executive Committee shall ensure that committee and board actions are aligned with strategic goals and that Board meetings are effective. The Executive Committee shall be composed of the officers of the board and, at the discretion of the Chair, the chairperson(s) of any board committee(s) then in existence.
- (5) At the Chairperson's discretion, he or she may convene other committees to perform Board business. The committees in existence at any given time should be identified in the Board's strategic plan and orienting documents. Committees may be composed of members of the Association who are not on the Board. Committees must have a minimum of two members, one of whom must be a member of the Board.

## Article 2 — Powers and Duties of the Board of Directors

- (1) The Board of Directors shall exercise the general management of GSPPAA within the framework of policies and programs established by the California Alumni Association of the University of California, Berkeley.
- (2) The Board shall strive to advance the purposes of GSPPAA, as set forth in the Constitution, in every way possible, and shall adopt policies and programs to that end.
- (3) Each Board member shall be a member of at least one committee of the Board and shall participate actively in the work of that committee. The Governance Committee, if in existence, shall function as the Nominating Committee referenced in Article 4 of the Constitution.
- (4) Each Board member shall engage in activities that enhance the Goldman School of Public Policy and its alumni association's visibility (e.g., participating in career development for students, hosting events, recruiting, submitting an IPA or APA topic, etc.).
- (5) Each Board member should make an annual financial contribution to the Goldman School of Public Policy in an amount that is personally significant to the member.
- (6) New Board members should inventory their professional and personal networks to provide the Goldman School of Public Policy's fund development and career development staff with potential contact information that will advance fundraising and career development opportunities. Existing Board members should routinely provide any updated information in these areas.
- (7) The Board shall make its constitution, bylaws, strategic plan, and meeting minutes available to GSPPAA members. Documents shall be available on the GSPPAA website or through a request placed with the GSPPAA Secretary/Treasurer.

## Article 3 — Amendments

- (1) These By-Laws may be amended by two-thirds of the voting members of the Board of Directors or by a majority of the members responding to a mailed ballot. Amendments may be proposed by the Board of Directors or by written petition from twenty members. In the event the full GSPPAA membership will vote on amendments, proposed amendments shall be submitted in writing to all members, at their last known address, at least four weeks prior to the meetings described in Article 5 of the Constitution.

## Article 4 — Board Meetings

- (1) The Board shall hold at least four regular meetings during the Board year, which runs from September 1 to August 30. Such regular meetings shall be held at such times and places as the Board may designate. Proper notice of these regular meetings shall be given at least three months in advance. The Board may authorize participation in meetings of the Board via telephone, via videoconference, and via other similar communications systems. New members shall be given an orientation before the first regular meeting of the year.
- (2) The majority of the elected board (at least eight voting members) shall constitute a quorum at any Board meeting.
- (3) Each Board member shall endeavor to attend in person, via telephone, via videoconference, or via another similar communications system at least 75 percent of the board meetings each year. A member of the Board who fails to attend at least fifty percent of the regular meetings held during his or her three year term shall not be eligible to serve on the Board for the three

years following the expiration of his or her term.

- (4) Each Board member should attend, in-person, the biannual Board meeting that coincides with the Goldman School of Public Policy Biannual Alumni Recognition Dinner.
- (5) The Board may also meet subject to the call of the Chairperson or at the request of six voting members of the Board. Such meetings shall be considered special meetings of the Board and shall not count toward fulfillment of the minimum attendance requirement for regular meetings described in Article 4, subsection 3.
- (6) Robert's Rules of Order shall govern parliamentary questions at any meeting of members or the Board.
- (7) GSPPAA Board meetings are open to any GSPPAA member. Any GSPAA member who is not a Board member who attends a Board meeting shall be able to address the Board at the beginning of the Board meeting or immediately before the agenda item to which the member's comment pertains.