

# The Daily Orange Alumni Association Bylaws

*Pilot Version | Approved 4/11/16 by The Daily Orange Board of Directors*

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# **ARTICLE I: GENERAL PROVISIONS**

## **Section 1: Name**

The name of this organization shall be The Daily Orange Alumni Association (The D.O.A.A.).

## **Section 2: Mission**

The D.O.A.A. will promote The Daily Orange among alumni and friends; provide a means for alumni to connect for personal and professional enrichment; serve as a community by sponsoring events and communication; and better connect Daily Orange alumni to support the current staff members and the longevity of The D.O.

## **Section 3: Membership**

Various plans of membership in The D.O.A.A. are available to individuals who have worked on the editorial or business staff of The Daily Orange. Membership fees will be charged the first week of September and be enacted September 2016.

### A. Membership Type:

#### a. **Associate Membership:**

- i. *This membership is automatic for all individuals who have worked on the editorial or business staff of The Daily Orange.*
- ii. **Benefits:** access to all D.O.A.A. newsletters and communication.

iii. **Cost:** Free

b. **Premium membership:**

- i. **Benefits:** access to all D.O.A.A. newsletters and communication and contacts; your name listed as a member on The D.O.A.A. website.
- ii. **Cost:** \$60 per year | \$5 per month

c. **Recent-Graduate membership:**

- i. *To be eligible for recent-graduate membership, interested persons must have graduated within the past two years. This type cannot be renewed after two years.*
- ii. **Benefits:** access to all D.O.A.A. newsletters, communication and contacts; your name listed as a member on The D.O.A.A. website; discounted tickets to all D.O.A.A. events.
- iii. **Cost:** \$24 per year | \$2 per month

d. **Silver membership:**

- i. **Benefits:** access to all D.O.A.A. newsletters, communication and contacts; your name listed as a member on The D.O.A.A. website; discounted tickets to all D.O.A.A. events.
- ii. **Cost:** \$120 per year | \$10 per month

e. **Gold membership:**

- i. **Benefits:** access to all D.O.A.A. newsletters, communication and contacts; your name listed as a member on The D.O.A.A. website; discounted tickets to all D.O.A.A. events; a D.O. mug; a glossy reprint of a page of your choice.
- ii. **Cost:** \$240 per year | \$20 per month

f. **Platinum membership:**

- i. **Benefits:** access to all D.O.A.A. newsletters, communication and contacts; your name listed as a member on The D.O.A.A. website;

discounted tickets to all D.O.A.A. events; a D.O. mug; a glossy reprint of a page of your choice.; a monthly roundup of the best D.O. content.

- ii. **Cost:** \$528 per year | \$44 per month

g. **Irving Templeton membership:**

- i. **Benefits:** access to all D.O.A.A. newsletters, communication and contacts; your name listed as a member on The D.O.A.A. website; discounted tickets to all D.O.A.A. events; a D.O. mug; a glossy reprint of a page of your choice.; a monthly roundup of the best D.O. content; reserved seating at select D.O.A.A. events; recognition at annual D.O.A.A. event; quarterly letter from the management team. This membership is in honor of The D.O.'s first Editor in Chief (EiC).
- ii. **Cost:** \$744 per year | \$62 per month

h. **Editor's circle membership:**

- i. **Benefits:** access to all D.O.A.A. newsletters, communication and contacts; your name listed as a member on The D.O.A.A. website; discounted tickets to all D.O.A.A. events; a D.O. mug; a glossy reprint of a page of your choice.; a monthly roundup of the best D.O. content; reserved seating at select D.O.A.A. events; recognition at annual D.O.A.A. event; quarterly letter from the management team; quarterly, exclusive video chat with the EiC.
- ii. **Cost:** \$1,080 per year | \$90 per month

D.O.A.A. membership fees will first be used to sustain the functions of The D.O.A.A. including alumni events and alumni communication. The remaining balance of membership fees will go toward sustaining The Daily Orange Corp. The D.O.A.A. can make donations to The Daily Orange Corp. on behalf of all alumni as the Board sees fit.

#### **Section 4: Conflicts**

These bylaws and its amendments must not be in conflict with the mission and bylaws of The Daily Orange Corp.

### **Section 5: Power to Amend**

The Board shall have the power to recommend changes to these bylaws or adopt new documents. Proposed changes to the bylaws will be distributed to Board members at least 20 days before the vote. Amendments will be subject to a vote by The D.O.A.A. Board and require a majority vote for approval. Proposed changes should also be distributed among D.O.A.A. members 40 prior to voting for feedback.

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## **ARTICLE II: BOARD OF DIRECTORS**

### **Section 1: Authority**

The business and affairs of The D.O.A.A. shall be managed and controlled by the Board of Directors.

### **Section 2: Powers**

The Board of Directors shall:

- A. Formulate the general policies to be followed in the management of the affairs, property and business of The D.O.A.A.;
- B. Create and disband committees as necessary. The President of the Board shall appoint members of such committees as needed;
- C. Remove a member of the Board for cause by majority vote.

### **Section 3: Composition of Members**

- A. Nine Permanent Members:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Board of Directors alumni representative
  - f. Editor in Chief (from current editorial staff)
  - g. Former Editor in Chief (from previous editorial year)
  - h. Alumni representative

i. Alumni representative

These permanent members will serve at all times. As The D.O.A.A. grows, the Board will grow as well. Once The D.O.A.A. passes 150 members, an alumni representative will be added to the Board every time an additional 50 alumni join. The board will be capped at 21 members.

#### **Section 4: Eligibility**

- A. Any individual wishing to serve on the Board of Directors must be eligible for membership as described in Article I, Section 3, or be the current and former Editor in Chief as a required student member.
- B. No more than two members from the same graduating year shall serve on the Board of Directors at the same time. If the number of candidates in any election could violate this provision, the candidates will be seated according to the number of votes each receives (greatest to least number of votes). After two Board seats are filled in accordance with this section, the remaining candidates from that graduating year will be disqualified from the election.
- C. The former Editor in Chief will not be considered eligible to serve if they were fired from The Daily Orange. In that case, the previous EiC will be called upon to serve.

#### **Section 5: Terms of Office**

- A. Terms commence in September, unless a Board member is filling in for an unexpected vacancy, in which case their term will begin immediately upon approval or if they are a member of the pilot Board.
- B. The President of the Board of Directors, Treasurer and one alumni representative will serve three-year terms.
- C. All other members shall serve two-year terms except for the student Editor in Chief, who will serve only during their time as EiC, and the former EiC, who will only serve until the current EiC steps down and takes their place.
- D. No member of the Board can be elected for more than two consecutive terms.
- E. The members of the Board shall continue in office until their successors are elected.

#### **Section 6: Meetings**

- A. The Board of Directors shall meet by telephone conference or in person, if possible, at least on a quarterly basis.
- B. The Board must meet in person at least once a year; any Board members who cannot make the meeting are required to call in.
- C. Based on need, the Board may call special meetings. Special meetings may be called by any member with a 10-day warning.
- D. The Board will hold an additional annual meeting, which shall be open to all members of The D.O.A.A.

### **Section 7: Quorum**

At all meetings of the Board, a quorum shall be a majority of members. A quorum is required to transact all business of the Board.

### **Section 8: Resignation**

- A. Any board member may resign at any time by giving written notice of their resignation to the President of the Board of Directors. Any such resignation shall take effect at the time specified in the notice or, if the time when it shall become effective is not specified, immediately. Unless otherwise specified in the notice, the acceptance of any such resignation will not be necessary to make it effective.
- B. The President shall appoint a D.O.A.A. member to fulfill the unexpired term of a Board member who resigns or is removed for cause. The appointee will serve until an election is held to fulfill the position. The appointee may be considered for the position.
- C. The President may also ask the Nominating Committee for nominations to fulfill any unexpired term until it can be filled with an official election.

### **Section 9: Removal**

Board members who fail to attend 75 percent of meetings each year may be dismissed by a majority vote of the remaining Board of Directors and a successor may be appointed as a vacancy to complete the unexpired term until an election can be held. This movement can be called by any member of the board.

### **Section 10: Compensation**

Directors will serve without compensation for their services.

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## ARTICLE III: NOMINATION AND ELECTIONS

### **Section 1: Nominating Committee**

The President shall appoint a Nominating Committee of no fewer than three members. The Nominating Committee will prepare a slate of qualified candidates nominated by D.O.A.A. members. The Nominating Committee shall determine that members nominated are agreeable to the placing of their names in nomination and will accept office if elected. Their votes do not count any more than other member votes when it comes time to elect new members.

### **Section 2: Notice and Deadline for Candidates**

- A. The Nominating Committee shall announce Board vacancies by publication in The D.O.A.A. newsletter four months prior to the date of the election. For annual elections, not ones involving unexpected vacancies, that means announcements will be made in May.
- B. The notice shall include contact information for the Nominating Committee and the deadline for nominations.

### **Section 3: Nomination by Committee, Self-Nomination, and Deadline**

- A. Members shall be eligible for re-election unless they are completing their second term. Re-election is not automatic. If the Nominating Committee deems re-election appropriate, the Committee shall ask if sitting members are willing to be re-nominated prior to advancing their candidacies.
- B. The Nominating Committee will recruit members willing to be nominated.
- C. Any eligible D.O.A.A. member interested in serving on the Board of Directors who is not advanced by the Nominating Committee may be self-nominated by contacting the Nominating Committee and providing their resume and a statement describing their interest in serving on the Board of Directors and 5 D.O.A.A. members names in support of their candidacy. The deadline for self-nominations shall be 30 days prior to the date of the election.

- D. The Board of Directors representative position will be filled based on a vote by The Daily Orange Corporation's Board of Directors.

#### **Section 4: Elections**

- A. New members shall be elected by popular vote of members of The D.O.A.A. Board prior to the annual meeting.
  - B. Official new members will be announced two weeks before the annual meeting.
  - C. Outgoing members are still eligible to vote.
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### **ARTICLE IV: OFFICERS**

The Board of Directors shall elect by majority vote from among its members the following Officers, which shall comprise the Board of Directors of The D.O.A.A.:

#### **Section 1: President**

- A. The duties of the President shall include, but are not limited to, the following:
  - a. Act as a spokesperson for the affairs and acts of The D.O.A.A.;
  - b. Set the agenda and conduct scheduled meetings of the Board;
  - c. Appoint members of committees, as needed;
  - d. Provide direct support to committee chairs;
  - e. Perform such other duties as may be assigned to him or her by the Board of Directors

#### **Section 2: Vice President**

- A. The duties of the Vice President shall include, but are not limited to, the following:
  - a. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of President, and when acting as such, will have all the powers of and be subject to all the restrictions of the President. The Vice-President shall perform such other duties assigned by the President or by the Board of Directors;
  - b. Coordinate activities of the group;

- c. Lead the Events Committee.

### **Section 3: Secretary**

- A. The duties of the Secretary shall include, but are not limited to, the following:
  - a. Record and file the minutes of all meetings;
  - b. Read the minutes of previous meetings;
  - c. Coordinate social media efforts (may recruit help from other D.O.A.A. members);
  - d. Record attendance at meetings;
  - e. Keep and maintain official records of the group, including membership and committee rosters.

### **Section 4: Treasurer**

- A. The duties of the Treasurer shall include, but are not limited to, the following:
  - a. Record and maintain all official financial records, including any D.O.A.A. fundraising initiatives;
  - b. Report all financial transactions;
  - c. Provide a financial report to the Board at each work session.

### **Section 5: Board of Directors alumni representative**

- B. The duties of the Board of Directors representative shall include, but are not limited to, the following:
  - a. Act as a liaison between the Board of Directors and The D.O.A.A.;
  - b. Update the Board of Directors on D.O.A.A initiatives;
  - c. Update The D.O.A.A. on Board of Director initiatives.

### **Section 6: Editor in Chief**

- C. The duties of the Editor in Chief shall include, but are not limited to, the following:
  - a. Act as a liaison between the Board of Directors and The D.O.A.A.;
  - b. Propose and finalize a list of at least three D.O. staff projects for alumni to support through the D.O.A.A. fee;
  - c. Update The D.O.A.A on relevant editorial initiatives such as Palooza planning;
  - d. Update The D.O. staff on relevant D.O.A.A. initiatives, such as the mentorship program.

## **Section 7: Former Editor in Chief**

- D. The duties of the Former Editor in Chief shall include, but are not limited to, the following:
- a. Provide insight and knowledge of previous year as EiC;
  - b. Update current EiC on any ongoing or unfinished D.O.A.A. and editorial projects;
  - c. Perform duties as may be assigned to them by The D.O.A.A. Board of Directors

## **Section 8: Alumni representatives**

- E. The duties of the alumni representatives shall include, but are not limited to, the following:
- a. Perform duties as may be assigned to them by The D.O.A.A. Board of Directors;
  - b. Help come up with and plan D.O.A.A. sponsored events for alumni across the country;
  - c. Organize the benefits for D.O.A.A. members.

## **Section 9: Removal**

Any officer may be removed for cause (i.e. failure to perform duties, failure to attend meetings, official conduct detrimental to the cause) by a majority vote of the directors during any Board meeting provided prior notice of such intent is given to all directors.

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# **ARTICLE V: COMMITTEES**

## **Section 1: Committee Structure**

- A. The Board will create and dissolve Committees on an as needed basis depending on the current priorities established in the annual meeting.
- B. Once established, Committees will create a summary of goals that will be posted on The D.O.A.A. newsletter for public consumption.
- C. Each Committee must include at least one Board member.
- D. Committees may include non-Board members.

## **Section 2: Mentorship Committee**

- A. The Mentorship Committee is a permanent standing Committee and cannot be dissolved.
- B. The Mentorship Committee will be composed of at least one D.O.A.A. Board member appointed by the President. The Mentorship Committee shall: monitor the mentorship program between The D.O.A.A. and current D.O. staff; pair alumni and staffers; provide advice and help to better alumni and staff relationships; provide updates to The D.O.A.A. Board about the mentorship program. The Mentorship Committee may recruit D.O.A.A. members to provide assistance.

### **Section 3: Newsletter Committee**

- C. The Newsletter Committee is a permanent standing Committee and cannot be dissolved.
- D. The Newsletter Committee will be composed of at least one D.O.A.A. Board member appointed by the President. The Newsletter Committee shall: manage the production of The D.O.A.A. newsletter; provide updates to The D.O.A.A. Board. The Newsletter Committee may recruit D.O.A.A. members to provide assistance.

### **Section 4: Palooza Advisory Committee**

- E. The Palooza Advisory Committee is a permanent standing Committee and cannot be dissolved.
- F. The Palooza Advisory Committee will be composed of at least the former EiC. The Palooza Advisory Committee shall: answer to the current EiC; assist the current Management team to plan Palooza as needed; provide advice and suggestions; work to encourage other alumni to attend for staff development and learning. The Palooza Advisory Committee may recruit D.O.A.A. members to provide assistance.

### **Section 5: Events Committee**

- G. The Events Committee is a permanent standing Committee and cannot be dissolved.
- H. The Events Committee will be composed of at least the D.O.A.A. Vice President. The Events Committee shall: plan at least one annual event for all alumni enrichment, both personally and professionally; work to sponsor D.O.A.A. events across the United States throughout the year. The Events Committee may recruit D.O.A.A. members to provide assistance.

## **Section 6: Advancement Committee**

- I. The Advancement Committee is a permanent standing Committee and cannot be dissolved.
  - J. The Advancement Committee will be comprised of at least the D.O.A.A. Treasurer. The Advancement Committee shall: fundraise for short and long-term projects of The Daily Orange Corp.; suggest projects that could use more funding; work with the Events Committee to plan fundraising events. The Advancement Committee may recruit D.O.A.A. members to provide assistance but money can only be handled by members of The D.O.A.A. Board.
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# **ARTICLE VI: MEETINGS**

## **Section 1: Member Meetings**

- A. An annual D.O.A.A. members meeting shall be held on a weekend at a place determined by the Board. Written notice of the annual meeting shall be published by the Board Secretary on The D.O.A.A. newsletter at least two months in advance.

## **Section 2: Board Meetings**

There shall be at least quarterly meetings of The D.O.A.A. Board. See Article II, Section 6, for details.

## **Section 3: Special Meetings**

Special meetings of the Board may be called by or at the request of the President, or by any D.O.A.A. Board of Directors member currently in office.