

**LEHIGH UNIVERSITY
COLLEGE OF EDUCATION ALUMNI COUNCIL
BYLAWS**

The mission of Lehigh University's College of Education (COE) Alumni Council is to support the alumni activities of the college and provide an organization that interfaces with all alums. It is the main conduit for graduates of the six COE programs to remain connected to Lehigh University and participate in alumni events.

DESCRIPTION COE ALUMNI COUNCIL

The College of Education Alumni Council is composed of eligible alums that have volunteered to perform specific duties and bring certain areas of expertise to the college. Council members are expected to be present and active at formal Council meetings or will be asked to resign their membership. There will be up to nineteen alums nominated and voted onto the Alumni Council, including seven members of the Executive Board. Additionally, the council will include one faculty at large. Members are added to the Alumni Council as needed, and names are submitted through the alumni nominating committee (see committee descriptions). Members can serve two consecutive terms of four years each, or until the expiration of their most recently elected office. Members must take a one year hiatus in between two consecutive terms. All members of the Alumni Council are expected to participate in one event organized in conjunction with the COE per year.

THE ALUMNI COUNCIL EXECUTIVE BOARD

The Alumni Council Executive Board, who is elected from the COE Alumni Council, governs the COE's Alumni Council. The composition of the Executive Board is as follows: President (2-year post), Past-President (2 year post), President-Elect (2 year post) and four Committee Chairs (see description of committees below). Consideration will be given so that the members of the Executive Board will represent the six COE programs. The President is the Chair of the Executive Board and holds this position for a two-year term. The President-Elect will assume the President position at the end of the President's tenure. The four-committee chairs will serve a term of two years and will be staggered so that there is continuity in the Executive Board membership. The Executive Board will meet each spring and fall to discuss alumni activities and plan for future events. The COE Dean serves as an ex-officio member of the Executive Board.

COMMITTEE DESCRIPTIONS

Awards Committee

This committee will work with the Dean and faculty in COE to nominate and select candidates for seven awards. A chair will be elected from the Awards Committee and will be responsible for facilitating the nominations and assisting in activities/events honoring the recipients. Faculty and staff from COE and Alumni Council members will make the nominations for awards.

There will be a Distinguished Educator Award and six Outstanding Contributions to the Discipline Awards. The Outstanding Contributions to the Discipline Award winners will be one from each of the six programs in the College that includes: Comparative and International Education, Counseling Psychology, Educational Leadership, Teaching, Learning and Technology, Special Education, and School Psychology . Each candidate for the six Outstanding Contributions to the Discipline Award must be an alumnus. In addition, he/she must have made a significant contribution to his/her field and been a practicing professional in the field for 5 years beyond graduation. Nomination forms and instructions will be distributed each May by the Awards Committee chair and a decision will be reached by the middle of September. In any given year one or more programs may choose not to select an alumnus for this award.

The candidate for the Distinguished Educator Award will have been recognized by an external organization for his/her contributions to the field. Faculty, staff, and alumni of the college are all eligible for this award. Nomination forms and instructions will be distributed each May by the Awards Committee chair and a decision will be reached by the middle of September. It is expected that some years this award will not be presented.

Annual Giving Committee

This committee will work with the COE Dean to support fundraising events. The chairperson of this committee will help to facilitate the planning process and help committee members organize events. Members of the Annual Giving Committee will be expected to participate in at least one of the COE's phonathons per year.

Alumni Council Nominating Committee

This committee will be responsible for nominating the Executive Board members, as well as Alumni Council members. The chair of this committee will work with committee members and faculty to nominate interested, active alumni members to serve. Nominations will be solicited in the fall for review and those alums chosen to join the Alumni Council will be notified by the President in early summer. During the Spring Alumni Council meeting, applicants' materials will be reviewed and new members voted onto the Alumni Council for a four-year term. Nomination forms and instructions will be distributed at the Fall Alumni Council meeting.

Alumni Activities Committee

This committee will work with COE's Dean to assist the Alumni Council in developing alumni activities/ideas. The chair of this committee will work creatively with committee members to continue successful events from the past, as well as initiate new functions to bring COE alumni together. Activities include: Tent Party, Awards Dinner, and Chapter events.

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