

Princeton in Africa Alumni By-laws

Princeton in Africa (“PiAf”) is now 20-years-old and has provided Fellowship opportunities to over 550 young men and women throughout Africa. To mark the occasion, **THESE BY-LAWS** have been prepared by alumni and for alumni, to support their interest in staying more connected with PiAf, with each other, and with Africa in general.

Article 1 - Name and Role

This organization shall be known as Princeton in Africa Alumni (PiAf Alumni), and will initially operate as an entity under the Princeton in Africa organization. Princeton in Africa Alumni will have an Alumni Board comprised of 12 elected members to represent the alumni community. The Alumni Board shall serve as an advisory board to PiAf’s Board of Directors, staff, and current and former Fellows. It will also serve as the executive committee of PiAf Alumni, subject to such policies and directives as may be determined by the Board of Directors of PiAf from time to time.

Article 2 - Purpose

(a) The Alumni Board’s purpose is to support the mission and success of Princeton in Africa and its alumni by:

- Representing the interests and experiences of past Fellows to the Board of Directors as it makes decisions for PiAf’s future;
- Enhancing the connectedness of PiAf alumni;
- Strengthening the relationship between PiAf alumni and current Fellows; and
- Fundraising on behalf of Princeton in Africa

(b) The Alumni Board will also help to ensure that appropriate resources and programs exist to further enrich the PiAf alumni experience through regional meet-ups, shared interest/sector groups, and support of current PiAf Fellows.

Article 3 - Alumni Community

Section 1. Alumni

All Fellows of PiAf are automatically deemed ‘alumni’ once they have completed their fellowship year in good standing. All alumni will be invited to participate in alumni activities, such as shared interest groups, regional meet-ups, and opportunities to remain engaged with the PiAf community at-large.

Section 2. Voting Alumni and dues

To be a *Voting Alumnus*, a PiAf alumnus must pay annual dues of at least \$20, although voluntary additional donations are encouraged. These dues will support alumni programming, including the funding of regional meet-ups. *Voting Alumni* will be invited to

participate in elections for the Alumni Board and in all PiAf Alumni matters, particularly those matters put forward for referendum.

Section 3. Alumni Board

Elected members of the Alumni Board (“Board Members”) shall act as the official liaisons between PiAf alumni, Princeton in Africa and the PiAf Board of Directors. The Alumni Board Members shall also coordinate various activities and initiatives to support the entire Princeton in Africa alumni community.

Article 4 – Alumni Board Composition

Section 1. Overview

The PiAf Alumni Board will be comprised of elected individuals from the network of alumni who have completed the Princeton in Africa Fellowship (‘alumni’). Alumni Board Members must be Princeton in Africa alumni with a demonstrated commitment to advancing Princeton in Africa’s mission through the work of the alumni community and the Alumni Board. The PiAf Alumni Board shall be comprised of general members and officers with specific duties.

All PiAf Alumni Board Members are expected to attend regular meetings (monthly, quarterly, etc.) via conference call and plan follow-up meetings according to the tasks at hand.

Section 2. Number

The Alumni Board shall consist of 12 Alumni Board Members: six officers and six general Board Members. The number of Board Members may be adjusted as appropriate by a resolution of the Alumni Board, with advisement from the PiAf staff and the PiAf Board of Directors.

Article 5 – Alumni Board Officers

Section 1. Specific Officers

The initial officers (“Alumni Officers”) of the Alumni Board will consist of a President, Vice President, Treasurer, Fellow Support Coordinator, Alumni Community Coordinator, and Communications Coordinator. The Alumni Board may designate other Alumni Officers as it deems appropriate from time to time and may also modify the duties of each Alumni Officer as described below, all upon notice to and consent by the PiAf Board of Directors and without going through the formal amendment process stated in Article 10. Any such modifications shall be communicated to the entire alumni community.

Section 2. Duties of the Alumni Officers

While these descriptions aren't exhaustive, they outline the main responsibilities of each Alumni Officer.

President. The duties of President shall be to:

- Chair the Alumni Board
- Attend PiAf Board of Directors meetings as an ex officio member
- Facilitate the annual goals and priorities of the Alumni Board and alumni community
- Represent PiAf Alumni at various functions, including the PiAf Gala
- Facilitate the annual elections process
- Liaise with PiAf staff and the PiAf Board of Directors to develop an annual fundraising timeline
- Work with the Treasurer to develop fundraising goals and priorities
- Develop the fundraising campaign that includes appeal letters, class giving captains, and other fundraising materials

Vice President. The duties of the Vice President shall be to:

- Stand in for the President should they be unable to be present
- Oversee any subcommittees that the Alumni Board may create
- Oversee the annual PiAf Alumni feedback survey
- Support PiAf staff during the application and interview process through the coordination of alumni
- Liaise with PiAf staff and the PiAf Board of Directors to develop an annual fundraising timeline
- Support the Treasurer and President to develop fundraising goals and priorities
- Develop the fundraising campaign that includes appeal letters, class giving captains, and other fundraising materials
- Oversee recruitment of new fellows at PiAf Alumni alma maters

Treasurer. The duties of the Treasurer shall be to:

- Manage the PiAf Alumni budget and work with PiAf staff to allocate the alumni budget line item
- Oversee the list of Voting Alumni who have paid the annual dues
- Work with the President and Vice President to set and work towards fundraising goals
- Ensure the compliance of the Alumni Board to these bylaws

Fellow Support Coordinator. The duties of the Fellow Support Coordinator shall be to:

- Oversee & manage the PiAf Alumni Mentoring Program
- Liaise with PiAf staff on Alumni-Fellow interactions

- Work with the Alumni Mentoring Program Co-Leads to match pairs and ensure program compliance
- Support alumni interaction with current fellows through other PiAf programming, including the orientation and mid-year retreat

Alumni Community Coordinator. The duties of the Alumni Community Coordinator shall be to:

- Organize logistics for the PiAf Alumni annual meeting
- Work with the President to plan the theme and agenda for the meeting
- Support PiAf alumni regional groups in planning events
- Alongside the Treasurer, review funding applications for regional alumni events
- Develop guidelines as to what constitutes a regional group and what accountability structures should be in place
- Manage the registration of new regional committees via the PiAf alumni portal
- Oversee and maintain energy within the various PiAf alumni shared interest groups
- Work with Vice President to recruit new fellows at PiAf Alumni alma maters

Communications Coordinator. The duties of the Communications Coordinator shall be to:

- Record meeting notes for all PiAf Alumni and Alumni Board meetings
- Share updates from the Alumni Board to the entire PiAf alumni community
- Oversee alumni social media and other communications platforms
- Support the President and Vice President in reaching fundraising goals
- Support the Alumni Community Coordinator with publicity materials
- Produce a regular newsletter sharing alumni news, professional opportunities, and updates from PiAf

Section 3. General Board Members

The General Board Members of the PiAf Alumni Board shall support the specific officers in their duties and spearhead other projects and mandates of the PiAf Alumni Board. There shall be six General Board Members.

Article 6 – Election of Alumni Board Members and Officers

Section 1. Nominations

The sitting President shall lead a nomination process that begins two months before the annual meeting. Any Voting Alumnus may be nominated by any other Voting Alumni for consideration as an Alumni Board Member, an Alumni Officer, or both.

Section 2. Elections

Online voting shall take place in the month preceding the annual meeting. The candidate with the highest number of votes for the given position will win the seat. As part of the

online voting, all Voting Alumni will receive a docket that includes a position paper for each candidate running for each position.

Section 3. Terms and Succession

Each Alumni Board Member and Alumni Officer shall serve a term of two years, and each such person has the option to run for a second term. Should the President resign, the Vice President shall assume the responsibilities of the President until the next election. Should both the President and Vice President be unable to serve their terms, a supplemental election will be held.

Article 7 - Meetings, Quorum, Voting

Section 1. Meetings

The Alumni Board and Committees shall hold regular meetings as determined by the Alumni Board and committee members. In addition to regular meetings, the Alumni Board will hold one annual meeting, open to all alumni to join in-person or virtually. The annual meeting will serve as a reunion where alumni will have the opportunity to reconnect, network, hear updates from the Alumni Board, PiAf Board of Directors and staff, and share thoughts on the way forward.

Section 2. Alumni Board Voting and Quorum

Decisions made by the Alumni Board will require the affirmative vote of a simple majority of all Board Members for programmatic decisions and the affirmative vote of 2/3 of all Board Members for financial decisions. A majority of the Alumni Board present in person or by any electronic means shall constitute a quorum for deliberations of the Alumni Board.

Section 3. PiAf Voting Alumni Voting Procedure

Due to the vastness of the PiAf Alumni community, decisions requiring a vote will take place online. The voting window will be one week long, after a two-week notice explaining all details regarding the matter. Quorum will be determined once the current fiscal year's Voting Alumni has been determined.

Article 8 - Alumni Board Committees

Section 1. Committees of the Alumni Board

The Alumni Board shall oversee several standing committees and create other ad-hoc committees as needed. These committees will be chaired by an officer of the Alumni Board and will be comprised of volunteer members from the general PiAf alumni community.

Section 2. Standing Committees

The Alumni Board shall have the following as standing committees:

- *Fellow Support Committee:* The Fellow Support Coordinator shall chair this committee. This committee works with PiAf staff to pair current fellows with alumni mentors. This committee also ensures compliance with PiAf safety, boundary, and confidentiality standards.
- *Alumni Community Committee:* This committee shall be chaired by the Alumni Community Coordinator, and is comprised of each PiAf regional chair. The committee shall share best practices and guidelines for alumni programming in major cities, as well as among shared interest groups. There will be a process for alumni to join a regional group or shared interest group based on their portal profile. Examples of regions are PiAfers in NYC, PiAfers in the DMV, PiAfers in West Africa, etc. Examples of shared interest groups include volunteering/public service, POC support groups, LGBTQ+ support groups, women of PiAf, etc.
- *Fundraising Committee:* This committee shall be co-chaired by the Vice President and the Treasurer. This committee is comprised of the class captains for annual giving. This committee implements the fundraising strategy to achieve the annual fundraising goal.

Article 9 – Financial and Fiscal Affairs

The Alumni Board shall have a fund within PiAf’s annual budget for alumni-related activities. The Alumni Board Treasurer shall oversee this budget and work with PiAf staff to manage spending and reimbursements.

The financial and fiscal affairs of the PiAf Alumni shall be jointly overseen by the PiAf Alumni Board Treasurer and the PiAf Board of Directors.

Article 10 - Amendment to the Bylaws

Any Voting Alumnus may propose an amendment to the bylaws so long as the amendment is seconded by at least two other Voting Alumni members. The Alumni Board shall review the amendment and determine by a vote if it should be put forward for referendum to the Voting Alumni. For all amendments put forward for referendum, the Alumni Board will gather documentation to provide to all Voting Alumni prior to a vote. An amendment shall pass with a super majority of two-thirds of the votes in its favor.

Article 11 - Dissolution

Should the Alumni Board dissolve, all of its assets shall be overseen by PiAf staff and the PiAf Board of Directors until a replacement body is formed. In the case that a replacement is not convened within one year of this board’s dissolution, all assets shall be donated to PiAf for use in the fellowship activities.