

Article I: Name

The Raven Society Constitution

(As last amended April 24, 2012)

The name of this society shall be the Raven Society of the University of Virginia (the “Raven Society” or the “Society”).

Article II: Objectives

This Society shall endeavor to bring together outstanding students, faculty, administrators, and alumni of the various schools of the University, that they may derive the benefits of mutual acquaintance, and that by cooperation they may be able to sustain more effectively the honor and dignity of the University; to advance its welfare and interests as opportunities may occur; to encourage diligent scholarship; and to stimulate intellectual activity beyond the limits of systematic work in the classroom.

Article III: Officers

Section 1. The officers of the Society shall be President, a Vice-President, a Secretary, a Treasurer, a Banquet Chair, all of whom are Raven student members, and an Archivist.

Section 2. The duties of the officers shall be the usual duties pertaining to such offices respectively and such duties as the Society may provide in the Constitution and By-Laws.

Section 3. A vacancy in any office shall be filled for the remainder of the unexpired term by vote of the Raven Council.

Article IV : The Raven Council

Section 1. There shall be a council, to be known as the Raven Council (the “Council”), consisting of at minimum nine student Raven members, at minimum four Raven members chosen from the faculty or administrative staff, one Raven member chosen to represent the alumni from the alumni, the faculty, or the administrative staff who has broad experience with alumni affairs at the University, one additional member-at-large chosen from the general membership of the Society, and the Archivist.

Section 2. The purpose of the Raven Council is to foster the objectives of the Society and to increase the Society’s usefulness in promoting the quality of life at the University. To this end, the Council shall have all powers not expressly reserved by this Constitution or by the By-Laws to the membership or to the officers. It shall diligently perform all duties laid upon it by the provisions this Constitution of the By-Laws, and shall make an annual report of its activities to the membership.

Section 3. The at minimum nine student Raven members shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Banquet Chair, and at minimum four

student members-at-large appointed from the Raven membership by the President. The President shall serve as the Raven Council chairman and the Secretary as the secretary.

Section 4. The at minimum four student members-at-large shall be appointed following the spring election meeting for a term of one year. The President shall make every effort to ensure that the appointed students are representative of the Raven Society membership. The at minimum four members chosen from the faculty and administrative staff and the alumni representatives shall be elected by the membership at the spring election meeting. In original establishment of the Council, one Raven member from the faculty or administrative staff shall be elected for a term of one year, a second for a term of two years, and a third for a term of three years. The member chosen for the alumni and the members chosen from the faculty or administrative staff shall be elected for a term of one year; they shall not be eligible for reelection to successive terms of more than three years. The By-Laws may establish a process for ensuring that the three year maximum terms of the members from the faculty or administrative staff terminate in staggered years.

Section 5. Vacancies in the membership of the Council shall be filled for the remainder of the unexpired term. The President shall fill any vacancy in the appointed student membership, and the Raven Council shall fill any other vacancy.

Article V: Election of Officers and Members of the Council

Section 1. The officers, other than the members-at-large and the Archivist, and the member of the Raven Council to be chosen from the faculty or administrative staff and the alumni representatives shall be elected in the spring of each year. The general membership of the Society shall be notified of the time and place of that meeting no less than two weeks prior to that meeting. At this meeting the Raven Council shall submit a list of nominees for the positions to be filled. Further nominations may be made from the floor.

Section 2. Elections shall be by voice vote unless the members present direct a vote by ballot. Vote of a simple majority of members present constituting a quorum shall be sufficient to elect.

Section 3. The persons elected shall assume their duties immediately after the spring banquet.

Section 4. The Raven Council shall elect the members-at-large and the Archivist, both to serve at its pleasure.

Article VI: The Raven Fund

Section 1. The Society shall maintain a fund, to be known as the Raven Fund, from which grants may be made to sustain and enrich the quality of academic endeavor at the University.

Section 2. Donations received by the Society for the purpose stated in Section 1 shall be placed in the Fund and shall be administered through it by the Council in accordance with any directions given or conditions set by the donors. From assets of the Fund not subject to

such directions or the provisions of Article VII ("The Raven Fellowship"), the Council may make modest grants, as defined in the By-Laws, at its discretion; larger grants shall be subject to a vote of the membership of the Society on the recommendations of the Council. Grants may be made to the University, its schools and departments, to organizations, or to individuals.

Section 3. The assets of the Fund shall in no way be commingled with, but shall be kept separate from, all other assets of the Society, and separate financial records of its operation shall be kept.

Section 4. The Society shall solicit contributions to the Fund only in accordance with procedures set by the Council, which shall ensure that the Society's efforts conform, insofar as is practical, to the fund-raising policies of the University.

Article VII: The Raven Fellowship

Section 1. The Society shall reward a fellowship, to be known as the Raven Fellowship, to encourage University undergraduate and graduate students to undertake scholarly, intellectual and creative projects.

Section 2. From assets of the Raven Fund not subject to contrary directions given or conditions set by the donors, the Council may award fellowships subject to restrictions set out in the By-Laws. Fellowships may be made to University undergraduate and graduate students.

Section 3. Procedures and additional criteria, if any, for the selection of the Raven Fellows shall be specified in the By-Laws.

Article VIII: Membership

Section 1. General Qualifications

- a. Persons proposed for membership shall possess those qualities that assure that they will subscribe to and advance the objectives of the Society. These include integrity, high character, sound judgment, definite promise of intellectual attainment, capacity for leadership as demonstrated by participation in extra-curricular activities, and willingness to serve the best interests of the University. It is hardly to be hoped that every candidate will exhibit all of these qualities to a marked degree, but these qualities suggest the ideal toward which the Society shall strive.
- b. In view of the diversity of the Society's membership, some variation must be accepted in the qualifications of members from the various schools and classifications. The significance of participation in extra-curricular activities shall be judged not so much by the number as by the substance and the level of participation. Furthermore, involvement in numerous activities is hardly to be expected of students who have been in residence for relatively brief periods. For certain professional students and graduate students real

distinction in scholarship and promise of future achievement may alone constitute sufficient qualifications for membership.

Section 2. Eligibility

- a. To be eligible for nomination undergraduate students in the College of Arts and Sciences and the Schools of Architecture, Commerce, Education, Engineering, Nursing and the Batten School of Leadership and Public Policy must be at least third year students and at least in their second year of residency at the University. Students in the Bachelor of Interdisciplinary Studies (BIS) program in the School of Continuing and Professional Studies should have completed at least 30 credit hours towards their BIS degree at the University. Graduate Students in the Schools of Architecture, Commerce, Education, Engineering, Nursing and the Batten School of Leadership and Public Policy and students in the Graduate School of Arts and Sciences, School of Law, and the School of Medicine must be at least in their second year of residence at the University. Students in the Graduate School of Business Administration must be in at least their second semester of residence at the University.
- b. Undergraduate student nominees must show both a strong commitment to the University and academic excellence in their respective field(s) of study. The criteria for academic excellence shall be set forth in the By-Laws.
- c. Graduate student nominees pursuing a professional degree must show special promise of future distinction in the respective professions. Extensive participation in extra-curricular activities shall not be required.
- d. Graduate student nominees pursuing an academic degree must be of proven distinction in scholarship and research. Participation in extra-curricular activities shall not be required.
- e. Nominees from the faculty shall have been actively associated with the University in academic or administrative capacities for no fewer than seven years. They shall have made substantial contributions, beyond the routine requirements of their positions, to the advancement of knowledge, to the excellence of instruction, or the welfare of the University, and shall give promise of active participation in the activities of the Society.
- f. Nominees who are University administrators or administrators of University-related foundations shall have been full-time employees of either the University or a University-related foundation, or both, for a total of no fewer than ten years. They shall have made substantial contributions, beyond the routine requirements of their positions, to the welfare of the University; and they shall give promise of active participation in the activities of the Society.
- g. Nominees from the alumni shall have been members of that group for not fewer than ten years. They shall have made genuine contributions to art, commerce, education, government, justice, literature, science, or social welfare and shall have achieved a

measure of distinction commensurate with the ideals of the Society. They shall have evinced a continuing interest in the welfare of the University.

Section 3. Procedures for Nomination and Election

Procedures for nomination and election to membership shall be specified in the By-Laws.

Article IX: Initiation

Initiation to membership in the Society shall be in two parts:

1. A ceremony shall be conducted in the Poe Room soon after each membership election. This ceremony is to be conducted with dignity and shall include the reading of at least one stanza of Poe's "The Raven." Initiates shall sign the official roll of the Society, shall receive certificates from the Secretary, and shall be welcomed into the Society by the President.
2. A ceremony of initiation is to be held at the annual spring banquet of the Society for new alumni members. This ceremony shall include the administration of the oath of membership, the presentation of certificates of membership, and the welcoming of all new initiates into membership by the entire Society.

Article X: Emblem

The emblem of the Society shall be a black enamel raven mounted upon a gold base of suitable design.

Article XI: Confidentiality

All proceedings of the Society falling within the order of business in the By-Laws shall be confidential unless the Society by an affirmative vote of two-thirds of the members present, there being a quorum, decides to make any matter public. However, individuals may on occasion be taken into the confidence of the Society at the discretion of the President.

Article XII: By-Laws and Amendments

Section 1. At any meeting, there being quorum, the Society may pass By-Laws not in conflict with the Constitution.

Section 2. Proposed amendments to the Constitution must be submitted in writing at a meeting of the Society and tabled without debate. At a subsequent meeting an affirmative vote of two-thirds of the members present, there being quorum, shall be sufficient for adoption of the amendment, as proposed or amended.

Section 3. Amendments to the Constitution shall be incorporated into text of this document.

Article XIII: The Raven Award

Section 1. Purpose of the Raven Award.

The Society shall confer an award, to be known as the Raven Award, in recognition of excellence in service and contribution to the University of Virginia. The Award shall be reserved to honor students, professors, or alumni of the University who have widely and sympathetically shared, supported and advanced the function of this institution. The Award shall not be conferred solely for some exceptional attainment in some limited field of student activity, scholarship, or professional specialization.

Section 2. Qualifications for Nomination.

- a. In the nomination of students, evidence of growth of scholarly interest is a necessary consideration, but effective contribution to the activities constituting the life of the University shall be an essential factor. Such participation and contribution shall be broadly defined to include leadership and constructive personal influence for the betterment of the morale of the institution. These criteria are an expression of an ideal of multi-faceted excellence as a student and as a person. Nominees must be in their last session of work for their degrees.
- b. In the nomination of faculty and administrators, distinction in several of the following broad fields of service shall be deemed necessary: teaching, scholarly or creative activities, administration, and contribution to student life and interests. Nominees shall have been full-time employees as faculty or administrators for a total of no fewer than ten years.
- c. In the nomination of alumni, a high degree of those qualities set forth as general qualifications for election to membership shall be required. Additionally, as alumnus shall have been of outstanding service to the University.

Section 3. Procedures for Nomination and Selection of Recipients.

Procedures for nomination and selection of recipients of the Raven Award shall be specified in the By-Laws.

The Raven Society By-Laws

By-Law I: Quorum

Any fifteen members of this Society present at a meeting shall constitute quorum.

By-Law II: Time and Number of Meetings

Regular meetings of the Society shall be held at least once a semester. The President may call such additional meetings as he deems appropriate, and shall call special meetings when requested in writing to do so by fifteen members of the Society. Notice of the meeting shall be communicated to the Society at least four days in advance.

By-Law III: Voting by Proxy

There shall be no voting by proxy.

By-Law IV: Order of Business

The order of business at regular meetings shall include the following items in such order as the President may determine:

- 1st: Reading and adoption of the minutes of the previous meeting. 2nd: Nomination, election, or initiation of new members.
- 3rd: Report of Committees.
- 4th: Report of Treasurer.
- 5th: Report of the Raven Council 6th: Unfinished business.
- 7th: New business.
- 8th: Adjournment.

By-Law V: Dues

Section 1. Prior to initiation, each student initiate must pay dues to the Society.

Section 2. Each student member shall pay annual dues after the school year of his initiation. No student member shall be eligible to vote on any matter, nor shall he be counted in determining a quorum, if he has not paid such dues.

Section 3. Faculty, administrators, and resident alumni who are members of the Raven Society shall be invited at the beginning of each school year to be active members of the Society upon paying annual dues. This payment shall entitle the member to all the rights and privileges of membership; these rights include the right to vote upon officers and the election of new members. It is understood, however, that those who do not care to be active will be welcome at all meetings of the Society.

Section 4. The Raven Council shall have the power to determine the dues amounts for new initiates and current members as well as the power to levy additional assessment on all members attending the Society's annual banquet.

By-Law VI: Archivist

Section 1. The Archivist shall be in permanent residence at the University.

Section 2. The files of the Archivist shall be located in Alderman Library.

Section 3. The duties of the Archivist shall include the supervision and the responsibility for the safekeeping of:

- a) all meeting books except the current one;
- b) biographies of all members;
- c) a master list of all members;
- d) correspondence and other documents of concern to the Society;
- e) books and publications which are the property of the Society;
- f) any other material that the Raven Council deems appropriate.

By-Law VII: The Raven Fund

Section 1. The assets of the Raven Fund shall be invested as the Council directs.

Section 2. The financial records of the operation of the Fund shall be kept by the Treasurer or by such person as the Council may select.

Section 3. The Council shall establish written procedures and policies for the administration of the Fund and for the selection of the grantees. These guidelines shall be available to the membership for inspection.

Section 4. The Council shall see that an annual audit of the Fund is made and shall thereafter report to the Society as to the condition of the Fund and as to all donations made from it in the year preceding the audit.

By-Law VIII: The Raven Fellowship

Section 1. Procedures for Selection.

The Raven Council shall select raven Fellows. In the spring of each academic session, the Council shall solicit written applications for the Raven Fellowships from the University undergraduate and graduate students. The Council shall establish written procedures and policies for the administration of the Fellowship and for the selection of recipients. These guidelines shall be available to the membership for inspection.

Section 2. Number of Fellowships.

In any one session the Council shall select not more than two Fellows from the undergraduate schools, and not more than two Fellows from the graduate schools of the University of Virginia. The Council shall not be obliged to confer any or all of the Raven Fellowships in any one year.

Section 3. Presentation of the Awards.

The Raven Fellowships shall be presented at the annual dinner of the Society, at which each Fellow shall be a guest of honor.

By-Law IX: Membership

For the purpose of the Constitution and By-Laws, members of the Society who are instructors in the University or members of the resident staff of the University Hospital shall be classed as student members.

By-Law X: Nomination and Elections of Members

Section 1. Additional Criteria for Membership.

- a. In addition to the criteria for membership which are set forth in the Constitution and By-Laws, student nominees from the undergraduate schools shall possess the following academic qualifications.
- b. Nominees who are classified as candidates for degrees shall be in the upper twenty-five percent of their class within the nominees' respective school. Undergraduate students in the School of Continuing and Professional Studies will be classified as 'candidates for degrees' upon enrollment in the Proseminar class.
- c. Nominees who are members of the student body, but who are not classified as candidates for degrees, shall be in the upper fifteen percent of their class within the nominees' respective school.

Section 2. Nomination.

para 1. Appointment of Committees and Nominations.

The President of the Society shall appoint not later than three weeks before each election the appropriate committees on nominations as follows:

- a. Students
 - i. For the College of Arts and Sciences, the committee shall consist of at least five Raven student members and two Raven faculty members.

- ii. For the School of Continuing and Professional Studies, the committee shall consist of at least two Raven students and two Raven faculty members. This committee may also include as many as two non-Raven representatives from the Bachelor of Interdisciplinary Studies program, at the approval of the President
- iii. For each of the other schools in the University, a committee shall consist of three Raven student members and two Raven faculty members.

b. Faculty and Administrators

A Committee shall consist of three Raven faculty or administrators and four Raven student members.

c. Alumni

A Committee shall consist of three Raven faculty or administrators and four Raven student members.

para 2. Limit on Number of Nominations.

The Raven Council shall specify the number of nominations that will be accepted for each school or group. The Council shall establish written guidelines for ensuring that all qualified nominees are identified. The Council shall also establish a written policy for determining the limits on number of nominations. These guidelines and policies shall be available to the membership for inspection.

para 3. Duties of the Committees on Nominations.

It shall be the duty of each of the committees on nominations to determine in its respective school or group which persons fulfill the requirement for membership, and to nominate persons from that group for membership in the Society in accordance with the provisions of the Constitution and the By-Laws. Each committee shall present a written list of such nominations to the President, at a time specified by the President, before the scheduled election meeting. Furthermore, each committee shall present to the President all pertinent data regarding each nominee. All deliberation concerning nominations shall remain confidential.

para 4. Nominations from the Floor.

No nominations for membership shall be accepted from the floor.

Section 3. Elections.

para. 1. Limits on the Number of New Members.

The Raven Council shall specify the number of persons who may be elected to membership in the Society from each school or group. The council shall establish written guidelines for determining the limits on new members. The total number of student Ravens may not exceed one student Raven for every 250 full-time students (both graduate and undergraduate). This is to maintain the high standards and integrity of the Society. The guidelines for membership shall be available to the membership for inspection.

para. 2. Time of Elections.

There shall be two elections annually, one in the fall and one in the spring, at times designated by the President. Nominees from all schools in the University may be considered in either semester. Election to membership from the students shall take place twice annually in the fall and spring semesters. Election to membership from that faculty and administrators shall take place annually in the spring semester. Election to membership from the alumni shall take place annually in the fall semester.

para. 3. Balloting.

- a. All voting on election to membership shall be by secret ballot.
- b. No election to membership shall be valid if fewer than fifteen members are present at the time of each ballot shall be required.
- c. For election to membership, the affirmative votes of three-fourths of those present at the time of each ballot shall be required.
- d. The President shall specify the order in which elections from the several schools and groups shall take place.
- e. Ballots shall be taken separately on the entire list of nominees from each school or group. The balloting for each school or group may continue until the number of persons prescribed by the Council is elected or until a motion to close election from that school or group is passed. For passage of such a motion, a majority vote of those present shall be required. Once closed, a school or group election shall not be reopened.
- f. In the event of a tie vote during any balloting procedure, the President shall be entitled to cast a vote in order to break the deadlock.

By-Law XI: The Raven Award

Section 1. Procedure for Nomination.

The Council shall make nominations for the Award. In the fall of each academic session, the Raven Council shall solicit recommendations for alumni recipients of the Raven Award. In

the spring of each academic session the Raven Council shall solicit recommendations for student, faculty, and administrator recipients of the Raven Award from the membership in general and, in particular, from the various committees on nominations for membership in the Society and from the greater University community. These recommendations shall be submitted in writing and shall include supportive information. The Raven Council may prepare a list of nominees to be presented to the Society, but shall not be obligated to make any nominations for the Award. Any committee appointed to research nominations for the Council shall not consist of award nominees or nominators. The committee should consist of individuals from each school. It is preferable that Raven Awards not be conferred to Council members unless they are truly exceptional. This provision is in place to maintain the integrity of the award and the society.

Section 2. Number of Awards.

In any one session not more than four Awards may be conferred on students and not more than two Awards on members of the faculty or administrators, and no more than two awards on alumni of the University of Virginia. The Society shall not be obligated to confer any or all of the Raven Awards in any year.

Section 3. Nomination and Election.

Each fall and spring, at the Raven Council officers' election meeting, the President shall present to the membership the nominations by the Raven Council for the Raven Award, and the Award shall be conferred by vote of the Raven Society. No nominations for the Raven Award shall be accepted from the floor. A three-fourths vote of those present, there being a quorum, shall be necessary for selection. The conferring of the Award shall not constitute election to membership in the Raven Society. However, each Raven Award winner not already a member of the Society shall be considered to be an honorary member of the Society. As an honorary member, a Raven Award winner shall be invited to all Raven scholarly events and social functions, including the annual Spring Banquet. Honorary members shall not be allowed to attend or vote at Society meetings, nor serve on membership committees, nor shall they receive Raven certificates or pins. Honorary members shall not be assessed dues.

Section 4. Presentation of the Award.

The Raven Award shall be presented at the annual dinner of the Society, at which each recipient shall be a guest of honor. Winners of the Raven Award shall receive a sculptured likeness of Edgar Allen Poe mounted on a base bearing a plaque signifying the Award and its recipient. The awards shall be presented by a Raven Society member chosen by or with the agreement of the recipient.

By-Law XII: Mailbox

It shall be the responsibility of the Secretary to check the mailbox of the Society on a regular basis.

By-Law XIII: Raven Society Scholarship

Section 1. Goal

The Raven Society hopes to endow an annual scholarship for each of the ten schools at the University.

Section 2. Selection

a. General

There shall be a two tier selection process.

b. Specific

1. Tier One: By School

- A. The Raven society, through its President and Raven Council, requests each school to nominate, at least three and no more than six, non-graduating students from their school.
- B. The model is flexible for each school. If possible, the Raven Society requests that the Dean of each school or a representative of the Dean's office, participate in their school's nominating committee. The Dean or representative must be a member of the Raven Society. Otherwise, the chair(s) of the Raven Scholarship Committee, in consultation with the President, will appoint a faculty member or administrator to chair each school's nomination process.
- C. The committee should include at least two student Raven members and two other faculty members from the respective school.
- D. The selection must be based on outstanding scholastic achievement and merit. The nominee may be a Raven member. The nominee does not have to be a Raven member.
- E. The committee must forward the student's name and vitae to the Tier Two committee. The committee shall rank the nominees in order of preference before forwarding them to the Raven Scholarship Committee.
- F. Recommendations for Specific Schools
 - i. Darden School of Business: The Darden School has exhibited a unique need to attract students to attend the University. The Darden School may nominate a student who has received early admission to the school.
 - ii. College of Arts and Sciences: The College of Arts and Sciences' size may be prohibitive in nominating one student from the three fields and twenty plus majors. Recommendations:

- a. Nominate one student from each of the following areas: Humanities, Social Sciences, Mathematics and the Natural Sciences; and/or
- b. Rotate the nominations within each area, allowing one Department in each of the three areas to nominate one student in any given year;
- c. Restrict the nominations to include only those students achieving Intermediate Honors status (the highest award bestowed to Undergraduates by the University).

iii. McIntire School of Commerce: Because the Commerce School is only a two-year program, the nominee could be a third year student whose academic achievement is based on the pre-Commerce School curriculum.

2. Tier Two: By the Raven Scholarship Committee

- A. The Raven Society President will see that a Raven Scholarship Committee is appointed by the close of the fall semester.
- B. The committee will be comprised of no less than eleven Raven members.
- C. The committee will be comprised of at least the following eleven members:

3 Raven Council Members
 3 at large Faculty Members
 2 at large Student Members
 3 at large Alumni Members
 At large members will be selected by the President at the advice of the Raven Council.

- D. The committee will select the final recipients.
- E. The Raven Council will determine the amount of Raven Scholarships to be awarded.
- F. The committee will convene in the second semester before the annual banquet.
- G. The committee shall review the materials forwarded to it by the school committees and determine the Scholarship recipients by majority vote.

3. Specific Criteria

- A. The nominee shall be a non-graduating student but must have completed at the time of the committee meeting at least two years of undergraduate studies or one year of a graduate program.

- B. Exception: Any student in the second semester of any two-year graduate program, for example the Darden School or the Architecture School's Master's degree programs, shall be eligible for the Raven Scholarship.
- C. The committee shall consider the following in order:
 - i. Outstanding achievement in the classroom;
 - ii. Unique achievement in scholarship outside the classroom;
 - iii. Leadership and community service.

Section 3. Fundraising

a. General

The Raven Scholarship is tied to the Capital Campaign. Any gift earmarked for this scholarship will count toward the capital campaign.

b. Specific

1. An ad-hoc committee shall be formed with the expressed purpose of raising funds for the scholarship.
2. The committee shall be appointed by the President with the advice of the Council.
3. Committee members will serve at the pleasure of the Raven Council.
4. There shall be no limit of the number of committee members.

By-Law XIV: Raven Banquet Officer

Section 1. Duties

- a. The Raven Banquet Officer will be responsible for the Raven Banquet, with consultation and approval by the Raven Council.
- b. The Raven Banquet Officer will be a member of the Raven Council and will have all general duties and powers of all Raven Officers.

Section 2. Selection

The Raven Banquet Officer will be voted in by the general membership in accordance with the By-Laws governing the elections of all other officers.