



## Gwynedd Mercy University

### Alumni Association Bylaws

2023

#### ARTICLE I – NAME

The name of the association shall be “Gwynedd Mercy University Alumni Association” and will hereinafter be referred to as “the Association.”

#### ARTICLE II – FISCAL YEAR

The fiscal year of the Association shall begin on the first day of July and shall end on the 30th of June each year.

#### ARTICLE III – ASSOCIATION MEMBERSHIP

##### A. Qualifications

Membership in the Association is automatic upon satisfactory completion of a program of study or receipt of a degree from Gwynedd Mercy University (or Gwynedd Mercy College as it was previously known.)

##### B. Membership Categories

There shall be three categories of members, Active, Inactive and Honorary Members.

**Active:** Any person eligible for membership will be considered an active member upon making a participatory contribution of any amount to any established fund of the University, such contribution entitling them to the Privileges of membership for the fiscal year in which the contribution is made. All active members of the Alumni Association are able to volunteer for committees outside of board membership.

**Inactive:** An inactive member is any person eligible for membership who is currently not monetarily supporting the University.

**Honorary:** An Honorary member would be included in the following list:

1. President of the University
2. Vice President for Institutional Advancement
3. Director of Alumni Relations
4. President of the Student Government Association

5. Class President of Freshmen, Sophomore, Junior and Senior Classes
6. Honorary degree recipients
7. Any individual the Association deems qualified

**C. Membership Powers and Privileges**

Only active members may have the privilege of holding office and/or attending all meetings of the Board of Directors of the Association. Active members may have a voice in debate and may vote. They may serve as goodwill ambassadors for the University, promote and coordinate alumni activities, assist with student recruiting and class fund-raising efforts. All members may attend meetings as announced on the Alumni website or in associated publications and other media. At any of the Board of Directors meetings, those active members in attendance shall constitute a quorum for the transaction of all business that may be properly brought before the Association.

**D. Events and Gatherings**

Alumni events and activities are open to all members of the Association. All meetings of the Board of Directors are open to members of the Association.

**ARTICLE IV – GOVERNING BODY**

**A. Alumni Association Board**

The Governing Body of the Association shall be the Alumni Association Board. The Board of Directors shall be composed of no less than 12 Directors including the Elected Officers of the Association. The Elected Officers are: President, Executive Vice President, Vice President and Secretary from among the existing Board members. All Board of Directors members are required to make a participatory contribution of any amount to the Annual Fund, by the first meeting of the fiscal year, in order to be active.

**B. Duties**

The Board of Directors shall determine immediate and long-range policy and direct the business of the Association, including but not limited to election of officers. They shall establish all Association committees and define the purpose and duties of those committees. Every Board member is required to be a contributing member of at least one standing committee.

**C. Elections and Terms of Office for Board Members and Officers of the Board**

1. Only active members are eligible to nominate and vote for Board members.
2. A Board member is elected to an official two-year term, and is initially eligible to serve for three consecutive terms with the maximum of six years. At the conclusion of one's initial eligible term of service, they may be invited to renew their eligibility at the discretion of the Board.
3. For service as an Officer or member of the Board or one of its committees, a year shall be defined to be consistent with the fiscal year. No one shall run for more than one position in the same election.
4. Nominations may be received at any time for Board membership. A call for nominations will appear in the Alumni associated publications and other media. Nominations may be brought forward by Board members or the Alumni Office to the Governance Committee.
5. Nomination of new Board members will be conducted on an ongoing basis and new members may be accepted to the Board at any time during the fiscal year. The official term will commence at the start of the next fiscal year. Nomination of new members is confirmed by a quorum vote of the Board. Results will be communicated by the next meeting.
6. Election of Board officers from the membership of the Board will be held prior to May 31 of each fiscal year and officers will take office on July 1 of the same fiscal year as when elected.
  - a. The **President** shall be elected to serve for a term of two years. They are not eligible to serve more than two consecutive terms.
  - b. The **Executive Vice President** shall be elected to serve for a term of two years. They are not eligible to serve more than two consecutive terms.
  - c. The **Vice President** shall be elected to serve for a term of two years. They are not eligible to serve more than two consecutive terms.
  - d. The **Secretary** shall be elected to serve for a term of two years. They are not eligible to serve more than two consecutive terms.

**CI. Duties**

1. **President:** The President will call and preside at all meetings of the Association and the Board of Directors, and shall coordinate all Association activities with the Director of Alumni Relations. They shall approve the nomination of the Chairperson submitted by the members of standing

committees and appoint special committees as the need arises. The President shall be an ex-officio voting member of all committees of the Association with the exception of the Governance Committee and shall perform other duties as commonly pertain to the office of President.

2. **Executive Vice President:** The Executive Vice President will be responsible for assuming the duties of the Association President during temporary absence or incapacity of the President. In the event of the resignation or permanent incapacity of the President, the Executive Vice President shall succeed to the office of President for the balance of the term. If the term is six months or more then the Executive Vice President can run for President for one additional term. The Executive Vice President shall serve as parliamentarian at the Board meetings. They are also responsible for monitoring the implementation of the Association Bylaws and reviewing the Bylaws biennially in collaboration with the President and the Governance Committee of the Board.

3. **Vice President:** The Vice President will serve as a liaison for standing committees and attend all standing committee meetings. They shall also perform other duties as may be prescribed by the President.

4. **Secretary:** The Secretary will record the minutes of all Board meetings, collect standing committee minutes and forward these documents to the Director of Alumni Relations so that these are available to Board members at least two weeks prior to the Board meeting.

**E. Removal from Office**

Any officer who fails to perform their duties to the satisfaction of said Bylaws shall be removed from office by majority vote of the full Board.

**F. Vacancies**

The President, with the quorum vote of the Board, shall fill any vacancies occurring in its membership or on standing committees; such appointment shall be to complete the remainder of the term. In the event of the incapacity of any elected officer of the Board of Directors other than the President, the President shall fill the vacancy from among the members of the Board to complete the remainder of the term.

**G. Meetings**

**1. Number**

The Board of Directors shall meet at least four times a year. Meetings may be held in person or electronically. Additional meetings may be convened at the written request of any three officers and must be submitted to the Secretary and the Director of Alumni Relations. Notice to Board Members

will be provided in electronic or written format at least ten days prior to the meeting.

## **2. Format of Meetings**

- a. Opening Prayer
- b. Approval of Minutes
- c. Reports of Officers and Committees Chairs
- d. Unfinished Business
- e. New Business
- f. Business from the Floor
- g. Adjournment

## **3. Absences**

Board members are expected to attend all meetings. In the case of a scheduling conflict, notification will be submitted to the Director of Alumni Relations prior to the meeting. Any member who fails to attend meetings and does not communicate with the Director of Alumni Relations may be removed from their seat.

## **4. Parliamentary Authority**

Roberts Rules of Order, Revised, latest edition, shall be the authority used for matters of parliamentary procedure for meetings of the Association. The Executive Vice-President shall serve as parliamentarian at Board meetings.

## **5. Quorum**

The majority of the members of the Alumni Board will constitute a quorum.

# **ARTICLE V – DIRECTOR OF ALUMNI RELATIONS**

## **A. Appointment and Relationship**

The Director of Alumni Relations is appointed by the Administration of Gwynedd Mercy University and serves as the liaison between the Board of Directors, the general membership of the Association and the Administration of Gwynedd Mercy University.

## **B. Duties and Responsibilities**

1. Is an ex-officio Board member, except in the event of a tie, in which case they may cast the final vote
2. Coordinates the Board member election process
3. Coordinates meeting dates with the President, publishes these meeting dates in coordination with the University calendar and forwards notice of meetings to all members

4. Maintains all records submitted by the Secretary, Committee Chairs and any other relevant documents
5. Provide financials in the Director's report.
6. Accepts excused absences from members pertaining to meetings or events
7. Coordinates alumni activities
8. Directs, along with the members of the Board of Directors, the annual agenda, goals and objectives of the Board including the overall development and strengthening of the Board
9. Ensures that the minutes of all Board meetings and Standing Committee minutes have been forwarded by the Secretary and makes these documents available to Board members at least two weeks prior to the Board meeting

## **ARTICLE VI – STANDING COMMITTEES**

### **A. Standing Committees**

The standing Committees of the Association are as follows: Awards, Governance, Events, Service and Outreach, and Mentorship/Student Relations.

### **B. Committee Responsibilities and Purpose**

All Committees will be responsible for the development of annual goals and objectives reflecting the overall direction established by the Board of Directors. These will be submitted to the Director of Alumni Relations following the first meeting of the Committee.

All committees should convene outside of the Board of Directors meetings. The Chair, or their designee, is expected to report their committee's update at each Board of Directors meeting. All committees may invite active Association members to participate.

1. **Awards Committee** is responsible for selecting the recipients of annual awards, in conjunction with the Director of Alumni Relations and the Deans of the Schools, which the University deems appropriate.
2. **Governance Committee** is responsible for the biennial review of the Bylaws and for proposing any amendments for consideration by the Board. All revisions/amendments will require a quorum vote by the Board prior to submission to the University Administration and legal review.

This Committee will review the Mission Statement of the Association on a biennial basis and make recommendations to the Board regarding proposed changes. All revisions/amendments will require a quorum vote of the Board prior to submission to the University Administration and legal review.

This Committee will meet outside of Board meetings to prepare the slate and/or any revisions of the bylaws. The Committee may have off-going members of the Board serve on the Committee.

It is the responsibility of the Committee to formally propose new members to serve on the Board of Directors.

3. **Events Committee** is responsible for evaluating new ideas for events and facilitating these events subsequent to approval by the Board of Directors. These events should be self-supporting and executed by the Committee and the Board.
4. **Service and Outreach Committee** is responsible for developing community service projects for alumni. These can be done in concert with on-going service projects of Gwynedd Mercy University or separately.
5. **Mentorship/Student Relations** is responsible for creating an ongoing relationship between the students and the alumni so as to create future active alumni and cultivate students by drawing upon members' professional expertise to provide advice on career development.

C. **Membership**

Each Committee should have a minimum of two Board members. Active members of the Alumni Association may also be included as Committee members. All members serve for a one-year term and can be re-appointed for one additional year.

D. **Committee Chairpersons**

The Chairperson of each Committee shall be appointed by Board Officers and the Director of Alumni Relations. A Board member or elected chairperson shall chair only one committee during each term.

E. **Meetings**

Committees will meet quarterly prior to the next Board of Directors meeting. Meetings may be held in person or electronically. Special meetings may be called if warranted and sufficient notice must be provided by the Director of Alumni Relations. A simple majority of present members will constitute a quorum for any determination or recommendation. Minutes shall be recorded for all meetings.

Approved by the Gwynedd Mercy University Alumni Association Board at its meeting on November 7, 2022.

Approved by the Gwynedd Mercy University Executive Council December 2023