

# CONSTITUTION - NOTRE DAME COLLEGE ALUMNI ASSOCIATION

## **Article I – Name**

This organization shall be known as the Notre Dame College Alumni Association.

## **Article II – Mission and Vision**

The mission of the Alumni Association of Notre Dame College is to reinforce connections and foster relationships among alumni, students, faculty, and our communities in support of the Notre Dame College mission.

The vision of the Alumni Association of Notre Dame College is to enrich the quality of the Notre Dame College community and invest in initiatives that ensure its future as a Catholic liberal arts college.

## **Article III – Membership**

Section 1. All baccalaureate, master, and associate degree graduates of Notre Dame College are ipso facto members of this Association.

Section 2. Any student who has completed a certificate program or has attended Notre Dame College for an entire academic year, and left in good standing, is an Affiliate member of this Association.

## **Article IV - Official Publication**

The Notre Dame College Alumni Association shall use as its official publication Notre Dame Today, published by the Communications Office of Notre Dame College. The Office of Alumni Relations will send supporting communications in addition.

## **Article V – Organization**

Section 1. The officers of the Association shall be degree-holding members, elected at the spring annual business meeting. Candidates for president shall have served at least one full term in another executive committee position.

Section 2. The Executive Committee shall be comprised of President, Vice President, Secretary, Treasurer, and chairs of Standing Committees.

Section 3. The Board shall be comprised of:

- A minimum of 9 Alumni (including the Executive Committee)
- 1 current student – Parliamentarian of USG
- 1 faculty member (not required to be alumni)
- 1 member of the South Euclid Community (not required to be alumni)
- 1 Sister of Notre Dame (not required to be alumni)
- 1 Director of Alumni Relations
- 1 Staff (non-faculty, not required to be alumni)

Section 4. Board members shall assume office at the Joint Board meeting, each summer. Board appointees assume responsibilities either at the Joint Board meeting or at the first scheduled meeting following appointment.

Section 5. Vacancies in any elected office other than that of President shall be filled by the President with a majority approval of the Board.

Section 6. Term for elected offices shall be two years. The incumbent may seek reelection for a second term.

Section 7. Any group of alumni shall have the privilege of organizing a chapter or affinity group. These groups shall so organize through the Alumni Relations Office at the College.

#### **Article VI – Meetings**

Section 1. An open business meeting of the Association shall be held annually in the spring.

Section 2. Other open business meetings may be called at the discretion of the Board.

Section 3. The Board shall meet quarterly. Additional meetings may be called at the discretion of the President and the Executive Committee. Members may attend meetings via conference call or online. Any Board member who misses two meetings without serious cause, as determined by the Executive Board, is automatically retired.

Section 4. At Board meetings a quorum will be a majority of the Board members **in attendance** (one-half of the members plus one). At meetings of the Association, the quorum consists of those who are in attendance at that time.

#### **Article VII – Revenues**

Section 1. Revenues raised by the Association shall be placed in the Alumni Association general fund **and held by the College**. These funds are to be generated through the activities sponsored by the Association and conducted under the direction of the Board.

Section 2. Any money raised by the Association specifically for the Alumni Association Scholarship fund shall be designated as restricted **and held by the College**.

Section 3. The Alumni Association Scholarship shall be available to any sophomore-status student (30-59 credits completed) actively enrolled in the Notre Dame College Undergraduate Program. The applicant must be related to a current student at Notre Dame College, or to a member of the Notre Dame College Alumni Association. The Executive Board will create a Scholarship Committee each fall to review applications and determine amount and number of scholarships. Applications must be received by the Alumni Office by December 1<sup>st</sup> each year. The amount and number of Alumni Association Scholarships awarded shall be determined by each year's Alumni Scholarship Committee; during the first meeting of the new calendar year.

#### **Article VIII - Parliamentary Authority**

In any administrative or parliamentary issue for which there is no provision in this Constitution and Bylaws, Roberts' Rules of Order shall be the authority.

#### **Article IX - Amendments and Revisions**

This Constitution and Bylaws may be amended or revised by a two-thirds vote of members present at an open meeting, provided the proposed amendment has been submitted in writing to the Board and approved by said Board at least thirty days prior to the business meeting.

## **Article X - Dissolution of the Organization**

In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under section 501 (C) 3 of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law. This Association designates Notre Dame College and/or the Sisters of Notre Dame as that tax-exempt organization to which all assets shall be distributed.

## **BYLAWS - NOTRE DAME COLLEGE ALUMNI ASSOCIATION**

### **Article I - Duties of Executive Officers**

Section 1. The President shall preside at all meetings of the Association and of the Board. It shall be the duty of the President to appoint Chairpersons to all Committees with the exception of the Nominating Committee. She/he shall have power to call such meetings of the Association and the Board as she/he deems necessary. She/he shall take whatever other executive action is necessary to carry out the programs of the Association. The President shall be an ex officio member of all committees with the exception of the Nominating Committee. She/he shall be responsible for the official acceptance into the Alumni Association of graduates and qualified affiliates.

Section 2. The Vice President shall perform the duties of the President in her/his absence, and shall succeed her/him in the event she/he should resign or be removed from office for any reason. She/he shall direct Standing Committee Chairpersons to file committee reports to her/him for presentation at the spring annual business meeting, and for permanent record. She/he shall be responsible for maintaining order at all Board meetings and all general membership meetings including the annual spring business meeting. She/he shall advise on the interpretation of the Constitution and Bylaws and the Standing Rules as prescribed in Roberts' Rules of Order. She/he is Chairperson of the Alumna/Alumnus-of-the-Year Committee and shall present the award at the spring annual business meeting.

Section 3. The Secretary shall record proceedings of meetings of the Association and the Board, and keep an attendance record of Board meetings. She/he shall assist the Alumni Relations Office with correspondence to the Association. She/he shall notify Board members of all board meetings at least two weeks in advance. She/he shall compile the current year's records of all Alumni events including but not limited to reports, brochures, pictures, and newspaper articles pertaining to these events and to individual members. These records shall be stored in the Notre Dame College Office of College Advancement and may be transferred to the Notre Dame College Archives if older than 7 years.

Section 4. The Treasurer will serve as the financial liaison of the Alumni Association in conjunction with the Office of College Advancement of Notre Dame College and keep the Board apprised of all income and expenditures. The Treasurer will serve as the Chairperson of the Fiscal Committee. She/he shall make the presentation of the Alumni Association Scholarship at the Annual Spring Business Meeting.

### **Article II - Duties of the Board Members**

The Board Members shall serve as members of the Standing Committees or at least one subcommittee of their choice, attend the annual business meeting, participate in at least one additional Alumni event, and contribute to the Annual Fund.

### **Article III - Duties of the Standing Committees**

Section 1. The Standing Committees (Alumni Engagement, Student Engagement and Fiscal) shall select Chairpersons with approval of the Executive Board with the exception of the Fiscal Committee. No Chairperson shall serve more than two consecutive, two year terms in the same position. Standing Committee Chairpersons can create subcommittees with approval from the Executive Committee.

A. Student Engagement Committee. This Committee shall be responsible for building communications and engagement opportunities between the student body and the Board. This Committee shall plan and assume all responsibilities for the annual senior reception, as well as any joint events with NDC's Student Engagement Office.

B. Alumni Engagement Committee. This Committee shall function as a liaison among the Class Representatives, the Alumni Relations Office, and the Board to promote communication and participation by as many alumni as possible in the Association's activities and projects. This committee shall plan events and programs for the Association and will oversee any affinity groups.

C. Fiscal Committee. This Committee shall be responsible for tracking the Alumni Association budget and spending, as well as coordinating fundraising at alumni events and support for NDC's Annual Fund projects. This Committee will oversee the Alumni Association Scholarship Committee.

### **Article IV - Duties of Special Committees**

Section 1. Nominating Committee. (This Committee shall consist of four Board members, elected by the Board; and four association members, elected from the general membership at the spring annual business meeting, plus the Past President as Chairperson.) Nominating Committee members shall serve for one, one year term. No member shall serve for more than two consecutive terms. No major officer may serve on this committee. The Nominating Committee shall meet within the first quarter of the calendar year to prepare a slate of nominees composed of a candidate for each major office and Board member-at large. This committee shall publish the slate at least thirty days prior to the spring annual business meetings.

Section 2. Alumna/Alumnus-of-the-Year Committee. This committee shall consist of the Vice President as Chairperson, three Board members, and a past recipient of the Alumna/Alumnus-of-the-Year Award appointed by the Vice President. The committee shall make its selection from among written proposals submitted prior to its meeting and according to stated guidelines. The Vice President shall make the presentation of the Alumna/Alumnus-of-the-Year award.

Section 3. Alumni Association Scholarship Committee. This committee shall consist of the Treasurer as Chairperson, and four Board members. The committee shall make its selection from among written proposals submitted prior to its meeting and according to stated guidelines. The Chairperson shall make the presentation of the Alumni Association Scholarship at the Annual Spring Business Meeting.