

**The Constitution and By-Laws**  
**Alumnae/Alumni Association of the College of Mount Saint Vincent**  
**(Adopted-May 31, 1969. Amendments and revisions adopted - May 30, 1970, June 2, 1973,**  
**June 9, 1979 and June 1, 2002)**  
**CONSTITUTION**

**Article I - Name**

This association shall be known as the  
ALUMNAE/ALUMNI ASSOCIATION OF THE  
COLLEGE OF MOUNT SAINT VINCENT

Association is an instrumentality of the College of  
Mount Saint Vincent, Bronx, New York (hereinafter  
called the 'College').

**Article II - Mission Statement**

The mission of the Alumnae/Alumni Association is to  
act as a link and promote unity among graduates,  
students, and former students. This broad association is  
based on mutual respect, enthusiastic support, spiritual  
kinship, search for intellectual truth and an unflinching  
sense of loyalty to the College in its mission to provide a  
values-oriented education rooted in Catholic heritage  
and liberal arts tradition.

**Article III-Membership**

Section I - There shall be three classes of membership in  
the Association:

Active, Associate, and Honorary

- (a) Active Membership. Recipients of degrees  
in course from the College shall be active  
members.
- (b) Associate Membership. (1) Persons who  
have attended the College as students in  
course for at least one year, whose entering  
class shall have graduated, and whose  
application shall have the approval of the  
Executive Board, shall be associate  
members. (2) Persons who were members of  
the Alumnae Association of the Academy of  
Mount Saint Vincent prior to June 1913  
shall be associate members.
- (c) Honorary Membership. Recipients of  
honorary degrees from the College shall be  
made honorary members of the Association.  
Other persons, whose service the  
Association may desire to recognize may,  
with the approval of the College  
administration, become honorary members.

Section II-Membership in Good Standing. (a) Active and  
Associate members who make an individual contribution  
to the Annual Fund shall be members in good standing  
for the fiscal year of the gift and the following year. (b)  
Honorary members and all individuals who are members  
of religious communities shall be members in good  
standing.

**Article IV - Executive Board**

The general management of the Association shall be  
vested in the Executive Board, as provided in the  
By-Laws.

**Article V - Officers and Directors**

Section I

- (a) There shall be five elective officers:  
President, Three Vice-Presidents, and Secretary.
- (b) There shall be ten elective directors.

Section II-Election of officers and directors.

- (a) Officers and directors shall be elected at the  
annual business meeting of the Association.
- (b) President, second vice-president, secretary and five  
directors shall be elected in odd-numbered years. First  
vice-president, third vice-president and five directors  
shall be elected in the even-numbered years.

Section III - The term of office of officers and  
directors shall be two years starting July 1 following  
their election. Officers shall not be eligible for a second  
term in succession in the same office. Directors may be  
eligible for a second term as a director. However, no  
member of the Executive board shall serve for more than  
six consecutive years, except that the past president may  
serve for a seventh consecutive year following  
completion of the term as president. A former member  
of the Executive Board shall be eligible for election to  
the Executive Board after one year has elapsed following  
completion of any such period of six or seven  
consecutive years, as applicable.

**Article VI - Meetings**

The annual business meeting of the Association shall be  
held during reunion weekend. Any change in this date  
must be approved by the Executive Board. Special  
meetings may be held as provided in the By-Laws.

**Article VII - Amendments**

Proposed amendments to this Constitution must be  
submitted in writing to the secretary of the Association  
by a member or members eligible to vote, as provided in  
the By-Laws, at least three months prior to the annual  
business meeting. After approval by majority vote of  
the Executive Board, notice of such amendment or  
amendments shall be included in the call to the meeting,  
and a ballot for voting thereon shall be issued to each  
member eligible to vote, as provided in the By-Laws.  
Ballots may be returned in person or by mail. The results

of such balloting shall be announced at the annual business meeting of the Association. A two-thirds (2/3) affirmative vote of eligible members voting shall be required for adoption of a proposed amendment.

### **Article VIII - Adoption**

This Constitution shall become effective on July 1 following the date of its adoption.

### **By-Laws**

#### **Article I - Executive Board**

Section I - The Executive Board shall consist of five officers and ten directors of the Association, the president of the College ex officio, and the past president of the Association during the first year following completion of the term as president.

Section II - The Executive Board shall transact all business of the Association, except as otherwise specifically provided in the Constitution or by-Laws.

Section III - The Executive Board shall meet at least five times from September through June and shall have as many additional special meetings as necessary for the transaction of business. Meetings shall be called by the president or at the written request of six members of the Executive Board filed with the secretary. Notice of meetings shall be sent to the Executive Board at least one week in advance of each meeting.

Section IV - Seven members of the Executive Board shall constitute a quorum.

#### **Article II - Duties and Qualifications of Officers and Directors**

Section I - The president shall call and preside at all meetings of the Association and of the Executive Board, shall be ex officio a member of all committees of the Association except the committee on nominations, and shall appoint chairpersons of all committees except those otherwise provided for in these By-Laws. The president shall perform such other duties as customarily appertain to the office. Any active member of the Association in good standing for at least five years shall be eligible for the office of president.

Section II - The first vice-president shall discharge the duties of the president in the absence or disability of the president, and shall perform such other duties as customarily appertain to the office. Any active member of the Association in good standing for at least five years shall be eligible for the office of first vice-president.

Section III - The second vice-president and the third vice-president shall, in the order of precedence, discharge the duties of president and first vice-president

respectively, in the absence of the president and/or first vice-president. Each shall perform such other duties as customarily appertain to the office. Any active member of the Association in good standing for at least three years shall be eligible for the office of second vice-president or third vice-president.

Section IV - The secretary shall record the proceedings of the meetings of the Association and the Executive Board, shall give notice of all meetings of the Executive board, and shall perform such other duties as customarily appertain to the office. Any active member of the Association in good standing for at least three years shall be eligible for the office of secretary.

Section V - Directors shall perform such duties as are assigned to them by the president. Any active member of the Association in good standing shall be eligible for the position of director.

Section VI - No officer or director shall retain office if absent without sufficient cause from two meetings of the Executive Board in one year.

Section VII - When a vacancy occurs in the office of president, the first vice-president shall automatically become president and shall serve the unexpired term of the president. A vacancy occurring in any other office prior to the expiration of the term of the office shall be filled by appointment by the Executive Board. Any office so filled shall be held by the person appointed to it until the expiration of the term of that office.

#### **Article III - Director of Alumnae/Alumni Relations**

The President of the College with the approval of the Executive Board shall appoint a Director of Alumnae/Alumni Relations who shall be in charge of the Association office and the records of the Association, which shall be maintained at the College. The Director shall attend the meetings of the Executive Board, shall be a member of all committees of the Association without vote, shall conduct the ordinary business of the Association and shall cooperate in such other matters as may be delegated by the president of the Association or the Executive Board. The Director of Alumnae/Alumni Relations shall be responsible to the President of the College, the Vice President for Advancement and College Relations, and to the Executive Board.

#### **Article IV - Funds and Finance**

Section I - Fiscal Year. The Fiscal year of the association shall be from July 1 to June 30 inclusive.

Section II - Annual Fund. The Association participates in the Annual Fund of the College through contributions

by individual members and chapter gifts.

Section III - Disposal upon Dissolution. Upon dissolution of the Association all of its property shall be transferred to such other organization or organizations as specified by the Executive Board.

#### **Article V - Committees**

Section I - There shall be the following committees:  
Committee on Programs  
Committee on Nominations  
Committee on the Constitution and By-Laws  
Ad hoc Committee/s

Section II - Committee on Programs. This committee shall consist of a chair person chosen from the Executive Board and at least four other members appointed by the President for two years. The Committee shall meet at least two times each year to recommend programs for the Association. The Committee shall submit its recommendations for programs to the Executive Board.

Section III - Committee on Nominations. This committee shall consist of a chairperson appointed by the president for one year and six members, two of whom shall be elected for a term of three years each at each annual meeting of the Association. Two months before the annual meeting of the Association this committee shall submit to the Executive Board a list of candidates for all positions on the Executive Board which are to be filled at that meeting. No name shall be listed without the nominee's consent.

Section IV - Committee on the Constitution and By-Laws. This committee shall consist of the chairperson chosen from the Executive Board and at least two other members appointed by the president for two years. This committee shall meet at least once each year to review the Constitution and By-Laws of the Association and shall submit to the Executive Board its recommendations, if any, for amendments to the Constitution or By-Laws in accordance with the provisions thereof. This committee shall also review the organization and goals of the chapters, for consistency with the Constitution and By-Laws of the Association, and shall submit a report of any such review to the Executive Board. The chairperson of this committee shall assure that the provisions of the Constitution and By-Laws of the association are observed.

Section V - Ad Hoc Committee. The president shall create an Ad Hoc Committee as needed. Membership shall consist of a chairperson and at least two other members. The scope of the committee's responsibility shall be confined to the purpose for which it was created.

The Committee shall dissolve after presenting its report to the Executive Board.

Section VI - Quorum. A majority of the members of any committee shall constitute a quorum at a committee meeting.

#### **Article VI - Meetings**

Section I - Annual meeting. The date of the annual business meeting as provided in Article VI of the Constitution of the Association shall be set by the president.

Section II - Special Meetings. Special meetings of the Association may be called at the discretion of the Executive Board or upon the filing with the secretary of the written request of twenty-five active members in good standing. The president shall set the date of a special meeting. Only business of which notice is given in writing shall be transacted at a special meeting.

Section III - Meeting notification. The call to any meeting shall be sent out at least two weeks prior to the meeting.

Section IV - Quorum. Twenty-five members in good standing shall constitute a quorum at any annual or special meeting.

Section V - Voting. A majority of those present and eligible to vote shall decide any question submitted at a meeting unless otherwise provided for in the Constitution or By-Laws of the Association.

Section VI - Records. The minutes of any meeting as recorded by the secretary and the reports of the standing committees shall be placed on file in the Association office.

#### **Article VII - Voting Eligibility**

Only active and associate members in good standing shall have the right to vote.

#### **Article VIII - Elections**

Section I - Officers and directors shall be elected by ballot at the annual business meeting of the Association.

Section II - Ballots shall be issued to all members eligible to vote. The ballot shall list the candidates submitted by the committee on nominations for the positions to be filled at the meeting, and shall provide space for a write-in vote for each such position.

Section III - Ballots which may be returned in person or by mail shall be counted at the meeting. All ballots received in the Association Office prior to the meeting

shall be included in the count. A majority of the votes cast shall constitute an election.

### **Article IX - Parliamentary Authority**

"Robert's Rules of Order, Revised" (by Henry Martin Robert) shall govern all meetings of the Association, the Executive Board, and all committees, where such rules do not conflict with the Constitution and By-Laws of the Association.

### **Article X - Alumnae/Alumni Council**

Section I - Purpose. The Association shall have an advisory body called the Alumnae/Alumni Council whose purpose shall be: (a) to disseminate information about the College; (b) to serve as a forum for chapter, class and Association projects and problems; and (c) to serve as a liaison between the Executive Board and the members of the Association.

Section II - Membership. (a) The delegates to the Council shall be:

officers and directors of the Executive Board  
College President  
Vice President for Advancement and College Relations  
Director of Alumnae/Alumni Relations  
Past Presidents of the Association  
chairpersons of standing committees  
chapter regents  
class fund agents  
class coordinators

(b) Officers of the student government and officers of the senior class shall be guests at the Council meeting

(c) Other members of the College community may be invited at the discretion of the Executive Board.

Section III - Meetings. There shall be an annual meeting of the Council on a date selected by the Association president in agreement with the College. Notice shall be sent to each delegate at least a month in advance of the meeting. The meeting shall be administered by the Director of Alumnae/Alumni Relations in collaboration with the Executive Board.

### **Article XI - Chapters**

Section I - Five active members of the Association in good standing who desire to further mission of the Association may, with the authorization of the Executive Board, form a chapter of the Association in a given area.

Section II - The objectives of chapters shall be: (a) to serve and extend the interests of the College in the pursuit of its cultural, educational, spiritual, charitable

and community endeavors, and (b) to promote the spirit of unity among the graduates and former students of the College, and to strengthen their relation with the College.

Section III - The organization and goals of the chapters shall be consistent and not in conflict with the constitution and By-Laws of the Association.

Section IV - Chapters of the Association shall select officers, and shall notify the Association Office of the results of such elections within two weeks thereafter.

Section V - The Executive Board shall have the right to limit or extend the area covered by any chapter. The Executive Board shall also have the right to change or merge existing chapters. A vote of two-thirds (2/3) of the entire Executive Board shall be necessary for any changes or mergers.

Section VI - Each chapter shall make such reports as required by the Executive Board.

Section VII - The Executive Board shall have the right to suspend or revoke the authorization of any chapter. One meeting a year is required for any chapter to retain its active chapter designation. A vote of two-thirds (2/3) of the entire Executive Board shall be necessary for any such suspension or revocation.

### **Article XII - Amendments**

Proposed amendments to these By-Laws must be submitted in writing to the secretary of the Association by a member or members eligible to vote at least three months prior to the annual business meeting. After approval by majority vote of the Executive Board, notice of such proposed amendment or amendments shall be included in the call to the meeting, and a ballot for voting thereon shall be issued to each member eligible to vote. Ballots may be returned in person or by mail. The results of such balloting shall be announced at the annual business meeting. A two-thirds (2/3) affirmative vote of eligible members voting shall be required for adoption of a proposed amendment.

### **Article XIII - Adoption**

These By-Laws shall become effective on July 1 following the date of their adoption.