

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.

The Association is an instrumentality of the College of Mount Saint Vincent, 6301 Riverdale Avenue, Riverdale, 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, former students, and the College. 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: Life, Associate, and Honorary

- (a) Life Membership. Recipients of degrees in course from the College shall be lifelong members.
- (b) Associate Membership. 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.
- (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) Life 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 four elective officers: President, Two 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 and five directors shall be elected in the even-numbered years.

Section III - The term of office for 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 in June, on a date approved by the Executive Board. The date of the annual business meeting will be communicated to alumnae/alumni at least three months in advance. 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, by postal mail, or electronic communication. 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 four 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, during the months of September, November, February, April, and 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 life 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 life 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 shall 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 life member of the Association in good standing for at least three years shall be eligible for the office of second vice-President.

Section IV - The secretary shall record the proceedings of the meetings of the Association and the Executive Board, shall give notice, in collaboration with the Association President and the Director, of all meetings of the Executive Board, and shall perform such other duties as customarily appertain to the office. Any life 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 life 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 Alumnae/Alumni Relations

Section I - The President of the College, in consultation with the Executive Board, will appoint the employee of the College with primary (but not exclusive) responsibility for alumnae/alumni relations (hereinafter “Director for Alumnae/Alumni Relations”), who shall be in charge of the Association Office (hereinafter “Alumnae/Alumni Office”). The Director for Alumnae/Alumni Relations 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. In the absence of the Director for Alumnae/Alumni Relations, a member of the College’s administrative staff, with understanding of the Association, is to be

present at the meeting(s).

The Director of Alumnae/Alumni Relations shall be responsible to the President of the College, and other administrators (i.e. Vice Presidents/Directors) in the College's established administrative structure. Additionally, the Director for Alumnae/Alumni Relations is expected to report regularly on his/her efforts to the Executive Board, and to respond appropriately to the Executive Board's concerns.

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 a general fund maintained by the College.

Article V - Committees

Section I - There shall be the following committees:

Committee on Programs

Committee on Nominations

Committee on the Constitution and By-Laws

Graduates of the Last Decade (G.O.L.D.) Committee

Ad hoc Committee(s)

Section II - Committee on Programs. This committee shall be chaired by the first or second Vice-President of the Association, and be made up of at least four Directors appointed by the President for two years, and the Chair of G.O.L.D. Other members of the Association, in good standing, may be invited to join, upon the invitation of the President of the Association. 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 be chaired by the first or second vice-President of the Association, and be made up of six members, four Directors appointed by the President, and two non-board members, for two years. 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. Other

members of the Association, in good standing, may be invited to join as non-voting members, upon the invitation of the President of the Association. 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 - Graduates of the Last Decade (G.O.L.D.) Committee. All graduates of the last ten years, who made a gift to the Annual Fund, shall be considered a member of the committee. After consultation with the Director of Alumnae/Alumni Relations, the Executive Board, will select a G.O.L.D. donor to serve as chair of this committee. The chair of this committee shall also be a member of the Committee on Programs.

Section VI - 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. Other members of the Association, in good standing, may be invited to join, upon the invitation of the President of the Association. 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 VII - Quorum. A majority of the voting 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 Executive Board.

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 life 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 and Agenda notification. The call to any meeting and an agenda 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 Alumnae/Alumni Office.

Article VII - Voting Eligibility

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

Article VIII - Elections

Section I - Officers and Directors shall be elected by handwritten and/or electronically submitted ballots at the annual business meeting of the Association.

Section II – The Committee of Nominations will solicit, review, and submit nominations for open positions. Prior to the annual business meeting, 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, by postal mail, or electronic submission, shall be counted at the meeting. All ballots received in the Alumnae/Alumni Office prior to the meeting shall be included in the count. A majority of the votes cast shall constitute an election. The results will be announced at the annual business meeting.

Article IX - Parliamentary Authority

Robert's Rules of Order, Revised (by Henry Martyn 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

Chief Institutional Advancement Officer of the College
(Including, but not limited to Vice President for Institutional Advancement and College Relations or Senior Vice President for Admission and External Relations)

Any additional employee of the College with supervisory responsibility for alumnae/alumni relations (Titles include, but not limited to Director for Development)

Director of Alumnae/Alumni Relations

Any additional employees with responsibility for alumnae/alumni affairs

Past Presidents of the Association

Chair of Graduates of the Last Decade (G.O.L.D.)
Committee

Chair of the President's Associates Council

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. The annual meeting of the Alumnae/Alumni Council shall coincide with the September meeting of the Executive Board. Notice shall be sent to each delegate at least three months in advance of the meeting. The meeting shall be administered by the Director for Alumnae/Alumni Relations in collaboration with the Executive Board.

Article XI - Chapters

Section I - Five life 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 Alumnae/Alumni Office of the results of such elections within two weeks thereafter. Chapter officers may be invited to Executive Board and/or committee meetings at the discretion of the Executive Board.

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 and submit to the Director and the Executive Board such reports as required by the Executive Board, including, but not limited to, an annual financial report and a summary of events held during the year.

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, by postal mail, or electronic communication. 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, and any revisions approved by the Executive Board each year, shall become effective on July 1 following the date of their adoption.