

ALUMNI ASSOCIATION BYLAWS

MOUNT ALOYSIUS COLLEGE, CRESSON, PA

Amended July 20, 2013

MISSION

The Mount Aloysius Alumni Association is dedicated to fostering a lifelong relationship between the College and its alumni and promoting their mutual welfare and advancement.

ORGANIZATION AND SCHOOL HISTORY

The Mount Aloysius Alumnae Association was organized at the time of the opening of the new Academy in Cresson on June 16, 1897, with Mollie (Bracken) Fleming of Burlington, Iowa, as president. The first regular meeting was held on September 6, 1898. With the graduation of the Class of 1970, the organization changed its name to the Mount Aloysius Alumni Association.

St. Aloysius Academy, established in 1853 in Loretto, PA was moved to Cresson, PA, present site of the College, in 1897 and subsequently renamed Mount Aloysius Academy. The Junior College was founded in 1939, and the 1941 graduates became members of the Alumnae Association. The Academy and Junior College ran consecutively until the class of 1941 graduated. In 1968, the Junior college became co-educational. In 1991, Mount Aloysius Junior College became Mount Aloysius College with baccalaureate degrees first awarded to the class of 1993. In the spring of 2000, the College's charter was amended to include master's degrees.

BYLAWS

Article I. NAME

The organization shall be known as the Mount Aloysius Alumni Association.

Article II. OBJECTIVES

The objectives of the Association are: 1) develop programs which are consistent with the College's Mission; 2) encourage alumni to extend their talent and financial resources to the college; 3) provide opportunities for dialogue between the College and its Alumni; 4) encourage and support regional alumni chapters; 5) support programs for student recruitment, career networking, mentoring, community service and continuing education.

Article III STRUCTURE

The association shall be governed, maintained, and sustained by the members, with assistance from the College in harmony with its needs and interests.

Article IV. MEMBERSHIP

Section 1. Association Membership is composed of Mount Aloysius graduates and any individual who attended Mount Aloysius.

Section 2. Honorary lifetime membership may be conferred by the Executive Board on any individual who has distinguished himself/herself by noteworthy contributions to Mount Aloysius and/or the Alumni Association. An Honorary Member is entitled to voice, but not vote, at meetings.

ARTICLE V. REGIONAL CHAPTERS

Section 1. An Alumni chapter may be organized at the discretion of the Alumni Association Executive Board, in conjunction with the Institutional Advancement Representative for Alumni Relations in any area where there is a nucleus of interested alumni.

Section 2. Each chapter shall operate within guidelines determined by the Executive Board of Directors. The Institutional Advancement Representative for Alumni Relations shall report to the Executive Board on activities of the chapters.

ARTICLE VI. OFFICERS

Section 1. Association Officers shall be President, Vice President, Secretary, and Treasurer.

Section 2. Officers shall assume their official duties at the close of the Annual Meeting following their election, and shall serve a one-year term. Each shall be eligible for reelection to a second consecutive term.

Section 3. In the event of a vacancy in the office of President, the Vice President shall become the President for the un-expired portion of the term. A vacancy in any other office shall be filled for the un-expired portion of the term by the Executive Board. Any officer who serves a major portion of a term shall be considered as having served a full term.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee of three members shall be appointed by the President to select a candidate for each office. Nominations from the floor will be accepted at the Annual meeting. Any member of the association is eligible to serve in an office, except for a Mount Aloysius College employee.

ARTICLE VII. NOMINATIONS AND ELECTIONS (continued)

Section 2. A candidate for office may be nominated by any member and/or any chapter, by submitting the nomination to the Nominating Committee at least 30 days prior to the Annual Meeting.

Section 3. Officers shall be elected at the Annual Meeting. If there is only one nominee for an office, a motion to elect that officer is in order. If there is more than one nominee for an office, the election will be by ballot.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. President shall:

- a. preside at all meetings of the Association and the Executive Board;
- b. be an ex-officio member of all committees, except the Nominating Committee
- c. appoint Directors to the Executive Board and a Parliamentarian (who serves without vote), with the approval of the Executive Board;
- d. call special meetings;
- e. create special committees necessary to carryout the work of the Association, with the approval of the Executive Board;
- f. appoint the chairman and members to Standing and Special Committees, with the approval of the Executive Board;
- g. invite not more than two (2) Student Government Representatives to sit in on a Board Meeting, without vote;
- h. appoint a Nominating Committee of three members;
- i. perform such other duties as may be designated by the Executive Board, or in conjunction with requests from the Institutional Advancement Office.

ARTICLE VIII. DUTIES OF OFFICERS (continued)

Section 2. Vice President

- a. preside in the absence of the President;
- b. in the event of a vacancy in the office of President, assume the duties of President;
- c. perform such other duties as may be designated by the President or Executive Board.

Section 3. Secretary

- a. record the minutes of all meetings;
- b. provide copies of all minutes to the Executive Board;
- c. perform such other duties as may be designated by the President or Executive Board.

Section 4. Treasurer

- a. work closely with the College Financial Officer responsible for the Alumni Association Accounts;
- b. obtain from the College Financial Officer, an Alumni Association Financial Report to present at each meeting;
- c. be a member of the Alumni Association's Finance committee;
- d. perform such other duties as may be designated by the President or Executive Board.

ARTICLE IX. EXECUTIVE BOARD OF DIRECTORS

Section 1. The Alumni Association Board of Directors shall consist of the four (4) officers, fifteen (15) Directors, a Parliamentarian (without vote), and the Institutional Advancement Representative for Alumni Relations (without vote). Student Government Representatives, at the invitation of the President, may attend an Executive Board Meeting (without vote), except for an Executive Session.

ARTICLE IX. EXECUTIVE BOARD OF DIRECTORS (con'd)

Section 2.

a. Directors shall be appointed by the President, with the approval of the Executive Board, for a term of three years, and may be reelected for additional terms.

b. Up to five (5) Alumni, who are employees of Mount Aloysius College, may be appointed to the position of Director, but may not be elected to an officer's position (which could be a conflict of interest).

PROVISO: Current Directors for 2013, who are Mt. Aloysius Employees, will be permitted to complete their respective terms of office.

c. Directors shall be Graduates of Mt. Aloysius.

Section 3. Responsibilities of the Executive Board shall be to:

- a. conduct Association business between Annual Meetings;
- b. approve appointment of Directors to the Board, maintaining fifteen (15) Directors
- c. fill any vacancy in an office, except that of the President;
- d. determine the dates for the Reunion with the Annual Meeting, and Executive Board of Directors Meetings, in conjunction with the Institutional Advancement Representative for Alumni Relations;
- e. approve all appointments made by the President;
- f. approve any Special Committee created by the president;
- g. authorize projects to benefit the Association and College
- h. determine the allocation of funds.
- i. handle the Distinguished Alumni Award program, in conjunction with the Institutional Advancement Representative for Alumni Relations.

Section 4. The Executive Board of Directors shall meet at the call of the President, or upon the written request of three voting Board Members.

ARTICLE IX. EXECUTIVE BOARD OF DIRECTORS (continued)

Section 5. One-third (1/3) of the voting members of the Board of Directors shall constitute a quorum.

Section 6. Three (3) consecutive unexcused absences from Executive Board Meetings shall constitute a Board vacancy, to be filled according to the provisions in these Bylaws.

Section 7. Board Members may participate in a meeting by means of advanced communication technology, which shall constitute presence in person at such a meeting.

ARTICLE X. COMMITTEES—STANDING AND SPECIAL

Section I. STANDING COMMITTEES

The Standing Committees shall be: Campus Relations, Events and Fund Raising, Finance, Membership of the Board of Directors, Reunion/Annual Meeting, Scholarships (Books and Academic).

The primary purpose of the Standing Committees shall be to bring plans and proposals to the attention of the Board of Directors for its information, input, and action.

The chairman, who is an Executive Board Director, and at least two other alumni members shall be appointed for each committee by the President, with the approval of the Executive Board.

Section 2. DUTIES OF THE STANDING COMMITTEES shall be:

a. CAMPUS RELATIONS shall:

- (1) offer assistance to the Student Government, and attend at least one of their meetings each year;
- (2) help where possible with community service projects sponsored by student volunteers;
- (3) create awareness of the Alumni Association with the student body;
- (4) develop a list of skilled and talented Alumni for mentoring, tutoring, or career networking to aid students upon request.

ARTICLE X-Sec. 2(con'd) DUTIES of STANDING COMMITTEES

- b. EVENTS AND FUND RAISING shall:
- (1) at the beginning of the fiscal year, analyze current Events and Fund-raising efforts to determine feasibility of continuing;
 - (2) after each event or activity, determine the effectiveness of it, based on attendance, cost, location, alumni in attendance;
 - (3) propose creative and different types of events and fundraisers to increase our revenue;
 - (4) Appoint SUB-COMMITTEES, as needed, to handle projects.
- c. FINANCE shall
- (1) analyze at least twice a year the Alumni Treasurer's records, and if necessary confer with the College's Financial Officer;
 - (2) determine if there is adequate income available for projects undertaken and projects under consideration;
 - (3) one of the committee members shall be the Treasurer.
- d. MEMBERSHIP OF BOARD OF DIRECTORS shall:
- (1) develop a bank of qualified and interested Alumni eligible to fill vacancies in Director positions;
 - (2) follow-up on Directors absent from three Board Meetings;
 - (3) seek candidates eligible for HONORARY ALUMNI MEMBERSHIP, based on criteria in ART. IV, Sec. 2.
 - (4) encourage Alumni to participate in Annual Giving. and offer their talents and abilities to the College.

ARTICLE X. Sec. 2(con'd) DUTIES OF STANDING COMMITTEES

e. REUNION/ANNUAL MEETING shall:

- (1) determine, after dates are set by The Executive Board, an agenda of activities and events for each day, and appoint a chair for each day;
- (2) set up Sub-Committees, as needed, to handle: Registration, Greeters, Hospitality, Special Presenters or Entertainers, Meals/Snacks, Mass with Music, Banquet Honoring Distinguished Alumni, Campus Transportation, Housing;
- (3) Encourage attendance at the Annual Meeting.

f. SCHOLARSHIPS (BOOKS and ACADEMIC)

- (1) secure from the Campus Financial Officer the Applications for Alumni Book and Academic Scholarships;
- (2) follow the criteria developed to select awardees, with value of scholarships determined by the Board;
- (3) join in recognizing the recipients of these Alumni Scholarships at the College Awards' Dinner.

Section 3. SPECIAL COMMITTEES, consisting of a chairman and at least two other members, shall be created as the need arises by the President, with the approval of the Executive Board.

Section 4. Members of committees may participate in meetings by means of advanced communication technology, which shall constitute presence in person at such meetings.

ARTICLE XI. ALUMNI ASSOCIATION GENERAL MEETINGS

Section 1. The Annual Association General Meeting shall convene annually at a time set by the Executive Board, during the Annual Reunion Weekend. The call to the Annual Meeting shall be provided to each member of the Association. Each alumni member shall have one vote. There shall be no voting by proxy.

ARTICLE XI. ALUMNI ASSOCIATION GENERAL MEETINGS (con'd)
Section 2. Special Meetings of the Alumni Association may be called by the President, or by a majority of the Executive Board.

ARTICLE XII. INSTITUTIONAL ADVANCEMENT REPRESENTATIVE
FOR ALUMNI RELATIONS

Section 1. The Alumni Relations aspects shall be handled by the Institutional Advancement Representative for Alumni Relations. The Institutional Advancement Office shall house and maintain the personal records of alumni, and records of the Alumni Association's meetings, Financial Records, Officer and Committee Reports, Committee functions, and Alumni events.

Section 2. Institutional Advancement Representative for Alumni Relations shall:

- a. assist the Alumni Association President and the Executive Board in managing its work and activities;
- b. report at all meetings;
- c. maintain alumni records and Alumni Association Files;
- d. develop alumni regional chapters, in conjunction with the Executive Board of Directors.
- e. compile alumni News/Stories/Class Notes for the MOUNT ALOYSIUS MAGAZINE;
- f. serve as a member of the Executive Board, without vote.

ARTICLE XIII. PUBLICATIONS

Alumni Association News/Events/Class Notes will be published in the Mount Aloysius Magazine, as well as via e-mail and/or mailed newsletters/flyers.

ARTICLE XIV. FISCAL YEAR

The fiscal year of the Association will be July 1 through June 30, to correspond with the College fiscal year, since the Alumni Association finances are maintained in the College Finance Office.

ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in the most recent edition of Robert’s Rules of Order, shall govern all proceedings of the Association and the Executive Board of Directors, except for Special Rules as have been or may be adopted.

ARTICLE XVI. AMENDMENTS

Section 1. Any member may propose amendment(s) to these bylaws, by submitting the amendment(s) in writing to the Executive Board at least 30 days prior to the Annual Meeting.

Section 2. At least 15 days prior to the Annual meeting, each member shall receive notice of the proposed amendment(s) by means of the College website and e-mail announcements.

Section 2. A two-thirds (2/3) vote of the members present and voting shall be required to adopt the amendment(s) to these Bylaws.

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COMPLETE REVISION OF THE BYLAWS OF THE MOUNT
ALOYSIUS ALUMNI ASSOCIATION
ADOPTED AT THE ANNUAL MEETING
ON SATURDAY, July 20, 2013