

BYLAWS OF THE MARYMOUNT UNIVERSITY ALUMNI ASSOCIATION
(As amended and approved November 17, 2010)

ARTICLE I - Name

The name of this Association shall be the Marymount University Alumni Association. Any reference to Association in the document will refer to the Marymount University Alumni Association.

ARTICLE II - Mission

The mission of the Association shall be to serve the University by connecting alumni in a manner that enriches the lives of alumni and the quality of the institution.

ARTICLE III – Goals

The goals of the Association shall include, but are not limited to, the following:

- a) Solicit, broaden, and increase the active alumni volunteer base;
- b) Increase alumni participation and involvement in University activities;
- c) Increase alumni participation in fund raising activities;
- d) Prepare students for a life-long active role in the alumni association;
- e) Promote career networking opportunities and career development for alumni and students;
- f) Increase the role of alumni in forming and achieving the University's mission;
and
- g) Identify, recognize and utilize successful alumni.

ARTICLE IV - Purpose

The Association is organized and operated exclusively for the charitable and educational purposes of furthering the mission of Marymount University.

ARTICLE V - Membership

Section 1. All persons who received an associate, a bachelor's or a master's degree from Marymount College or Marymount University or who attended the College or University for at least one semester or who graduated from Marymount High School (Virginia) shall be considered members of this Association. Present undergraduate students are not members of the Association.

Section 2. All recipients of honorary degrees from Marymount College of Virginia or Marymount University and all recipients of the Mother Gerard Phelan Gold Medal shall be honorary members of this Association.

Section 3. Any person nominated by the Executive Committee in consultation with the

Alumni Association Board shall become an honorary member of the Association.

Section 4. The Director of Alumni Relations of Marymount University shall be an ex officio member of the Association.

ARTICLE VI - Finances

The Association, through the fundraising programs of the University Development office, shall request its members to contribute to the Annual Fund of Marymount University and shall encourage them to stimulate other financial assistance for the University.

ARTICLE VII - Officers

The elected officers of the Association shall be the President, the President-Elect, the Vice President, and the Secretary-Treasurer.

Section 1. The duties of the President shall be those common to the Office, including:

- a) Presiding at official Association meetings, attending key Alumni events, and officially welcoming “new” alumni at Commencement;
- b) Developing an Alumni Association strategic plan in consultation with the Executive Committee;
- b) Designating the time and place for the all meetings including Executive Committee and Alumni Association Board meetings;
- d) Appointing the chairperson of any committee established;
- e) Reporting periodically to the Executive Committee and the Alumni Association Board; and
- f) Appointing new Board Members in consultation with the Executive Committee

Section 2. The duties of the President-Elect shall be those common to the Office, including:

- a) Attending official Association meetings and key Alumni events;
- b) Assisting the President of the Association and serving as chief consultant for all Association projects;
- c) Reporting periodically to the Executive Committee; and
- d) Assuming, when necessary, the President's duties and succeeding to the Presidency in the event of the President's resignation or incapacitation.

Section 3. The duties of the Vice President shall be those common to the Office, including:

- a) Attending official Association meetings and key Alumni events;
- b) Liaison to Alumni Relations office for programs that promote new chapters and class agents;
- c) Assisting any other officer when called upon; and
- d) Tracking the terms of office of Alumni Association Board members and reporting to the Executive Committee periodically to keep the Association informed as to the

status of such terms.

Section 4. The duties of the Secretary-Treasurer shall be those common to the Office, including:

- a) Attending official Association meetings and key Alumni events;.
- b) Reporting the minutes of official Association meetings and meetings of the Alumni Association Board and the Executive Committee and filing those minutes with the Alumni Relations Office within six (6) weeks following a board meeting and;
- c) Assisting any other officer when called upon.

Section 5. Succession of Officers and Terms of Office. The Board shall each year, beginning with the July 1, 2007 term, elect a President-Elect. That President-Elect serves for one year, and then succeeds to the Office of President the following year. The President shall serve a one-year term. The Vice President and Secretary-Treasurer shall each serve a one-year term. All terms of office shall begin July 1 and end June 30.

Section 6. In the event a vacancy occurs in any office, other than that of President, the Executive Committee shall appoint a successor to serve out the remainder of the term. If a vacancy occurs in the office of the President, the President-Elect shall assume the position of the President for the remainder of the President's term, and one additional year.

Section 7. Officers may not be elected or appointed to a term of office that exceeds their term as a member of the Board as set forth in Article IX, Section 7. For example, a member of the Board with only one year remaining in his or her term may not be elected President-Elect.

ARTICLE VIII - Executive Committee

Section 1. There shall be an Executive Committee composed of the elected officers, the immediate past president, and the Director of Alumni Relations of Marymount University.

Section 2. The Director of Alumni Relations of Marymount University shall be a nonvoting member.

Section 3. The Executive Committee shall counsel and make policy interpretations on behalf of the Alumni Association Board and shall be empowered to act on its behalf in between meetings of the Alumni Association Board or when it is impractical to convene the entire Alumni Association Board.

Section 4. The Executive Committee shall meet either in person, by telephone, or electronically if available, at least twice a year as designated by the President of the Association.

Section 5. The Executive Committee shall have the power to establish such committees, as it deems necessary for the Association's welfare. The Executive Committee may call special meetings of any Association committee.

ARTICLE IX - Alumni Association Board

Section 1. There shall be an Alumni Association Board whose purpose shall be to guide the University on alumni relations activities and carry out the mission and strategic plan of the Association. Any reference to Alumni Association Board or Board in this document will refer to the Alumni Association Board of the Alumni Association of Marymount University.

Section 2. The Board strives to achieve representative membership from Marymount's four schools and affinity groups. The Board shall consist of no more than 22 voting members. Specifically, the Board will or will strive to include the following:

- a) The members of the Executive Committee of the Association.
- b) A graduate of Marymount High School (Virginia).
- c) An alumnus of the graduate program of the University.
- d) One or more Board Members Emeritus, nominated by the President of the Association at the President's discretion but subject to approval of and appointment by the Executive Committee, to recognize that person's significant contributions to the University and the Alumni Association.
- e) The Chair of the DC Metro Club.
- f) Such number of other alumni members-at-large as shall be required in order to fill all available Board seats.

The Chair of the DC Metro Club and the Director of Alumni Relations of Marymount University, will be non-voting members of the Board.

Section 3. Nominations. Nominations to the Board will be solicited through the *MU Today* magazine, the Marymount University website, and through other methods as the Board deems appropriate, in the Spring of each year (to coincide with the time when members rotate off the Board). Nominations are collected by the Nominating Committee, which shall verify the nominees' willingness to serve on the Board and shall present to the Executive Committee a slate of candidates for election to the full membership of the Association, all in accordance with Nominating Procedures which may be adopted, and revised from time to time, by the Board.

Section 4. After approval of the slate of candidates by the Executive Committee, the members of the Association shall by vote, at a time and in a manner deemed appropriate by the President, select new Board members from among the candidates to fill vacancies on the Board. The voting by the members on the candidates for the Board may take place at the annual meeting of the members or separate from, and may be conducted electronically by e-mail or through an internet based mechanism, or any other available method, as determined by the President.

Section 5. The President of the Senior Class, the President of the Student Government Association, and the President of the Student Faculty Council may be invited to attend meetings of the Board but are not members and shall not have any voting privileges.

Section 6. The elected members (meaning all of the members except for those holding the position by virtue of their office, such as the members of the Executive Committee, the Chair of the DC Metro Club, the Chair of any Chapters, and any appointed Board Members Emeritus) of the Board shall serve one three-year term, beginning immediately upon their election by the members

of the Association. Elected Board members may not serve more than two terms or six years. Board Members Emeritus shall serve at the pleasure of the Executive Committee.

Article X – Committees

Section 1. There shall be standing committees whose chair shall be appointed by the President of the Association. Committee documents that explain the purpose/mission of each committee will guide the overall scope and responsibilities of the respective committee as well as the number of participants per committee, requirements for participation, etc. In order to foster full Board participation, no member of the Executive Committee shall be a chair or co-chair of a committee. The Board's overall goals will serve as the overarching framework for committee roles and responsibilities.

- A) **The Alumni Recognition Committee** will advance the University by identifying and acknowledging alumni throughout the Marymount community at large. Examples of this include but are not limited to overseeing the Alumni Awards (Alumni Club Leadership Award; Alumni Achievement Award; Alumni Appreciation Award; Lifetime Achievement Award; Outstanding Recent Alumnus Award), and recommending alumni to spotlight in the MU Today magazine.
- B) **The Philanthropy Committee** will advance the University by helping to foster relationships and further the financial stability of Marymount. Examples of this include but are not limited to identifying potential individual and corporate donors, and working with the board to meet their fundraising goals.
- C) **The Professional Development Committee** will advance the University by identifying initiatives and opportunities for alumni to further their careers as well as assisting students with their professional goals. Examples of this include but are not limited to planning the annual etiquette dinner, and working on and encouraging fellow alumni involvement in events hosted throughout the year by the Career and Internship Center.
- D) **The Recruitment & Outreach Committee** will advance the University with its efforts in student recruitment and retention. Examples of this include but are not limited to engaging alumni to assist with new student recruitment at college fairs, and assisting with Summer Orientation Sessions for admitted students and Open Houses for prospective students.
- E) **The Student Relations Committee** will advance the University by fostering relationships with current students that will lead to their becoming involved alumni. Examples of this include but are not limited to planning events such as the alternative spring break send-off dinner and supporting with initiatives such as finals week care packages and parties on the patio.

Section 2. The Chairs of standing committees shall work with the Director of Alumni Relations in coordinating their efforts with related offices of the University.

Section 3. Participation. Board members will participate in and attend the activities related to at least one committee. Board members will sign up for committees at a meeting to be designated by the President. Board members can join additional committees later in the year if there is need/interest.

Section 4. The President in consultation with the Board may establish ad hoc Committees as determined by need and/or focus, e.g. Capital Campaign, Club Support, which will be charged for a specific period of time to achieve a specific task/assignment.

ARTICLE XI – Association Staff

Section 1. The Association shall have such staff as is provided to it by Marymount University.

Section 2. It is the responsibility of the Alumni Relations Staff to maintain all Alumni Association Board historical data and records, to the best of its ability.

ARTICLE XII – Clubs and Networks

Section 1. Regional Clubs and Alumni Networks of the Association shall be defined and established by the Director of Alumni Relations when deemed necessary for the effective operation of the Association.

Section 2. Club and Network representatives. Members of an established Club or Network may select a representative, for purposes of interacting with (but not serving on) the Board, who is an alumna/us of the University (if a Club representative, residing within the Club region). Ideally, this representative shall

- a) Serve one two-year term and be eligible for one succeeding two-year term.
- b) Be responsible for securing the assistance of at least two additional representatives who are alumni. One of these shall coordinate Club or Network special events and other recruitment efforts.
- c) Work in conjunction with the Director of Alumni Relations and the Vice President of the Alumni Association Board.
- d) Report periodically to the Executive Committee.

ARTICLE XIII - Meetings

Section 1. The Annual Meeting of members of the Association shall be held at a time and place designated by the President of the Association. Ample notice of such meetings shall be given in writing to the members.

Section 2. The Board of the Association shall meet at least four times a year at a time and place designated by the President.

Section 3. Voting and non-voting members of the Board are expected to attend all meetings either in person or by telephone, or electronically if such opportunity is made available. Board members who fail to attend two meeting in any year are subject to removal from the Board should the Board determine that there is not good cause for the failure of attendance.

Section 4. All committees of the Association shall meet as frequently as their work requires or at the request of the President.

ARTICLE XIV – Election of Officers

Section 1. The Board will elect all officer positions. Nominations for officer positions will be solicited by the Alumni Relations staff of the University prior to the first Board meeting of the calendar year.

Section 2. Prior to the meeting, the Alumni Relations staff will collect the names and present the candidates during the first Board meeting of the calendar year. The full Board will then elect the officers during this meeting.

ARTICLE XV - Amendments

This Constitution may be amended at any time by a vote of the Alumni Association Board at a regular meeting. It may also be amended at a special meeting called for said purpose, provided that written notice of any proposed amendment has been sent to members of the Alumni Association Board at least two weeks prior to this special meeting.

ARTICLE XV - Procedure

Except as otherwise provided in the Constitution, Robert's Rules of Order Revised shall be the authority in parliamentary procedures of the Association and its Alumni Association Board.

NOTE: the Alumni Association Board of the Marymount University Alumni Association approved this constitution with major amendments on November 17, 2010.