Constitution of the Alumni Association of Albertus Magnus College

Article I. Name
The name of this Association shall be the Alumni Association of Albertus Magnus College.

Article II. Object
The object of this Association shall be to deepen and continue the shared experience of alumni and to assist in the fulfillment of the objectives of the College.

Article III. Membership
Graduates of any approved degree program or other approved program of study at Albertus Magnus College are members of this Association. Special circumstances may allow non-graduates of the College to be awarded alumni status/inducted into the Association.

Article IV. Organization
Section A. This Association shall function through a Board of Governors, an Executive Committee, Alumni Chapters and Committees.

Section B. The executive powers of the Association shall be vested in a Board of Governors which shall be composed of:
1. Voting members: Officers of the Association, immediate past President of the Association, and all elected Members of the current Board of Governors.
2. Non-voting members: The President of the College, the Director of Alumni Relations, and any current members-at-large from area Chapters.

Section C. Officers of the Association and of the Board of Governors shall be a President, a Vice President and a Secretary.

Section D. The Executive Committee of the Board of Governors shall consist of the Officers of the Association and the immediate past President. The Executive Committee shall meet at the discretion of the President of the Association and shall act for the Board between Board meetings.

Article V. Duties of Officers
Section A. The President of the Association shall:
1. be Chairman of the Board of Governors, conduct all business meetings of the Board of Governors, preside over the Annual Meeting of the Association, and give at this meeting a report on current Association activities for the year;
2. appoint chairpersons of ad hoc committees or other committees as needed with the advice and consent of the Executive Committee;
3. submit to the Vice President for Development & Alumni Relations proposals for projected programs and costs to be considered in the annual budget, after consultation with the Board of Governors and the Alumni Associate;
4. fill vacancies among the voting members of the Board of Governors, with the advice and consent of the Executive Committee;
5. represent the alumni either personally, or by delegate, at any event where alumni participation seems advisable;
6. preside over the formal initiation of the graduation class into the Alumni Association or appoint someone to do so;
7. represent the alumni at any formal function of the College, such as graduation.

Section B. The Vice President of the Association shall:
1. assume the duties of the President in case of her or his absence or illness;
2. assume the office of the President in the event of the President’s inability to perform her or his duties;
3. assist the President in carrying out the duties of her or his office;
4. take minutes in the absence of the Secretary of the Association;

Section C. The Secretary of the Association shall:
1. keep a record of all meetings of the Executive Committee and all meetings of the Board of Governors;
2. keep a record of the annual meeting;
3. send out correspondence as directed by the Constitution and by the President of the Association.

Article VI. Alumni Associate
Section A. Appointment. The College and the Association have agreed that an Alumni Associate holds a necessary and essential position in the administration and operation of the College. The Associate shall be appointed by the Vice President for Development.

Section B. The salary and working conditions of the Associate shall be determined by separate agreement entered into by the College, as represented by the President of the College, and the Alumni Associate.

Section C. The Alumni Associate shall:
1. perform all of the usual duties associated with the Alumni Office, including facilitating communication between alumni and all members of the College community;
2. perform any other duties mutually agreed upon between the College and the Association.

Article VII. Members. Members shall:
1. be voting members of the Board of Governors of the Association;
2. be comprised of representatives from the many constituencies of the Association;
3. consist of a maximum of eighteen members (including officers);
4. collect and analyze information about alumni concerns and attitudes and communicate this information to the Board of Governors.

Article VIII. Members-at-Large. Members-at-Large shall:
1. be non-voting members of the Board of Governors of the Association;
2. be currently serving as President of a recognized Alumni Chapter.

Article VIII. Ad Hoc Committees
Ad Hoc Committees or other committees deemed necessary by the Association shall consist of a chairperson appointed by the President of the Association and at least two other members. The chairperson shall be a member of the Board of Governors.

Article IX. Meetings
Section A. There shall be one annual meeting of the Association each year. Notice of this meeting shall be given to each member of the association at least two weeks in advance.

Section B. Special meetings of the Association may be called at the
discretion of the President or by a majority vote of the Association.

Section C. There shall be at least three meetings of the Board of Governors, the first meeting no later than September. A majority of the members of the Board shall constitute a quorum.

Section D. It is recommended that members of the Board of Governors attend at least fifty percent of the scheduled meetings.

Section E. Special meetings of the Board of Governors of the Association may be called at the discretion of the President or by a two-thirds vote of the members of the Board.

**Article X. Amendments**

The Constitution and its bylaws may be amended by a majority of the members of the Association who vote on such amendments, provided that the proposed amendments have been approved by a majority of the Board of Governors and provided that all members of the Association are given notice of proposed amendments in writing at least two weeks in advance of voting.

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**Bylaws to the Constitution**

**Article I. Nominations: Board of Governors**

Section A. The Executive Committee of the Association shall appoint a nominating committee of not more than seven members. The immediate past President shall be a member.

Section B. The nominating committee shall prepare a single slate of officers, taking into consideration persons suggested to it by the members of the Alumni Association.

Section C. The chairman of the nominating committee shall file with the Alumni Associate a copy of the slate of officers. The slate shall be presented in writing to each member of the Association at least two weeks in advance of the Annual Meeting.

Section D. In nominating the up to eighteen members (including officers) of the Alumni Board, the nominating committee shall draw members from the many constituencies of the Association.

Section E. The slate shall be voted upon at the Annual Meeting.

**Article II. Elections**

Section A. Election of the President, Vice President, Secretary and the fifteen members of the Board of Governors shall take place at the Annual Meeting in the even numbered years.

Section B. Executive Officers and members of the Board of Governors serve two-year terms. It is recommended that Executive Officers of the Board of Governors serve no more than two consecutive terms in a given position.

**Article III. Trustees**

Section A. It is recommended that the Office of Alumni Relations keep an on-going list of qualified potential Trustee candidates submitted by members of the Alumni Association to the Board of Governors for consideration.

Section B. Nominations for potential Trustee candidates may be submitted at any time.

Section C. As positions on the College’s Board of Trustees become available, the President of the College and the Executive Committee of the Board of Trustees will review the list of qualified candidates and make recommendations and/or selections for potential trusteeship.

Section D. Final selection/s will be voted upon by the full Board of Trustees.

Section E. Term/s of Trustees shall be determined by the President of the College and the Executive Committee of the Board of Trustees.