



# NOTRE DAME OF MARYLAND UNIVERSITY

## Alumnae and Alumni Council By-Laws

### ARTICLE I - NAME

#### Section 1: Name of the Alumnae and Alumni Council

The Alumnae and Alumni Association Executive Board will now be known as the Alumnae and Alumni Council of Notre Dame of Maryland University (“the Council”) (“the University”).

To align with the university’s goals and this Council’s desire to be inclusive of all alums of Notre Dame of Maryland University, the Alumnae and Alumni Association will now be known as the Alumnae and Alumni Community.

### ARTICLE II – MISSION AND VISION

#### Section 1: Mission

The Council is a strong network of graduates and students that exists to promote, support and advance the welfare of the University, broaden and sustain friendships among alumnae and alumni, and stimulate alumnae and alumni interest in the University. The Council will also assist the President and staff of the University in stimulating a spirit of cooperation and loyalty in the community.

#### Section 2: Vision

The Alumnae and Alumni Council of Notre Dame of Maryland University will be a vibrant advisory body dedicated to engaging alums and students, acting as a link between the campus community and the global alumnae and alumni community, and stewarding the lifelong connection alums have with the University.

### ARTICLE III – INCLUSION

#### Section 1: Eligibility

All graduates of the University (and all matriculated non-graduates) are part of the Alumnae and Alumni Community.

#### Section 2: Honorary Membership

Honorary membership may be awarded to any person deemed worthy of this recognition by the Alumnae and Alumni Council.

### ARTICLE IV – MEETINGS

#### Section 1: Annual Meeting

The Council shall have an active presence during the annual reunion weekend and may vote to hold an open forum business meeting during the annual reunion. The decision to hold an open

forum meeting must be made each year and no later than four (4) months prior to the annual reunion. The decision must be made jointly by the Council and Alumnae and Alumni Relations staff. A motion for an annual meeting may be made by any member of the Council or Alumnae and Alumni Relations staff.

### **Section 2: Meetings**

The Council shall meet at most, three (3) times per year. Separate committee meetings not requiring the attention of the full Council may be conducted virtually.

### **Section 3: Special Meetings**

Special meetings of the Council shall be at the call of the President of the Council or at the petition of five of its members.

### **Section 4: Parliamentary Procedures**

Robert's Rules of Order shall be the authority on parliamentary law for the Council in the conduct of meetings.

### **Section 5: Removal**

As a condition of membership on the Council, its members will agree to participate as fully as possible in the Council's work including active service on committees and attendance at functions organized by and with the Office of Alumnae and Alumni Relations and the University. Members who fail to attend two (2) Council meetings in one fiscal year may be subject to removal from the Council. The Council President and Vice President shall exercise the right of decision in this matter.

### **Section 6: Resignation**

Any member of the Council may resign at any time by giving written notice of such resignation to the President.

## **ARTICLE V – COUNCIL MEMBER GUIDELINES**

### **Section 1: Council**

The Council is the advisory body of the Alumnae and Alumni community. It consists of three officers, a representative from each University program, a representative to the Board of Trustees, and the Past President. Each representative has a three-year term and may serve additional time when elected to do so. All Council members attend Council meetings at most, three (3) times a year and serve as stewards during the annual Reunion Weekend.

### **Section 2: Elected Officers**

The elected officers of the Council shall be the President, Vice President, Secretary, and Past President. While elected by the Board of Trustees, the Board of Trustees Representative also falls in the category of elected officer. These officers shall constitute the Council Leadership and Nomination Committee. The Vice President will chair the Nomination Committee to fill vacancies on the Council and solicit nominations for the annual alumnae and alumni awards. The Council Leadership shall meet as needed in person or virtually.

### **Section 3: Representatives**

Appointed Council representatives shall be program liaisons to their affiliated school. At least three (3) At-Large representatives will also be included on the Council.

### **Section 4: Past President**

The immediate past president shall serve in an advisory capacity for one three-year term immediately following presidency.

### **Section 5: Nominations, Elections, and Vacancies**

The chair of the Nomination Committee shall present to the Council, prior to the first meeting of the new fiscal year, the slate of nominated officers and representatives for approval.

The Council Leadership must be elected by affirmation of the whole Council before the first Council meeting of the fiscal year. Council representatives shall be elected by affirmation of the Council Leadership before the first Council meeting of the fiscal year. Affirmation may be given electronically. The Council shall consist of no less than 12 and no more than 20. Additional Council positions can be added as needed and as the University grows.

When a vacancy occurs in an elected term of office, the chair of the Nomination Committee shall call a special election to appoint a member to fulfill the un-expired term of office. The appointed member will then complete their current term in their new role.

### **Section 6: Terms of Office**

The elected officers and representatives of the Council shall serve for a term of three (3) years. Each elected officer and representative shall assume the duties of the office at the beginning of the fiscal year (July 1), and abide by those responsibilities as denoted in these By-Laws.

Proposed members of the Council Leadership must have served at least one (1) year on the Council to qualify for election in the President, Vice President, or Secretary role. No elected officer or representative shall be eligible for more than two consecutive terms.

### **Section 7: Expectations**

Each Council member shall be expected to:

1. Attend all meetings of the Council. Although professional, personal or family commitments may periodically conflict, members are expected to make regular attendance a high priority. Failure to attend a minimum of two (2) meetings per year may result in removal from the Council.
2. Actively serve on a Council committee and/or contribute significantly to University initiatives; contribute to committee discussions, initiatives, planning, and projects; demonstrate preparedness and be informed about Council activities.
3. Represent the Council, when and where appropriate to do so.
4. Promote the interest of Notre Dame of Maryland University in the community as outlined in the mission and goals of the University.
5. Assist the Council in achieving its goal of 100% participation in financial support of the Notre Dame Fund.
6. Assist the University in achieving a high participation rate in financial support of the Notre Dame Fund by educating peers about the fund.

### **Section 8: Voting**

Elected officers and representatives of the Council have the authority to vote.

### **Section 9: Quorum**

A quorum for a Council meeting shall consist of a simple majority of the voting members of the Council.

### **Section 10: Ex-Officio Members**

The President of Notre Dame of Maryland University, Vice President for Institutional Advancement, Director of Alumnae and Alumni Relations and Alumnae and Alumni Relations staff shall be ex-officio, non-voting members of the Council.

### **Section 11: Office of Alumnae and Alumni Relations**

The Director of Alumnae and Alumni Relations and Alumnae and Alumni Relations staff shall conduct the business of the Council from the campus office and fulfill the objectives of the Council and the Office of Institutional Advancement.

## **ARTICLE VI – COUNCIL MEMBER DUTIES**

### **Section 1: President**

Chief executive officer of the Council presides at Council committee meetings and open meetings held during the annual reunion. In addition, performs all duties incidental to the office; serves as ex-officio member on all Council committees, appoints ad-hoc committees as required and presents an annual report of alumnae and alumni activities at annual reunion meetings where necessary. Participates in the Council's long-range planning. Works closely with the Office of Alumnae and Alumni Relations and Vice President to prepare Council meeting agendas. Is a member of the Council Leadership and serves on the Nomination Committee. Acts as a resource and liaison to the community and University. Attends all Council meetings, Reunion Weekend and other appropriate events when possible. Encourages 100% Council member participation in the Notre Dame Fund each fiscal year.

### **Section 2: Vice President**

Vice President represents the University and the Alumnae and Alumni community in absence of the President; succeeds to the office of President in the event of a vacancy for the duration of the unexpired term. Works with Office of Alumnae and Alumni Relations and President to prepare Council meeting agendas. Participates in the Council's long-range planning. Attends all Council meetings, Reunion Weekend and other appropriate events when possible. The Vice President is a member of the Council Leadership and will serve as the Chair of the Nomination Committee to fill vacancies on the Council and select winners of the annual alumnae and alumni awards.

### **Section 3: Secretary**

The Secretary shall keep a full and accurate record of proceedings of the business of the Council and all meetings of the executive and nomination committees and shall submit minutes to the Alumnae and Alumni Relations Office within a reasonable time after each meeting for distribution to Council members. Prepares an annual report of the Council's activities and accomplishments to be distributed at the end of each fiscal year. Is a member of the Council Leadership and serves on the Nomination Committee. Attends all Council meetings, Reunion

Weekend and other appropriate events when possible.

**Section 4: Council Representative to the Board of Trustees**

Representative selected by the nominating committee of the Board of Trustees upon recommendation of the Council. The Board of Trustee Representative acts as a liaison between the Council, the Board of Trustees, and the greater alumnae and alumni community. Has all the same rights, duties, obligations and privileges as other members of the Board of Trustees. Serves on the Nomination Committee. Attends all Council meetings, Reunion Weekend and other appropriate events when possible.

**Section 5: Past President of the Council**

Past President serves as advisor to current Council members. The Past President serves on the Nomination Committee, attends all Council meetings, Reunion Weekend and other appropriate events when possible.

**Section 6: Board Representatives for University Programs**

At least one person will represent each of the University's programs: SSNDs, Weekend College or College of Adult Undergraduate Studies, Graduate Studies, Women's College, School of Pharmacy, School of Nursing, School of Education. Each representative will serve as liaison to their program's community. Representatives attend all Council meetings, Reunion Weekend and other appropriate events when possible.

Representatives may be alums or current students of any of the schools.

**Section 7: Board Representatives – At Large**

At Large members serve in the capacity of representing all alumnae and alumni. Each representative will serve on one Council committee to further engage graduates in the life of the University. Representatives work with the Council and staff to implement ways to serve the needs of all graduates and help alumnae and alumni become better informed about and participate in NDMU activities. Members attend all Council meetings, Reunion Weekend and other appropriate events when possible.

Representatives may be alums or current, matriculated, students of any of the schools.

**Section 8: Board Representative for Current Students**

From the Inter Organization Council constitution: "The Vice President's duties shall consist of acting on behalf of the President if the President is unable to carry out her duties, attends regularly scheduled Cabinet and Board meetings, maintains regularly scheduled office hours, represents the Inter Organization Council at Executive committee meetings, serves as the co-chair of the Elections committee with the Senate Vice President, oversees and enforces the Publicity and Promotion Policy as well as approves organization publicity, and represents the Inter Organization Council at meetings of the Alumnae and Alumni [Council]."

## ARTICLE VII – COMMITTEES

### Section 1: Designation

Each member agrees to be a partner with the university to assist in continuing the legacy of Notre Dame, by promoting the University to prospective students, participating in events, attending training sessions, serving the alums and encouraging participation in the University's annual fund campaign.

### Section 2: Nomination Committee

Together, the Office of Alumnae and Alumni Relations and Nomination Committee shall develop and maintain a file of outstanding nominations and slate for open Council positions. This slate shall be presented to the Council at least two (2) months in advance for the election for vacant positions. Appropriate provisions will be made in cases when the position needs to be filled immediately and two (2) months' notice is not available. It is acceptable for votes to be taken electronically in lieu of an in-person Council meeting.

Additionally, and with the Office of Alumnae and Alumni Relations, this committee shall select annual Alumnae and Alumni Award winners. Nominations shall be collected from the entire alumnae and alumni community and put to a vote at least two (2) months in advance of Reunion. Award winners are recognized at the annual Reunion Weekend.

### Section 3: Reunion Committee

Members of the Reunion Committee act as liaisons between their classmates and the Office of Alumnae and Alumni Relations during the year of their milestone reunion. As part of the committee, they will assist with developing Reunion programming, encouraging attendance at Reunion and annual participation in the Notre Dame Fund, and collect news (life milestones, updated contact information, etc.) from classmates. The makeup of the Reunion Committee will change year-to-year; structure and membership will be at the discretion of the Office of Alumnae and Alumni Relations staff.

### Section 4: Ad-hoc Committees

Upon recommendation from Alumnae and Alumni Relations staff and Council members, ad-hoc committees may be arranged and appointed by the President. The need for an ad-hoc committee will be determined by scope of duties and present need. Ad-hoc committee meetings will be arranged with committee members and virtual meetings are encouraged.

## ARTICLE IX – AFFILIATES

### Section 1: Designation

An affiliate is a group of alumnae and alumni within a specific geographic area that meets periodically to promote, support, and advance the welfare of the University and stimulate a spirit of cooperation and loyalty among the members. An affiliate communicates its activities to the office of alumnae and alumni relations.

## ARTICLE X – AMENDMENTS AND REVISION FREQUENCY

The By-Laws and any amendments thereto must be approved by two-thirds of the members of

the Alumnae and Alumni Council. These By-Laws must be reviewed at least once every three years.

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| <u>Adopted:</u>           | <u>May 27, 1948</u> |
| 1 <sup>st</sup> Revision  | June 6, 1958        |
| 2 <sup>nd</sup> Revision  | June 12, 1964       |
| 3 <sup>rd</sup> Revision  | April 27, 1974      |
| 4 <sup>th</sup> Revision  | April 19, 1986      |
| 5 <sup>th</sup> Revision  | June 10, 1989       |
| 6 <sup>th</sup> Revision  | June 8, 1991        |
| 7 <sup>th</sup> Revision  | June 6, 1992        |
| 8 <sup>th</sup> Revision  | September, 1997     |
| 9 <sup>th</sup> Revision  | May 12, 2009        |
| 10 <sup>th</sup> Revision | November 8, 2011    |
| 11 <sup>th</sup> Revision | June 28, 2017       |