CONSTITUTION
NOTRE DAME COLLEGE ALUMNI ASSOCIATION

Article I – Name

This organization shall be known as the Notre Dame College Alumni Association.

Article II – Purpose

This Association is an organization formed to promote the interests and welfare of Notre Dame College. As such, the Alumni Association is committed to continuing the mission of the College in the lives of all alumni who have been associated with it.

The Association strives

- to promote the welfare of Notre Dame College and an awareness of its academic excellence;
- to promote service, financial support, communication links, and advocacy for Notre Dame College, its administration and faculty;
- to perpetuate and strengthen bonds of loyalty, fellowship and friendship among Notre Dame College Alumni through social and other nonprofit activities;
- to mirror the diversity of our alumni constituents;
- to aid in recruitment programs to ensure a significant student body;
- to increase awareness of the Alumni Association among the undergraduates on campus.

Article III – Membership

Section 1. All baccalaureate, master, and associate degree graduates of Notre Dame College are ipso facto members of this Association.

Section 2. Any student who has completed a certificate program is an Affiliate member of this Association.

Section 3. Any student who has attended Notre Dame College for an entire academic year, and left in good standing, may apply to the Alumni Relations Office at the College for membership in this Association. Such students, however, shall not be eligible for membership until graduation of the class of which they were members at the time of departure from the College. These members shall be designated by the term "Affiliates."

Article IV - Official Publication

The Notre Dame College Alumni Association shall use as its official publication Notre Dame Today, published by the Communications Office of Notre Dame College.
**Article V – Organization**

Section 1. The officers of the Association shall be degree-holding members, elected at the Annual Spring Business Meeting. Candidates for executive offices shall have served previously on the Alumni Board for at least one full term, with the candidates for president having served at least one full term in an elected position.

Section 2. The Executive Board shall be comprised of the five executive officers: 1) President, 2) First Vice President, 3) Second Vice President, 4) Secretary, 5) Treasurer.

Section 3. The Board shall be comprised of the executive officers; the Past President; Chairpersons of Standing Committees (Student Liaison, Publicity, Religious, Class Representative, Historian) and a Parliamentarian appointed by the President; and a minimum of six members-at-large elected at the spring annual business meeting.

Section 4. Elected executive officers and members-at-large shall assume office at the Joint Board Meeting. Board appointees assume responsibilities either at the Joint Board Meeting or at the first scheduled meeting following appointment.

Section 5. Vacancies in any elected office other than that of President shall be filled by the President with a majority approval of the Board.

Section 6. Term for elected offices shall be two years. An incumbent may seek reelection for a second term.

Section 7. Any group of alumni shall have the privilege of organizing a chapter. This chapter shall so organize through the Alumni Relations Office at the College.

**Article VI – Meetings**

Section 1. An open business meeting of the Association shall be held annually in the spring.

Section 2. Other open business meetings may be called at the discretion of the Board.

Section 3. The Board shall meet quarterly. Additional meetings may be called at the discretion of the President and the Executive Board. Any Board member who misses two meetings without serious cause, as determined by the Executive Board, is automatically retired.

Section 4. At Board meetings a quorum will be a majority of the Board members present (one-half of the members plus one). At meetings of the Association, the quorum consists of those who are in attendance at that time.

**Article VII – Revenues**

Section 1. Revenues raised by the Association shall be placed in the Alumni Association general fund and held at the College. These funds are to be generated through the activities sponsored by the Association conducted under the direction of the Board.
Section 2. Any money raised by the Association specifically for the Alumni Association Scholarship fund shall be designated as restricted and held at the College.

Section 3. The Alumni Association Scholarship shall be available to any qualified new student applying to the Notre Dame College undergraduate program. The applicant must be related to a current student at Notre Dame College, or a member of the Notre Dame College Alumni Association. The amount of the award and number of Alumni Association Scholarships awarded shall be determined by each year’s Alumni Board; during the first meeting of the new calendar year.

Article VIII - Parliamentary Authority

In any administrative or parliamentary issue for which there is no provision in this Constitution and Bylaws, Roberts' Rules of Order shall be the authority.

Article IX - Amendments and Revisions

This Constitution and Bylaws may be amended or revised by a two-thirds vote of members present at an open meeting, provided the proposed amendment has been submitted in writing to the Board and approved by said Board at least thirty days prior to the business meeting.

Article X - Dissolution of the Organization

In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under section 501 (C) 3 of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law. This Association designates Notre Dame College and/or the Sisters of Notre Dame as that tax-exempt organization to which all assets shall be distributed.
BYLAWS
NOTRE DAME COLLEGE ALUMNI ASSOCIATION

Article I - Duties of Executive Officers

Section 1. The President shall preside at all meetings of the Association and of the Board. It shall be the duty of the President to appoint Chairpersons to all Standing and Special Committees with the exception of the Nominating, Ways and Means, and Program Committees. She/He shall have power to call such meetings of the Association and the Board as she/he deems necessary. She/He shall take whatever other executive action is necessary to carry out the programs of the Association.

The President shall be an ex officio member of all committees with the exception of the Nominating Committee. She/He shall be responsible for the official acceptance into the Alumni Association of graduates and qualified affiliates.

Section 2. The First Vice President shall perform the duties of the President in her/his absence, and shall succeed her/him in the event she/he should resign or be removed from office for any reason. She/He shall act as Chairperson of the Program Committee. She/He shall select Chairpersons for various social programs and will assume full responsibility for all aspects of each event. She/He shall ensure that each Chairperson submit a complete report within sixty days of the event.

Section 3. The Second Vice President shall assume the duties of the President in her/his absence and in the absence of the First Vice President. She/He shall direct the work of the Standing Committees, and direct Standing Committee Chairpersons to file committee reports to her/him for presentation at the Annual Spring Business Meeting, and for permanent record. She/He is Chairperson of the Alumna/Alumnus-of-the-Year Committee and shall present the award at the Annual Spring Business Meeting. She/He shall coordinate the Alumni Scholarship Program.

Section 4. The Secretary shall record proceedings of meetings of the Association and the Board, and keep an attendance record of Board meetings. She/He shall conduct all correspondence of the Association. She/He shall notify Board members of all board meetings at least two weeks in advance. These records shall be permanently stored in the Notre Dame College Development Office.

Section 5. The Treasurer will serve as the financial liaison of the Alumni Association in conjunction with the Development Office of Notre Dame College and keep the Board apprised of all expenditures.
Article II - Duties of the Board Members-at-Large

The Board Members-at-Large shall serve as members of the Program, Scholarship and Alumna/Alumnus-of-the-Year Committees and at least one other committee of her/his choice.

Article III - Duties of the Non-Elected Board Members

Section 1. The Past President shall act as Chairperson of the Nominating and the Ways and Means Committees. As Chairperson of the Nominating Committee she/he shall conduct the elections at the annual spring luncheon according to Roberts' Rules of Order procedures. In the event that the immediate Past President cannot serve in this position, the President shall fill the vacancy from among the other Past Presidents.

Section 2. The Parliamentarian shall be responsible for maintaining order at all Board meetings and all general membership meetings including the annual spring business meeting. She/He shall advise in the interpretation of the Constitution and Bylaws, and the Standing Rules as prescribed in Roberts' Rules of Order. She/He may also serve in another capacity on the Board.

Section 3. The following Chairpersons (Student Liaison, Publicity, Religious, Class Representative and Historian), and such others as may be deemed advisable and necessary by the Board, shall be appointed by the President for a period of one year.

A. Student Liaison Chairperson. This Chairperson shall be responsible for building communications between the student body and the Board. She/He and her/his committee shall plan and assume all responsibilities for the annual senior reception.

B. Publicity Chairperson. This Chairperson shall be authorized to publicize within the College and community all alumni activities, and should work in conjunction with the committee chairpersons of individual program events.

C. Religious Activities Chairperson. This Chairperson shall plan and assume all responsibilities for religious programs.

D. Class Representative Chairperson. This Chairperson shall function as a liaison among the Class Representatives, the Alumni Relations Office, and the Board to promote communication and participation by as many alumni as possible in the Association's activities and projects.
E. Historian. The Historian shall compile the current year's records of all Alumni events including but not limited to reports, brochures, pictures, and newspaper articles pertaining to these events and to individual members. These records shall be permanently stored in the Notre Dame College Development Office. At the discretion of the President, these duties may be assumed by the Secretary.

Article IV - Duties of Special Committees

Section 1. Nominating Committee. This Committee shall consist of four Board members, elected by the Board; and four members, elected from the general membership at the Annual Spring Business Meeting, with the Past President as Chairperson. Nominating Committee members shall serve for one term. No member shall serve for more than two consecutive terms. No major officer may serve on this committee. The Nominating Committee shall meet within the first quarter of the calendar year to prepare a slate of nominees comprised of a candidate for each major office and Board member-at large. This committee shall publish the slate at least thirty days prior to the Annual Spring Business Meeting.

Section 2. Program Committee. This committee shall consist of the First Vice President as Chairperson, the Board members-at-large, and the Chairperson of the Ways and Means Committee. It shall meet to plan the program of events for the coming year and shall present the proposed program at the Annual Spring Business Meeting for suggestions, and approval.

Section 3. Ways and Means Committee. This committee shall be comprised of all Past Presidents, with the immediate Past President as Chairperson. It shall meet at least once a year, shall suggest means of raising funds for the Association, and serve in an advisory capacity to the Executive Board.

Section 4. Alumna/Alumnus-of-the-Year Committee. This committee shall consist of the Second Vice President as Chairperson, the Board members-at-large, and a past president appointed by the Chairperson. The committee shall make its selection from among written proposals submitted prior to its meeting and according to stated guidelines. The Chairperson shall make the presentation of the Alumna/Alumnus-of-the-Year award at the Annual Spring Business Meeting.