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 a nonprofit organization formed to promote the interests and welfare of Notre Dame College. As such, the Alumni Association is committed to continue 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 the College and an awareness of its academic excellence;
- to promote service, financial support, communication links, and advocacy for the College, its administration and faculty;
- to perpetuate and strengthen bonds of loyalty, fellowship and friendship among the College Alumni through social and other nonprofit activities;
- to stimulate and sustain the interest and understanding of all Alumni in the objectives, programs and achievements of the College by stressing a diverse representation of alumni on the Board;
- to aid in recruitment programs to ensure a significant student body comprised of traditional, graduate program, Lifelong Learning and Weekend College students;
- 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 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 a member at the time of departure from the College. These members shall be designated by the term "Affiliates”.

Section 3. Any student who has completed a certificate program consisting of at least thirty hours of coursework is an Affiliate member of this Association.
Article IV - Official Publication

The Notre Dame College Alumni Association shall use as its official publication Notre Dame Today, published by the Marketing Office of Notre Dame College.

Article V – Organization

Section 1. The officers of the Association shall be degree-holding members, elected at the spring annual 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 (Phonation, Student Liaison, Publicity, Religious, Class Representative, Historian, Chapters Chairperson) 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 June Board meeting. Board appointees assume responsibilities either at the June meeting or at the first scheduled meeting following appointment, should this take place after June.

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 one year. The 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, in conjunction with the Chapters Chairperson.

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 provided 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 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.

Revised 4/25/2009
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 absence, and shall succeed her in the event she 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 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 for presentation at the spring annual 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 spring annual business meeting. She/He shall coordinate the Alumni Scholarship Program and in such capacity, serve as liaison between the Board and the College Scholarship Committee.

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 College Advancement 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 and Alumna/Alumnus-of-the-Year Committees and at least one other committee of their 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 (Phonathon, Student Liaison, Publicity, Religious, Class Representative, Historian, Chapters), 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. No Chairperson shall serve more than two consecutive terms in the same position.

A. Phonathon Chairperson. This Chairperson shall assist the Alumni Board and shall act as liaison between the Board and the College in support of telephone communication activities involving alumni.

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

C. 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.

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

E. 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. She/He will also work in conjunction with the Chapters Chairperson.
F. 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 College Advancement Office. At the discretion of the President, these duties may be assumed by the Secretary.

G. Chapters Chairperson. The Chairperson shall assume the responsibility of developing possible new chapters, and will act as liaison between the college and the chapters. This Chairperson will work in conjunction with the Class Representative Chairperson.

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 spring annual 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 composed 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 spring annual business meetings.

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 April Board meeting for suggestions, and approval. Approved dates for activities should be submitted to the College in April for printing in the school calendar.

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 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 spring annual business meeting.