

Alumnae and Alumni Council By-Laws

ARTICLE I - NAME

Section 1: Name of the Alumnae and Alumni Council

The

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 Trunses, the BoardEMC /P AMCID 65BDC q0.00

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.

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

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

<u>Adopted:</u>	<u>May 27, 1948</u>
1 st Revision	June 6, 1958
2 nd Revision	June 12, 1964
3 rd Revision	April 27, 1974
4 th Revision	April 19, 1986
5 th Revision	June 10, 1989
6 th Revision	June 8, 1991
7 th Revision	June 6, 1992