**Mount Mary University Alumnae Association**
**Proposed Bylaw Revisions 2020**

**ARTICLE 1: NAME**
The name of the organization shall be the Mount Mary University Alumnae Association, name hereinafter referred to as the Association.

**ARTICLE 2: PURPOSE**
The Alumnae Association of Mount Mary University exists to encourage and provide opportunities for Mount Mary graduates to remain connected to fellow alumnae and to the university. The Association supports the University's Alumnae Relations Team to advance the mission and strategic priorities of the university.

**ARTICLE 3: MEMBERSHIP**
The Association is composed of all graduates from Mount Mary College and Mount Mary University. The University may grant alumna status at the request of any non-degreed former student or any individual awarded an honorary degree.

**ARTICLE 4: EXECUTIVE COMMITTEE**
The Associations' Executive Committee includes the President, Vice President (shall serve anytime the President is absent), Immediate Past President, Treasurer, Treasurer-elect, and Secretary

**ARTICLE 5: BOARD OF DIRECTORS**
The Board of Directors is comprised of Members of the Executive Committee and Standing Committee Chairs

The President shall serve as chair and the Board of Directors shall act in an advisory capacity to the Alumnae Relations Team (Director of Alumnae Relations, Communication and Engagement Specialist, Social Media Assistant) and the University.

**Roles and Responsibilities for Board of Directors**

- Attend meetings [see Article 11 for details ]
- Provide regular committee updates
- Provide guidance and support to the committee chairs
- Make decisions on business matters not requiring a General Assembly
- Be knowledgeable about and promote MMU interests and priorities
- Attend events and activities
- Follow and participate in MMU alumnae social media groups
- Recruit potential Association members and leaders
- Contribute to MMU fundraising efforts

For any Board business, the means of decision-making will be a vote and we will look for two-thirds approval before taking action.

**ARTICLE 6: DIRECTOR OF ALUMNAE RELATIONS**

The Director of Alumnae Relations is the university's primary liaison to the Association. As an employee of the University, the Director is responsible for guiding and ensuring the Association's initiatives align with Mount Mary University policies, procedures and goals.

The Director of Alumnae Relations shall be an ex-officio member (without vote) of the Board of Directors, and all standing and ad hoc committees.

**ARTICLE 7: BOARD VACANCIES**

All Board Members are encouraged to identify and recommend new Board members to the Executive Committee. Alumnae at-large may self-nominate by submitting qualifications and level of interest in serving as a member of the board.

The Executive Committee, in collaboration with the Director of Alumnae Relations, will meet with the candidates and will submit a recommendation to the full Board for approval by a simple majority vote.

There is no requirement to fill all vacancies.

**Resignations**

A member of the Board may resign at any time by notifying the President of the Alumnae Association.

**Removal**

A Board member may be removed for behavior prejudicial to the best interest of Mount Mary University and/or the Association. The VP of Alumnae and Donor Relations, the Director of Alumnae Relations, and members of the Executive Committee must agree that removal of the Board member is in the best interest of the University.

**ARTICLE 8: TERMS OF EXECUTIVE COMMITTEE**

We encourage a two-year term, not to exceed a four-year term. Should an unusual situation arise, the Executive Committee has the authority to be flexible on the terms.

Executive Committee members are elected during the spring Alumnae Association Meeting and shall assume their duties **July 1**. The time between the election and start date will be used for orientation and training.

**ARTICLE 9: ROLES OF EXECUTIVE COMMITTEE**

The Executive Committee is responsible for overseeing the activities and interests of the Association. This includes determining the annual budget for the fiscal year and presenting the annual budget during the spring Alumnae Association meeting.

**President**

The President has general leadership over the activities and interests of the Association and its role in advancing the mission of Mount Mary University.

- Preside over all Association, Executive Committee and Board of Directors meetings and collaborate with DAR on meeting agendas
- Participate as ex-officio member of all committees, as needed
- Make necessary appointments to the Board of Directors, committees, and ad-hoc committees in partnership with the Director of Alumnae Relations

- Shall represent the Association periodically at university functions, such as Commencement, Alumnae Awards Celebration, Reunion Weekend and the Starving Artists' Show

**Vice President**
The Vice President is the intended successor to the President. The VP serves as an active member of the Board and performs the duties of the President in her absence.

**Past Presidents**
Past Presidents may be called upon to serve as a resource to the Board of Directors, and are ex-officio members.

**Treasurer**
The Treasurer shall work with the Director of Alumnae Relations to oversee, approve and report on Association funds. The Treasurer shall provide a financial report at meetings, as requested. The Treasurer shall communicate the annual budget to the General Assembly at the spring Alumnae Association meeting and present any gift recommendations to the full Assembly for vote.

**Treasurer-elect**
The Treasurer-elect shall shadow the Treasurer and perform any duties assigned by the Treasurer.

**Secretary**
The Secretary is responsible for keeping minutes and attendance for each meeting of the Executive Committee, Board of Directors and the General Assembly meetings. Minutes will be submitted to the Director of Alumnae Relations and the President of the Association for review. The Alumnae Relations Director is responsible for sharing final minutes with the Board of Directors.

The Secretary will help the Alumnae Relations Team maintain updated digital copies of the Bylaws, Board Membership Roster, and a record of member terms and upcoming Board vacancies. This information will be housed in the Alumnae Office.

**Article 10: Committees**
**Section A. Standing Committees**
Standing Committees shall be established to support alumnae activities/initiatives. Chairs are appointed by the President and serve on the Board of Directors.

**Standing Committees include:**

**Section A.1.: On Campus Partnerships** *[formerly WINGS In Recruitment and WINGS On Campus]*
The On Campus Partnership committee will help develop resources to advance Mount Mary's mission and strategic initiatives. By fostering relationships on campus and helping to determine how alumnae can best support existing initiatives including but not limited to admissions and recruitment. Raising the awareness on campus among students, faculty and staff of the Alumnae Association through mutually shared talents and resources.

**Section A.2.: Alumnae Engagement** *[formerly WINGS at Work and Alumnae Relations Committee]*
The Alumnae Engagement committee will develop and foster a sense of community among alumnae through relevant programming and communications. This includes advising on strategic communications and partnering with the Alumnae Relations Team to on our initiatives

such as Reunion Weekend, the annual Awards Celebration and Commencement. Promote opportunities and benefits in order to build a broader alumnae audience.

**Section A.3.: Starving Artists' Show Committee**
The Starving Artists' Show Committee serves as the volunteer leadership to plan, organize, and execute the annual show. This committee works in close partnership with the Alumnae Relations team and University personnel.

**Section A.4.: Alumnae Awards Committee**
The responsibility of the Alumnae Awards Committee is to identify distinguished alumnae for our alumnae awards. The committee solicits and reviews nominations with the goal of recommending the Madonna and Tower Award finalists to the University President for approval.

**Section B: Ad Hoc Committees**
The Board of Directors or Director of Alumnae Relations may, at any time, convene special committees to carry out new initiatives of the Association to support the mission and goals of the university. For example, specific events such as milestone anniversaries, holiday or regional luncheons, focus groups, etc.

**ARTICLE 11: MEETINGS**

**Executive Committee Meetings**
The Executive Committee will meet at the discretion of, the Association President and Director of Alumnae Relations.

**Board of Directors Meetings**
The Board of Directors will meet quarterly (March, June, September,December). Meetings shall be called by, and at the discretion of, the Association President and Director of Alumnae Relations.

**Alumnae Association Meetings** *[formerly General Assembly Meetings]*
All alumnae are invited to the Alumnae Association meetings, which shall take place at least twice per year in spring and fall. In the spring, alumnae vote on an approve business matters related to the annual budget and elections. These meetings provide a forum to hear from fellow alumnae and receive updates about the University.

**ARTICLE 12: COMMUNICATIONS**
All official Association communications must be submitted to the Office of Alumnae Relations. All social media and website updates must be coordinated with the Office of Alumnae Relations. All fundraising and appeal letters are written by the University in concert with alumnae representatives and/or class representatives.

**ARTICLE 13: AMENDMENTS**
Bylaws may be amended at any Alumnae Association meeting by a two-thirds vote of those present. Notice of proposed amendments must be sent at least 14 days in advance of the General Assembly meeting.

**History of Amendments**
Bylaws of the Mount Mary University Alumnae Association Revisions:

1969, 1978, 1987, 1994, 1998, 1999, 2011, 2014, 2016

**ARTICLE 14: PARLIAMENTARY AUTHORITY**

The Association shall be governed according to Robert's Rules of Order, latest edition.