

**MANOR COLLEGE ALUMNI ASSOCIATION  
BY-LAWS**

**ARTICLE I  
NAME**

The name of the association shall be the Manor College Alumni Association (hereafter referred to as "Alumni Association").

**ARTICLE II  
PURPOSE**

The purpose of the Manor College Alumni Association is to promote loyalty, lifelong educational relationships, financial support and foster a sense of community among all alumni and friends to advance the interests of the association members and Manor College. The Alumni Association will provide advice on matters relating to Manor College's interaction with the broader alumni constituency, particularly in the areas of communications, continuing education, alumni services, affinity programs, solicitations and appeals, reunions and participation in fundraising events.

**ARTICLE III  
MEMBERSHIP**

The Alumni Association shall be composed of members who have been awarded an Associate's degree from Manor College and those former Manor College students who earned over 30 credits from Manor College.

**ARTICLE IV  
ORGANIZATION**

Section 4.1 Association Board

The Alumni Association shall be governed by the Officers and Alumni representatives, consisting of the following: president, vice president, secretary, treasurer and four to six alumni representatives. Staff from the Office of Development and Alumni Relations will serve as non-voting members of the Association and shall provide administrative and staff support to the Association.

4.1.1 Election Process

Alumni may actively pursue a seat on the alumni board, or may be solicited by the Alumni Association, based on the recommendation of a member of the Association, College faculty, or administration. Efforts will be made to include a variety of graduating classes, fields of

concentration, and geographic locations when considering prospective members for the alumni board.

#### Section 4.2 Officers

Officers of the Alumni Association are: President, Vice President, Secretary and Treasurer. Candidates for the above offices will be proposed and voted upon by the association board at the last association board meeting of the academic year. All nominees for these offices must have been a member of the association board for at least one (1) year prior to consideration.

The officers, who will assume their duties beginning June 1st, will serve for the term length stated in the appropriate officer description (Article V).

### **ARTICLE V DUTIES OF OFFICERS**

#### Section 5.1 - President

The president shall preside over all meetings of the alumni board and represent the Alumni Association at alumni and College functions. The president shall be empowered to appoint ad-hoc committees as the need arises and shall perform other duties as essential to the office. The president shall serve a term length of two years.

#### Section 5.2 - Vice President

The vice president assists the president. In the event the president is unable to perform the duties of office, the vice president will assume those duties. The vice president also shall serve as parliamentarian at all meetings of the Alumni Board and the Alumni Association. The vice president shall serve a term length of two years, following the 2018-2019 cycle.

#### Section 5.3 - Secretary

The secretary is responsible for taking the minutes at each alumni board meeting and ensuring they are available for review at least one (1) month prior to the following meeting. It is expected that the secretary will coordinate with the Alumni Association Office to ensure the minutes are communicated along with the notice for the next meeting (as defined in Article VII, Section 4).

The secretary will support the president as necessary in responding to correspondence pertinent to the executive committee and keep a written record of the executive committee meetings. The secretary shall serve a term length of two years.

#### Section 5.4 - Treasurer

Upon the alumni's office disclosure of the Alumni Association's expenses and accounts, the treasurer shall reconcile and report this information to the alumni board at regularly scheduled meetings. The treasurer will also perform any other duties essential to this office. The treasurer shall serve a term length of two years, following the 2018-2019 cycle.

### **ARTICLE VI COMMITTEES**

#### Section 6.1 - Standing Committees

Standing committees are defined as those which, by tradition, are automatically formed on an annual basis.

##### 6.1.1 - Executive Committee

The executive committee shall consist of the officers of the Alumni Association. The President shall act as chairperson of the executive committee. The executive committee shall transact the business of Alumni Association between meetings of the alumni board and report any action(s) taken at the next alumni board meeting.

#### Section 6.2 - Ad Hoc Committees

From time to time, additional committees may be required to carry out the mission of the Alumni Association. All such committees are formed by two-thirds majority vote of the alumni board. Their purpose and function shall also meet board approval.

### **ARTICLE VII MEETINGS**

#### Section 7.1 - General Meetings

Manor College shall hold a general meeting of the active members of the association each October.

#### Section 7.2 - Board Meetings

There shall be at least four regular meetings of the Alumni Association board to be held during the months of October, January, April and June.

### Section 7.3 - Executive Committee Meetings

The executive committee meets when necessary, in person or via e-mail or telephone, between board meetings. The president may also request additional meetings of the executive committee throughout the academic year.

### Section 7.4 - Parliamentary Procedures

Robert's Rules of Order shall be the final authority governing all matters related to parliamentary procedures in the course of Alumni Board meetings and Alumni Association meetings.

### Section 7.5 - Quorum

At any Alumni Association board meeting, four members of the board who are eligible to vote, one of whom shall be an officer of the board, shall constitute a quorum for the transaction of all business that may be properly brought before the meeting.

### Section 7.6 - Notice of Meetings

Written notice containing the date, time and place of meetings will be mailed by the alumni office 10-14 days prior to each board meeting.

## **ARTICLE VIII AMENDMENTS**

### Section 8.1 - Amendments

Proposed amendments to these by-laws may be submitted by any member of the alumni board at a regular meeting for consideration at the following meeting. A two-thirds majority vote is required to adopt an amendment.

## **ARTICLE IX ALUMNI CHAPTERS**

### Section 9.1 - Purpose

The Alumni Association encourages the formation of "alumni chapters" organized on the basis of major concentrations, interests and/or regions of the state or country. The purpose of these chapters is to support the mission of the Alumni Association and to sponsor activities that will keep alumni in close contact with each other and Manor College. All official chapters should provide regular (quarterly) updates to the Alumni Association stating past, present, and upcoming activities.

Section 9.2 - Name

The name of each alumni chapter shall be the " \_\_\_\_\_ Chapter of the Manor College Alumni Association"

**ARTICLE X  
PUBLICATIONS**

The office of Development and Alumni Relations will coordinate all publications and communications on behalf of the Alumni Association.

Revised and Adopted on  
01/11/2018