

**Sacred Heart University  
Alumni Association By-Laws**

**Article I: Name**

This organization shall be called the Sacred Heart University Alumni Association (hereinafter "Association").

**Article II: Purpose**

Section 1.

Alumni Association Mission Statement.

**The mission of the Sacred Heart University Alumni Association is to: *Foster*** relationships between present and future alumni with the University by enriching the professional and personal lives of all alumni; ***Recognize*** alumni contributions to the University community and to society as a whole; and ***Enhance*** the growth, development and advancement of the University while supporting mutual respect and understanding amongst a diverse alumni body.

**Article III- Principal Office**

Section 1.

Principal Office. The Principal Office of the Association shall be the Sacred Heart University Alumni Relations Office, 5151 Park Avenue, Fairfield, Connecticut 06825-1000.

**Article IV: Members of the Alumni Association**

All undergraduate and graduate degree recipients of Sacred Heart University shall be active members of the Association. Trustees of the University, members of the faculty and administrative staff, recipients of honorary degrees from the University, and any other persons whom the Executive Committee of the Alumni Board of Directors may elect, with a majority vote to membership, shall become honorary members unless, by virtue of attendance at the University, they shall already be members. Honorary members shall possess all the rights of active members, except the right to vote or to hold office.

**Article V: Alumni Board of Directors and Officers**

Section 1.

Sacred Heart University Alumni Board of Directors and Meetings Thereof

The Sacred Heart University Alumni Board of Directors (hereinafter the "Board") shall be the representative governing body of the association and shall conduct and transact all business pertaining to the association. It shall meet at the call of the chairperson on at least 30 days' notice by mail, e-mail, or phone to all members. The annual meeting shall be held on campus during Homecoming (Alumni) weekend. The Board of Directors shall meet at least two additional times per year to be held at such place and date chosen at the discretion of the President of the Board and/or Director of Alumni Relations. Special

meetings may be scheduled at such other times and places as the Executive Committee of the Board shall designate upon 30 days' notice by mail, e-mail, or phone to all members and not less than three days in advance to each member of the Board. 1/3 shall constitute a quorum at all meetings. Members shall be entitled to one vote either in person or, via email securely to the Director of Alumni Relations.

## Section 2. Officers

The officers of the Board shall be a President, Vice-President of Administration, Vice-President of Alumni Recognition and Membership, Vice-President of Individual Development and a Secretary. The Officers shall be elected to terms of two years (renewable) each by the Board at its June meeting. Candidates must be current Board members for at least one election cycle and must be nominated in writing to the Director of Alumni Relations and/or the Secretary on or before April 30 of the fiscal year.

## Section 3. President, Duties Of

The president shall preside at each meeting of the Board, appoint all standing and special committees, and perform the usual duties pertaining to the office, unless the Board shall specifically vote otherwise. The president shall represent the Association and the Board at University and/or Alumni functions as required. The president will also serve as a Defacto member of all organized committees of the Board. In case of the absence of the president, one of the vice presidents shall preside. In the event of the death or resignation or inability of the president to perform his or her duties, the Vice-President of Administration shall assume such duties.

## Section 4. Vice-President(s), Duties Of

The Vice-Presidents serve as the committee chairs of their respective areas:

- VP of Administration chairs the Alumni Donations Committee and any ad-hoc committees in that area or similar. The VP of Administration also oversees the business functions of the Board.
- VP of Alumni Recognition and Membership chairs the Elections and Standards Committee and the Alumni Recognition Committee and any related ad-hoc committees in that area.
- VP of Individual Development chairs the community service committee and any related ad hoc committees.

## Section 5. Secretary, Duties Of

The secretary shall keep all records and will attend to the correspondence of the Board and of the association and he/she will be responsible to the Board for the conduct of the business of the association and Board which includes: serving notice of meetings, serve as

ex-officio member of all organized committees and the Board, record meeting minutes and track attendance at all meetings.

## **Article VI: Membership on the Alumni Board of Directors**

### **Section 1. Members**

The Board shall consist of no more than 30 members at large. The number of members at large can be exceeded upon the recommendation of the Executive Committee and a vote of the Board. Members of the alumni association, staff, or faculty shall nominate candidates each year for membership on the Board. The elections and standards committee will present nominees at its annual meeting in April to serve terms of three years each. Nominations shall be made so far as possible to maintain representation among the Board members in proportion to the specific needs of the Board at any given time, as well as geographic, class year, gender, ethnicity, and professional representation. The elections and standards committee shall present an account of the activities and achievements and the particular qualifications of each person it proposes as a nominee and report his or her willingness to serve if elected. The elections and standards committee will provide the slate of candidates to the Executive Committee for their approval by a vote during their annual meeting or online. A quorum must be represented for final approval of the candidates. Notwithstanding any other provisions contained herein, the retiring president of the Board shall automatically be an ex-officio member of the Board for a term of two years following the conclusion of his or her term of office. Ex-officio members of the Board shall serve in an advisory capacity and include the Director of Alumni Relations or a comparable staff person in addition to the President of the University, Vice President of University Advancement and a member of the faculty of the University.

### **Section 2. Term and Eligibility of Board Members**

The terms of Board members shall begin on July 1 of the year in which they are elected and shall terminate on June 30 of the year in which their successors are elected. Members shall be ineligible for reelection or reappointment for one year after completing two successive terms. Board members shall serve terms of 3 years renewable for at least 1 additional term.

### **Section 3. Members Elected by Board and Nominations Thereof**

The Board at the April meeting will approve new members of the association to membership on the Board, as suggested by the elections and nominations committee, for terms of three years each with a renewal option not to exceed one term. Candidates shall be nominated no later than fifteen (15) days preceding the annual meeting of the Board.

### **Section 4. Roles and Responsibilities of Board Members**

Alumni Board representatives must attend at least two of the three Alumni Board meetings each year to remain in good standing. The Annual meeting during Homecoming weekend is

mandatory. Representatives missing two meetings will be contacted by the president of the Board and, may be asked to resign. Vacancies will be filled by the elections and standards committee, with those appointed in this way completing the term of their predecessor. If a position is vacant within four months of an election, it will remain vacant until the election occurs. Time served in this situation will not be counted in the term limits. All Board members will be asked to join at least one committee of the Board. All Board members may be asked to represent the Alumni Association at University or Alumni functions throughout the year.

## **Article VII: Standing Committees of the Alumni Board of Directors**

### **Section 1. Appointments and Duties Thereof**

The current three VPs serve as chair people of their respective areas. VP of Administration oversees the Alumni Donations Committee; VP of Alumni Recognition and Membership oversees the elections and Standards committee and the Alumni Recognition Committee; VP of Individual Development oversees the Community Service Committee.

### **Section 2. Executive Committee**

There shall be an Executive Committee consisting of no less than 15 members, which shall include the president of the Board, The Vice President for University Advancement, the Vice Presidents of the Board, the Secretary, the immediate past president of the Board, at least two at-large members of the Board, the Director of Alumni Relations and such other persons as the Board shall elect. A quorum shall be one thirds of the present and voting members of the Executive Committee. It shall approve in advance all nominations proposed by the Elections and Standards Committee as candidates for all nominations proposed as candidates for awards. Between meetings of the Board, the Executive Committee is authorized to transact business of the Board, shall have charge of general interests of the association, and may exercise any of the powers of the Board. It shall work to improve communication from the University to the alumni and from the alumni to the administration and the Board of Trustees. The Executive Committee shall establish projects and goals in collaboration with the different Board committees and may conduct planning sessions to outline the goals of the Board and to provide individual committees with specific charges.

### **Section 3. Elections and Standards Committee**

An Elections & Standards Committee composed of members of the Board shall be approved by the president. This committee shall present to the Board nominations of candidates for membership on the Board. The secretary shall request annually, all members of the Board to submit to the executive committee, names of possible candidates for members of the Board for consideration. The elections and standards committee also reviews and enforces all attendance policies and procedures in addition to facilitating officer elections.

#### Section 4. Alumni Donations Committee

There shall be an Alumni Donations Committee which shall establish increased participation in the annual Fund for Excellence and the Alumni Association Scholarship fund for the best interests of the University. The director of the Fund for Excellence shall serve as an ex-officio member of the committee as will the Director of Alumni Relations and will inform the committee of the endeavors of the funds. The Committee shall be tasked with supporting the Fund for Excellence and the Alumni Association Scholarship in terms of soliciting support from alumni and serving as a resource for the department(s).

#### Section 5. Recognition Committee

A Recognition Committee composed of members of the Board shall annually select deserving persons to receive the Pioneer Award, Volunteer of the Year Award, Alumni Achievement Award and the Alumni Faculty/Staff Award and such other awards as may be approved by the Executive Committee to be given at the Annual Alumni Awards Ceremony held during Homecoming Weekend. The Recognition Committee shall establish criteria and procedures for nominations for such awards. No member of the committee shall be eligible to be considered for an award while serving on the committee. Proposed recipients of all awards shall be presented to the Executive Committee for ratification.

#### Section 6. Community Service Committee

The community service committee shall identify and institute programs that will allow the association to participate in community and civic activities.

#### Section 7. Ad Hoc Committees

There may be various additional ad hoc committees which can be established from time to time by the Executive Committee. These committees shall review and make recommendations to the Board concerning such matters as campus alumni activities, alumni clubs, publications, and such other special projects as the Executive Committee deems appropriate. The Executive Committee will determine the length of service for these ad hoc committees for up to two years of service. After two years, the Executive Committee needs to reappoint the ad hoc committee with the approval of the Board. The president shall not be restricted to members of the Board in appointments of ad-hoc committee chairs or members.

### **Article VIII: Vacancies**

Whenever any vacancy occurs on the Board, or on the Executive Committee of the Board, otherwise than by expiration of the stated term of office, the Executive Committee of the Board may elect a person to serve for the remainder of the term of such office, except as specifically defined above.

### **Article VIII: Pronouns**

All pronouns used herein shall include any other pronoun of any gender rendered appropriate by the context or circumstances, and the singular shall include the plural and vice versa whenever the facts and the context so require.

### **Article X: General Provisions**

#### **Section 1. Amendments**

These by-laws may be amended or repealed at any meeting of the Alumni Board at which a quorum is present by a two-thirds vote of the members present and voting or by the use of an online ballot to the full Board, provided that notice of such intended action, giving in full the text proposed to be repealed or adopted, shall have been mailed, posted online, or e-mailed by the executive secretary to each member of the Board at least thirty days in advance. The Director of Alumni Relations or the University Administration shall have the power to propose to amend these by-laws, remove and appoint officers, and create and disband committees, notwithstanding the terms of these by-laws.

Notwithstanding anything contained in these by-laws to the contrary, it is recognized that the power of review and final decision in all matters is lodged with the Board of Trustees of Sacred Heart University, Inc., or as delegated by the Board to the President of the University. Nothing shall be construed to confirm any authority on the Alumni Association to act on behalf of the University or bind the University either directly or implied.

#### **Section 2. Meeting Rules**

Except as otherwise provided in the by-laws the Vice President of Administration will keep order and act as Sergeant at Arms.

#### **Section 3. By-Laws Review**

The Board will appoint a by-laws committee to review, and if necessary, amend the by-laws at least every four years. Any changes will be reviewed for approval by a majority vote of the board.

Proposed: March, 2012

Approved: July, 2012

President of Alumni Board of Directors: \_\_\_\_\_ Cheryl Janus \_\_\_\_\_

Secretary: \_\_\_\_\_ Claudette Thompson \_\_\_\_\_

Director of Alumni Relations: \_\_\_\_\_ Emily Gillette \_\_\_\_\_



## **Nomination Review Process**

Nominees to the Alumni Association Board of Directors will be reviewed on a quarterly basis. The quarters are determined to be as follows:

- Q1 : Jan/Feb/March (March review)
- Q2 : April/May/June (June review)
- Q3 : July/Aug/Sept (Sept review)
- Q4 : Oct/Nov/Dec (Dec review)

The SHU Alumni Membership Committee will meet and vote on the nominees on the last Thursday of each quarter either by a meeting in person or via a conference call (This can be determined quarterly by the committee). All nominees must be presented to the chairman of the Membership Committee by the second Thursday of each final month of the quarter. This will allow the committee ample time to review the nominees and personalize each committee member's thoughts on each, prior to the committee meeting. If review meetings fall on a holiday, the meeting would be moved to the prior Thursday. If the submission deadline falls on or during a holiday, the submissions would need to be sent in to the chairman of the Membership Committee by the first Thursday of the last month of the quarter.

Upon approval of any new members by the committee, the nominations will be forwarded to Executive Committee of the Alumni Association for official vote as outlined in Article VI., Section 1. of the by-laws.

Any nominations that have not been selected in quarters past will be retained to be reviewed in one calendar year (12 months) from original submission date.

Voted and ratified on January 9, 2014.