



Bylaws

Of The

Lesley University

Alumni Association

# Bylaws of the Alumni Association

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**ARTICLE I**  
**NAME**

The name of this organization shall be the Lesley University Alumni Association (hereinafter referred to as the "Association").

**ARTICLE II**  
**PURPOSE**

The purpose of the Association shall be to serve and extend the interests of Lesley University, to promote the spirit of fellowship among its graduates and former students, and to further the mission of Lesley University.

**ARTICLE III**  
**MEMBERSHIP**

*Section 1.*     **Membership:** The membership of the Association shall consist of all degree and certificate recipients as well as any former Lesley University student who has completed coursework from Lesley University.

*Section 2.*     **Rights and Privileges of Members:** Members may vote and hold office.

**ARTICLE IV**  
**ALUMNI COUNCIL**

*Section 1.*     **Purpose:** The Alumni Council is authorized to transact the business of the Association.

*Section 2.*     **Membership:**

- a) **Council Membership:** The Council shall be made up of no lower than 15 members selected from the Association. The Alumni Council shall reflect the diversity and distribution of the overall Association.
- b) **Voting Members:** Alumni serving in the following positions shall constitute the voting members of the Council.
  - 1)     The Officers of the Association
  - 2)     Past President of the Association
  - 3)     Two Alumni Trustees
  - 4)     Council members
- c) **Terms of Office of Voting Members:**
  - 1)     The Officers of the Association each shall serve a two-year term.
  - 2)     The terms of the Officers shall run concurrently.
  - 3)     The Past President of the Association shall serve a one-year term.
  - 4)     The terms of the Alumni Trustees shall be staggered so that no more than one Trustee position expires in any year.
  - 5)     No Council Member may serve more than two consecutive full terms in the same position.
  - 6)     No Council Member may serve for more than five (5) consecutive terms.

7) Council Members who have served for five (5) consecutive terms shall be eligible for re-election following a hiatus of at least one year.

d) Non-Voting Members: The following members shall be non-voting members: an Alumni Office representative; the President of the Student Government Association or his/her proxy; a graduate student recommended by the Dean of Student Life and Academic Development.

*Section 3.* Duties:

- a) Promote the mission, interests and welfare of Lesley University;
- b) Fulfill the attendance requirements as set forth in the Association policy manual;
- c) Attend a minimum of two (2) local alumni programs, meetings, open house events, College fairs, alumni weekend, etc. per year;
- d) Contribute to the Lesley University Annual Fund;
- e) Submit year-end reports to the Director of Annual Giving and Alumni Relations by May 15;
- f) Serve on at least one subcommittee of the Alumni Council;
- g) Read and abide by the current Lesley Alumni Council bylaws;
- h) Adhere to Lesley University Association policies, procedures and chapter regulations;
- i) Promote programs that enrich the professional, cultural and personal lives of alumni.

## **ARTICLE V**

### **OFFICERS OF THE ASSOCIATION**

*Section 1.* Designation: The Officers of the Association shall be President; First Vice President/President Elect, Second Vice President/Secretary, and Treasurer.

*Section 2.* Eligibility: All current Alumni Council members shall be eligible for nomination as an Association officer.

*Section 3.* Term of Office: The term of office shall be two years. An officer may not serve for more than two consecutive full terms in the same office.

*Section 4.* Duties:

- a) President: The President shall preside over all meetings of the Association, the Alumni Council and the Executive Committee. The President shall be an ex-officio member of all committees.
- b) First Vice President/President Elect: The First Vice President shall have the powers and fulfill the duties of the President in the absence or disability of the President.
- c) Second Vice President: The Second Vice President shall serve as parliamentarian of the Association, and shall assume responsibility for the bylaws. The Second Vice President shall perform duties as delegated by the President.
- d) Secretary: The Secretary shall keep a record of the proceedings at all meetings of the Association, the Alumni Council and the Executive Committee. The Secretary shall perform duties as delegated by the President.
- e) Treasurer: The Treasurer shall manage the disbursement of funds of the Association as authorized by the Alumni Council. The Treasurer shall perform duties as delegated by the President.

## **ARTICLE VI** **MEETINGS**

### *Section 1.* Meetings of the Association:

- a) The Annual Meeting: The Annual Meeting of the Association shall be held at a time and place designated by the Alumni Council.
- b) Special Meetings: Special meetings of the Association shall be called by the Executive Committee of the Alumni Council. Any special meeting called at which a vote of the Association is anticipated must be approved by the Director of Annual Giving and Alumni Relations. A Special Meeting may take place, in person, via video or conference call or any combination thereof.
- c) Notice of Meeting: Association members shall be notified of the date, time and place of all Association meetings at least three weeks in advance of the meeting. In the case of a Special Meeting, the notice shall include the purpose for which the meeting is called and no other business shall be transacted.
- d) Quorum: Those members present at an Association meeting shall constitute a quorum.
- e) Voting: Each member of the Association shall be entitled to cast one vote. Voting can be done electronically (i.e., fax, e-mail, etc.).

### *Section 2.* Meetings of the Alumni Council:

- a) Regular Meetings: The Alumni Council shall meet at least three times a year.
- b) Special Meetings: Special Meetings of the Alumni Council shall be called by the Executive Committee. Council members shall be notified of the date, time and place of all Special Meetings at least ten days in advance. The notice shall include the purpose for which the Special Meeting is called and no other business shall be transacted.
- c) Quorum: A quorum for a meeting of the Alumni Council, whether a Regular Meeting or a Special Meeting, shall be a majority of the voting members of the Alumni Council.

## **ARTICLE VII** **COMMITTEES**

*Section 1.* Establishment: Committees may be established by the Alumni Council or the Executive Committee as necessary to carry out the business of the Association.

*Section 2.* Standing Committees: The following committees shall be standing committees of the Association:

- a) Athletics
- b) Awards
- c) Benefits
- d) Chapter Development
- e) Communication
- f) Executive
- g) Fundraising
- h) National Service Project
- i) Nominating
- j) Scholarship

*Section 3.* **Membership:**

a) **Chairs:**

Committee chairs (which may also include co-chairs) shall be appointed by the President of the Association. Chairs/Co-chairs of Committees shall have served a minimum of one year as a member of a committee.

b) **Members:**

- 1) The President, or his/her designee, and the Committee Chair(s) shall determine the number of members necessary to conduct the business of the Committee.
- 2) Committee members shall be appointed by the President.
- 3) In appointing Committee members, the President shall seek diversity that is representative of the entire Alumni body.

*Section 4.* **Roles and Functions of Standing Committees:** The roles and functions of Standing Committees of the Association shall be as described in the Association Policy Manual.

**ARTICLE VIII  
EXECUTIVE COMMITTEE**

*Section 1.* **Purpose:** The Executive Committee is authorized to transact the business of the Alumni Council.

*Section 2.* **Membership:** The Executive Committee shall be composed of the Officers of the Association, the Immediate Past President of the Association, the Committee Chair(s) and Alumni Trustees.

**ARTICLE IX  
NOMINATING COMMITTEE**

*Section 1.* **Purpose:**

- 1) The Nominating Committee shall nominate qualified persons for positions on the Alumni Council. Each candidate shall have indicated consent to serve if elected.
- 2) The candidates shall be presented for approval to the voting membership in either live or electronic format. The Nominating Committee shall oversee the election process.

*Section 2.* **Officers of the Association:** The Nominating Committee shall nominate persons for officers of the Association. The election shall take place at an Alumni Council meeting. The Nominating Committee shall oversee the election process.

**ARTICLE X  
REMOVAL AND VACANCY**

*Section 1.* **Removal of an Officer:** Any officer may be removed from office with just cause or for failure to perform duties of the office. Removal shall be by a two-thirds majority vote of the Alumni Council members present at a Special Meeting of the Alumni Council called for that purpose. Such removal shall be effective immediately.

- Section 2.*     Removal of a Council Member: Any Alumni Council member may be removed with just cause by a two-thirds vote of the Alumni Council members present at a Regular or Special Meeting of the Alumni Council. Such removal shall be effective immediately.
- Section 3.*     Vacancy of an Officer Position: In the event that a vacancy arises, the Nominating Committee shall nominate a current member of the Alumni Council to fill out the unexpired term, subject to approval by the Alumni Council.
- Section 4.*     Vacancy of a Council Member Position: In the event of a vacancy, the President of the Association may appoint a replacement recommended by the Nominating Committee, to serve out the unexpired term.

**ARTICLE XI**  
**FISCAL YEAR**

The fiscal year of the Association shall coincide with the fiscal year of Lesley University.

**ARTICLE XII**  
**PARLIAMENTARY PROCEDURE**

The current edition of *Robert's Rules of Order, Revised* shall be the parliamentary authority of the Association.

**ARTICLE XIII**  
**AMENDMENT**

These bylaws may be amended at any meeting of the membership by a two-thirds vote, provided that the amendment shall be submitted to the members prior to the meeting at which the amendment is to be voted. Members may vote by proxy by submitting written ballots or via electronic mail prior to the meeting at which the vote will be taken.

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