

CONSTITUTION AND BYLAWS OF THE
GEORGIAN COURT UNIVERSITY ALUMNI ASSOCIATION

Lakewood, New Jersey

Revised June 1, 2013

Name

The name of this organization is the Georgian Court University (GCU) Alumni Association, herein after referred to as the Association.

Vision Statement

The members of the Association shall model core values, advocate for alumni in community engagement with the University, assist the office of alumni engagement in effectively serving the alumni, encourage alumni spirit of service and support to current students, support the University in realizing its mission and goals, and promote financial support of the University.

Mission Statement

The mission of Association is to further spiritual, cultural and intellectual growth of the alumni of GCU. We seek to enhance the bond among its members and partner with the University in its mission, goals and financial growth. We are committed to serve our members and the University.

Purpose

The purpose of this organization is to seek to enhance the bond among the members of the GCU alumni to accomplish the Mission, promote the welfare of GCU by aiding in its financial growth, promote and support higher education, and cultivate participation with Georgian Court and its global community.

Membership

Full Membership: Any person who holds a bachelor's or master's degree from Georgian Court University (1908-2003 Georgian Court College; 2004-present, GCU). Full members may attend all meetings, vote for Board members, and hold office within the Association. Full members are encouraged to be members of a committee.

Associate Membership: Any person who has completed a minimum of one semester's work (i.e., 12 credits) at Georgian Court, and is no longer enrolled at Georgian Court. Associate members may attend all meetings, vote for Board members but not hold Board office. Associate members are encouraged to be members of a committee.

Honorary Membership: Any person who holds a current executive leadership position in the Sisters of Mercy and/or the university and those with honorary degrees. Honorary members are entitled to the privilege of the floor, may not vote or hold Board office.

Alumni Association Board of Directors

The Alumni Association Board of Directors', (the Board's), purpose shall be to guide the University on alumni engagement activities and carry out the mission and strategic plan of the Association, and assist the University in its endeavors.

The Board will strive to achieve representative membership from Georgian Court's three schools and numerous affinity groups.

The Board shall consist of no more than 25 voting members.

Specifically, the Board will strive to include, but not be limited to, the following:

- a) An alumnus of each of the three schools: School of Business
School of Education
School of Arts & Sciences
- b) An alumnus of any off-campus program of the University
- c) Such number of other alumni members-at-large as shall be required in order to fill all available Board seats.
- d) Student Representative: The Student Government Association will assign an Alumni Association Representative who is entitled to the privilege to the floor. However, this representative may not vote or hold office.
- e) A representative of the Leadership Council of the Mercy Collegiate Society may be invited to attend meetings of the Board but is not a member and shall not have any voting privileges or hold office.
- f) The Alumni Engagement Officer of Georgian Court University will be a non-voting member of the Board and not hold office.
- g) Three to five Board Members, nominated by the University President, but subject to approval of, and appointment by, the Executive Committee.

All Board members are required to serve on at least one Board committee and attend Board meetings either in person, by telephone, or electronically. Board members are also required to assist with events, including fundraisers etc. Board members are expected to contribute to the University general fund, a scholarship fund, or an Alumni Association-sponsored function such as the 1908 Society, or make a non-monetary contribution through gifts-in-kind, during each fiscal year. Any Board member unable to fulfill the above responsibilities in part or whole must inform the Secretary of the Executive Committee immediately, where his/her continued participation on the Board will be determined.

Board members who are unable to fulfill these requirements will be asked to resign from the Board and/or be removed by the Board.

Executive Committee

An Executive Committee will be composed of the elected officers, President, Vice President, Secretary, Chairpersons of the standing committees (Alumni Engagement, Professional Development, New Alumni, and Stewardship) and the Alumni Engagement Officer of Georgian Court University. The Alumni Engagement Officer of Georgian Court University shall be a nonvoting member of the Executive Committee.

The Executive Committee shall counsel and make policy interpretations on behalf of the Board and shall be empowered to act on its behalf between meetings of the Board or when it is impractical to convene the entire Board. Such policy interpretations or decisions will be communicated to the entire Board within 7 calendar days.

The Executive Committee shall meet either in person, by telephone, or electronically if available, as designated by the President of the Association.

The Executive Committee shall have the power to establish such committees, as it deems necessary for the Association's benefit, and to accomplish the tasks of the Association. The Executive Committee may request the chairs of the committees to call special meetings of any Association committee.

Committee

Chairpersons of all committees will submit reports to the Executive Committee.

All committees of the Association shall meet as frequently as the work of the committee requires or at the request of the President. All Board members are required to serve on at least one Board committee.

Meetings

The Board shall meet at least two times a year at a time and place designated by the President. The dates of the two Board meetings will be advertised at least 90 days in advance to all Association members. Notice of additional meetings will be communicated to Board members as early as possible and notice of such meeting will be posted on the Association section of the GCU website. Voting and non-voting members of the Board are expected to attend all meetings either in person or by telephone, or electronically. Board members who fail to attend two meetings at the board or the committee level in any year are subject to removal from the Board should the Executive Committee determine that there is not good cause for the failure of attendance.

Nominations and Election of Board Members

A Nominations Committee will be formed for the purpose of soliciting and vetting proposed members.

Nominations to the Board will be solicited through the GCU website, the alumni Online Community, and through other methods as deemed appropriate (e.g., notification to chapters), in early spring of each year (to coincide with the time when members rotate off the Board). Notice shall state a concise statement of the nominating procedure, the deadline for receipt of nominations, availability of the form to complete and submit, and where this form must be sent.

Any member of the Association may self-nominate and/or nominate another member of the Association for Board positions. Nominations will also be proposed by the Nominating Committee to achieve representation of all parts of GCU on the Board. Each nominated individual will complete a form agreeing that she/he will fulfill the requirements of the position.

The elected members of the Board shall serve one four-year term, beginning July 1 upon their election by the members of the Association. Elected Board members may not serve more than two consecutive terms or eight years.

Election of Officers

The Board will elect all officer positions. Nominations for officer positions will be solicited by the Secretary of the Association opening February 1 and nominations will close March 1. The Board will then elect the officers during a meeting before July 1. The Secretary will notify the Board members of the candidates for each position and will prepare the ballots for the election at this meeting.

In the event of a vacancy, the President will call a meeting immediately to fill said position.

Officers

Elected officers of the Association: the President, the Vice President, and the Secretary/Treasurer.

The duties of the President shall be those common to the Office, including:

- a) presiding at official Association meetings, attending key Alumni events, and officially welcoming “new” alumni at Commencement;
- b) developing an Association strategic plan in consultation with the Executive Committee;
- c) designating the time and place for all the meetings including Executive Committee and Board meeting;
- d) appointing the chairperson of any committee established;
- e) making recommendations for filling vacant Executive Committee positions;
- f) calling a meeting to fill vacancy as may occur in the Executive Committee; and
- g) maintaining on-going communication with the Alumni Engagement Officer.

The duties of the Vice President who will be the President Elect shall be those common to the Office, including:

- a) attending official Association meetings and key Alumni events;
- b) assisting the President of the Association and serving as chief consultant for all Association projects;
- c) assuming, when necessary, the President's duties and succeeding to the Presidency in the event of the President's resignation or incapacitation;
- d) aiding in the formation of new chapters and clubs as well as advising established chapters, and reporting the status of all to the Board,
- e) assuming the role of President at the end of the incumbent’s tenure as President;
- f) being liaison with Awards Committee Chairman

The duties of the Secretary/Treasurer shall be those common to the Office, including:

- a) attending official Association meetings and key Alumni events;
- b) maintaining attendance records at meetings;
- c) reporting the minutes of official Association meetings and meetings of the Alumni Association Board and the Executive Committee and filing those minutes with the Alumni Engagement Office within six (6) weeks following a meeting;
- d) reporting on the financial records of the Association at all meetings; and
- e) creating and maintaining Board correspondence

Succession of Officers and Terms of Office

Each year, 25% (or 6 members of the Board) will be elected to begin a 4-year term. Seats that are vacated (through resignation or removal by Executive Committee) will also be filled by nomination. If more than 2 years remain in the vacated term, the elected person will complete the term. Newly-elected members will be eligible to run for a second term of 4 years at the completion of the vacated seat term. If less than 2 years remain in the vacated seat term, the seat may be filled at the discretion of the Board, either by appointment or by election. This person may run for the first 4-year term at the completion of the vacated seat term.

All Board members shall have staggered terms of four (4) years with a limit of two consecutive terms with one term cycled off at the end of the second term.

Non-Officer board members may serve concurrently as officers in their local chapters and as a Board member.

The Board shall elect a Vice-President who will be the President-Elect. That Vice-President serves for two years, and then succeeds to the Office of President the following year. The President shall serve a 2 year term. All terms of office shall begin July 1 and end June 30.

The Vice-President may not be elected in the penultimate year of the term as a Board member.

The Secretary term will be two years.

In the event a vacancy occurs in any office, other than that of President, the President will call a meeting immediately to fill the vacancy. If a vacancy occurs in the office of the President, the Vice President shall assume the position of the President for the remainder of the President's term, and one additional year.

Board Meetings

Only Board members may vote at Board meetings but any Full or Associate members may attend, speak, or serve on a committee.. The Board will meet at least two (2) times a year. Additional Board meetings may be scheduled as needed.

Voting

Issues addressed at Board meetings will pass by majority vote of voting members in attendance at said meeting.

Amendments to the Constitution

The constitution and/or bylaws may be amended by a simple majority of voting members at a regularly scheduled Board meeting, provided written proposal is presented to the Board for discussion and vote. An ad hoc committee will review these documents as needed.