

The Constitution of Western New England University Alumni Association

ARTICLE I - NAME

The name of this organization shall be the Western New England University Alumni Association, hereinafter referred to as The Association.

ARTICLE II - PURPOSE

The mission of the Western New England University Alumni Association is to communicate with and bring value to the Alumni Body and to support actively and financially, the goals of the University as detailed in its mission statement.

ARTICLE III - MEMBERSHIP

Section 1 – Regular Members

Any individual having received a degree, at any level, from Western New England University, Western New England College, and/or the Springfield Division of Northeastern University, is entitled to all rights, privileges, and obligations of membership as defined by The Association Bylaws, Article I, Section 1.

Section 2 – Honorary Members

Any individual having received an honorary degree from Western New England University, Western New England College, and/or the Springfield Division of Northeastern University, shall be entitled to honorary membership and so accorded the rights and privileges of honorary membership as defined by The Association Bylaws, Article I, Section 2.

Section 3 – Special Members

Any individual having attended Western New England University who has shown a commitment to The Association shall be accorded the rights and privileges of special membership as defined by The Association Bylaws, Article I, Section 3.

ARTICLE IV – ASSOCIATION BOARD OF DIRECTORS

Section 1 – Composition

There shall be no fewer than nine (9), and no more than sixteen (16) Alumni on The Association Board of Directors, including all six (6) members of the Cabinet (as provided in Article IV, Section 2) and the three (3) Committee Chairs of the Advancement, Alumni Outreach, and Volunteer Management Committees (see Article VI, Section 1).

1.1 – Elected members with voting privileges -

President
Vice President
Secretary
Advancement Committee Chair
Alumni Outreach Committee Chair
Volunteer Management Committee Chair
Five (5) Members-at-Large

The foregoing members will be elected from regular membership, and serve as required under The Association Bylaws.

1.2 – Ex-Officio members with voting privileges –

Two-Year Alumni Trustee, appointed in accordance with Bylaws Article III, Section 1
One-Year Alumni Trustee, appointed in accordance with Bylaws Article III, Section 1
Director of Alumni Relations, an employee of the University

1.3 – Ex-Officio members without voting privileges –

Immediate Past President
Student Representative, appointed in accordance with Bylaws Article III, Section 4

Section 2 – Cabinet Members

The Cabinet members are made up of the following members of The Association Board of Directors:

President
Vice President
Secretary
Two-Year Alumni Trustee
Immediate Past President

Director of Alumni Relations

ARTICLE V – ASSOCIATION BOARD OF DIRECTORS AND CABINET

The Association Board of Directors shall be responsible for developing and implementing the operating plan necessary to serve The Association as indicated in The Association Bylaws, Article II, and to administer those committees as indicated in The Association Bylaws, Article V. The Cabinet will direct and implement issues affecting The Association.

ARTICLE VI - COMMITTEES

Section 1 – Committees

There shall be three (3) committees of The Association Board of Directors:

Advancement Committee
Alumni Outreach Committee
Volunteer Management Committee

Section 2 – Ad hoc Committees

As the need arises, The Association Board of Directors, in conjunction with the Director of Alumni Relations, may establish ad hoc committees to achieve specific goals in accordance with The Association purposes as indicated in Article II of the Constitution.

Section 3 – Responsibilities

Each committee shall be responsible as indicated in The Association Bylaws, Article V, and its recommendation shall be subject to the approval of The Association Board of Directors.

ARTICLE VII - MEETINGS

Section 1 – Annual Meeting

An annual meeting of The Association will be held during each operating year preferably at Homecoming. Advance notice must be given to all Association members at least thirty days prior to such meeting.

Section 2 – Special Meetings

Special meetings of The Association may be called by the President of The Association, or the President of the University, after conferring with the President of The Association.

ARTICLE VIII - BYLAWS

Section 1 – Authority

The Association has the authority and responsibility to create and maintain bylaws governing the business, administration, and responsibilities of The Association in accordance with its purposes as stated in Article II of the Constitution, which bylaws are subject to approval by the Board of Trustees of the University.

Section 2 – Bylaw Changes

Any changes to, or deletions of, existing bylaws, or creation of new bylaws must be approved by a two-thirds vote of The Association Board of Directors and a majority vote of the Board of Trustees of the University.

ARTICLE IX - AMENDMENTS

This Constitution may be amended by a vote of two-thirds of The Association Board of Directors (as defined in Article IV, Section 1 of the Constitution) present at any meeting, provided any proposed amendment has been stated in the notice calling such meeting, and is further subject to the approval of majority vote of the Board of Trustees of the University.

Amended: 6/12/12

Bylaws of Western New England University Alumni Association

ARTICLE I - MEMBERSHIP

Section 1 – Regular Members

Any individual qualified as a regular member as defined in Article III, Section 1 of the Constitution shall be entitled to the following: voting rights at all general meetings of The Association; the right to attend all meetings of The Association’s Board of Directors without vote; the right to address The Association Board of Directors, provided written notice is received by The Association President not less than fifteen days prior to such announced meeting or by majority vote of the Board of Directors; the right to serve on any committee of The Association; the right to hold office; and the right to participate in all programs of The Association.

Section 2 – Honorary Members

Honorary members as defined by Article III, Section 2, of the Constitution are entitled to participate in all programs and services of The Association with all privileges of regular membership (including voting rights at all general meetings of The Association), excluding the right to serve as an officer.

Section 3 – Special Members

Special members as defined by Article III, Section 3, of the Constitution are entitled to participate in all programs and services of The Association with all privileges of regular membership (including voting rights at all general meetings of The Association), excluding the right to serve as an officer.

Section 4 – Revocation of Membership

All Alumni Association members in carrying out Alumni Association business are expected to conduct themselves at all times in accordance with Western New England University policies and procedures, and local, state, and federal legislation. The University reserves the right to revoke membership of any Alumni Association member who does not so comply.

Section 5 – Reinstatement of Membership

Any Alumnus/Alumna who has had their Alumni Association membership revoked, may petition for a reinstatement of their membership in writing to the Cabinet of The Association. Upon reviewing the written request for reinstatement, the Cabinet will determine if the petition is to be presented to the Association Board of Directors for a vote at a regular meeting of the Board in accordance with Association Board

voting practice and procedures. A majority vote of the Association Board of Directors is required to reinstate a membership.

ARTICLE II – ASSOCIATION BOARD OF DIRECTORS

Section 1 – President

The President shall provide the necessary leadership and guidance required to accomplish The Association's mission within the guidelines of The Association's purpose as defined in Article II of the Constitution. The President shall preside at all general, Board, and Cabinet meetings of The Association. The President shall be responsible for coordinating the planning objectives for the following fiscal year. The President shall be excluded from voting at any general, Board, and Cabinet meeting of The Association unless a vote is tied, in which instance the President shall cast the deciding vote.

Section 2 – Vice President

The Vice President shall be responsible for assisting the President as deemed appropriate. The Vice President shall serve in the capacity of the President in the absence of the President. The Vice President shall also Chair the Alumni Grants Program.

Section 3 – Secretary

The Secretary shall serve in the capacity of Recording Secretary at all meetings of The Association to document business transacted and voting records. The Secretary shall be responsible for giving notice of general, Board, and Cabinet meetings.

Section 4 – Advancement Committee Chair

The Advancement Committee Chair shall be responsible for providing leadership and guidance to accomplish the objectives of generating financial support of Western New England University by Alumni.

Section 5 – Alumni Outreach Committee Chair

The Alumni Outreach Committee Chair shall be responsible for providing leadership and guidance for the Golf Tournament Team, Homecoming Team, the Student and Alumni Team, and the Alumni Grants Program.

Section 6 – Volunteer Management Committee Chair

The Volunteer Management Committee Chair shall be responsible for providing leadership and guidance for the internal administration of the Association through the Constitution and Bylaws Team, Nominating Team, and Awards Team.

Section 7 – Members-at-Large

There shall be five (5) Members-at-Large elected. Members-at-Large shall represent the concerns of the members of The Association at the general and Board meetings. The Members-at-Large shall perform activities deemed appropriate by The Association Board of Directors within the prescribed definition of purpose in Article II of the Constitution.

Section 8 – Removal of Members of The Association Board of Directors

All members of The Association Board of Directors shall hold office for the length of the prescribed term, but shall be subject to removal for cause by majority vote of the membership present at a special meeting of The Association called for such purpose.

ARTICLE III – EX-OFFICIO MEMBERS

Section 1 – Alumni Trustees

In even numbered years, the President of The Association and the Director of Alumni Relations shall present one member of The Association Board of Directors to the President of the University for approval, and then present that candidate to the Committee on Trustees of the Board of Trustees to be elected to a two-year term on the Board of Trustees. A second Alumni Trustee shall be annually selected from five (5) members of the most recent undergraduate class who are self-nominated and endorsed by ten (10) of their classmates, presented to the Committee on Trustees of the Board of Trustees, to be elected to a one-year term on the Board of Trustees. Both Trustees shall serve non-renewable, fixed terms. Alumni Trustees shall report to The Association Board of Directors on the activities of the Board of Trustees.

Section 2 – Director of Alumni Relations

The Director of Alumni Relations, an employee of the University who reports to the Vice President for Advancement, shall be responsible for assisting, directing, and supporting alumni activities, programs, and services which include all areas of Alumni concern within the purposes of The Association as indicated in Article II of the Constitution.

Section 3 – Immediate Past President

The Immediate Past President shall be responsible to provide advice and counsel to The Association Board of Directors and to serve in any capacity that the President deems necessary for the accomplishment of The Association's mission. The Immediate Past President shall Chair the Nominating Team of the Alumni Board of Directors.

Section 4 – Student Representative

The Student Representative shall be a current student of Western New England University and member of the Student and Alumni Team and act as a liaison between the student body and The Association.

ARTICLE IV – ASSOCIATION BOARD OF DIRECTORS MEMBERS

Section 1 – Purpose

The Association Board of Directors, in conjunction with the Director of Alumni Relations, shall be responsible for the general leadership of The Association, the establishment of Association objectives, the promotion of its services and programs, the promotion of The Association's public image, and other activities deemed appropriate by Western New England University within the prescribed definition of purpose in Article II of the Constitution.

Section 2 – Responsibilities

The Association Board of Directors, in conjunction with the Director of Alumni Relations, shall be responsible for developing and presenting an annual operating plan for The Association. The operating plan must be in agreement with the purpose of The Association as defined within Article II of the Constitution.

Section 3 – Attendance

All Board members are expected to attend at least 75 percent of all Board meetings and the events of The Association.

Section 4 – Quorum

A quorum is necessary to conduct business of The Association Board of Directors. A quorum shall consist of a simple majority of the members of the Board.

Section 5 – Nomination and Election of Association Board of Directors

A call for nominations to fill vacancies in The Association Board of Directors shall be issued to the membership by the Nominating Team. Candidates for each opening shall be submitted to the membership for a vote by proxy ballot. Candidates shall be apprised of the results and successful candidates shall be presented to the membership at Homecoming.

All Association Board of Directors members, with the exception of the President, Vice President, and Members-at-Large, shall be elected for a two-year term. The Vice President shall be elected for a three-year term in preparation for a three-year term as President. Members-at-Large shall be elected for a one-year term. All Association Board of Directors members may be re-elected for a maximum of two consecutive terms, with the exception of the President and Vice President, who shall not serve more than one consecutive term.

In the event of tie votes, inquiries, or disputed election results, the Association Board of Directors shall meet in executive session, and by majority vote, to decide the issue, and such decision shall be final.

Section 6 – Required Meetings

The Association Board of Directors shall meet at least four (4) times annually between July 1 and June 30, with a minimum of 30 days advance notice to The Association Board of Directors members and general members. Under extraordinary circumstances, the President of The Association or the President of the University may call a special meeting, provided that all members are given notice.

Section 7– Action Without a Formal Meeting

Any action required or permitted to be taken by The Association Board of Directors may be taken without a formal meeting. Meetings may be conducted through appropriate communication mechanisms. However, a written consent, setting forth the action so taken and signed by a majority members of the Board must be filed with the Minutes of the proceedings at the next Board meeting.

ARTICLE V - COMMITTEES

Section 1 – Advancement Committee

The Advancement Committee shall be responsible for the coordination of fundraising activities for The Association. The members, as defined in Article III of the Constitution, shall have the right to participate in the Advancement Committee with voting rights upon attendance at a second meeting, with one vote allocated per member.

Section 2 – Alumni Outreach Committee

The Alumni Outreach Committee shall be responsible for all services and programs of The Association, which include the Alumni Grants Program, Event Teams, Student and Alumni Team, and other general services offered by The Association or as required by The Association Board of Directors. The members, as defined in Article III of the Constitution, shall have the right to participate in the Alumni Outreach Committee with voting rights upon attendance at a second meeting, with one vote allocated per member.

Section 3 – Volunteer Management Committee

The Volunteer Management Committee shall be responsible for internal affairs of The Association, which include the Awards Team, Constitution and Bylaws Team, Nominating Team, and other functions of The Association as required by The Association Board of Directors. The members, as defined in Article III of the Constitution, shall have the right to participate in the Volunteer Management Committee with voting rights upon attendance at a second meeting, with one vote allocated per member.

ARTICLE VI – BYLAW AMENDMENTS

Section 1

The Bylaws may be amended by a vote of two-thirds of The Association Board of Directors and a majority vote of the Board of Trustees of the University.

Amended: 6/12/12