

**Franciscan Missionaries of Our Lady University
Alumni Association**

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Article I Name

The name of this organization shall be Franciscan Missionaries of Our Lady University Alumni Association, hereinafter referred to as the “Association.”

Article II Purpose

The purpose of the Association shall be to:

1. Preserve and promote the mission, core values, philosophy and objectives of Franciscan Missionaries of Our Lady University.
2. Strengthen the ties between former students of Franciscan Missionaries of Our Lady University/Our Lady of the Lake College/Our Lady of the Lake School of Nursing with their alma mater.
3. Promote an environment for networking among the alumni in a way that supports personal and professional growth.
4. Build the institution through leadership, philanthropic support, recruitment of students and professional development.
5. Encourage participation in university activities including class reunions and continuing education.
6. Engage active volunteers to assist in raising alumni giving participation.
7. Participate in the development of Franciscan Missionaries of Our Lady University: Find ways to support current and future students through scholarships, mentoring, networking or other means.

Article III Definitions

- **Association:** In this document “Association” refers to the Franciscan Missionaries of Our Lady University Alumni Association. The Alumni Association is made up of two leadership bodies: The Executive Committee and the Board of Directors.
- **University:** In this document “University” refers to Franciscan Missionaries of Our Lady University.
- **Executive Committee:** The Executive Committee is responsible for the daily operations of the Association. The Executive Committee is made up of a Past President, President, President-Elect, Leadership Development Coordinator, Alumni Engagement Coordinator and Alumni Giving Coordinator elected by the Association membership.
- **Board of Directors:** The Board of Directors is responsible for approving the work and direction of the Executive Committee and for offering ideas and

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assistance to the Executive Committee. The Board of Directors is made up of a rotating group of alumni, University representatives and community leaders.

- **Ex officio members:** Ex officio members shall have a voice but no vote, shall not serve as an officer and shall not be counted in the establishing of a quorum. Ex Officio members include anyone employed by the University who is not also a member of the Association.

Article IV Affiliation

Section 1. This set of Bylaws and all transactions affected by any part of the Association shall be consistent with the mission of Franciscan Missionaries of Our Lady University. No action of the Executive Committee, Board of Directors or the Association may supersede the authority of the Franciscan Missionaries of Our Lady University Board of Trustees.

Article V Membership

There shall be two types of Association membership; active and honorary.

Section I

Active membership in the Association shall be extended to all alumni, including graduates and all other former students who have earned credit hours toward a degree, diploma or certificate at Franciscan Missionaries of Our Lady University.

Section II

Honorary membership may be conferred upon an individual who has rendered outstanding service to either the Association or the University.

Nominees for honorary membership may be proposed by a member or committee of the Alumni Association to the Association's Board of Directors. Upon approval of the Board of Directors, they shall be admitted with the right to vote but not to hold office as a member of the Association.

Article VI Dues

There shall be no dues for members or honorary members.

Article VII Meetings

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Section 1-Purpose

The purpose of the Association meetings is to conduct the business of the Association.

Section 2-Annual Meeting

There shall be a minimum of one annual meeting for the Association. One meeting of the Association shall be held in May or June at a time and date determined by the Executive Committee and communicated to the members of the Association prior to the meeting.

Section 3-Special Meeting

Special meetings of the Association may be called, by the President, at the request of the Executive Committee or ten (10) members of the Association.

Section 4-Quorum

- A. Two voting members of the Executive Committee shall constitute a quorum for meetings of the Executive Committee.
- B. Multiple members of the Association, including at least three elected officers, present at the annual meeting shall constitute a quorum for the Annual Meeting and/or Special Meeting(s).
- C.

Board of Directors may act and ballot by mail, email, telephone or otherwise as it wishes. No member may vote by proxy.
- D. In a meeting of the Association, the Board of Directors, or the Executive Committee, any business may be transacted that is presented in written agenda form and pre-approved by the President of the Association and a representative of the University at least one week prior to each meeting.

Article VIII Overview of Executive Committee

The Executive Committee shall be responsible for execution of all matters referred to the Committee by the Board and shall report resulting actions to the Board at its next meeting. It shall also have power to make recommendations to the Board and to act for the Board on all matters which arise between Board meetings, as long as such action is subject to ratification by the Board at its next meeting.

The Executive Committee should be made up of a Past President, President, President-Elect, Leadership Development Coordinator, Alumni Engagement

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Coordinator, Alumni Giving Coordinator and one student representative. The Vice President for Institutional Advancement and the University's staff representative shall be ex-officio voting members of the Executive Committee. Meetings of the Executive Committee may be called by the President of the Association or the Vice President for Institutional Advancement.

Executive Committee meetings shall be held at least three times a year but more likely will be held monthly. Additional meetings may be called as deemed necessary by the President or upon the request of at least three (3) Executive Committee members.

Elections:

Nominees shall have consented to serve if elected. Ballots will be distributed prior to the annual meeting and be counted at the annual meeting. Officers shall be elected by a majority vote of the Association members who vote.

The President and Leadership Development Coordinator, shall be elected in odd years. The President-Elect, Alumni Engagement Coordinator and Alumni Giving Coordinator shall be elected in even years. A student representative shall be appointed yearly by the Franciscan Missionaries of Our Lady University Student Government Association.

Term:

Executive officers shall be elected for two-year terms. They shall serve until replaced and are eligible for re-election. However, no officer shall be selected to serve more than two consecutive terms for the same office. Terms of office shall begin in July of the year elected.

Vacancies:

If the President is unable to fulfill the term of office of the President, the President-Elect shall act as President until the end of the official term, at which time the President-Elect will assume the presidency. In the absence of the President and President-Elect, the Executive Committee will appoint the President at a specially called meeting. If any other office shall become vacant, the office may be appointed by the Board of Directors from current membership for the remainder of the term.

Installation of Officers:

Officers will be installed at the annual meeting.

Article IX Duties of the Association Officers

Past President:

Assist the President when needed
Offer leadership on special assignments

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President:

- Schedule/Call meetings
- Preside at all meetings
- Primary point-person with Franciscan Missionaries of Our Lady University
- Appoint committees
- Non-voting member of the Board of Directors - *voting member in case of tie only*
- Non-voting Ex-officio member on all Alumni Association Committees
- Address graduates at graduation
- Assign Parliamentarian

President Elect:

- Event Coordinator
- Public Relations point-of-contact
- Act as President in the event the President is unable to attend meeting(s), attend events and/or act as a representative in place of the President

Leadership Development Coordinator:

- Look for Alumni Association members who would make leaders for the future
- Encourage potential leaders to participate in events and activities
- Lead the Nominating Committee
- Help to organize ballot to be brought to the membership
- Assist the Executive Committee as needed

Alumni Engagement Coordinator:

- Gather ideas for alumni engagement and report periodically to Executive Committee
- Help organize alumni events and activities
- Contact fellow alumni to encourage them to attend events and activities
- Respond to emails sent to AlumniAssoc@ololcollege.edu
- Assist the Executive Committee as needed

Alumni Giving Coordinator:

- Gather ideas for alumni giving and report periodically to Executive Committee
- Coordinate fundraising initiatives with Office of Institutional Advancement
- Keep records related to money collected of behalf of the University or the Association
- Report giving/financial report to the Board of Directors
- Assist the Executive Committee as needed

Secretary: (Not an elected office. These tasks will be performed by the staff representative of the University)

- Record and distribute minutes of meetings
- Maintain membership records

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Maintain committee reports and other associated records
Handle correspondence

Article X Committees

Committees shall be appointed by the President of the Association, subject to the approval of the Executive Committee. One permanent standing committee will be the Nominating Committee which will work year around to look for new Association members who might be interested in serving in leadership roles.

Article XI Board of Directors

Section 1

The management of this Association shall be vested in a Board of Directors that will consist of at least 6 but not more than 18 alumni, University representatives, and community members. The Vice President for Institutional Advancement, and staff representative of the University shall serve as ex-officio members of the Board without voting privileges. The Board of Directors shall elect a Chair and a Chair-Elect who will serve for a one year term to lead any meetings and discussions. The chair will break any ties and will mediate any disagreement.

Section 2

The Association's 6-18 board members will each serve for a term of three years, beginning on July 1st. The Board will be structured through its elections so that approximately one-third rotate off each year to provide for continuity. Members of the Board of Directors will not be eligible for election to more than two consecutive terms.

Section 3

Nominations:

Nominations from the membership or the Board of Directors shall be received by the Executive Committee's Nominating Committee. Nominees shall have consented to serve if elected. The Nomination Committee will be charged to look for additional appropriate nominees who offer a broad representation of the membership. Ballots will be distributed prior to the annual meeting and be counted at the annual meeting. Board of Directors shall be elected by a majority vote of Association members who vote.

Term:

Board of Director members shall be elected for three year terms. They shall serve until replaced and are eligible for re-election. However, no Board of Director shall be elected to serve more than two consecutive terms. Terms of office shall begin in July of the year elected.

Vacancies:

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If any other seat shall become vacant, the office may be appointed by the Board from current membership for the remainder of the term.

Installation:

Board of Directors will be installed at the annual meeting.

Section 4

In addition to the annual Association meeting, the Board of Directors will meet or hold a meeting via other format (e.g. email, conference call) at least two times each year, at a time and place to be determined by the Board of Directors and announced to its members in advance. Usually, there will be a meeting in the spring and a meeting in the fall. Additional meetings may be called as deemed necessary by the President or upon the request of at least three (3) Board of Directors.

Article XII Election

Section 1

Nominations from the membership shall be received by the Nominating Committee. Opportunities for nominations from the membership shall be available through an issue of a University publication, the web site, or other written communication. Newly elected Board and Executive members will be announced in a University publication, the web site or other written communication.

Section 2

The Nominating committee shall endeavor to nominate a slate of candidates who will appropriately represent the membership of the Association, taking into account such factors as years of attendance, geographic representation, occupation and gender.

Article XIII Replacement of Officers

Section 1. If, for any reason, a member of the Board of Directors or Executive Committee fails to uphold the standards of Franciscan Missionaries of Our Lady University and the Alumni Association, his or her position may be terminated by a two-thirds vote of those present and voting thereon.

Section 2. Absence from more than two consecutive Executive Committee meetings without notifying the President shall constitute a resignation and the vacancy shall be filled as provided for in these bylaws.

Article XIV Amendment of Bylaws

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Section I

The bylaws of the Association may be amended at the annual meeting by a two-thirds majority (2/3 of those members present). Proposed amendments will be presented to and approved by the President of Franciscan Missionaries of Our Lady University and its Board of Trustees, and by the Association membership at the annual meeting.

Article XV Fiscal Year

The fiscal year shall be July 1 through June 30.

Article XVI Rules of Order

Roberts Rules of Order shall govern the conduct of meetings of the Association if not otherwise provided for herein.

Policies of the Franciscan Missionaries of Our Lady University Alumni Association

Policy I All Meetings of the Alumni Association

An agenda will be sent out in advance of the meeting.

Order of Business shall be:

1. Call to Order
2. Prayer
3. Reading and approval of minutes
4. Report of Officers
5. Old Business
6. New Business
7. Next meeting/agenda items
8. Adjournment