PROVIDENCE COLLEGE

National Alumni Association

Constitution and By-laws
Constitution

 ARTICLE I. NAME

The name and title of this organization shall be the Providence College National Alumni Association ("National Alumni Association").

 ARTICLE II. MISSION

The mission of the National Alumni Association is:

• To foster a spirit of association among alumni/ae and provide opportunities for alumni/ae to develop a lifelong relationship to Providence College (the "College") by encouraging camaraderie through College activities, religious and educational programs, and community service.
• To assist and support alumni/ae through recognized clubs, affinity groups, and chapters or other groups in their integral role in continuing the bonds with alumni/ae, and in promoting the College traditions to current and potential students.
• To work with the College alumni/ae, student body, faculty, and staff when appropriate to strengthen and advance the distinctive Dominican and Catholic identity of the College and otherwise further the mission of the College.
• To assist the Office of Institutional Advancement (the "OIA") in its expansion of the giving and endowment programs.

 ARTICLE III. COMPOSITION

The National Alumni Association shall consist of members, active members, and honorary members, as shall be determined in accordance with the Constitution and Bylaws. Active members are defined as alumni/ae who make any monetary contribution to Providence College during the current and/or the past fiscal year.

 ARTICLE IV. ELIGIBILITY

All graduates and current matriculating students of the College are eligible for membership in the National Alumni Association. Furthermore, any person who has completed at least one year as a full-time student at the College and who has left in good standing shall be eligible for membership in the National Alumni Association. All past and present members of the Faculty of the College, all who have been recommended by the Providence College National Alumni Association Council ("Council"), and who have been elected thereafter by a majority vote of the members present at a business meeting of the Council shall be eligible for honorary membership.

 ARTICLE V. OFFICERS

The National Alumni Association shall have power to determine the name, number, mode and time of election, duties and tenure of office of its officers and members of the Council.

 ARTICLE VI. AMENDMENTS

All motions for enacting, amending or repealing any provision of the Constitution or any Bylaw shall be referred to the Council. The Council shall report its judgment on the matter at the first business meeting of the National Alumni Association before any action shall be taken by the National Alumni Association. The Constitution and the Bylaws may be amended by a two-thirds (2/3) affirmative vote of the active members of the National Alumni Association present at an annual or special meeting, provided that notice of any proposed amendments to the Constitution and/or Bylaws shall be posted on the National Alumni Association website, and in such other manner as the President of the National Alumni Association may deem appropriate, at least one month prior to being acted upon and provided further that the proposed amendments or alterations have been approved by a majority of the Council.

By-Laws

 ARTICLE I. OFFICERS AND COMPOSITION OF THE COUNCIL

Section 3. Officers

The officers of the Council shall be a President, a Vice President, a Secretary, a Treasurer, and Immediate Past President.

Section 2. President

The President shall preside at all meetings of the National Alumni Association and the Council, and in case of a tie shall cast the deciding vote at any such meeting. The President may call special meetings of the Council and/or National Alumni Association, fill vacancies in the offices and membership of the Council until the same shall be otherwise filled as needed to assist in accomplishing the goals and objectives of the Council, and appoint committees including, but not limited to, an executive committee for purposes of assuming general managerial responsibilities and for making recommendations to the Council. The President shall be an ex officio member of all committees and be Chairperson of the Council.

Section 3. Vice President

In the President’s absence or incapacity, the Vice President shall perform all the duties of the President. The Vice President shall also generally assist the President in carrying on the business of the National Alumni Association. The Vice President shall succeed to the office of President of the National Alumni Association after his or her term as Vice President.

 ARTICLE II. FUNCTIONS AND DUTIES OF THE COUNCIL

The Council shall:

I. The President, Vice President, Treasurer, Secretary, and Immediate Past President;
II. Three members of the college faculty or staff appointed by the College President and Senior Vice President of the OIA, as provided in Article V, Section 5;
III. Twelve members to represent various class groups;
IV. Three to seven additional members to be elected by the Council to serve as at-large representative.
V. One member to represent the School of Continuing Education; and
VI. One member to represent the Student Alumni Association appointed by the Office of Alumni Relations for a one-year term.

Section 4. Secretary

The Secretary shall assist the Office of Alumni Relations in keeping the records of the proceedings of the National Alumni Association and the Council, the giving of notices, reporting of meeting attendance of the Council, and other duties relevant to the Secretary’s office.

Section 5. Treasurer

The Treasurer shall assist and advise the Office of Alumni Relations on all financial business of the National Alumni Association. The Office of Alumni Relations shall keep the financial records of the National Alumni Association scholarship fund, and which shall be reported by the Treasurer at all Council meetings. The Treasurer shall consult with the Office of Alumni Relations regarding all budgeting matters of the National Alumni Association.

Section 6. Office of Alumni Relations Representative

The Council, together with the College, shall designate a member of the Office of Alumni Relations’ staff to serve as a liaison to the Council and to coordinate support services to implement the mission of the National Alumni Association.

Section 7. Composition of the Council

The Council shall consist of:

I. The President, Vice President, Treasurer, Secretary, and Immediate Past President;
II. Three members of the college faculty or staff appointed by the College President and Senior Vice President of the OIA, as provided in Article V, Section 5;
through the designated member of the Office of Alumni Relations, present reports of its activities during the year; and

select a Nominating Committee composed of two members of the Council whose terms are continuing, the President, and two past Presidents. No member of the Nominating Committee shall be eligible to be a nominee or candidate for office while a member of that Committee.

The Nominating Committee shall present to the Council for consideration and approval, on or before May 15 of each year, a proposed list of nominees for Council members and open positions for Secretary and Treasurer who have consented to be so nominated. It shall be the duty of the Council to consider the Nominating Committee's recommendations and fill, by majority vote of a quorum at said meeting, the then open positions of officers and members of the Council nominated by the Nominating Committee. The Council shall complete this process on or before June 15.

The Nominating Committee shall also present to the membership for election, on or before May 15 of each year, a proposed list of nominees for the office of Vice President of the Council who have consented to be so nominated. The Office of Alumni Relations shall send to each active member of the National Alumni Association a ballot of the nominees for the office of Vice President nominated by the Nominating Committee. All ballots shall be returned to the Office of Alumni Relations on or before June 15, and ballots received after June 15 shall not be counted.

The Nominating Committee shall propose at least two nominees for each of the officers (except President and Immediate Past President) and Council members to be considered for Council membership. The group of graduating classes to be represented by each Council member position, and the scheduling of representation, shall be in accordance to a schedule prepared by the Office of Alumni Relations. At no time would there be more than five groups of classes. At least four members will be selected annually to the Council from the Alumni/ae population.

Section 2. Nomination by Area Clubs. Each area club that is approved by the Office of Alumni Relations shall be given the opportunity to nominate candidates for any of the open positions to be filled by the Nominating Committee, at its discretion.

Section 3. Nomination by the Membership. Nominations may be made by any active members. Such nominations, if of active members, and if received by the Office of Alumni Relations, in writing, by a date determined by the Nominating Committee, are valid nominations and shall be considered and/or published with and in the same manner as those of the Nominating Committee. In addition, space will be allotted on a ballot to be sent to each active member wherein members may write-in personal nominations for Vice President. Such nominations must be of active members of the National Alumni Association.

ARTICLE IV. MODE OF ELECTIONS

Section 1. By Ballot. Electronic ballots listing the nominees of the Nominating Committee for the office of Vice-President to be elected, also providing space for voting for candidates of their own choice by any member of the National Alumni Association, shall be made available to each active member of the National Alumni Association by the Office of Alumni Relations not fewer than twenty-one days prior to the final day that is designated for the receipt and return of the ballots. Active members shall have the option of requesting a paper ballot, which, upon request, shall be mailed to the active member. All ballots shall be counted by the Office of Alumni Relations. The member who receives the largest number of votes cast shall be declared elected to the position of Vice-President.

Section 2. By the Council. Before the close of the fiscal year, the Council shall also appoint three to seven at-large members of the Council for the ensuing year consistent with Article I, Section 7(V). The list of appointees shall consist of those candidates submitted by the Nominating Committee, at its discretion.

Section 3. Announcement of Election Results. The results of the ballots cast by the members of the National Alumni Association shall be announced on the National Alumni Association’s web page after the new fiscal year.

ARTICLE V. TENURE OF OFFICE

Section 1. Tenure of Members Appointed to Office. The President, Vice-President, and Immediate Past President shall each serve one-year terms. After his or her one-year term, the President shall automatically be an immediate Past President, and the Vice-President shall automatically become President. The Secretary and Treasurer shall each serve two-year terms.

The terms of office of the President, Vice President, Treasurer, Secretary, and Immediate Past President shall coincide with the fiscal year, running from July 1 to June 30 of the next year, except that the retiring President each year shall automatically become a member of the Council for the year subsequent to his/her completion of service as President of the National Alumni Association.

All officers shall serve until their successors are duly elected/appointed and qualified.

Section 2. Council Members. Members of the Council, other than the “At-Large” positions referred to herein, shall hold office for a period of three years coinciding with the fiscal year (July 1 – June 30).

Section 3. At-Large Representatives. At-Large Representatives appointed by the Council shall hold office for one year from the date of their appointment.

ARTICLE VI. MEETINGS

Section 1. Annual Meeting. The Council shall designate one meeting during the fiscal year to serve as its annual meeting and the annual meeting of the National Alumni Association.

Section 2. Special Meetings. Special meetings may be called at the President’s discretion, but must be called by him/her upon written request of five members of the Council.

Section 3. Quorum. At all properly called meetings of the National Alumni Association Council, thirteen members present shall constitute a quorum. For purposes of establishing a quorum, active members participating remotely by teleconference or another similar mode of connection shall be considered present insofar as attendance can be reasonably confirmed and such members may speak and be heard during the meeting. A majority vote of the quorum shall be binding unless otherwise stated in these Bylaws.

Section 4. Attendance. It shall be the duty of each Council member to attend or participate in at least half of all regularly scheduled Council meetings each fiscal year (July 1 – June 30). Council members who fail to fulfill this obligation are subject to replacement within the discretion of the Executive Committee in consultation with the Office of Alumni Relations.

ARTICLE VII. AMENDMENT OF BYLAWS

Section 1. Procedure. The Bylaws may be amended or added to in the same manner and procedure as stated in Constitution pertaining to amendments to the Constitution.

Section 2. Availability of Bylaws. The Bylaws of the National Alumni Association shall be made available to the general public via a posting on the official webpage of the Providence College National Alumni Council. This Constitution and Bylaws originally adopted February 23, 1941 and later amended on February 23, 1948, February 22, 1953... (July 1, 1973...September 22, 1980...January 1, 1997...September 20, 2006...March 30, 2009...April 24, 2010...April 19, 2012...May 1, 2014...March 21, 2016.