

**SAINT VINCENT
COLLEGE ALUMNI
COUNCIL
CONSTITUTION**

ALMA MATER

*Saint Vincent, Saint Vincent
our Mother and our guide!
To honor and love thee shall ever be our pride.
Thy guiding hand hath shaped our course
on life's unruly sea;
until the end with grate-ful hearts,
we shall be true to thee.*

OUR MISSION

The Saint Vincent Alumni Association exists to support the entire Saint Vincent Community and to enrich the lives of alumni worldwide.

The Association shall serve to unite former students of Saint Vincent for purposes of:

- *Fostering active relationships*
- *Building enrollment*
- *Generating enhanced visibility among alumni, students and friends*
- *Mentoring current students*
- *Assisting alumni with job and career opportunities*
- *Expanding financial resources for Saint Vincent*



Forward. Always Forward

SAINT VINCENT ALUMNI ASSOCIATION & COUNCIL CONSTITUTION

ARTICLE I - NAME AND MISSION

Section 1: This organization shall be known as the Saint Vincent Alumni Association (hereinafter “Association”).

Section 2: Wherever the term, “Saint Vincent” and/or “Saint Vincent Alumni Association” is used in this Constitution, it shall encompass all alumni of the Preparatory School, College, and Seminary.

Section 3: Mission Statement. The Saint Vincent Alumni Association exists to support the entire Saint Vincent Community and to enrich the lives of alumni worldwide. The Association shall serve to unite former students of Saint Vincent for purposes of fostering active relationships; building enrollment; generating enhanced visibility among alumni, students, and friends; mentoring current students; assisting alumni with job and career opportunities; and expanding financial resources for Saint Vincent.

Section 4: The fiscal year of the Association shall begin July 1 and end June 30. The business year shall begin with the first annual meeting to be held on or after July 1.

ARTICLE II - ASSOCIATION MEMBERSHIP

Section 1: Any person shall be considered a member of this Association who has either: (a) been a student of Saint Vincent for at least one year and is not currently enrolled in an undergraduate program of study at the College; or (b) has received an honorary doctoral degree and/or certificate from Saint Vincent.

Section 2: A person who has distinguished himself/herself by services to Saint Vincent may become an honorary member by a nomination and vote of the Alumni Council Executive Committee. Guidelines on becoming an honorary member are outlined in By-Law VI, Section 2.

Section 3: The members of this Association in any locality, members of an affinity group, or one of the Schools of Saint Vincent College may become established as a Chapter of Saint Vincent Alumni Association upon recommendation and approval of the Director of Alumni Affairs.

Section 4: Regional Delegates in specific areas can be appointed by the Director of Alumni Affairs to assist with activities and events in a specific region

Section 5: Ex- Officio members of Council shall include faculty, staff and administration.

ARTICLE III - BENEFITS OF ASSOCIATION MEMBERSHIP

Section 1: The Association members shall be entitled to communications regarding the Association and to participate in its activities.

Section 2: Each month the Director of Alumni Affairs shall offer or have offered, a Mass for the welfare of all members living and deceased. In addition, alumni members shall share in the fruits of the Masses and prayers of the Benedictine Community.

ARTICLE IV - THE ALUMNI COUNCIL

Section 1: The Saint Vincent Alumni Council hereby referred to as “Council” or “Alumni Council” shall serve as the governing body for the Association.

Section 2: The Council shall consist of not more than thirty (30) elected members, past Presidents, officers of Council, Student Delegates, and the Director of Alumni Affairs of Saint Vincent.

Section 5: Any Chapter President or Regional Delegate established in Article II, Section 3 or 4 shall serve as an *ex officio* member of Council.

ARTICLE V - OFFICERS OF COUNCIL

Section 1: The officers of the Council shall be as follows: President, Vice President, Secretary, and Treasurer.

Section 2: Council shall elect from its membership a President and Vice President to serve for a term of two (2) years.

Section 3: The Vice President succeeds to the President position after the President’s term expires.

Section 4: The process for the election of the Vice President shall be in the following manner at the first meeting of the fiscal year.

- A. The Membership Committee shall announce a nomination for Vice President;
- B. The floor shall be open for additional nominations thereafter;
- C. A motion shall be made from the floor to close the nominations and a vote shall be taken by secret ballot;
- D. The Vice President shall, unless an impediment arises, be nominated to the office of Vice President.
- E. If a Vice President resigns during his/her term as Vice President, a new Vice President will be elected at the next scheduled Council meeting by the same process to elect a new Vice President.

Section 5: Duties of the President

- A. The President shall succeed to the position after serving as Vice President and serve a term of two (2) years.
- B. The President will serve as the main liaison between the Saint Vincent Alumni Council and Saint Vincent.
- C. The President will appoint the Secretary and Treasurer of Council to serve a term of two (2) years.
- D. The President will appoint all committee chairs, liaisons, and legal advisors.

- E. The President will preside at all meetings.
- F. The President shall be an *ex officio* non-voting member of all committees.
- G. The President shall attend College events as needed or requested by the Director of Alumni Affairs as a representative of the Association and Council.

Section 6: Duties of the Vice President

- A. The Vice President shall be elected from the membership of the Council and shall serve for a term of two (2) years by the process found in Article V, Section 4.
- B. The Vice President shall work closely with the President in the execution of his/her programs and perform such duties as are delegated by the President.
- C. The Vice President shall succeed to the office of President upon the expiration of his/her term as Vice President.
- D. The Vice President shall perform the duties of the President in his/her absence and shall serve the unexpired portion of the President's term in the event that the President becomes unable to serve.
- E. The Vice President will serve as the chair of the Membership Committee.

Section 7: Duties of the Secretary

- A. The Secretary shall be appointed by the President to serve a term of two (2) years.
- B. The Secretary shall serve as the recorder at Council Meetings and shall interact with the Director of Alumni Affairs on all communication.
- C. The Secretary shall coordinate Council communications, including the meeting invitations, promotions, and requests for volunteers.
- D. The Secretary shall assume responsibility for publicizing the work of Council in all college media, working with the college's Public Relations and Marketing team to ensure Council is recognized for all events, sponsorships, and notable happenings.

Section 8: Duties of the Treasurer

- A. The Treasurer shall be appointed by the President to serve a term of two (2) years.
- B. The Treasurer shall manage the finances for the organization.
- C. The Treasurer shall work with the Director of Alumni Affairs as well as Institutional Advancement regarding budgetary matters.

Section 9: The President, Vice President, Secretary, and Treasurer shall be entitled to vote on all matters.

ARTICLE VI - COMMITTEE CHAIRS, LIAISONS, AND ADVISORS

Section 1: The President will appoint all committee chairs, liaisons, and legal advisors.

Section 2: Committee Chairs shall lead all committee meetings, schedule a minimum of one committee meeting between regularly scheduled full council meetings, have the ability to appoint one co-chair for the committee as needed, report progress back to the Executive Committee and full Council at all scheduled meetings, report committee member activity to the Membership Committee, assemble agenda prior to the committee meeting, distribute minutes following the meeting, and create a long-term plan for the committee. Committee Chairs must be a member of Council.

Section 3: Liaisons shall serve as a representative of Council in a specific role by serving on a committee or at an event. Liaisons will report back to Council about their specific area. Liaisons can be either a member of Council or a non-member. Preference shall be given to members of Council. A liaison who is a non-member of Council will not have voting rights.

Section 4: Advisors shall serve the President of Council in an advisory role in a specific area. Advisors can be either members of Council or non-members. Preference is given to members of Council. An Advisor who is not a member of Council will not have voting rights.

ARTICLE VII - COUNCIL ELECTED MEMBERS

Section 1: Members of the Alumni Council shall be selected in such a manner to ensure that the Council shall be broadly representative of the interests and concerns of all alumni. To this end, the Council shall adopt rules to direct its procedures for the selection of its members.

Section 2: An appropriate number of members of the Association shall be elected to Council each year and shall serve for a term of three (3) fiscal years to fulfill the guidelines of Article IV, Section 2. (Amended May 18, 2019)

Section 3: Prospective Alumni Council members shall be nominated by the Membership Committee with the approval of the Council. The Membership Committee will review the suggestions and nominate a slate of candidates to be presented at the Council's spring meeting. The Alumni Council shall then approve or not approve the slate by majority vote. Should the first slate of candidates not be approved in whole, at the same meeting, Council will vote on names individually. If an individual is not approved, the Membership Committee will nominate a new member(s) for the position at the next scheduled meeting.

Section 4: In the event an elected member of the Council should resign or be unable to complete his/her term of office, the President, with the approval of the Executive Committee, shall appoint a member of the Association to fulfill his/her unexpired term.

Section 5: Duties of Elected Members:

- A. Members of the Council are expected to conduct themselves with integrity and in a manner aligned with the mission of Saint Vincent.
- B. Members of the Council shall attend three out of four full council meetings within the fiscal year.
- C. Members of the Council shall make a financial contribution to Saint Vincent within each fiscal year they are a member of Council.

- D. Members of the Council shall be an active committee member of at least one (1) committee during the fiscal year, by attending at least 50% of committee meetings, either in person or via phone, and being involved with committee activities.
- E. Members of the Council attend various alumni events sponsored by Saint Vincent, giving special consideration to those hosted and sponsored by Alumni Council.
- F. Members of the Council shall have a duty to disclose any conflict of interest as defined by general law in matters under deliberation by Council, any Committee, or any Subcommittee; shall refrain from participating in the deliberations concerning the matter; and shall be disqualified from voting thereon.
- G. In an effort to avoid any potential conflicts of interest, Council members who, while during their term of service, are simultaneously employees of Saint Vincent, shall be ineligible to serve as President and/or Vice President of Council.
- H. Members of the Council shall, at all times, conduct themselves with courtesy and respect for their fellow members, shall serve the best interests of the Saint Vincent Alumni Association, and shall discharge their duties in accordance with the trust placed upon them.
- I. Each member of the Council shall provide the Director of Alumni Affairs with his/her business, residential, and/or e-mail address to which notices and correspondence are to be sent.

Section 6: The conduct of members shall be subject to review by the Executive Committee, which shall be empowered to accept grievances, conduct inquiries, and recommend censure for adoption by Council.

ARTICLE VIII - PAST PRESIDENTS

Section 1: Once a President of Council fulfills his/her full term, he/she would be considered a Past President to Council and will serve in that capacity for life.

Section 2: Past Presidents will be classified as either Active or Informational.

Section 3: An Active Past President must attend 2 out of 4 meetings in a fiscal year and meet all other criteria of an Elected Member as outlined in Article VII, Section 5. If criteria are met, a Past President retains voting privileges, may serve on a committee, and may serve as a committee chair. Any Past President that does not meet the above criteria

- Will not be counted for the purpose of establishing a quorum at a meeting;
- Will not be counted to Council's total active membership;
- Will not have active voting privileges;
- Will not serve as a committee chair;
- Will receive all communications from Council.

ARTICLE IX - STUDENT DELEGATES

Section 1: In addition, the Presidents of all classes, the President of the Student Government Association of Saint Vincent College, and the President of the Student Association of the Saint Vincent Seminary, during their respective terms of office, shall be *ex officio* members of the Council and shall serve in an advisory

capacity to the Council.

Section 2: The Council President, after consultation with the Director of Alumni Affairs, may appoint up to three (3) additional students to Council, in addition to those serving as *ex officio* members as outlined in Article IX, Section 1. The rights and duties of these members shall be the same as those of the *ex officio* student members except that their terms of office shall be limited to one (1) fiscal year. They may be reappointed for additional terms as long as they are students of Saint Vincent.

ARTICLE X - COUNCIL MEETINGS & AGENDA

Section 1(a): The Alumni Council shall meet at least four (4) times per year. The members of the Council present shall constitute a quorum. The President may call special meetings of the Council provided that notice of the time and place is given to each Council member at least seven (7) days in advance.

Section 1(b): Alumni Council meetings will be conducted using one or both of the following means:

- **Traditional meeting:** a single gathering of Council Members in one physical room to transact Council business.
- **Electronic meeting:** A meeting at which some or all of the members communicate with others through electronic means including but not limited to the Internet or the phone. (Modified November 13, 2021).

Section 2: The President and the Executive Committee, in cooperation with the Director of Alumni Affairs, shall compile the agenda for each meeting.

Section 3: Business shall be placed on the agenda to the Director of Alumni Affairs at least fifteen (15) days prior to the meeting, or at such later time as may be approved by the Director of Alumni Affairs.

Section 4: Requests to address Council during the consideration of new business or of any agenda item by non-Council members shall be delivered in writing including the topic and name of requesting party, to the Director of Alumni Affairs prior to the scheduled meeting.

ARTICLE XII - PROCEDURE

Section 1: Robert's Rules of Order shall govern the conduct of all meetings of the Association and Council unless otherwise provided by this Constitution and/or Bylaws.

Section 2: Each member shall, upon recognition by the presiding officer, be permitted to speak to the specific matter pending. Each member shall be permitted no longer than five (5) minutes to speak. No member may speak more than once on the same matter until every member has had an opportunity to speak. Questions may be addressed to a speaker at the conclusion of the speaker's remarks.

Section 3: While a member is speaking, there shall be no interruptions except by the presiding officer, who may instruct the member to address on the matter pending and to observe time limitations.

Section 4: A motion to suspend the rules or any one of them, unless otherwise prescribed by the Alumni Council Constitution, may be made at any time and shall be adopted by the affirmative vote of a majority of members.

Section 5: The rules may be amended, altered, or superseded by resolution.

Section 6: The presiding officer shall maintain order and require conformity with the rules and shall decide all matters of procedure upon question by a member, who shall state the reason for the question, to which the presiding officer shall be subject to motion to overrule.

ARTICLE XIII - AMENDMENTS

Section 1: This Constitution may be amended by the affirmative vote of two-thirds of the total votes cast by Alumni Council members in person at a Council meeting provided that the proposed amendment shall have been stated in a written notice and sent to all Council members at least thirty (30) days prior to the proposed adoption of any amendment.

BY-LAWS TO THE CONSTITUTION

BY-LAW I - COUNCIL STANDING COMMITTEES.

Section 1: Executive Committee:

- A. The Chairperson of the Executive Committee is the President.
- B. The Executive Committee shall be comprised of the Director of Alumni Affairs, immediate Past President, Officers of Council, Committee Chairpersons, Liaisons, and Advisors.
- C. The President may invite any other Council member to be a member of the Executive Committee to the extent that he/she deems such participation necessary.
- D. The Executive Committee shall meet prior to each Council meeting to discuss and plan the agenda for the meeting.
- E. The Executive Committee will review and approve appointments to all standing committees and review committee activities and shall also address and resolve any issues or questions raised to Council.
- F. The Executive Committee will take recommendation from the Membership Committee on possible removal of any council members and make the final decision.
- G. The Executive Committee shall decide on any council awards outlined in By-Law VI.

Section 2: Membership Committee:

- A. The Chairperson of the Membership Committee is the Vice President.
- B. The Membership Committee shall be comprised of four (4) members appointed by the President.
- C. The Membership Committee will be responsible for creating the ballot of ten (10) nominees each year. The committee will be responsible to vet each nominee and make sure the nominee is fully aware of the responsibilities to serving on Council.
- D. The Membership Committee shall provide Orientation for all new members of Council at the beginning of their terms.
- E. The Membership Committee shall monitor activity of all members of council as outlined in Article VII, Section 5 and recommend to the Executive Committee the removal of any member, for good cause.
- F. The Membership Committee will make recommendations to the President on appointments to Council Committees. These appointments shall be made upon consideration of a survey made of the Council member's preferences for appointment to specific committees. The Committee shall make such survey by the end of August of each calendar year.

- G. The Membership Committee, after accepting recommendations from the Council at large, shall submit to the Executive Committee at least one name for the office of Vice President at least ten (10) days prior to the election.

Section 3: Student/Alumni Networking and Outreach Committee:

- A. The Chairperson of the Student Alumni Networking and Outreach Committee is appointed by the President.
- B. The Student/Alumni Networking and Outreach Committee assists with admissions to Saint Vincent.
- C. The Student/Alumni Networking and Outreach Committee assists Saint Vincent students, when applicable, in job placement, internship opportunities, graduate programs, and mentoring.
- D. The Student/Alumni Networking and Outreach Committee assists the Director of Alumni Affairs in events and activities to foster interaction between students and alumni.
- E. Membership of this committee can be both members or non-members of Council.

Section 4: Fr. Gilbert J. Burke, O.S.B. Alumni Scholarship Fund Committee:

- A. The Chairperson of the Fr. Gilbert J. Burke, OSB Alumni Scholarship Fund Committee is appointed by the President.
- B. The Committee plans annual events to raise funds for the Scholarship Fund. A spring event serves as the primary outreach event for Alumni Council.
- F. Membership of this committee can be both members or non-members of Council.

Section 5: Ad hoc Committees:

- A. An *ad hoc* committee can be established at any time by the President with approval from the Executive Committee.
- B. The Chairperson and members of an *ad hoc* committee is appointed by the President.
- C. The Chairperson must follow all guidelines outlined in Article VI, Section 2 and will serve on the Executive Committee in duration of the committee.

BY-LAW II - COMMITTEE FUNCTIONS, GUIDELINES, AND PROCEDURES.

Section 1: All committees have an integral purpose to serve the best interests of the Council and assist in achieving the goals of the Alumni Association as set forth in the Mission Statement. Active participation of committees is required.

Section 2: Committee Membership shall be for one year. The appointments shall be made by the second Council meeting of each fiscal year.

Section 3: Except for the Executive Committee, the President of the Council shall not serve as a

chairperson unless such service is determined necessary by the Council. If determined necessary, the President shall not, while serving as chairperson, present any report or recommendation to Council. Should no committee member be present, the report must be submitted ahead of the meeting in writing.

Section 4: Notice of committee meetings shall be given no less than seven (7) days prior to the meeting.

Section 5: Committee recommendations and reports must be given in writing to the President and Secretary seven (7) days prior to the scheduled Council meeting.

Section 6: Committee recommendations shall be advisory only and shall be for the use of the Council in its deliberations. Should decisions be made prior to a regular meeting, recommendations for such may be made by the use of printed or electronic media.

Section 7: The chairperson of the committee, the President of the Council, or the Director of Alumni Affairs may call special meetings of committees. Only such subjects as are contained in the notice may be considered at any special meeting.

Section 8: At regular Council meetings, the committee chairperson shall give the recommendation of the committee and the rationale for the recommendation to the Council prior to discussion on the subject matter. Prior to a vote on any resolution, discussion by members of the Council must be permitted.

BY-LAW III - COUNCIL LIAISONS

Section 1: Homecoming Liaison:

- A. The Homecoming Liaison is appointed by the President.
- B. The Homecoming Liaison works in conjunction with the Director of Alumni Affairs in the planning of Homecoming Weekend and encourages classmates to attend.

Section 2: Prep Reunion Liaison:

- A. The Prep Reunion Liaison is appointed by the President.
- B. The Prep Reunion Liaison works in conjunction with the Director of Alumni Affairs in the planning of Homecoming Weekend and encourages classmates to attend.

Section 3: *Ad Hoc* Liaison(s):

- A. Any *Ad hoc* Liaison(s) are appointed by the President to serve on a Saint Vincent committee to represent Council.
- B. The Liaison must follow all guidelines outlined in Article VI, Section 3 and will serve on the Executive Committee in duration of the time as a liaison.

BY-LAW IV - COUNCIL ADVISORS

Section 1: Legal Advisor(s):

- C. The President shall appoint two (2) Legal Advisors to advise the President and Council at large regarding legal issues involving the interpretation of the Constitution.
- D. These advisors will also assist in reviewing the Constitution and the by-laws every two (2) years. The President may appoint an *ad hoc* committee to review the Constitution and by-laws when necessary.

Section 3: *Ad Hoc* Advisor(s)

- C. Any *Ad hoc* Advisors(s) are appointed by the President to advise the President of any one specific matter.
- D. The Advisor must follow all guidelines outlined in Article VI, Section 4 and will serve on the Executive Committee in duration of the time as an advisor.

BY-LAW V - OPEN MEETINGS AND NOTICES

Section 1: The Council Secretary shall give notice of the time and place of any organizational meeting of the Council or a committee of the Council at least seven (7) days prior to the time of such organizational meeting.

Section 2: Any person who wishes to obtain advance notification of all meetings of the Council or its committees at which any specific type of business is scheduled to be discussed, may contact the Secretary and/or Director of Alumni Affairs

BY-LAW VI - COUNCIL AWARDS

Section 1: Council Awards can be awarded at any time by the Executive Committee unless otherwise noted in award description.

Section 2: Honorary Alumni:

- A. The Honorary Alumni designation celebrates those cases where non-alumni have made substantial ongoing contributions of time, effort, loyalty, imagination, resources, and/or support to Saint Vincent College and Seminary. Based on these criteria, the Executive Committee may approve and award honorary alumni designations at any time each year.
- B. Any member of the Saint Vincent Community (e.g., a Saint Vincent Class, an alumnus/a parent, student, faculty or staff member, or honorary degree recipient, etc.) may nominate any eligible individual. The nomination shall be submitted to the Director of Alumni Affairs and the Alumni Council President. A letter with the name and qualifications of the nominee and the name and Saint Vincent affiliation of the nominator will constitute adequate nomination.
- C. Announcement and presentation of the honor may be at any regularly scheduled Alumni Council meeting or may be arranged at any event or time agreed upon by the recipient and the Saint Vincent officers responsible for alumni affairs.

- D. Honorary Alumni are entitled to all of the rights, privileges, and responsibilities of membership in the Saint Vincent Alumni Association.

Section 3: The Rev. Camillus Long O.S.B. Award:

- A. The Father Camillus Award is granted to only one alumnus/a each fiscal year by the President, to recognize and commend outstanding service to, and active participation in alumni affairs.
- B. The President and Director of Alumni Affairs shall present the award at a regularly scheduled Council meeting or another alumni event.
- C. The awardee must be a graduate of Saint Vincent and have performed some outstanding service for Saint Vincent in the previous year.
- D. Special consideration should be given to Council members for this award by the fact that they are currently serving. If an awardee is not a Council member, he/she must have been involved in more than one project that has given honor or benefit to Saint Vincent during the previous fiscal year.
- E. An alumnus/a may receive the award only once.

Section 4: Student Alumni Service Award:

- A. The Student Alumni Service Award shall be granted to a current College senior who is about to graduate. Nominations may be submitted at any time but the award may not be granted more than once each year. The award shall be presented to the recipient at a regularly scheduled Council meeting.
- B. The awardee should have demonstrated active participation in student and alumni affairs, involved in at least one student-alumni project during each of any two years at Saint Vincent, and have attended more than one Council meeting during each of any two years.

Section 5: Outstanding Student Alumni Leadership Award:

- A. This award shall be granted to a current College senior who is about to graduate and who has demonstrated outstanding service and active participation in student-alumni affairs. Nominations may be submitted at any time but the award may not be granted more than once each year. The award shall be presented to the recipient at a regularly scheduled Council meeting.
- B. The awardee must have a minimum Q.P.A. of 3.0 (cumulative by the end of first semester senior year), been involved in more than one project connected with student-alumni relations, have been involved in student-alumni affairs for at least three years during his/her college career, and his/her contributions and achievements must have been outstanding and easily recognized; he/she should have been a leader in other activities on campus; and he/she should be of strong character and highly respected by his/her peers.