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# NEW ENGLAND COLLEGE ALUMNI ASSOCIATION CONSTITUTION AND BYLAWS

# **ARTICLE I – MISSION**

The purpose of the New England College Alumni Association is to support the college by participating and contributing to the continued growth and development of the college, as well as to foster strong and mutually beneficial ties between the college and its diverse alumni. Its Mission is to promote the College in pursuit of its highest potential through Communication, increased financial involvement, and fostering NEC pride.

#### **ARTICLE II - MEMBERSHIP**

Membership in this Association shall consist of all persons who are considered alumni by New England College standards and/or have been recognized by the College as honorary alumni.

#### **ARTICLE III - BOARD OF DIRECTORS**

- Section 1. The Board shall partner with the College in the management of the Alumni Association.
- Section 2. The Board shall consist of the Executive Committee of the Board, and all other elected Directors of the Board. Total membership of the Board shall not exceed twenty-five (25) members.
- Section 3. Directors shall be elected to serve a three (3) year term, after which he/she may seek reelection. There is no limit to the number of consecutive terms that a Board member may serve.
  - 1. Prospective new members must have a current board member sponsorship.
  - 2. In order for nominees to be considered candidates that must write a letter of interest, including a resume or curriculum vitae (CV).
  - 3. Candidates' letter and contact information must be submitted to the Board prior to voting.
  - 4. A simple majority vote is needed to become a member.
- Section 4. Members must sign up for a minimum of one committee.
- Section 5. The Board of Directors shall work in partnership with, and under the guidance of, the Office of Institutional Advancement.

- Section 6. The Executive Committee shall partner with the Office of Advancement in the nomination of the Alumni Award recipients. The board of directors of the alumni association shall select by ballot the award recipients.
- Section 7. Any resignation from the Board must be submitted in writing to the Executive Committee of the Board.
- Section 8. Any member of the Board may be removed for cause at any meeting of the Board.

  Board members are required to attend all meetings. Failure to attend two (2)

  consecutive meetings, without approval of the President, shall constitute cause for removal. Excessive absence can warrant removal from Board or in active status. A two-thirds (2/3) affirmative vote is needed for inactive members to become activated.
- Section 9. A two-thirds (2/3) affirmative vote by the members of the Board is required for removal.
- Section 10. Any resignation from the Board must be submitted in writing to the Executive Committee of the Board.
- Section 11. Members of the Board of Directors must contribute to New England College by supporting the Annual Fund with a gift every fiscal year.

#### ARTICLE IV – EXECUTIVES OF THE BOARD OF DIRECTORS

- Section 1. The Executives of the Board shall be a President, Vice President, Secretary, and Treasurer.
- Section 2. Executive Committee of the Board shall be elected to serve a three (3) year term, after which he/she may seek re-election. There is no limit to the number of consecutive terms that a Board member may serve.
- Section 3. Any Executive Committee member of the Board may be removed from his/her position for cause at any meeting of the Board.
- Section 5. A two-thirds (2/3) affirmative vote by the members of the Board is required for removal.
- Section 6. Resignation by an Executive Committee member must be submitted in writing to the Executive Committee of the Board.
- Section 7. Duties of the Executive Committee of the Board of Directors
  - A. The President shall:
    - 1. Preside over all meetings of the Board.
    - 2. Call for and schedule all meetings of the Board in consultation with the Director of Alumni Relations.
    - 3. Serve as an associate member of the College's Board of Trustees.
    - 4. Serve as the Chairman of the Executive Committee

- 5. Appoint the Chairmen of each Alumni Association Committee, in consultation with the Executive Committee Members of the Board and the Director of Alumni Relations, and oversee their work.
- 6. Represent the Alumni Association at various College events.
- 7. Be required to attend all board meetings and major events. If the President cannot attend he/she must have approval from the Executive Committee.

# B. The Vice President shall:

- 1. Discharge the duties of the President in the event of his/her absence.
- 2. Perform such additional duties as may be prescribed by the President.

# C. The Secretary shall:

- 1. Record and submit to the Director of Alumni Relations and the Executive Committee prior to distributing to the Board.
- 2. Maintain current Board contact information and distribute to Board.
- 3. Perform such additional duties as may be prescribed by the President.

#### E. The Treasurer shall:

- 1. Maintain a record of the funds of the Alumni Association and make all disbursements as authorized by the Board.
- 2. Perform such additional duties as may be prescribed by the President.

# Section 8. Vacancies

- 1. In the event of a vacancy in the office of President, the Vice President shall serve until an election of two-thirds (2/3) affirmative majority can be held.
- 2. In the event of a vacancy in the office of the Vice President, the Treasurer shall serve until an election of two-thirds (2/3) affirmative minority can be held.
- 3. In the event of a vacancy in any remaining elective office, the Board may act to fill such office for the remainder of the term.

#### ARTICLE V - ELECTION TO THE EXECUTIVE COMMITTEE

- Section 1. By February 1st the Director of Alumni Relations shall issue a call for nominations.
- Section 2. Any member of the Alumni Association may nominate himself/herself or any other member of the Alumni Association to become a member of the Board of Directors.
- Section 3. Nominations shall include the name, class year, address, and contact information of the nominee and the person making the nomination.
- Section 4. Nominations must be received by the Director of Alumni Relations by March 1st.

- Section 5. By April 1st, the Director of Alumni Relations shall make the ballots available to all members of the Board.
- Section 6. Nominees must accept their nomination prior to April 1<sup>st</sup> to be considered running for nominated position.
- Section 7. The Board of Directors shall return their ballots to the Director of Alumni Relations two (2) weeks prior to the Commencement Weekend meeting of the Board.
- Section 8. The Director of Alumni Relations shall tally the votes and declare the new members of the Executive Committee prior to its Commencement weekend meeting.
- Section 9. New Executive Committee Members will take office on July 1 of the year that they are elected.
- Section 10. A simple majority vote is needed to become a member of the Executive Committee.

#### **ARTICLE VI – COMMITTEES**

- Section 1. The Association shall have the following standing committees, in addition to the Executive Committee: Communications Committee, Events and Fundraising Committee, Membership Committee, and Awards Committee.
- Section 2. Awards Committee solicits nominations for and selects the recipients for the:

  Outstanding Alumni Achievement Award; The William Troy Award; The Lee Clement
  Award and the Honorary Alumni Award. The Committee recommends additional award
  programs when appropriate. The Awards Committee will include all members of the
  Executive Committee and can include up to 5 additional members.
- Section3. Communications Committee examines the alumni communications programs, reviews communications vehicles and strategies and advises the Director of Alumni Relations on programs to effectively convey information about NEC and its alumni.
- Section 4. Events and Fundraising Committee works with the Office of Institutional Advancement to build stronger relationships between alumni and the College; assists with planning events on and off campus; and helps identify and recruit alumni volunteers to host events or lead regional clubs. The Committee shall work with the Office of Institutional Advancement to increase fundraising; assist with the identification of class agents and other fundraising volunteers; and help the advancement staff identify, cultivate, solicit, and/or connect with potential donors.
- Section 5. Membership and Nomination Committee shall be responsible for the recruitment of active new members, facilitation of the election process for new members, and the orientation of elected new members. The Membership and Nomination Committee ensures that the Alumni Association Board of Direc5os is broadly representative of the

- alumni body, and evaluates the method of election/appointment to the Board of Directors.
- Section 6. Committee Chairs shall serve a one (1) year term (from July 1 through June 30), and may be re-appointed to subsequent terms.
- Section 7. Special Committees or Ad Hoc Committees may be established by the Board for the discharge of particular duties. The Board shall designate the purpose, powers, and terms of such committees.

#### **ARTICLE VII – COMMITTEE CHAIRS**

- Section 1. The President of the Board shall appoint a Chair for each Committee, in consultation with the Executive Committee and the Director of Alumni Relations.
- Section 2. Committee Chairs shall serve a term of one year (from July 1 through June 30), and may be re-appointed to subsequent terms.
- Section 3. Committee Chairs shall recruit volunteer committee members to help with various initiatives.
- Section 4. Committee Chairs shall provide the President of the Board with the names of any committee members and volunteers.

# **ARTICLE VIII - MEETINGS**

- Section 1. The Annual General Membership Meeting of the Association shall be held on campus during Alumni & Family Weekend at a date, location, and time to be determined by the Director of Alumni Relations. Notice of the date, location, and time of the meeting shall be appropriately publicized by the Director of Alumni Relations.
- Section 2. The Board shall meet as needed, but at least during Alumni and Family Weekend and Commencement Weekend, to oversee the work of the Alumni Association in coordination with the Office of Advancement.

# **ARTICLE IX - AMENDMENTS**

- Section 1. Any member of the Alumni Association may submit proposed amendments to this Constitution to the Board.
- Section 2. Such proposed amendments must be provided to all members of the Board in writing at least ten (10) days prior to the next meeting of the Board.
- Section 3. In order to adopt any changes to the Constitution, a two-thirds (2/3) affirmative vote by the members of the Board is required.

Revised March 11, 1995

Amendment to Article V Section 2 on March 11, 1995

Addition to Article IX Section Ion March 11, 1995

Revised September 12, 1998

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