



NOTRE DAME OF MARYLAND UNIVERSITY

Alumnae and Alumni Council By-Laws

ARTICLE I - NAME

Section 1: Name of the Alumnae and Alumni Council

The Alumnae and Alumni Association Executive Board will now be known as the Alumnae and Alumni Council of Notre Dame of Maryland University (“the Council”) (“the University”).

To align with the university’s goals and this Council’s desire to be inclusive of all alums of Notre Dame of Maryland University, the Alumnae and Alumni Association will now be known as the Alumnae and Alumni Community.

ARTICLE II – MISSION AND VISION

Section 1: Mission

The Council is a strong network of graduates and students that exists to promote, support and advance the welfare of the University, broaden and sustain friendships among alumnae and alumni, and stimulate alumnae and alumni interest in the University. The Council will also assist the President and staff of the University in stimulating a spirit of cooperation and loyalty in the community.

Section 2: Vision

The Alumnae and Alumni Council of Notre Dame of Maryland University will be a vibrant advisory body dedicated to engaging alums and students, acting as a link between the campus community and the global alumnae and alumni community, and stewarding the lifelong connection alums have with the University.

ARTICLE III – INCLUSION

Section 1: Eligibility

All graduates of the University (and all matriculated non-graduates) are part of the Alumnae and Alumni Community.

Section 2: Honorary Membership

Honorary membership may be awarded to any person deemed worthy of this recognition by the Alumnae and Alumni Council.

ARTICLE IV – MEETINGS

Section 1: Annual Meeting

The Council shall have an active presence during the annual reunion weekend and may vote to hold an open forum business meeting during the annual reunion. The decision to hold an open

forum meeting must be made each year and no later than four (4) months prior to the annual reunion. The decision must be made jointly by the Council and Alumnae and Alumni Relations staff. A motion for an annual meeting may be made by any member of the Council or Alumnae and Alumni Relations staff.

Section 2: Meetings

The Council shall meet approximately three (3) times per year. General Council business may be conducted in person, via email, and through conference calls.

Section 3: Special Meetings

Special meetings of the Council shall be at the call of the President of the Council or at the petition of five of its members.

Section 4: Parliamentary Procedures

Robert's Rules of Order shall be the authority on parliamentary law for the Council in the conduct of meetings.

Section 5: Terms of Office

The elected officers and representatives of the Council shall serve for a term of three (3) years. Each elected officer and representative shall assume the duties of the office at the beginning of the fiscal year (July 1) and abide by those responsibilities as denoted in these By-Laws.

Each representative may choose to serve up to an additional three-year term by majority affirmation of the Council.

Section 6: Resignation

Any member of the Council may resign at any time by giving written notice of such resignation to the President and/or Director of Alumnae and Alumni Relations.

Section 7: Removal

As a condition of membership on the Council, its members will agree to participate as fully as possible in the Council's work including active service on committees and attendance at functions organized by and with the Office of Alumnae and Alumni Relations and the University. Members who fail to attend two (2) Council meetings in one fiscal year may be subject to removal from the Council. The Council President and Vice President shall exercise the right of decision in this matter.

Section 8: Council Member Expectations

Each Council member shall be expected to:

1. Attend all meetings of the Council. Although professional, personal or family commitments may periodically conflict, members are expected to make regular attendance a high priority. Failure to attend a minimum of two (2) meetings per year may result in removal from the Council.
2. Actively serve on a Council committee and/or contribute significantly to University initiatives; contribute to committee discussions, initiatives, planning, and projects; demonstrate preparedness and be informed about Council activities.
3. Represent the Council appropriately and during University events, especially the annual Reunion Weekend.

4. Promote the interest of the University in the community as outlined in the mission and goals of the University (act as an ambassador).
5. Assist the Council in achieving its goal of 100% participation in financial support of the Notre Dame Fund.
6. Assist the University in achieving a high participation rate in financial support of the Notre Dame Fund by educating peers about the fund.

Section 9: Voting

Elected officers and representatives of the Council have the authority to vote. Ex-officio members are non-voting members.

Section 10: Quorum

A quorum for a Council meeting shall consist of a simple majority of the voting members of the Council.

ARTICLE V – COUNCIL MEMBER GUIDELINES AND DUTIES

Section 1: Council

The Council is the advisory and liaising body of the alumnae and alumni community. It consists of the following positions:

- a. President
- b. Vice President
- c. Immediate Past President
- d. Board of Trustees Representative
- e. Women’s College Representative
- f. SSND Representative
- g. College of Adult Undergraduate Studies (CAUS), or formerly, Weekend College, Representative
- h. Master’s Programs Representative
- i. Ph.D. Programs Representative
- j. School of Arts, Sciences, and Business Representative(s)
- k. School of Education Representative(s)
- l. School of Nursing Representative(s)
- m. School of Pharmacy Representative(s)
- n. 3 At-Large Representatives
- o. Current Student Representative: President of the Student Government Association

Except for the SSND Representative as noted in section 4, and ex-officio staff, all members of the Council should be alums of the University. Members may also be current faculty, staff, or students.

Section 2: Elected Officers

The elected officers of the Council shall be the President and Vice President. The President and Vice

President shall constitute the Council Leadership. The Council Leadership shall meet as needed in person or virtually.

The President is the chief executive officer of the Council and presides at open and closed Council meetings. In addition, the President performs all duties incidental to the office; appoints ad-hoc committees as required and presents an annual report of alumnae and alumni activities to the alumnae and alumni community where necessary. Works closely with the Office of Alumnae and Alumni Relations and Vice President to prepare Council meeting agendas and the group's long-range planning. Acts as a resource and liaison to the community and University. Attends all Council meetings, Reunion Weekend and other appropriate events when possible. Encourages 100% Council member participation in the Notre Dame Fund each fiscal year.

The Vice President represents the University and the alumnae and alumni community in the absence of the President; succeeds to the office of President in the event of a vacancy for the duration of the unexpired term. Works with Office of Alumnae and Alumni Relations and President to prepare Council meeting agendas. Participates in the Council's long-range planning. Attends all Council meetings, Reunion Weekend and other appropriate events when possible. The Vice President is a member of the Council Leadership and will serve as the Chair of the Nomination Committee to fill vacancies on the Council.

While an elected position by the Board of Trustees, the Board of Trustees Representative serves as a representative and liaison. Representatives are selected by the nominating committee of the Board of Trustees upon recommendation of the Council. The Board of Trustees Representative acts as a liaison between the Council, the Board of Trustees, and the greater alumnae and alumni community. The representative has all the same rights, duties, obligations and privileges as other members of the Board of Trustees and this Council.

Section 3: Past President

The immediate past president serves in an ex-officio and advisory capacity for one three-year term following presidency. The past president is considered a non-voting Council member and may not serve on the nomination committee.

Section 4: Program Representatives

Appointed Council representatives shall be program liaisons to their affiliate constituency. Except for the SSND Representative, representatives must be an alum of the University. Representatives may have dual roles on the University's campus and in their full-time work, be current faculty or staff, or students.

Representatives support SSNDs; Women's College; College of Adult Undergraduate Studies (CAUS) or formerly, Weekend College; Master's programs; Ph.D. programs; School of Arts, Sciences, and Business; School of Education; School of Nursing; School of Pharmacy. Representatives attend all Council meetings, Reunion Weekend and other appropriate events when possible.

Section 5: At-Large Representatives

At least three (3) At-Large representatives will serve on the Council as well. At-Large members serve in the capacity of representing all alumnae and alumni. Each representative will serve on one Council committee to further engage graduates in the life of the University. Representatives

work with the Council and staff to implement ways to serve the needs of all graduates and help alumnae and alumni become better informed about and participate in NDMU activities. Members attend all Council meetings, Reunion Weekend and other appropriate events when possible.

Section 6: Current Student Representative: President of the Student Government Association

The President of the Student Government Association serves on the Alumnae and Alumni Council. From the Inter Organization Council constitution: “The Vice President’s duties shall consist of acting on behalf of the President if the President is unable to carry out her duties, attends regularly scheduled Cabinet and Board meetings, maintains regularly scheduled office hours, represents the Inter Organization Council at Executive committee meetings, serves as the co-chair of the Elections committee with the Senate Vice President, oversees and enforces the Publicity and Promotion Policy as well as approves organization publicity, and represents the Inter Organization Council at meetings of the Alumnae and Alumni [Council].”

Section 7: Ex-Officio

The following members serve in ex-officio and non-voting roles.

- a. Immediate Past President of the Council
- b. President of Notre Dame of Maryland University
- c. Vice President of Institutional Advancement
- d. Director of Alumnae and Alumni Relations and any attending Alumnae and Alumni Relations staff members

Section 8: Office of Alumnae and Alumni Relations

The Director of Alumnae and Alumni Relations and Alumnae and Alumni Relations staff shall conduct the business of the Council from the campus office and fulfill the objectives of the Council and the Office of Institutional Advancement.

ARTICLE VI – NOMINATIONS, ELECTIONS, AND VACANCIES

The Council shall consist of no less than 12 and no more than 20 individuals. Additional Council positions can be added as needed and as the University grows.

Section 1: Nomination and Election Procedures for Council Leadership

The Council leadership must be elected by majority vote of the current Council. Proposed members of the Council Leadership must have served at least two (2) years on the Council to qualify for election to the President or Vice President role. Unlike representative positions, Council leadership may only serve one, three-year term as President or Vice President.

Nominations for the role of President and Vice President should be sent electronically to the Director of Alumnae and Alumni Relations, thereby giving nominators the option to make an anonymous election. Nominations are due April 1 of an election year. The Director of Alumnae and

Alumni Relations will then connect with nominated Council members to determine if they will accept the nomination. Final nominees will be voted upon by the Council over a two-week period sometime between April 1 and May 15.

Nominations should include the following:

- Reasons why/how the nominee would make a positive impact on the future of the Council
- How well the nominee will engage with all constituents and serve as an NDMU ambassador
- The nominee's ability to lead meetings, attend to the time commitment required of a President or Vice President, and ability to represent NDMU at various events.

Section 2: Nomination and Election Procedures for Representative Positions

In years when a Council position is due to become vacant or is already vacant, a nomination committee consisting of two current Council representatives, the Council Vice President, and two Institutional Advancement staff members will convene to vet the nominations.

Representatives may repeat their committee service until their term expires. The committee will be chaired by the Council Vice President. The president and past president may not serve on this committee.

The committee will vet nominations based on the following criteria:

- Reasons why/how the nominee would make a positive contribution to the group and in what specific role they would serve (school representative, at-large member, etc.)
- How the nominee has volunteered with NDMU in the past and if they are an active volunteer now
- How well the nominee will engage with the constituents they represent
- The nominee's ability to attend Council meetings and NDMU events.

A final slate of nominees will then be presented, in person or via email, to the entire Council. After a period of reflection, the committee will invite discussion and as a group, call for a vote through a mode of their choosing: in person, over conference call, or via email. Nominees are confirmed to the Council by majority vote.

Section 3: Nomination and Election Procedures for Alumnae and Alumni Awards:

As the Council represents the entire alumnae and alumni community, part of their role is to select winners of the annual Alumnae and Alumni Awards and inductees to the Athletics Hall of Fame.

Award nominations are open year-round and anyone in the community may submit a nomination online or in print. Nominations are due to the Alumnae and Alumni Relations Office on a timeline dependent upon the year's Reunion schedule as awards are typically acknowledged during Reunion Weekend.

Once the nomination deadline has been reached, staff will share the awards slate with the entire Council via email. Council members will then have a two-week period in which to review the slate. A conference call will be held during this period to allow for any candidate discussion. After the two weeks, the council will vote electronically. Award winners are then notified via a

letter from the University President with follow up from the Alumnae and Alumni Relations Office.

The ideal nomination timeline is as follows:

Fall: Volunteers on the nomination committee are confirmed and a call for nominations is made via the NDMU website, social media, email, and word-of-mouth.

Winter: Nominations are due to the Office of Alumnae and Alumni Relations by February 28.

Spring: The nomination committee will meet in person or virtually to develop the slate of nominees. The Vice President will share the slate by May 1. Discussion and voting will then occur over a two-three week period. While terms will not officially start until July 1, the new fiscal year, new Council members are invited to attend the final meeting of the previous fiscal year to allow for a smoother transition.

ARTICLE VII – COMMITTEES

Section 1: Designation

Each member agrees to be a partner with the university to assist in continuing the legacy of Notre Dame, by promoting the University to prospective students, participating in events, attending training sessions, serving the alums and encouraging participation in the University's annual fund campaign.

Section 2: Committees

The following committees serve the Alumnae and Alumni Community and are supported in their endeavors by this Council:

a. Reunion Committee

Members of the Reunion Committee act as liaisons between their classmates and the Office of Alumnae and Alumni Relations during the year of their milestone reunion. As part of the committee, they will assist with developing Reunion programming, encouraging attendance at Reunion and annual participation in the Notre Dame Fund, and collect news (life milestones, updated contact information, etc.) from classmates. The makeup of the Reunion Committee will change year-to-year; structure and membership will be at the discretion of the Office of Alumnae and Alumni Relations staff.

b. First Impressions Committee

The First Impressions program is designed to provide career preparedness not otherwise taught in an academic setting. This committee is a core group of alumnae and alumni volunteers who support students in the program in a variety of ways including

- Sharing input on proposed workshops
- Attending and engaging in workshops throughout the program
- Providing on-the-spot mentorship and one-on-one coaching when needed

- Conducting mock interviews
- Continuing to touch base with students after they've completed the program to grow our mutual connection to Notre Dame.

The committee supports NDMU's ever-evolving student population and their goals. Our committee's commitment to intellectual curiosity, a flexible nature, and emphasis on current student needs are vital to providing a progressive, first-rate First Impressions program.

c. Networking Committee

The Networking Committee defines networking as a means to career advancement and personal growth. As such, the Networking Committee shall be comprised of a core group of alumnae and alumni volunteers who support the need for alumnae/alumni and, at times, student-related events.

The Committee objectives are as follows:

- Develops, plans, promotes, and hosts a variety of events that call to engagement and connection
- Supports NDMU events that relate to our goals, including career and professional development
- Strives to increase the connection alumnae and alumni have with each other, and at times with students.

The Committee strives to provide on-going support to NDMU's ever-evolving community and the community at large. The Committee recognizes the value of events that include students and those that are alumnae and alumni-only. In partnership with the Alumnae and Alumni Relations Office and various campus departments, the Committee will determine and support a few opportunities each year that advance shared goals including, but not limited to, career advancement and growth.

Networking Committee Structure

All alumnae and alumni are welcome to join the Committee at any time. The only term limits that apply to Committee membership are for the Chair of the Committee. The Chair shall serve for two years (July 1-June 30) with the option to renew his/her term for an additional year. After the Chair completes his/her term, he/she becomes "Chair Emerita or Chair Emeritus" and shall be available to the serving Chair in an advisory capacity. Prior service as Chair does not preclude service as Chair again for a future term.

Section 3: Ad-hoc Committees

Upon recommendation from Alumnae and Alumni Relations staff and Council members, ad-hoc

committees may be arranged and appointed by the President. The need for an ad-hoc committee will be determined by scope of duties and present need. Ad-hoc committee meetings will be arranged with committee members and virtual meetings are encouraged.

ARTICLE VIII – AFFILIATES

Section 1: Designation

An affiliate is a group of alumnae and alumni within a specific geographic area that meets periodically to promote, support, and advance the welfare of the University and stimulate a spirit of cooperation and loyalty among the members. An affiliate communicates its activities to the office of alumnae and alumni relations.

ARTICLE IX – AMENDMENTS AND REVISION FREQUENCY

The By-Laws and any amendments thereto must be approved by two-thirds of the members of the Alumnae and Alumni Council. These By-Laws must be reviewed at least once every three years.

<u>Adopted:</u>	May 27, 1948
1 st Revision	June 6, 1958
2 nd Revision	June 12, 1964
3 rd Revision	April 27, 1974
4 th Revision	April 19, 1986
5 th Revision	June 10, 1989
6 th Revision	June 8, 1991
7 th Revision	June 6, 1992
8 th Revision	September, 1997
9 th Revision	May 12, 2009
10 th Revision	November 8, 2011
11 th Revision	June 28, 2017
12 th Revision	March 22, 2019