

BY-LAWS OF THE MOLLOY UNIVERSITY ALUMNI ASSOCIATION

*(Revised and Accepted 3/12/12, 5/14/15, 3/5/2018 and 6/6/2022,
Alumni Association Administrative Board)
(Accepted 11/2/15, Molloy University President Drew Bogner)*

ARTICLE I – ADMINISTRATIVE BOARD

Pursuant to the Constitution, the Administrative Board shall consist of Executive Officers and Representative Officers.

A. Administrative Board

- a. Executive Board: The Executive Board shall consist of the Executive Officers of the Administrative Board who hold the following positions: President, Vice President, Secretary, and the Immediate Past President. These officers shall be elected and/or appointed (except for the Immediate Past President) and shall fulfill the duties of their respective positions pursuant to the provisions of the By-Laws of the Molloy University Alumni Association.
- b. Representatives officers: The Representative Officers of the Administrative Board shall be as follows:
 1. At least one (1) but not more than two (2) students Representatives who have Associate Member status as defined by the Molloy University Alumni Association Constitution – selected by the Molloy Student Government.
 2. Representatives-at-Large – These officers must be full members of the Alumni Association and /or elected pursuant to the By-Laws of the Molloy University Alumni Association. The maximum number of Representatives-at-Large shall not exceed two (2) representatives for every five (5) years the Alumni Association has existed since the year 1959.

B. Terms of Office

The term for all officers is two (2) years beginning with the January 1 after general elections of the Molloy University Alumni Association are held. The President serves for one (1) two-year term, with the option of one more two-year term. Upon completion of one or both terms, shall automatically become Immediate Past President for the following two (2) year term. All other Executive Officers may run for a consecutive second term in their current positions. Nothing herein shall prohibit an Executive Officer from running for another Executive position, after serving for two consecutive terms in their current Executive position.

Representatives-At-Large are eligible to remain in the same position for more than one (1) term, or may opt to run for an Executive Officer position.

In the case where a vacancy is filled, the successor to the position will complete the term.

C. Powers and Duties of Administrative Board

The Administrative Board:

- determines the policies and directs the business of the Molloy University Alumni Association under the authority granted by the Board of Trustees and the President as stated in the Molloy University Alumni Association Constitution and in conjunction with the duties of the Alumni Development Officer;
- recommends the appointment of members to fill vacancies;
- regulates the Alumni Calendar of Events for the year;
- amends the By-Laws as necessary pursuant to Article VII of the Constitution;
- attends all meetings or notifies the Secretary whenever unable to do so.

D. Powers and Duties of Officers

a. Executive Officers

1. President

- acts as official representatives and spokesperson of the Alumni Association;
- presides at the meetings of the Administrative Board and the Alumni Association;
- calls and/or cancels meetings of the Administrative Board and the Alumni Association;
- appoints all standing committees and the chairpersons, and acts as an ex-officio member of all such committees;
- establishes all ad hoc committees and appoints their chairpersons when the need for such committees arises;
- casts an additional vote when necessary to break a tie;
- submits nominations to the Administrative Board for any successor to finish serving the term of the Administrative Board member, should anyone resign or terminate such service before the expiration of a full term or to fill any vacancies on the Administrative Board;
- delivers an annual report of all such events and accomplishments of the Alumni Association and submits said report to the President of Molloy University;
- provides standing assignments to the Representatives-at-Large;
- issues written warnings and removes Administrative Board members who are delinquent in attendance.

2. Vice President

- presides at meetings of the Administrative Board and of the Alumni Association in the absence of the President;
- serves as Acting President in the temporary absence of the President;

- succeeds to the Presidency of the Association should such service terminate before expiration of a full term;
- coordinates information concerning inter-Alumni organizations;
- draws up the Annual Calendar of Alumni Association Events in conjunction with the Alumni Development Officer;
- keeps an official copy of the Constitution and By-Laws and distributes a copy thereof to each member of the Administrative Board upon election or appointment;
- serves as a chairperson of the Awards Committee, and convenes meetings for said committee.
- coordinates information concerning inter-alumni organizations, including coordinating the attendance of Affinity Groups representatives at the April and November meetings of the Alumni Association.

3. Secretary

- assumes responsibility for all Administrative Board and Alumni Association correspondence;
- notifies members of the Administrative Board of meetings throughout the year;
- verifies that all members of the Alumni Association are notified of events, in conjunction with the Alumni Development Officer;
- records the minutes and attendance of each meeting of the Administrative Board and distributes minutes to members of the Administrative Board for approval;
- maintains a complete file of all approved minutes for submission to the President annually.
- renders periodic reports of attendance quarterly to the President of the Alumni Association

4. Immediate Past President

- assists the incoming President during the transition of terms;
- serves as executive advisor to the Administrative Board.

b. Representative Officers

1. Representatives-at-Large

- serve on a committee for at least one Alumni Association event each year of their term;
- serve as liaisons between the Administrative Board and all members of the Alumni Association;

- support all Alumni Association events and University functions.

2. Student Representative/s

- serves as liaison between the Alumni Association and the Molloy Student Association;
- promotes student support at all Alumni Association events.

ARTICLE II – QUORUM REQUIREMENTS AND VOTING PROCEDURES

A. Quorum Requirements

A quorum shall consist of one-half of the elected Administrative Board, two (2) of whom must be Executive Officers. All motions must be approved by a majority vote of those present at the meeting.

B. Voting

a. Administrative Board Meetings

All Administrative Board Officers, with the exception of the President of the Alumni Association, Alumni Development Officer and the student representative/s, shall have the right to cast one (1) vote on all issues presented at Association meetings. A member must be present to cast such vote, or may vote by written proxy or proxy by telephone verified by two (2) Administrative Board members present at the meeting. Secret ballots shall be permitted upon passage of a motion for the same. The President of the Alumni Association shall cast one (1) vote only in the event this vote is necessary to break a tie. Student representative/s have Associate membership status, and therefore cannot vote; however, they shall have the privileges of the floor.

b. General Association Meetings

At General Alumni Association meetings; all Full, Associate and Honorary Members shall have the right to vote. At such meetings, majority vote rules.

ARTICLE III – MEETINGS

A. Meeting Requirements

- a. There shall be a minimum of six (6) meetings of the Administrative Board per calendar year; all scheduling of such meetings shall be determined at the discretion of the Administrative Board. There must be a quorum present to conduct such a meeting. A member participating by phone or other device will be considered in attendance.

- b. Consecutive, unexcused absences for 3 of the Administrative Board meetings for a calendar year shall result in automatic removal of the Administrative Board member from the Administrative Board.

Consecutive, excused absences shall be treated as follows:

1. A written warning shall be issued by the President of the Alumni Association when a member has been excused from $\frac{1}{4}$ of the total administrative board meetings for a calendar year.
2. Automatic removal from the Administrative Board shall result when an Administrative Board member has been absent from $\frac{1}{2}$ of the administrative board meetings for a calendar year.

B. Conduct of Officers

All Administrative Board Officers shall conduct themselves in a proper manner as outlined by the Constitution and By-Laws of the Molloy University Alumni Association. Should it be deemed that an Administrative Board member has unacceptably fulfilled his/her position, said Board members may be removed and his/her position vacated upon motion and majority vote of the entire Administrative Board.

ARTICLE IV – ELECTIONS

A. Election Committee

The Elections Committee shall be responsible for organizing the elections to the Molloy University Alumni Association Administrative Board, which are held every two (2) years.

The Elections Committee shall consist of no less than three (3) with a maximum of five (5) full members of the Alumni Association and shall be chaired by the President if he/she is vacating the position, otherwise by the Immediate Past President. At the annual General Meeting of the Alumni Association, the second year of every two-year term, those in attendance shall nominate and elect the other members as follows:

1-2 current Board members

1-2 current active members of the Alumni Association

In the Summer of an election year, the Alumni Development Officer will issue a notice calling for nominations to be posted on the Molloy University Alumni Web Page by July 15th of that year. Each full member shall have the opportunity to nominate three (3) Alumni for any Alumni Board position, except the position of Immediate Past President which is assumed. Self-nomination shall be permitted.

Nominations shall be returned to the Elections Committee by September 15th of that year. It shall be the duty of the Committee to ascertain whether each and every nominated individual agrees to serve if elected. The Committee shall prepare a brief resume of each nominee to be published with the Ballot for voting.

From October 1st to November 15th of the election year, ballots will be posted on the Molloy University Alumni Webpage with the opportunity for alumni to vote electronically. Notice regarding the posting of the ballot to the web page will be included in the call for nominations notice posted on the Molloy University Alumni Web Page. All electronically submitted ballots will be forwarded to the Elections Committee. Within one week of the deadline for return of ballots, the Elections Committee shall then report the results to the Administrative Board via email and/or mail and will notify the nominees of the results shortly thereafter.

The Administrative Board shall assume their elected positions on January 1st of the following year.

B. Eligibility

Every full member of the Alumni Association shall be eligible for election to the Administrative Board of the Alumni Association; eligibility for presidency of the Alumni Association shall be restricted to an active member of the existing Administrative Board who has served twelve consecutive months prior to being nominated. Alumni who are employees of Molloy University are not eligible for Administrative Board positions. Past employees of Molloy University will be eligible one (1) year after the date their employment has terminated. Molloy alumni employees are eligible and encouraged to be class agents or subcommittee members.

C. Special Elections

Special Elections may be held if deemed necessary by the Administrative Board.

ARTICLE V - AFFINITY GROUP REPRESENTATIVE

A. Affinity Groups

- a. Affinity Groups promote the educational purposes, interests and general welfare of Molloy University and encourage alumni to provide financial and volunteer support to the University.
- b. Affinity Groups consist of alumni who are drawn together based on a common interest and/or shared experiences, including but not limited to all divisions, graduating classes, majors, geographic locations and professions.

B. Duties of Representative

- a. A representative of each established Affinity Group will attend the Alumni Association Board Meeting in April and November of each calendar year to advise the Alumni Association Board of the past and future activities and events of the group.

ARTICLE VI – FINANCES

The fiscal year of the Alumni Association shall follow that of Molloy University's fiscal year – July 1st to June 30th.