

Aquinas College Alumni Association Constitution and By-Laws



Preface

The graduates and former students of Aquinas College, in keeping with their commitment to serve the needs of humanity through the pursuit of knowledge, and desiring to retain close ties with their alma mater; have joined together in forming the Aquinas College Alumni Association wherein these aims and pursuits can best be achieved. The following Constitution states the purpose and function of this Association.

Article I

Name

The organization shall be known as the AQUINAS COLLEGE ALUMNI ASSOCIATION.

Article II

Objectives

The objectives of this Association shall be:

Section 1. To promote the interests of the College.

Section 2. To provide educational, cultural, and social opportunities to its members and the community.

Section 3. To act as the integrating agency, promoting cooperation and understanding among all alumni, alumni chapters, the College, students, potential students, and the community.

Section 4. To encourage financial support of the College.

Section 5. To communicate with the Aquinas College Board of Trustees to ensure that Alumni Association goals match the long-range goals of Aquinas College.

Article I

Membership

Section 1. Classes of Membership: The Association will have the following classes of members:

A. Active, which consists of:

1. Any graduate of Aquinas College.
2. Any former student who was a candidate for an Aquinas College degree for at least one term and whose class has graduated.
3. Any former student who was a candidate for an Aquinas College degree and who left under honorable circumstances before completing one term, whose class has graduated, and who requests membership.

B. Associate, which consists of:

1. Any former student who was not a candidate for a degree, who was enrolled for at least one term, and who requests membership.
2. Associate members shall be entitled to all privileges, except voting and holding an office.

C. Honorary, which consists of:

1. Any person nominated by the Executive Committee and elected by a three-quarters vote of the active members present at an annual meeting.
2. May include; non-alumni; honorary degree holders of the College; current and former members of the faculty and staff of Aquinas College; and family of deceased alumni.

3. Honorary members shall be entitled to all privileges, except voting and holding an office.

Section 2. Rights and Privileges

- A. Only active members may vote.
- B. Only active members may serve as officers.
- C. Use of College Library.
- D. Course Auditing
- E. Discounts at Campus Bookstore

Article II

Officers

Section 1. The Officers of the Aquinas College Alumni Association are the President, Vice President, Secretary, and Treasurer.

Section 2. The Executive Committee of the Alumni Association shall consist of all Officers of the Association, the immediate past president of the Association, the Director of Alumni Relations and the President of the College as ex-officio members and up to three (3) members appointed by the Director of Alumni Relations in consultation with the College President.

Article III

Meetings

Section 1. There will be at least (1) one meeting per operating year (July 1 to June 30) of the active members of the Association.

Section 2. Special meetings may be called at the discretion of the Executive Committee.

Article IV

Elections

Section 1. The President shall be elected by the Active membership from a slate of candidates provided by the Nominating Committee and have the term of (1) one year. There will be an option of running for (1) one succeeding term in the same office, but not to exceed (2) two successive terms of (1) year each.

Section 2. The Vice President, Secretary, and Treasurer shall be elected from Active membership by a Nominating Committee and have the option of running for (2) two succeeding terms in the same office, but not to exceed (3) three successive terms of (1) one year each, by following the standard election procedures.

Section 3. The Nominating Committee consists of (2) two members appointed by the President from the Executive Committee, and no fewer than (3) three active members of the Association (i.e., (2) two from the Executive Board and (3) three from the general membership, totaling (5) five). Ex-officio members are not eligible to be members of the Nominating Committee.

- A. The Nominating Committee will solicit nominations from existing Active membership at large, the staff of the Alumni Relations office of the College, and other means deemed advisable by the Committee.
- B. The election slate of candidates must include one (1), but not more than three (3), members of the Association membership for any office.

Section 4. The Nominating Committee must present to the Executive Committee a slate, two months prior to the election.

Section 5. The Executive Committee must present the list of final candidates to the membership one (1) month prior to the annual meeting.

Section 6. All newly elected Officers and delegates shall be installed at the final meeting of the Executive Committee for the operating year, and assume their duties at the close of that meeting.

Article V

Duties of the Officers and the Executive Committee

Section 1. Duties of the President;

- A. To represent the Aquinas College Alumni Association at business and social functions.
- B. To preside at all meetings of the Association.
- C. To call meetings of the Executive Committee and the Association.
- D. To call extraordinary meetings of the Association with the approval of the Executive Committee and College President.
- E. To fill any vacancies, with approval of the Executive Committee and College President, for unexpired term(s).

Section 2. Duties of the Vice President:

- A. To assist the President at all business and social functions, and attend in the absence of the President.
- B. To preside at the Aquinas College Alumni Association and Executive Committee meetings at the request of or in absence of the Association President.

Section 3. Duties of the Secretary:

- A. To record all the minutes of the meetings of the Association and Executive Committee.

- B. To keep a record of all members in attendance at both Association and Committee meetings.
- C. To conduct the correspondence of the Executive Committee.
- D. To maintain communication with the Chapters (when developed).

Section 4. Duties of the Treasurer:

- A. To report receipts and disbursements of funds to the membership, only upon the approval of the Executive Committee.
- B. To receive reports of all Association funds from the College Controller or Director of Alumni Relations, to render a written report at the final general meeting of the year, and report the financial results to the Executive Committee.

Section 5. Duties of the Executive Committee:

- A. To approve the business of the Association, including budgets for the Association and its various committees.
- B. To approve the expenditures of all monies in excess of \$500. Expenditures up to \$500 must be approved by the Association President or Treasurer and follow the normal administrative approvals and guidelines of the College.
- C. To be available to accept a seat on a College or Association committee upon the request of the College President or President of the Association.
- D. To establish and define standing committees for the academic year.

Article VI

Quorum

A majority of the Executive Committee members of the Association present at any Alumni Association meeting will constitute a quorum for the transaction of business.

Article VII

Chapters (when developed)

Section 1. A Chapter is a regional organization of the College affiliated with the Aquinas College Alumni Association. Its purpose is to be in accord with the objectives of the Association.

Section 2. Alumni who wish to organize a chapter may do so by notifying the Executive Committee.

Section 3. The Executive Committee of the Association shall advise the chapters as to the limit or extent of their territory and as to the merger of existing chapters.

Section 4. All chapters shall submit, with the assistance of the Director of Alumni Relations, an annual, summary activity report with a financial statement to the Executive Committee.

Section 5. Dues may be requested from members to defray operational expenses with the approval of the Executive Committee.

Section 6. In all cases, Chapters are directly responsible to the Executive Committee of the Aquinas College Alumni Association for the proper management of the Chapter according to its Constitution. The Chapter must hold at least (1) one meeting per year.

Article VIII

Committees

Section 1. Standing Committees

- A. **Alumni Giving Committee.** To promote programs and ideas that improve the fundraising consciousness among alumni and work to increase levels of alumni giving.
- B. **Recruitment Committee.** (New Students/Scholarship) To increase alumni participation in the recruitment and enrollment of qualified students.
- C. **Programs and Events Committee.** To create and plan activities that encourage the involvement of Aquinas alumni with the college.
- D. **Publications and Communications Committee.** To increase the College's visibility and communications with alumni.
- E. **Alumni Services Committee.** To create programs that encourage life-long learning and involvement of Aquinas alumni with the college.
- F. **New Alumni Committee.** To create and plan activities that encourage the involvement of recent graduates with the College. Membership on this Committee should include one (1) prior academic year graduate member from the Prime-Time program and one (1) prior academic year graduate member from the College.

Section 2. Standing Committee membership. Each standing committee shall consist of a chairman, appointed by the President of the Association in consultation with the Director of Alumni Relations at the College, and at least one (1) other member of the Executive Committee. All members of the Alumni Association are invited to participate in Standing Committees.

Section 3. Changes in Standing Committees. The Executive Committee of the Association may, by vote of seventy-five percent (75%) of the committee, dissolve any existing standing committee or create new standing committees in order to further the purpose of the Association.

Article IX

Conduct

The rules contained in Roberts Rules of Order Revised will govern the Association in all cases not provided for in this document.

Article X

Tax Deductible Status

In order to maintain the deductibility of contributions to the Aquinas College Alumni Association, the Association will comply with Federal tax regulations and directives from the Dominican Campus Policy and Procedures Manual.

Article XI

Effective Date

This Constitution shall become effective on January 1, 2003.

Amendments:

These by-laws may be amended by a majority vote of the active members voting at any annual meeting, provided the proposed amendment has been sent to and approved by the Executive Committee of the Association one month prior to said meeting.

Article XII

Fiscal Year of Association

The fiscal year of the Association shall be the same as that of the College. Currently, this year begins July 1 and ends June 30.

Created 10/2002

Amended 06/03/04

Aquinas College Alumni Association

Aquinas College Alumni Association Dues

Article I

Section 1 Dues

Membership to the Aquinas College Alumni Association is available in two (2) levels: Members and Supporting Members, also known as Aquinas Advocates.

A. All qualified individuals, as defined by Article 1. Section 1, are considered members of the Aquinas College Alumni Association at no charge.

B. Supporting Membership is available with a minimum gift of twenty-five (\$25) per fiscal year and are to be in concert with the provisions set forth in Article 1 of the By-laws. The Supporting Membership dues are to be used by the Association to help underwrite the funding of the Aquinas Alumni Medallion of Merit Scholarship.

C. Benefits of membership will be the same for Members and Supporting Members, except for an annual recognition of Supporting Members, also known as Aquinas Advocates.

Aquinas Alumni Medallion of Merit Scholarship

Preface

The Association, in keeping with its commitment to serve the needs of humanity through the pursuit of knowledge, and desiring to retain close ties with the College, has the desire to create a need-based scholarship titled 'Aquinas Alumni Medallion of Merit Scholarship', and shall be awarded to a deserving student as determined by the College Scholarship Committee.

Article II

Awarding the Aquinas Alumni Medallion of Merit Scholarship

The Scholarship Committee of the College will award the scholarship. The following guidelines shall be used in determining the scholarship recipient:

1. First preference shall be made to a family member of the Aquinas College alumni association. Second preference shall be made to a family member of the Dominican Campus alum.
2. Demonstration of leadership or involvement in campus life. Incoming freshman should demonstrate this trait by community involvement.
3. GPA of 2.75 (on a 4.0 scale) for incoming freshman and 2.5 to maintain scholarship.
4. Submission of an essay titled: "Why I want to pursue my education at Aquinas College."

Aquinas Advocates

Alumni who make a minimum gift of \$25 a year to the Medallion of Merit Scholarship Fund will be considered supporting members of the Alumni Association and recognized annually as Aquinas Advocates.