



Bylaws of the Brooklyn Alumni Board

Article I Name

The name of the organization is the Brooklyn Alumni Board. The Brooklyn Alumni Board serves as the voice of the Alumni Association of St. Joseph's College, New York.

Article II Mission

The mission of the Brooklyn Alumni Board is to promote alumni activity and support for the St. Joseph's College, New York (the "College"). The Brooklyn Alumni Board is dedicated to strengthening and enhancing relationships between alumni, faculty, staff, students, prospects and friends of the College. The Brooklyn Alumni Board provides equal opportunity to all alumni and friends regardless of race, color, gender, age, creed, disability, national origin, sexual orientation, marital status, or any other basis prohibited by local, state or federal law.

Article III Governing Body: Membership, Executive Officers, Terms

A. Membership

Membership on the Brooklyn Alumni Board is open to anyone who has received a degree from St. Joseph's College, New York, and anyone who has matriculated and has expressed a desire to remain associated with the College.

B. Executive Officers

The Executive Officers consist of the President, Vice President, Secretary, Treasurer and Past President. Executive Officers must hold degrees from the College.

C. Members at Large

The Brooklyn Alumni Board consists of a minimum of ten (10) and a maximum of twenty (20) Members at Large. Any member of the Alumni Association is eligible to apply for a Member at Large position. The Executive Officers shall select new members based on applications received.

D. Student Government Association (SGA) Representative

At least one (1) member who is a current student and a part of SGA when appointed. The SGA Representative shall be a non-voting member and no financial contribution is required.

E. Director of Alumni Engagement

Shall serve as an ex-officio non-voting member of the Brooklyn Alumni Board unless they are a graduate of the College. The Director of Alumni Engagement

shall have the power to decide questions not specifically reserved to the Executive Officers or to the membership of the Brooklyn Alumni Board.

F. Duties of Executive Officers

All Executive Officers will represent the Brooklyn Alumni Board at College functions and support events and programs in an effort to promote the Alumni Association and foster alumni relationships to the College. Executive Officers will encourage alumni to become involved with and support the Alumni Association.

1. The PRESIDENT is the principal executive officer of the organization and manages the affairs of the Brooklyn Alumni Board in line with its mission. The President will preside over and chair the meetings of the Brooklyn Alumni Board, call for votes on motions brought forth by members and call special meetings when deemed necessary. It is the duty of the President to appoint a substitute to serve out the term of an Executive Officer should one terminate service before the full term expires. The President will liaise with the Office of Alumni Engagement to support College endeavors.
2. The VICE PRESIDENT will, in the President's absence, preside over and chair the meetings of the Brooklyn Alumni Board and call for votes on motions brought forth by members. It is the duty of the Vice President to shadow the President, be aware of ongoing projects and events and understand the role of the President in planning and executing these programs. The Vice President shall succeed to the Presidency in the event that the President is unable to complete their term.
3. The SECRETARY will record minutes and attendance at meetings and deliver to the Office of Alumni Engagement for distribution.
4. The TREASURER will prepare and present a financial report to the Brooklyn Board at each meeting and submit a copy to the Office of Alumni Engagement. It is the duty of the Treasurer to approve all Brooklyn Board expenditures, work with the Director of Alumni Engagement, and prepare an annual budget for submission and approval of the Brooklyn Alumni Board. In the absence of the Treasurer, the President may act on their behalf.
5. The PAST PRESIDENT shall serve as a mentor and advisor to the President for two years immediately following their term as President. They will assist the Executive Officers and Brooklyn Alumni Board in accomplishing their goals.

G. Member responsibilities

1. Attend all meetings.
2. Report absences to the Office of Alumni Engagement in advance of the meeting whenever feasible.
3. Support the endeavors of the College by serving as an ambassador, attending events and/or volunteering.
4. Conduct themselves in a professional manner at Brooklyn Alumni Board meetings, committee meetings, as well as communications with other

Brooklyn Alumni Board members, the staff of the College, fellow alumni and other affiliates.

5. All Brooklyn Board members are expected to be current donors within the fiscal year (July 1 - June 30).
 - a. Contribute to the Brooklyn Alumni Board's 100% participation rate by making a financial contribution to the College each fiscal year.
 - b. Support the College with a personally meaningful financial contribution. An annual contribution based on personal means will serve to enhance your support and demonstrate your commitment to the success of the Alumni Association.
 - c. Brooklyn Alumni Board members are encouraged to determine if matching funds are available from their employer and initiate action to secure those funds.
 - d. Brooklyn Alumni Board members are further encouraged to include the Alumni Association as a partial recipient of donations.

H. Leave of absence

A leave of absence may be requested by any member for a minimum of three (3) months to a maximum of one (1) year. Requests must be submitted in writing to the President with copy to the Director of Alumni Engagement. The leave of absence will be brought to a vote at the next meeting or via virtual vote depending on the timeline of the request. If the member does not return after 1 year leave time without notice, they will be deemed to have vacated their seat.

I. Terms of Service

All Executive Officers shall be elected for a two (2) year term. All Members At Large may be elected to a two (2) year term and are eligible for a three (3) year term renewal. Term renewals will be offered to Members at Large who are fulfilling their member responsibilities, good standing will be determined by the Nominating Committee. None shall be eligible to be re-elected or appointed to the same position without at least a twelve (12) month break in service from that position. This requirement may be waived if there are no applicants to fill the open position. In the event that a person is elected to fill an unfinished term, the time spent shall not be counted towards the person's term limits. All terms of service shall run in conjunction with the College's academic year. Members who were appointed prior to April 2021 shall not be subject to term expiration but will be subject to renewal of term every two (2) years.

J. Vacancies

A vacancy on the Brooklyn Alumni Board whether from removal, resignation, death or otherwise may be filled by a majority vote of voting members, where a quorum is present. It is recommended that resignations be submitted in writing to the President and include a specific date of resignation. The new member will take office when the vacancy occurs and will serve the remainder of the unexpired term.

K. Removal

The Brooklyn Alumni Board may remove any member with cause. Any member may be removed from office for misconduct, malfeasance, or misfeasance. Such removal or recommendation may take place at a regular or special meeting of the board. A two-thirds ($\frac{2}{3}$) vote of voting members who are present at the meeting where a quorum is present. Written notice of such removal action shall be provided to the affected person. The College reserves the right to temporarily remove a member immediately who is causing harm to the mission and reputation of the College until an official vote by the members is held.

L. Elections

The election of Executive Officers and Members at Large shall take place at the final meeting of the spring semester each academic year. The Nominating Committee shall call for applications from members and the Alumni Association at large in order to create a slate of candidates. At least one (1) candidate must be submitted for each open position. The slate of candidates shall be presented to the Brooklyn Alumni Board who shall elect Executive Officers and Members At Large by a majority vote of all voting members present, where a quorum exists. The term of each member shall commence with the beginning of the academic year.

Article IV Meetings

A. Meetings of the Brooklyn Alumni Board

Meetings shall be held no less than three (3) and no more than four (4) times per academic year. Members are to be given advance notice of all meeting times and locations. Meetings may be held in person, online or via teleconference or a combination thereof. Participation in a meeting via online or teleconferencing shall constitute attendance. The final meeting of the academic year shall constitute the annual meeting.

B. Special Meetings

Special meetings shall be called at the discretion of the Brooklyn Alumni Board President or at the request of at least five (5) Members at Large. All Executive Officers and Members at Large will be given at least five (5) days advance written notice of special meetings.

C. Committee Meetings

Committee meetings are called as needed. Committee chairs shall report on the committee activities at each meeting of the Brooklyn Alumni Board. The President should be informed of any committee meetings and may choose to attend.

D. Voting

1. All votes will be made using Robert's Rules of Order. Any Executive Officer or Member at Large can make a motion to vote. The motion must receive a second from another member. The President will call for a vote of members that are present at the meeting and must meet the requirement for a quorum. A majority vote will pass such motion. Decisions made by a majority vote of all voting members shall be valid and binding.

2. A quorum is defined as the presence of a person at a meeting, either physically or those verified through a conference call or any other electronic means. Two-thirds ($\frac{2}{3}$) of the Brooklyn Alumni Board's voting membership is required to constitute a quorum for the transaction of business at all meetings.
3. Technology/Virtual voting - The use of voting via email shall be allowed when necessary as called for by the President. Members will be presented with a motion via email and be given no less than 48 hours to cast their ballot. Any vote not received within the prescribed time frame will not be counted unless a quorum is not met.

Article V Committees

A. Standing Committees

1. Nominating Committee

Shall be comprised of at least 3 members of the Brooklyn Alumni Board and shall solicit and meet to nominate candidates to serve as Executive Officers and Members at Large. The committee shall nominate at least one (1) candidate for each position. If there is more than (1) candidate for a position, a majority vote is required.

2. Special Events Committee

Shall be comprised of at least 3 members of the Brooklyn Alumni Board and shall work closely with the Office of Alumni Engagement on any sponsored events.

B. Ad Hoc Committees

Consistent with its annual goals, the Brooklyn Alumni Board shall, by a majority vote, establish and terminate ad hoc committees as needed. Any member may bring forth a committee request for a vote.

Article VI Fundraising

The Brooklyn Alumni Board shall engage in fundraising endeavors as approved by the Office of Institutional Advancement. All funds raised will be used in support of the College and its programming.

Article VII Bylaws

A. Amendments

Amendments to the Bylaws may be presented in writing by any member of the Brooklyn Alumni Board and must be endorsed by at least three (3) additional members in order to be presented to the Brooklyn Alumni Board for consideration. Notice of Amendment changes must be sent to each member in writing fourteen (14) calendar days prior to any scheduled ratification meeting. "In writing" shall include, but is not limited to, electronic or direct mail.

Amendments to the Bylaws may be revised or altered by a two-thirds ($\frac{2}{3}$) vote of the Brooklyn Alumni Board, where a quorum is present.

B. Bylaws Review

The Bylaws shall be reviewed every two (2) years by a sub-committee established by the President of the Brooklyn Alumni Board and approved by a majority vote of voting members, where a quorum is present. These Bylaws were reviewed in April of 2021 and approved by the Brooklyn Alumni Board on April 27, 2021.