

**BY-LAWS
REGIS COLLEGE ALUMNI ASSOCIATION**

Effective Date: July 1, 2014

ARTICLE I – Name of Association

The name of the association shall be the Regis College Alumni Association. All graduates of Regis College are members of the Alumni Association.

ARTICLE II – Mission Statement

The mission of the Regis College Alumni Association is to support the mission and programs of Regis College. The Association shall facilitate an exchange intellectually, spiritually, culturally and socially between the college and its alumni.

ARTICLE III – ORGANIZATION OF ASSOCIATION AND DISSOLUTION OF THE ASSOCIATION

Organization – The Association shall exist for educational and charitable purposes, as organized under Section 501(c)(3) Internal Revenue Code 1954, as amended, in connection with Regis College, Weston, Massachusetts.

Dissolution – In the event of dissolution of the Association, all assets shall be delivered to Regis College, Weston, Massachusetts.

ARTICLE IV - Board of Directors of Regis College Alumni Association –

1. All graduates of Regis College are eligible for participation on this Board
2. The Board shall consist of not fewer than fourteen (14), nor more than twenty-four (24) including the four (4) officers.
3. Membership on the Board requires:
 - a. Attendance at three (3) of the four (4) regularly scheduled meetings per
 - b. Participation and attendance at two major events sponsored by the Board
 - c. Participation in at least one committee
 - d. Contribution to the annual Regis Fund
 - e. Assist with the reunion committee
4. Meeting quorum – at least 50% of Board members in attendance
5. The Board may, upon motion and vote, move to Executive Session for specific topics.

ARTICLE V – Board Composition

Board members shall be appointed for three-year terms but one cannot serve more than two consecutive terms (for a maximum of six (6) years). Members are eligible for re-election to the Board following a three (3) year absence.

A term may only be extended if elected to an Officer position and such Officer position extends beyond the six (6) term.

Terms are staggered so that no more than one-third of the Board membership is subject to renewal/replacement in one year.

Board Officers are: President, Vice-President, Treasurer, and Secretary.

Ex-Officio Members: Director of Alumni Relations and Annual Giving, VP Institutional Advancement, (or equivalent titles), Regis College President and the past Board President (ex-officio members have no voting rights)

In the event a Board Officer is no longer able to fulfill her/his duties, the Director of Alumni Relations and Annual Giving will make an interim appointment to fill the position if the Board deems necessary until elections are held in the spring. If an interim replacement is not found, the position will remain vacant until spring elections.

The Board may add additional Officers as may be deemed necessary by the Board.

Executive Committee is comprised of the Board Officers and Ex-Officio members and their duties shall encompass:

1. strategic planning
2. review of productivity of the Board

ARTICLE VI – Duties of Board Officers

President – shall convene and preside at all meetings of the Board. The President shall have the power to call special meetings of the Board, in consultation with the Director of Alumni Relations and Annual Giving. The President shall serve as chairperson of the Executive Committee and as an ex-officio member of all committees. The President will also represent the Board at official events of the College.

Vice-President --shall perform the duties of the President in her/his absence or unavailability. The Vice-President shall serve as chairperson of the Reunion Committee and also work with other committee chairs. The Vice-President shall perform other duties as assigned by the President of the Board and the Director of Alumni Relations and Annual Giving.

Treasurer – shall work with committee members to coordinate reporting on events to Board; financial status tracking and analysis of reports of events; and assist in achieving 100% participation of Board members in Regis Fund.

Secretary --shall ensure, in conjunction with the Office of Institutional Advancement and Alumni Relations Office that complete, permanent records of all proceedings are maintained. The Secretary shall serve as the recorder of all Board meetings. In the absence of the Secretary, a designate may be assigned by the President. The Secretary is responsible for taking attendance at all Board meetings.

The President may amend the responsibilities of the above Officer positions as deemed necessary.

ARTICLE VII – Term of Office for Board Officers

The President shall serve for a term of two years. The President can be elected within years 2-5 of Alumni Board membership. The two-year term may extend the overall term limit of the Board membership.

The Vice President shall automatically become President upon the completion of the President's two-year term. The two year terms of Vice President and/or President may extend the overall term limit of the Board membership.

The Secretary and Treasurer shall each serve for a term of two years. The two term may extend the overall term limit of the Board membership.

All other officers of the Board are elected annually, but may not be elected more than two consecutive terms of three years each. A member must be absent for three years before being considered for re-election to the board for membership.

ARTICLE VIII – Nominating Process

Nominations to the Board can be obtained by direct solicitation of alumni via College publications and e-mail as well as from Board members. Nominations will be solicited at any time, preferably in the fall. A Nominating Committee will serve as the nominating committee and has the responsibility for assessing the "membership mix". Names of the incoming Board members will be announced to the Board at the Spring meeting. New Board members will be introduced at the June Transition dinner.

The Board officers will be elected at the Spring meeting, and the term of office is effective July 1 – the beginning of the College's fiscal year. Nominations for the officer positions will come from current Board members, or self-nomination; these must be seconded and a voice vote taken. In the event of multiple candidates, the vote will be by written ballot.

ARTICLE IX – Standing Committees

1. Signature Events Committee – Volunteers will be solicited to serve on this committee and various subcommittees. The objective is to assist the Office of Institutional Advancement and Alumni Relations office and other parts of the College with the planning and execution of events such as Reunion weekend, Holly Tea Brunch, Memorial Liturgy, Pops and other social activities or programs that promote the involvement of alumni. The year's program other than the events mentioned as a Signature Event will be discussed and approved by the Board.
2. Ad-hoc committees shall be established by need annually by the President of the Board in conjunction with the Director of Alumni Relations and Annual Giving and with input from members of the Board. The President will appoint a Chair, as needed, for each needed event and the Chair will solicit volunteers.