

# **Metropolitan College of New York School for Business Alumni Network Constitution and Bylaws:**

## **ARTICLE I - MISSION**

To strengthen alumni relations through purposeful activities and be a driving force in the development, marketing, institutional advancement and admissions outreach programs while working in partnership with the past and present Metropolitan College of New York School for Business/School for Management, Business Programs community to develop necessary resources to move Metropolitan College of New York into the select group of premier small colleges.

## **ARTICLE II - MEMBERSHIP**

Membership in this Alumni Network shall consist of all persons who are considered alumni by Metropolitan College of New York School for Business (or the Business Programs of the School for Management) standards and/or have been recognized by the College as honorary School for Business alumni.

## **ARTICLE III - BOARD OF DIRECTORS**

**Section 1.** The Board shall partner with the School for Business, through its Alumni Relations Faculty Advisor, in the management of the MCNY School for Business Alumni Network.

**Section 2.** The Board shall consist of the Officers of the Board, the Chairmen of the Board's standing committees, and all other elected Directors of the Board. Total membership of the Board shall not exceed fifteen (15) members.

**Section 3.** Each Board member shall be elected to serve a two (2) year term, after which he/she may seek re-election. There is no limit to the number of consecutive terms that a Board member may serve.

**Section 4.** Any member of the Board may be removed for cause at any meeting of the Board. Board members are required to attend all meetings. Failure to attend two (2) consecutive meetings, without approval of the President, shall constitute cause for removal.

**Section 5.** A two-thirds (2/3) affirmative vote by the members of the Board is required for removal.

**Section 6.** Any resignation from the Board must be submitted in writing to the Executive Committee of the Board.

## **ARTICLE IV – OFFICERS OF THE BOARD OF DIRECTORS**

**Section 1.** The Officers of the Board shall be a President, First Vice President, Second Vice President, Secretary, and Treasurer.

**Section 2.** Officers shall be nominated and elected by the Board from its own membership before the first day of July each year and serve for one year.

**Section 3.** Officers shall be elected to serve a one (1) year term, after which he/she may seek re-election. There is no limit to the number of consecutive terms that a Board member may serve.

**Section 4.** Any Officer of the Board may be removed from his/her position for cause at any meeting of the Board.

**Section 5.** A two-thirds (2/3) affirmative vote by the members of the Board is required for removal.

**Section 6.** Resignation by an Officer must be submitted in writing to the Executive Committee of the Board.

**Section 7.** Duties of Officers

***A. The President shall:***

1. Preside over all meetings of the Board.
2. Call for and schedule all meetings of the Board in consultation with the School for Business Alumni Relations Faculty Advisor.
3. Serve as an associate member of the College's Board of Trustees.
4. Serve as the Chairman of the Executive Committee
5. Appoint the Chairmen of each Alumni Network Committee, in consultation with the Officers of the Board and the School for Business Alumni Relations Faculty Advisor, and oversee their work.
6. Represent the School for Business Alumni Network at various College events.

***B. The First Vice President shall:***

1. Discharge the duties of the President in the event of his/her absence.
2. Perform such additional duties as may be prescribed by the President.

***C. The Second Vice President shall:***

1. Discharge the duties of the President in the event of the absence of the President and the First Vice President.
2. Perform such additional duties as may be prescribed by the President.

***D. The Secretary shall:***

1. Record and submit to the School for Business Alumni Relations Faculty Advisor the approved minutes and records of the Board and the Executive Committee.
2. Perform such additional duties as may be prescribed by the President.

***E. The Treasurer shall:***

1. Maintain a record of the funds of the School for Business Alumni Network and make all disbursements as authorized by the Board.
2. Perform such additional duties as may be prescribed by the President.

**ARTICLE V – EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS**

**Section 1.** The Executive Committee of the Board shall consist of the Officers of the Board.

**Section 2.** The Executive Committee shall work in partnership with, and under the guidance of, the Office of Institutional Advancement.

***Section 3. The Executive Committee shall partner with the Office of Advancement in the nomination of the Alumni Award recipients. The board of directors of the alumni Network shall select by ballot the award recipients.***

**Section 4.** The minutes of all meetings of the Executive Committee shall be kept by the School for Business Alumni Relations Faculty Advisor and made available to the membership of the Alumni Association.

**Section 5. Vacancies**

**A.** In the event of a vacancy in the office of President, the First Vice President shall serve the remainder of the term.

**B.** In the event of a vacancy in the office of the First Vice President, the Second Vice President

shall serve the remainder of the term.

**C.** In the event of a vacancy in any remaining elective office, the Board may act to fill such office for the remainder of the term.

## **ARTICLE VI – ELECTION TO THE BOARD OF DIRECTORS**

**Section 1.** By February 1st the School for Business Alumni Relations Faculty Advisor shall issue a call for nominations.

**Section 2.** Any member of the Alumni Association may nominate himself/herself or any other member of the Alumni Association to become a member of the Board of Directors.

**Section 3.** Nominations shall include the name, class year, address, and contact information of the nominee and the person making the nomination.

**Section 4.** The nominee must indicate to the School for Business Alumni Relations Faculty Advisor his/her assent to being nominated.

**Section 5.** Nominations must be received by the School for Business Alumni Relations Faculty Advisor by March 1st.

**Section 6.** By April 1st, the School for Business Alumni Relations Faculty Advisor shall make the ballots available to all members of the Board.

**Section 7.** The Board of Directors shall return their ballots to the School for Business Alumni Relations Faculty Advisor *thirty (30) days prior to the Commencement Week meeting of the Board.*

**Section 8.** The School for Business Alumni Relations Faculty Advisor shall tally the votes and declare the new members of the Board prior to its Commencement Week meeting.

**Section 9.** A simple majority vote is needed to become a member of the Board.

## **ARTICLE VII – COMMITTEES**

**Section 1.** The Association shall have six standing committees, in addition to the Executive Committee, to assist appropriate College departments with initiatives that advance the mission of the College.

**Section 2.** The Admissions Committee shall work with the Admissions Office to enhance student recruitment and retention; help organize regional receptions for prospective students and their

families; and interact with prospective students and families.

**Section 3.** The Career Advisory Network Committee shall work with the Director of Career Services to help link alumni, students, and employers; identify alumni who are interested in providing mentoring, internship placement, and/or employment opportunities for students and/or alumni; and host formal and/or informal regional career networking events.

**Section 4.** The Events, Communication and Marketing Committee shall work with the School for Business Alumni Relations Faculty Advisor and/or the MCNY Marketing Department to build stronger relationships between alumni and the College; assist with planning events on and off campus; and help identify and recruit alumni volunteers to host events or lead regional clubs.

**Section 5.** The Fundraising/Scholarship Committee shall work with the Office of Institutional Advancement to increase fundraising; assist with the identification and recruitment of class agents and other fundraising volunteers; and help the advancement staff identify, cultivate, solicit, and/or connect with potential donors.

**Section 6.** The Membership, Outreach, Diversity and Young Alumni Committee shall work with the MCNY Marketing Department to ensure the integration of graduating students into the Alumni Network, outreach to the community at large about Alumni achievements, and to grow the network to help maintain its viability and longevity.

**Section 7.** The Global Business, Curriculum and Entrepreneurship Committee shall work with the Dean of the School for Business to identify recommendations for new venues for international travel and entrepreneurial opportunities for global business development by alumni and to identify recommendations improvements the existing curricula of the School for Business.

**Section 8.** Special Committees or Ad Hoc Committees will be established by the Board for the discharge of particular duties as needed. The Board shall designate the purpose, powers, and terms of such committees.

## **ARTICLE VIII– COMMITTEE CHAIRS**

**Section 1.** The President of the Board shall appoint a Chair for each Committee, in consultation with the Executive Committee and the School for Business Alumni Relations Faculty Advisor.

**Section 2.** Committee Chairs shall serve a term of one year (from July 1 through June 30), and may be re-appointed to subsequent terms.

**Section 3.** Committee Chairs shall recruit volunteer committee members to help with various initiatives.

**Section 4.** Committee Chairs shall provide the President of the Board with the names of any committee members and volunteers.

## **ARTICLE IX - MEETINGS**

**Section 1.** The Annual General Membership Meeting of the Association shall be held on campus during \_\_\_\_\_ at a date, location, and time to be determined by the School for Business Alumni Relations Faculty Advisor. Notice of the date, location, and time of the meeting shall be appropriately publicized by the School for Business Alumni Relations Faculty Advisor.

**Section 2.** The Board shall meet as needed, but at least during Commencement Week to oversee the work of the Alumni Network in coordination with the Office of Institutional Advancement.

## **ARTICLE X -AMENDMENTS**

**Section 1.** Any member of the Alumni Network may submit proposed amendments to this Constitution to the Board.

**Section 2.** Such proposed amendments must be provided to all members of the Board in writing at least ten (10) days prior to the next meeting of the Board.

**Section 3.** In order to adopt any changes to the Constitution, a two-thirds (2/3) affirmative vote by the members of the Board is required.