Alumni Association of St. Joseph’s College,  
Long Island Chapter 
By-laws

Article I  
Name
This organization shall be known as the Alumni Association of St. Joseph’s College, Long Island Campus.

Article II  
Purpose
The purpose of the Alumni Association is to enhance the alumni experience and ensure that the Association is characterized by integrity, intellectual and spiritual values, social responsibility and service – and to be worthy of the College’s motto, *Esse non videri*: “To be, not to seem.”

Article III  
Membership
Section 1: Membership in this Association shall be limited to:
A. Those upon whom a degree has been conferred by St. Joseph’s College.
B. Those who have been matriculated at St. Joseph’s College and who have expressed a desire to remain associated with the College.

Article IV  
Governing Body, Executive Board, and Alumni Board
Section 1: The Governing Body of the Alumni Association includes six executive officers and 20-30 Members at Large.
Section 2: The Executive Officers of the Chapter shall consist of:
1. President
2. Vice President
3. Secretary
4. Treasurer
5. Past President
6. Director of Alumni Relations

Section 3: The Director of Alumni Relations for the Long Island campus shall serve as an ex-officio member of the Executive Board. The Director of Alumni Relations shall only have a vote in the event of a tie.
Section 4: Membership on the Alumni Board shall include
A. The Executive Board
B. At least 20 Members at Large and not more than 30
C. The Director of Alumni Relations for the Long Island campus shall serve as a member of the Alumni Board with voting privilege.

Section 5: Each member of the Alumni Association is eligible to apply for position as a Member at Large.
Section 6: The Executive Board shall review and decide on applications for Members at Large.
Section 7: If a Member at Large resigns or if a seat becomes vacant, the position can only be filled between June 1 and September 15.

Article V Election of Executive Board
Section 1: When a term is due to expire, the Director of Alumni Relations will make applications available to those Members at Large interested in serving on the Executive Board. The Director of Alumni Relations will produce the applications and decide when to make such applications available.
Section 2: Members at Large must have served a minimum of one full-year to seek a position on the Executive Board.
Section 3: The Alumni Board will convene in May to vote on applications to the Executive Board.
Section 4: If a position becomes available in the middle of a term, the President shall appoint a Member at Large to serve as an interim executive until the term is due to expire.

Article VI Term of Office
Section 1: Members at Large are elected to a four-year term.
Section 2: Members at Large are not subject to a term limit.
Section 3: Executives are elected to a two-year term.
Section 4: Executives are subject to a two consecutive term limit.
Section 5: If an existing executive wishes to become a Member at Large, he/she must apply for membership.

Article VII Duties and Powers of Officers
Section 1: President
It shall be the duty of the President to:
A. Act as the official representative of the Long Island Chapter.
B. Preside at meetings of the Chapter.
C. Call a special meeting of the Chapter when deemed necessary.
D. Appoint an interim executive if the Vice-President, Secretary, Treasurer, or Past President position becomes vacant.
E. Appoint, in conjunction with the Vice President and Director of Alumni Relations, Members at Large to specific positions and committees.
F. Countersign disbursements with the Treasurer.

Section 2: Past President
a. To serve as a mentor executive member with voting power. This position will be filled by the most immediately available, in chronological order; past president must be a previous President of the Long Island Chapter of the Alumni Association.

Section 3: Vice President
It shall be the duty of the Vice President to:
A. Preside at meetings of the Chapter in the absence of the President.
B. Succeed to the Presidency in case of death, disability, or resignation of the President.
C. Mentor to Members at Large.
D. Appoint, in conjunction with the President and Director of Alumni Relations, Members at Large to specific positions and committees.
E. Liaison between the Alumni Association and the Student Government.

**Section 4: Secretary**
It shall be the duty of the Secretary to:
A. Record the minutes of each meeting of the Chapter and deliver them to the Director of Alumni Relations for approval.
B. After the minutes have been approved, the Secretary shall deliver the minutes to the Alumni Board.
C. Record attendance of members at Chapter meetings.
D. Monitor term limits.

**Section 5: Treasurer**
It shall be the duty of the Treasurer to:
A. Receive and deposit money directed to the Alumni Association.
B. Make disbursements in conjunction with an Officer of the College
C. Keep all receipts related to the disbursement of funds.
D. Issue a financial statement to the Chapter at each meeting and submit a copy of the statement to the Alumni Office.
E. Issue a year-end financial statement to the Alumni Board.
F. Countersign disbursements with the President.

**Article VIII Director of Alumni Relations**

**Section 1:** The Director of Alumni Relations shall serve as an ex-officio member and have the power to decide questions not specifically reserved to the individual officers or to the membership of the Chapter.

**Section 2:** The Director of Alumni Relations shall only vote in the event of a tie.

**Section 3:** The Director of Alumni Relations shall serve as the moderator of the Alumni Board.

**Article XI Voting Procedures**

**Section 1:** Decisions made by a majority vote of all voting members of the Alumni Board present at a meeting shall be valid and binding.

**Section 2:** A general issue must be approved by a 2/3 majority vote.

**Article X Financial Structure**
The fund raising efforts of the Suffolk Chapter of the Alumni Association shall be for the benefit of St. Joseph’s College.

**Article XI Dismissal, Resignation and Vacancy**

**Section 1:** If a Member at Large accumulates two unexcused absences over the course of an academic year, the Member at Large is subject to dismissal upon review of the Executive Board.

**Section 2:** If an Executive or Member at Large wishes to resign or take a leave of absence, a signed letter must be submitted to the Secretary and Director of Alumni Relations.
Article XII    Sexual Harassment Policy

Members will not engage in sexual harassment as prohibited by the policy set forth by St. Joseph’s College.

Article XIII    Amendments

Section 1: Amendments may be proposed at a meeting of the Alumni Board and must be submitted in writing the Secretary.

Section 2: Amendments shall be ratified by a majority of the Alumni Board eligible to vote who are in attendance.