Constitution of the Mount Mary College Alumnae Association

National Chapter


Article 1
Name
The name of the organization shall be the Mount Mary College Association Milwaukee Chapter (hereinafter referred to as “the Chapter”).

Article 2
Purpose
The purpose of the Chapter is to unite in closer union and friendship the members of the Association and current student population, to preserve and strengthen the Christian traditions of their alma mater; to promote the higher education of women at MMC and the continuing education of our chapter alumnae; and to further the mission of the College.

Article 3
Membership
Membership in the Milwaukee Chapter of the Alumnae Association is made up of all graduates of MMC and St. Mary’s College in Prairie du Chien who choose to affiliate themselves with the Chapter. It s also open to any student who is granted alumna status by the College.

Article 4
Officers
The Officers of the Chapter shall be a President, Vice President, Secretary, Treasurer, and Immediate Past President. Officers must be members of the Board of Directors for at least one year previous to their nomination.
Article 5
Nomination and Election of Officers

Section A. Nominations

In June, the Chair of the Nominations Committee shall meet with a committee of two to be selected by said Chair for the purpose of selecting nominees for officers for the following year. Any person who has been an active member of the Chapter for one year shall be eligible for the Nominations Committee.

Section B. Procedure

The Nominations committee shall select a candidate(s) each year for Vice President. In alternating years they are to select a candidate(s) for Treasurer or for Secretary. Any person who has been an active member of the Chapter for one year is eligible for office. The consent of the nominees must be obtained prior to placing their names on the ballot.

Section C. Elections

1. The Chair of the Nominations committee shall formally present a written report listing proposed candidates for office to the Board of Directors to be included with the agenda for the last meeting of the year.

2. The election shall be held at the last meeting of the year. The President shall call for additional nominations from other Board members before the ballot is cast. The consent of these nominees must be obtained at the time of nomination. In the event of such nominations for any office, the Board members present shall cast a secret ballot. In the event of no additional nominations, a motion may be made to elect the slate of nominees presented by the Nominations committee, and the Secretary may record a unanimous ballot. The vote will be tallied and the results declared immediately. A majority of all votes cast shall be necessary to elect.

Section D. Vacancies

In the event of any office being vacated, the Executive Committee shall be charged with the responsibility to fill that office for the remainder of the term.

Article 6
Term of Officers

Section A. Terms

1. The President shall serve a term of one year, but not exceeding one year.

2. The Vice President shall serve a term of one year, but not exceeding one year.

3. The Secretary shall serve a term of two years, but not exceeding four years.

4. The Treasurer shall serve a term of two years, but not exceeding four years.
Section B. Special Election

A person filling a term as a result of appointment by the Executive Committee would be eligible for a full term for that office.

Section C. Installations

Elected officers shall assume their duties in the month of January.

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**Article 7**

**Duties of Officers**

Section A. President

The President shall have general supervision over the activities and interests of the Chapter. She shall preside at all meetings, shall be Chair to the Executive Board and the Board of Directors, and shall be ex-officio member of all committees with the exception of the Nominations committee. She shall appoint Chairs of Standing and Ad Hoc Committee, and make necessary appointments to the Board of Directors. The Chapter President has the obligation to attend all Board meetings. If she is unable to attend, she shall arrange to send an alternate in her place.

Section B. Vice President

The Vice President shall take the place of the President in her absence and shall assist her in any way necessary. At the completion of her term she will automatically become President the following year.

Section C. Secretary

The Secretary shall record the minutes of all Chapter Board and Executive Committee meetings, be custodian of all Chapter records, and be responsible for all correspondence and notices of all Board meeting. She shall send the President of the Chapter a copy of the meeting minutes within ten days following each meeting.

Section D. Treasurer

The Treasurer shall have charge of all funds and pay such bills as are the responsibility of the Chapter. She shall keep the financial records.

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**Article 8**

**Executive Committee**

The Executive committee shall consist of the Alumnae Director, the elected officers, the immediate Past President, and the Chairs of the Standing committees.
Article 9  
Board of Directors

Section A. Members
The Board of Directors shall consist of the Executive Committee members, subcommittee chairs, and active members appointed from the membership-at-large.

Section B. Duties
The Board of Directors shall act in an advisory capacity to the Chapter President and shall act upon the activities and business of the Chapter.

Section C. Advisor
The Alumnae Director shall serve as an advisor to the Board and member ex-officio of all committees. She will also serve as a liaison between the College and the Chapter and may veto those measures deemed contrary to the interest of the College.

Article 10  
Committees

Section A. Standing Committees
The Standing committees will be Nominations, the Starving Artists’ Show, Alumnae Relations, Student Relations, and Membership committees. Chairs of these committees, with the exception of the Nominations committee, are appointed by the President.

1. Nominations committee. The purpose of this committee is to organize and purpose nominees for all Association awards to the College President for final approval.

2. Starving Artists’ Show committee. The purpose of this committee is to organize and run the Starving Artists’ Show. The General Chair appoints other Milwaukee Chapter Board members to chair Starving Artists’ Show subcommittees.

3. Alumnae Activities committee. The purpose of this committee is to plan programs and to publish the Chapter newsletter at least twice a year.

4. Student Relations committee. The purpose of this committee is to make the Chapter visible to students by supporting activities such as graduation, functions and implementing Chapter events that will include student participation.

5. Membership committee. The purpose of this committee is to recruit new board members and retain active existing members.

Section B. Ad Hoc Committees
The President may at any time appoint special committee Chairs as may be needed to carry on the work of the Chapter. The Chairs will be known as Ad Hoc committee chairs.
Article 11
Reports
The President may request reports of officers and committee chairs. The reports will be submitted in the manner designated by the President. The Past President will submit any written reports to the Alumnae Office for the permanent file.

Article 12
Meetings
Section A. Executive Committee
Executive Committees meeting shall be called by and at the discretion of the Chapter President.

Section B. Board of Directors
The Board of Directors shall meet at least two times a year at the calling of the Chapter President. Notice of the meetings shall be mailed to the Board members at least 14 days prior to the meetings.

Section C. Members-at-Large
Meeting of the membership-at-large shall be in form of activities, and the nature of the activities will be determined by the Board of Directors. They will be planned to coordinate with the College calendar.

Article 13
Amendments
The Article of Constitution may be amended at any regular meeting of the Board of Directors by a two-thirds vote to those present, providing notice of the proposed amendments has been sent to the Board members at least 14 days in advance.

Article 14
Parliamentary Authority
In all matters not specifically governed by the Constitution, the Milwaukee Chapter shall be governed according to Robert's Rules of Order, latest edition.