



**THE BY-LAWS of the ALUMNI ASSOCIATION**  
**of the**  
**UNIVERSITY OF PITTSBURGH AT JOHNSTOWN**  
**(rev. 7/12/08)**

**ARTICLE I:           Name**

The name of this organization shall be the Alumni Association of the University of Pittsburgh at Johnstown.

**ARTICLE II:           Purpose**

The purpose of the Alumni Association shall be to promote the welfare and interest of the University of Pittsburgh at Johnstown and its alumni. It shall foster close cooperation between said persons and institution and shall support and advance the cause of higher education generally.

**ARTICLE III:         Membership**

*Section 1.* Governance of the Alumni Association is by the Association Board of Directors, hereafter referred to the "the Board" (see Article V).

*Section 2.* For the purposes of these By-Laws, the following persons shall be considered to be alumni of the University of Pittsburgh at Johnstown:

- (a) students who have completed degree requirements at the University of Pittsburgh at Johnstown;
- (b) students who have earned a bachelor's degree from the University of Pittsburgh after completing two years of study at Pitt-Johnstown during a period when four-year degrees were not available at the Johnstown Campus.

*Section 3.*

- (a) Alumni of the University of Pittsburgh at Johnstown shall be regular members of the Alumni Association upon:
  - (i) payment of lifetime membership
  - (ii) their payment of annual dues to the Association, or
  - (ii) their annual contribution to the University of Pittsburgh at Johnstown Century Club
- (b) The Board shall establish:
  - (i) the annual Association dues
  - (ii) the annual minimum contribution necessary to waive the payment of dues
  - (iii) The dues for lifetime membership
  - (iv)** Criteria for sustaining membership

*Section 4.*

- (a) The Board may nominate and elect an individual to be an honorary member of the Association.
- (b) Honorary members shall be entitled to the social benefits of membership.

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- (c) Honorary members may attend Board and Association meetings and activities and serve on project committees, but may not make or second motions, vote, hold office or serve as a chairperson of a standing committee.

Section 5. Annual memberships shall commence July 1 and end June 30 of the following year.

**ARTICLE IV: Management**

**Section 1.** The management of the business of the Alumni Association shall be vested in the Alumni Board.

**Section 2.** Except as otherwise provided in these By-Laws, the voting members of the Alumni Board shall be chosen as follows:

- (a) Twenty-four individuals elected for a term of three years by and from members of the Association. One-third of the foregoing individuals shall be elected each year.
- (b) Up to five individuals may be appointed for a term of one year from members of the Association by the President and confirmed by the Executive Committee of the Board. The foregoing individuals shall be designated at-large Board members.
- (c) The President of the Student Senate of the University of Pittsburgh at Johnstown and President of the Blue and Gold Society of the Pitt-Johnstown Alumni Association shall be members of the Board.

**Section 3.** The election of Board members shall be conducted each year. Ballots shall be distributed not earlier than February 1 and, in order to be considered valid, must be received in the Alumni Association office not later than April 1. In the event that April 1 falls on a Saturday, Sunday, legal holiday or on a day when the Alumni Association office is closed, then the time limit for a valid receipt of ballots shall be extended to the next business day.

**Section 4.**

- (a) Except as otherwise provided in these By-Laws, the term of office of elected Board members shall run from the conclusion of the annual meeting of the elected year through the annual meeting of the third following year.
- (b) The term of office of at-large Board members shall run from their confirmation through the annual meeting of the following year.

**Section 5.**

- (a) Regular meetings of the Board shall be held quarterly in July, October (or Homecoming Weekend), January and May of each year. At least ten days notice of the time and place of a regular Board meeting shall be given in writing or via e-mail to each Board member.
- (b) In the event of the cancellation of a regular Board meeting, said meeting may be rescheduled.
- (c) Special meetings of the Board may be called by the President or upon the written request of five Board members. At least five days notice of the time, place and purpose of a special meeting of the Board shall be given in writing, by telephone or via e-mail to each Board member.
- (d) Eight voting members shall constitute a quorum at any meeting of the Board.
- (e) Board members shall attend a minimum of two meetings per year.

Section 6. An individual who has been elected and has served two consecutive full terms of three years each shall not again be eligible to be an elected member of the Board for one year.

**Section 7.** If an elected or an appointed position on the Board becomes vacant, an individual who is eligible to hold such a position may be appointed for the remainder of the term of the vacated position by the President and confirmed by the Executive Committee of the Board.

**ARTICLE V:                   Duties of Officers**

**Section 1.**

- (a) The President shall be the chief executive officer of the Alumni Association and shall exercise general supervision over the affairs of the Association. He or she shall preside at all meetings of the Alumni Association and of the Alumni Board. He or she shall see that all orders and resolutions of the Board are implemented. He or she shall be an ex-officio member of all committees and shall have the general powers and duties usually associated with the president of an organization.
- (b) The immediate Past President shall serve as a member of the Executive Committee for a period not to exceed one (1) year.

**Section 2.** The Vice President shall have and exercise all the powers and duties of the President during the absence or incapacity of the President.

**Section 3.** The Secretary shall attend all meetings of the Alumni Association and of the Alumni Board. He or she shall preserve in books of the Association the minutes of the proceedings of such meetings.

**Section 4.** The Treasurer, in conjunction with the Finance Committee, shall have custody of the Association funds and securities. He or she shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall keep the money of the Association in a separate account to the credit of the Association. He or she shall disburse the funds of the Association as ordered by the Board, taking proper voucher for such disbursements. He or she shall tender to the President and Board, at regular meetings of the Board, or when otherwise required, an account of all his or her transactions as Treasurer and of the financial condition of the Association.

**Section 5.** The officers shall be ex officio members of all standing committees and shall have such additional powers and duties as are prescribed by the Alumni Board.

**ARTICLE VI:                   Election and Term of Officers**

**Section 1.**

- (a) The election of the Alumni Association officers shall be conducted in every odd-numbered year.
- (b) Ballots for the elections described above shall be distributed not earlier than April 15, and, in order to be considered valid, must be received in the Alumni Association office not later than the Monday immediately preceding the May meeting.

**Section 2.** The terms of office of all officers shall run from July 1 of the elected year through June 30 of the second following year.

**Section 3.** The officers shall be elected by the current members of the Board.

**Section 4.** If the office of any officer becomes vacant, the members of the Executive Committee shall choose a successor who shall hold office for the remainder of the term of the vacated office.

**Section 5.** If the term of office of a Board officer extends beyond the term of office as a Board member, then the term of office as a Board member shall continue until the expiration of the term as a Board officer.

**ARTICLE VII: Association Meetings**

**Section 1.** The annual meeting of the Alumni Association shall be held over Homecoming Weekend of each year. The time and place of said meeting shall be determined by the President of the Association.

**Section 2.** Special meetings of the Alumni Association may be called by the President or upon the written request of 75 regular members. At least 20 days notice of the time, place and purpose of a special meeting of the Association shall be either given in writing or via e-mail to each regular member.

**Section 3.** Eighteen regular members shall constitute a quorum at any meeting of the Association.

**ARTICLE VIII: Standing Committees**

**Section 1.** The Finance Committee shall consist of at least three (3) Board members along with the Board Treasurer, who will serve as de facto Chairperson of this committee. Standing and special project committee chairs shall serve as ad hoc members. Responsibilities include preparation of the annual budget, project feasibility assessments, cost/benefit analysis for Alumni Association sponsored events, long range financial planning and investment opportunity assessment.

**Section 2. Nominating Committee**

- (a) The Nominating Committee shall consist of at least three (3) members of the Board. It shall nominate the Board individuals who would be willing to serve the Association in elected positions. Brief biographical information about each nominee shall accompany the nominations.
- (b) A slate of nominations for Board positions whose terms are expiring shall be presented to the Board not later than the January meeting thereof.
- (c) A slate of Board officers shall be made from the elected membership of the Board to the Executive Committee not later than the May meeting thereof.
- (d) The recommendations for appointed Board positions shall be made to the President not later than the May meeting thereof.
- (e) The Nominating Committee shall not have the exclusive right to nominate individuals for Board positions. Any Association member may nominate an individual for Board membership. Any Board member may nominate an individual for the position of Board officer or recommend an individual for the position of appointed Board member. The deadlines for such nominations shall be the same as the deadlines for the nominations made by the Committee.

**Section 3. Public Relations Committee**

The Public Relations Committee shall consist of at least three (3) members of the Board. It shall promote awareness of the Alumni Association and its activities by encouraging local and regional media to report on the same, by assisting in the production of the Association newsletter and by other appropriate means.

**Section 4. Regional Affairs Committee**

The Regional Affairs Committee shall consist of at least three (3) members of the Board. It shall promote the

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participation in Association activities by those Association members who do not reside in close proximity to the campus and shall serve as a liaison between the Board and said Association members.

**Section 5. Membership Development and Student Affairs Committee**

This committee shall consist of at least three (3) members of the Board. It shall assist project committees in obtaining sufficient numbers of Association members for the successful conduct of Association projects by compiling and maintaining up-to-date lists of those members who are willing to serve on either project or standing committees. It shall also promote a greater awareness of and a more positive attitude toward the Association on the part of Pitt-Johnstown students by acting as liaison between the Board and the student body. It should periodically meet with representatives of student organizations, investigate the desirability of joint alumni-student projects, and communicate the opinions and proposals of each group to the other.

**Section 6. Executive Committee**

- (a) The Executive Committee shall consist of the officers of the Board and the chairs of all Standing Committees. This committee shall have the power to act on behalf of the Board and to perform any function allocated to the Board, except to the extent that these By-Laws require specific action by the Board.
- (b) A quorum necessary for the conduct of business shall consist of a simple majority of the committee membership.
- (c) All business transacted by the Executive Committee shall be reported at the next Board meeting.
- (d) The Executive Committee shall handle all financial transactions of the Board.

**ARTICLE IX: Project Committees**

The Board shall establish project committees to plan and execute specific activities of the Association, which are authorized by the Board. Project committees may consist of any number of the Board or Association members. The duties of each project committee shall be determined by the Board.

**ARTICLE X: Committee Management**

**Section 1.**

- (a) Each elected Board member shall serve on at least one standing committee, but may not serve as chair of more than one standing committee.
- (b) Each appointed Board member shall serve on at least one standing or project committee.
- (c) Regular Alumni Association members who are not members of the Alumni Board may serve on any standing or project committee. Said Association members shall have the right to vote on internal committee matters and on committee matters which come before the Board.
- (d) Honorary members may not serve as chairpersons of standing committees.

**Section 2.**

- (a) Except where the membership of certain committees has been set forth herein, the President shall have the power to appoint the members of all committees and to remove any committee member for cause.
- (b) The President shall appoint the members of all standing committees and designate the chairs thereof at the July meeting. The term of membership on a standing committee shall run from the July meeting through the annual meeting of the following year.

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- (c) The President shall appoint the members of each project committee and designate the chair thereof at the earliest practicable time. The term of membership on a project committee shall run from the appointment thereto until the conclusion of the activity.

**Section 3.**

- (a) The Executive Committee shall meet prior to each board meeting. All other standing committees should meet on a regular basis as responsibilities dictate.
- (b) Project committees shall meet as needed.

**Section 4.**

- (a) Standing committees shall make regular reports of their activities to the Board.
- (b) Project committees shall make regular reports of their activities to the Executive Committee prior to the completion of the activity and at least one report to the Council following the completion of the activity.

**ARTICLE XI: Order of Business at Board and Executive Committee Meetings**

The order of business at Board and Executive Committee meetings shall be as follows:

1. Call to Order
2. Approval of the Minutes of the Preceding Meeting
3. Treasurer’s Report and Quarterly Budget Report
4. Standing Committee Reports
5. Project Committee Reports
6. Report from the Alumni Affairs Office
7. Old Business
8. New Business
9. Other
10. Adjournment

**ARTICLE XII: Regional Chapters**

**Section 1.** A minimum number of ten (10) active Alumni Association members within a predetermined zip code range must agree to serve as members of a regional chapter of the Association before the chapter can petition for official recognition by the Association and receive a seat on the Board.

**Section 2.** The regional chapter must formally petition the Alumni Board for official recognition.

**Section 3.** All dues money from members of regional chapters will be collected and received by the Association. Regional chapters may then request funds from the Board for specific projects and activities.

**ARTICLE XIII: Parliamentary Authority**

The rules contained in the current edition of Sturgis’ *The Standard Code of Parliamentary Procedure* shall be the parliamentary authority with respect to all proceedings not specifically provided for in these By-Laws.

**ARTICLE XIV: Amendments**

**Section 1.**

- (a) The By-Laws may be amended by a two-thirds (2/3)-majority vote of the Alumni Association members present at an Association meeting called for the purpose of amending the By-Laws.
- (b) At least 20 days notice of the time and place of such an Association meeting together with the text of the proposed amendment shall be either given in writing, or electronically, to each regular member.

**Section 2.**

- (a) The By-Laws may also be amended by a two-thirds (2/3)-majority vote of the Alumni Council members present at a Board meeting called for the purpose of amending the By-Laws.
- (b) At least 10 days notice of the time and place of such a Board meeting, together with the text of the proposed amendment, shall be given in writing to each Board member.

**Section 3.**

The President shall appoint a project committee to review these by-laws for revision at least once every five years or as otherwise needed.

**Revised: July 12, 2008**