



# MERION MERCY ACADEMY

## ALUMNAE ASSOCIATION & LEADERSHIP BY-LAWS

*(revised May 2018)*

### **Article I: Name of the Association**

The name of this organization shall be the Merion Mercy Academy Alumnae Association (“Association”).

### **Article II: Purpose**

The purpose of the Association shall be to serve and extend the interest of Merion Mercy Academy and to foster interest and a spirit of unity among its alumnae.

### **Article III: Membership**

All graduates of Merion Mercy Academy shall be members of the Association. In addition, a non-graduate who attended Merion Mercy Academy for two years and received an honorable dismissal and any individuals formally named as honorary alumnae, shall be entitled to membership in the Association upon graduation of the class which she entered.

### **Article IV: Meetings**

1. The Alumnae Association shall hold three meetings annually to which all alumnae are invited.
2. The Alumnae Leadership Team (composed of the Executive Board and the Alumnae Advisory Committee) shall hold three additional meetings/year.

### **Article V: The Executive Board of the Alumnae Association**

1. The Executive Board of the Alumnae Association shall consist of three Board Members: a chair and two co-chairs. Each Board member will share equally the roles and responsibilities of the Executive Board. Each Member of the Executive Board will serve as a liaison for specific programs within the Alumnae Association. These program will be established by the Executive Board at the beginning of each term.

a) The three members of the Executive Board shall each serve a two-year term and shall be eligible for re-election to the same position after at least two years have expired since their last term in office.

b) The Alumnae Relations Coordinator shall serve as an ex officio member. (The Alumnae Relations Coordinator is an employee of Merion Mercy Academy.)

2. In the event that a position of the Executive Board becomes vacant, a replacement shall be nominated by and voted on by the members of the Executive Board and the Alumnae Advisory Committee appointed by members of the Executive Board to complete the unexpired term.

#### **Article VI: Duties of Officers**

1. The Executive Board shall preside at meetings of the Alumnae Association and the Alumnae Leadership Team (composed of the Executive Board and the Alumnae Advisory Committee), shall prepare agendas and reports, and shall oversee the efficient and timely execution of all Association business. The Executive Committee members are required to attend the Alumnae Leadership Team (composed of the Executive Board and the Alumnae Advisory Committee) meetings and one general Alumnae Association meeting/year (at least one Executive Board member should be present at each Alumnae Association meeting).
2. One member of the Executive Committee (on a rotation basis) shall take the minutes of all meetings of the Alumnae Association and shall conduct all correspondence necessary for the efficient and timely functioning of the Alumnae Association.

#### **Article VII: Elections**

1. Every two years, members in good standing may nominate themselves or other alumnae for the three positions of the Executive Alumnae Board positions.
2. The Alumnae Association Coordinator, in consultation with the current officers, shall present a slate of recommended candidates for the three members of the Executive Board. These names will be made available to all alumnae at least three months in advance and before the end of the current officers' terms.
3. The slate of officers shall be approved by a majority of attendees at the meeting prior to the beginning of their term in September.

#### **Article VIII: The Alumnae Advisory Committee of the Alumnae Association**

1. The Alumnae Advisory Committee shall be comprised of members from the Alumnae Association who assume a leadership role in order to assist the Executive Board of the Alumnae Association.
2. Members of the Alumnae Advisory Committee will be responsible to organize and actively participate in the committees of the Alumnae Association. These committees

can change depending on the focus of the current Alumnae Leadership Team (composed of the Executive Board and the Alumnae Advisory Committee).

3. The Alumnae Advisory Committee should encourage alumnae to participate in the activities and programs of Merion Mercy Academy and the Alumnae Association.
4. The Alumnae Advisory Committee members are required to attend the Alumnae Leadership Team (composed of the Executive Board and the Alumnae Advisory Committee) meetings and one general Alumnae Association meeting/year.

**Article IX: Association Year**

The fiscal year of the association will begin September 1 and end August 31 of each year.

**Article X: Amendment of By-Laws**

1. These by-laws may be amended by affirmative vote of two-thirds of the members present at any annual, general or special meeting of the Executive Board.
2. Notice shall be sent to all alumnae regarding any amendments.