

**BY-LAWS  
OF  
BLOOMFIELD COLLEGE ALUMNI ASSOCIATION**

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# **By-Laws of the Bloomfield College Alumni Association**

## **Article I**

### **Name**

The name of this organization shall be the Bloomfield College Alumni Association (BCAA).

## **Article II**

### **Purpose**

The mission of the Bloomfield College Alumni Association is to foster a mutually beneficial relationship between the College and its alumni, to perpetuate a sense of pride in and commitment to the outstanding qualities of the College and the education it provides, and to promote, in partnership, a positive image of the College and its alumni through communication, service, and leadership.

## **Article III**

### **Membership**

The membership of Bloomfield College Alumni Association shall consist of graduates of Bloomfield College and Seminary and the Presbyterian Hospital School of Nursing, those undergraduates who serve on the Alumni Council, all persons who have successfully completed one year of academic work and whose classes have graduated, certificate holders, and honorary alumni at said institutions.

## **Article IV**

### **Alumni Council**

There shall be an Alumni Council composed of representatives from the membership. The Vice President of Institutional Advancement and Director of Annual Giving and Alumni Relations shall serve as ex-officio non-voting members of the Alumni Association Council. Council members shall report to the Association President. All members shall comply with the Responsibilities of Members, as may be revised from time to time, a separate document attached on the By-Laws for purposes of reference as Appendix A.

## **Article V**

### **Officers**

Section 1 - The Council shall elect from its membership the following Association officers.

1. President
2. Vice Presidents designated as:
  - Vice President, Events
  - Vice President, Outreach/Marketing
  - Vice President, Nominating
  - Vice President, Volunteer/Recruitment Management
  - Vice President and Secretary

Section 2 - The duties of each office shall be:

**President**

Shall serve as ex-officio member of the Bloomfield College Board of Trustees. The President shall represent the Alumni Association at all appropriate functions, e.g., Commencement Exercises, Deacon's Fest, etc. The President shall appoint the chair of special committees.

**Vice Presidents**

The responsibilities of each Vice President shall be defined the committee in which he/she chairs.

**Standing committees shall include, but not be limited to:**

**1. The Event Committee**

This committee will assist the Office of Institutional Advancement in the planning of events.

**2. The Outreach/Marketing Committee**

This committee shall be responsible for engaging alumni by phone, mail, email and in person.

**3. The Nominating Committee**

This committee is responsible for the recruitment and nomination of new members and officers. It may also participate in the filling of vacancies at the request of the Executive Committee. The nominating committee shall not nominate individuals from among the nominating committee members.

**4. The Volunteer Recruitment Committee**

This committee shall be responsible for mentoring alumni and students.

**Secretary**

The Secretary shall be responsible for recording, distributing, and archiving minutes of BCAA meetings.

**Article VI  
Meetings**

The Executive Committee shall meet no less than four times per year. Standing committees shall meet no less than four times per year. Special committees shall be formed by the President and will be called to meet by the committee chair.

The President or one (1) Vice President and eight members of the Council shall constitute a quorum for Council meetings.

At least five working days notice must be given, by regular mail, e-mail, or telephone for meetings.

## Appendix A

### Bloomfield College Alumni Association

#### Responsibilities of Council Members

1. **Term:** Council members will serve for a term as specified in the By-Laws and will communicate with the Council President if member's intent to remain a Council member changes. The Executive Committee will notify individual Council members of the duration of their terms at the start of each term and will maintain a Council roster with term expiration dates. The roster will be provided to Council members at the first full Council meeting each fall, and will be available in the Office of Institutional Advancement thereafter.
2. **Meetings:** Council members are expected to attend all meetings. If unable to attend a Council meeting, submit in advance of the meeting a written response related to action items on the agenda.
3. **Participation:** Council members assist the College and the alumni association in identifying, cultivating, and involving alumni in areas such as student recruitment and career networking. Personally participate in Council sponsored initiatives such as alumni outreach. Serve actively on at least one Council committee.
4. **The Council and BC:** Council members should have an awareness and understanding of the College's mission, its goals and objectives, and the role of the Association as related to the College. Members are also expected to be familiar with the programs and activities sponsored, organized, and coordinated by the Office of Institutional Advancement.
5. **Ambassador:** Council members serve as ambassadors for the BCAA as well as the College.
6. **Financial Support:** All Council members are expected to be current donors. Each member should set an example for other alumni and show support for the College's mission and goals by contributing annually to the Bloomfield College Fund.
7. **Events:** Council members should attend events and carry out such assignments as the Officers may request.

Note: Anticipated absence from a meeting due to scheduling conflicts, business trips, illness, or the like, should be communicated to the president prior to the meeting.

Approved by BCAA June 3, 2009

**Article VII**  
**Nominations and Elections**

Nominees shall be selected by a nominating committee appointed by the President of the Association. The names of the nominees must be presented and approved by the Council prior to their being voted upon by the Association. All nominees shall have earned a degree from Bloomfield or the former Presbyterian Hospital School of Nursing, and be in good standing with the Association. No candidate for elected office may hold an administrative or faculty post at Bloomfield College.

All members of the Council shall be elected by June and assume duties as of July 1.

**Article VIII**  
**Amendments**

Proposals to change these Bylaws shall be made in writing to the Council. Amendments may be proposed to the Council by a petition of the Association. The Council by a majority vote shall act upon such recommendations.

**Article IX**  
**Adoption**

With the adoption of these Bylaws on April 21, 2005 by a majority vote of the Bloomfield College Alumni Association, all previous Bylaws or Constitutions of the former Federation/Association are suspended.

Amended June 5, 2007 –

Adopted June 5, 2007 by a majority vote of the Bloomfield College Alumni Association.

Amended April 21, 2009

Adopted June 3, 2009 by a majority vote of the Bloomfield College Alumni Association.