



# PROVIDENCE COLLEGE

National Alumni Association  
Guidelines and Expectations



# Executive Summary

Established in 1923, the Providence College National Alumni Association promotes the concept of being “Forever a Friar” by facilitating connections across its network of 58,000+ alumni worldwide and is deeply committed to advancing the mission of Providence College. The National Alumni Association does this by engaging alumni in the life of the College through programming, volunteerism, service, philanthropic support, and recognition.

## Section I: Mission

### I. NAME

The name and title of this organization is the Providence College National Alumni Association [“National Alumni Association”].

The association’s business and programs are administered by the National Alumni Association Council [“NAC”] or [“Council”] along with the Director of Alumni Relations.

### II. MISSION

The mission of the National Alumni Association is:

- To foster a spirit of association among alumni/ae and provide opportunities for alumni/ae to develop a lifelong relationship to Providence College [the “College”] by encouraging camaraderie through College activities, religious and educational programs, and community service.
- To assist and support alumni/ae through recognized clubs & networks, affinity groups, and other groups in their integral role in continuing the bonds with alumni/ae, and in promoting College traditions to current and potential students.
- To work with the College alumni/ae, student body, faculty, and staff when appropriate to strengthen and advance the distinctive Dominican and Catholic identity of the College and otherwise further the mission of the College.

- To assist the Office of Institutional Advancement [the “OIA”] in promoting philanthropic education and support of the College.

## III. COMPOSITION & ELIGIBILITY

Each person who has earned a Providence College graduate or undergraduate degree is a Member of the Association upon graduation. Members of the Association are eligible to serve as executive board officers on the Council. Those who attended PC for a minimum of one year and left in good standing are eligible to participate in alumni events and activities, volunteer/be nominated for various roles and show philanthropic support of the institution at their own discretion. Active members are defined as alumni/ae who make any monetary contributions to Providence College during the current and/or the past fiscal year. Non-alumni current faculty, and staff of the College and matriculating students can be appointed as ex-officio members as deemed necessary by the nominating committee, executive board, or the Director of Alumni Relations.

## Section II: Officers and Composition of the Council and Committees

### Officers

The officers of the Council will be President, Executive Vice President, Vice President of Engagement, Vice President of Operations, and Immediate Past President.

#### I. PRESIDENT

The President will preside over all meetings of the National Alumni Association and the Council, and, in case of a tie, shall cast the deciding vote at any such meeting.

Duties of the President include:

- Consistent attendance at PC sponsored events and programs.
- Preside over all in-person and virtual meetings.
- Send out regular communications to Council members.
- Have a featured role in programs such as the Move In Tent, Forever A Friar Orientation, social media takeovers, Homecoming Weekend, the Friar 5K, Reunion Weekend, and Commencement Weekend.
- Serve on the honorary degree and commencement speaker committee.
- Serve on the Board of Trustees Development and Alumni Affairs Committee.
- Represent the alumni community by speaking at Commencement, Homecoming, regional programs, and other signature events.

The President may call special meetings of the Council and/or National Alumni Association, fill vacancies in the offices and membership of the Council, and appoint committees including, but not limited to, an executive committee for purposes of assuming general managerial responsibilities and for making recommendations to the Council. The President can be an ex-officio member of all committees and is also the chair of the Council.

#### II. EXECUTIVE VICE PRESIDENT

In the President’s absence or incapacity, the Executive Vice President will perform all the duties of the President. The Executive Vice President will also generally assist the President in carrying on the business of the National Alumni Association. The Executive Vice President will succeed to the office of President of the National Alumni Association after their term. The Executive Vice President will also serve as chair of the nominations committee.

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### III. VICE PRESIDENT OF ENGAGEMENT

The Vice President of Engagement will work closely with the Assistant Director of Regional Programs, Assistant Director of Affinity programs, and the Associate Director of Alumni Relations on engagement opportunities and volunteerism within the regions, affinities, and classes. The Vice President of Engagement will help create the connection between the class reps and the class ambassadors. The Vice President of Engagement should be considered for the nominations committee if their term is not expiring and are not eligible for a nomination.

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### IV. VICE PRESIDENT OF OPERATIONS

The Vice President of Operations will advise and assist the Office of Alumni Relations on all financial business of the National Alumni Association. The Vice President of Operations will oversee the NAC endowed fund for programming and determine a process by which the Council to decide how the funds are spent. The Vice President of Operations will also be responsible for the minutes of each meeting and tracking membership/terms and will report on the donations made and market value of the National Alumni Association scholarship fund.

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### V. PAST PRESIDENT

The Past President will provide advisory duties to the Council. The Past President will also send periodic updates to the past president group and invite them to meetings/events when deemed necessary by the Executive Board. The Past President will also serve on the nominations committee.

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### VI. OFFICE OF ALUMNI RELATIONS REPRESENTATIVE

The Director of Alumni Relations will act as the liaison to the National Alumni Association Council and will preside over all activity and responsibilities of the Council. Members of the Alumni Relations staff will act as liaisons to individual council committees. The Assistant Vice President of Alumni Relations and Annual Giving can appoint a new representative if the Director is unable to act as the liaison.

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## Section III: Composition of the Council

The Council will consist of:

I. The President, Executive Vice President, Vice President of Engagement, Vice President of Operations, and Immediate Past President.

II. Up to three members of the college faculty or staff appointed by the Director of Alumni Relations who are also alumni of the college. Non-alumni may serve as ex-officio, non-voting members.

III. Twelve members to represent various class groups.

IV. Eight to twelve additional members to be appointed by the Council to serve as at-large representatives. Members should represent different affinities, majors, geographic locations.

V. One member to represent graduate degree alumni.

VI. One member to represent the Student Alumni Ambassadors appointed by the Office of Alumni Relations for a one-year term.

The council should not exceed 34 representatives at any given time.

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## Section IV: Committees

The Executive Board of the Council will assign members to sub-committees aligned with the goals and objectives for the year. The Council may appoint non-Council members to Council committees per the recommendation of the committee chair(s).

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## Section V: Executive Committees

The Executive Board can decide to establish an Executive Committee consisting of the Council's officers and four other Council members selected by the officers of the Council. If the board decides to have an Executive Committee, the committee will conduct business of the National Alumni Association between regular meetings of the Council.

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## Section VI: Functions and Duties of The Council

The Council shall:

- Oversee the National Alumni Association and advance its mission and objectives.
- Align operations and priorities with the goals and priorities of the Office of Alumni Relations.
- Represent the interests of the broader alumni community who the members were elected to represent.
- Be positioned as the overarching volunteer group connecting to regional clubs, class ambassadors, reunion volunteers, class agents, and affinity volunteers.
- Act as leaders of the group promoting the activity and opportunities to the alumni.
- Prepare for the future of the Council through the work of the nominating committee. The nominating committee will be composed of the current Past President, President, and Executive Vice President along with the Director of Alumni Relations.

## Section VII: Nomination of Officers and Board Members

The Nominating Committee will identify two candidates for the position of Executive Vice President on or before May 15 of each year. By that date, each candidate will have consented to be nominated and the Office of Alumni Relations will begin to prepare the website and ballot. The Office of Alumni Relations will send the ballot to each active member of the National Alumni Association by email and will keep the ballot open for two weeks. The election will close on or before June 15 after the two-week window has expired. There will be two emails sent - one announcing the election and a reminder. The remaining slate of Council members will be identified and announced by the nominating committee to the full Council by June 15. The current Executive Vice President will conduct personal outreach to the slate to invite them to serve their selected position.

### I. CRITERIA FOR EXECUTIVE VICE PRESIDENT NOMINATION

When the Council calls for nominations, the following criteria should be considered:

- Currently an active alumnus/a who demonstrates commitment to the College through volunteerism, service, and philanthropic support.
- Demonstrates themselves as ambassadors for PC.
- Consistently attends PC-sponsored events and programs.

### II. NOMINATIONS BY NOMINATING COMMITTEE

The nominations committee will ask for nominations from the following groups: current NAC board members and past presidents, class ambassadors, class agents, affinity volunteers, current Reunion committee members, current regional club volunteers, engagement council members, and Office of Institutional Advancement staff.

### III. MODE OF ELECTIONS

#### a) By Ballot

A ballot listing the two nominees of the nominating committee for the office of Executive Vice President to be elected will be emailed to each active member of the National Alumni Association by the Office of Alumni Relations no fewer than two weeks prior to the date when the election comes to a close. The nominee who receives the largest number of votes cast will be elected to the position of Executive Vice President.

#### b) By the Council

The remaining open positions are selected by the nominating committee before the end of the fiscal year.

#### Announcement of Election Results

The results of the ballots cast by the members of the National Alumni Association will be announced on the National Alumni Association's web page after the new fiscal year. The newly elected Executive Vice President can also be announced at the June closing event.

## Section IX: Tenure of Office

### I. TENURE OF MEMBERS APPOINTED TO OFFICE

The President, Executive Vice President, and Immediate Past President will each serve one-year terms. After their one-year term, the President will automatically be an immediate Past President, and the Executive Vice President will automatically become President. The Vice President of Engagement and Vice President of Operations will each serve two-year terms. The terms of office of the President, Executive Vice President, Vice President of Engagement, Vice President of Operations, and Immediate Past President will coincide with the fiscal year, running from July 1 to June 30 of the next year, except that the retiring President each year will automatically become a member of the Council for the year after their completion of service as President of the National Alumni Association. All officers will serve until their successors are duly elected/appointed and qualified.

### II. COUNCIL MEMBERS

Members of the Council, other than the "at-large" positions referred to herein, will hold office for a period of three years coinciding with the fiscal year (July 1 – June 30). At-large representatives appointed by the Council will hold office for one year from the date of their appointment. The graduate school representative will hold office for a period of three years coinciding with the fiscal year (July 1 – June 30).

### III. EX-OFFICIO MEMBERS

The College's President will appoint a Dominican Friar to serve as Chaplain of the National Alumni Association as an ex-officio member who will attend meetings and Council programs and serve on the spiritual sub-committee. The Director of Alumni Relations will also serve as an ex-officio member as the liaison to the Council. The Executive Board can appoint additional ex-officio members of the board to their discretion as needed.

### IV. HOLDING OFFICE

No officer or member of the Council will be eligible to succeed themselves in the same office, nor will any member hold more than one office at the same time. Members of the Council will not be eligible to serve more than six consecutive years on the Council but will be eligible for reappointment to the Council following one year off the Council, unless elected or appointed to an Executive Board position.

### V. PRESENT OFFICERS

All officers who presently hold office will continue to hold their respective offices for the term for which they have been previously elected or appointed and until their successors are duly elected and qualified, unless they resign prior to the expiration of their term. Any member in the middle of a term must resign to be selected for the ballot for Executive Vice President. Their position will be refilled by the nominations committee and, if they do not win the election, they will be offered an at-large position.

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## Section X: Fiscal Year

The official year of the National Alumni Association, which shall govern the terms of officers and the fiscal affairs of the National Alumni Association, is July 1 to June 30.

### I. MEETINGS

The Executive Board along with the Director of Alumni Relations will schedule the following for each year (adjustments can be made by the board)

- An Executive Board summer retreat
- An orientation for new members of the board
- Two in-person meetings a year
- Two virtual meetings a year
- An end-of-year celebration

There will be virtual capabilities offered for the in-person meetings to allow for geographic inclusiveness.

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## Section XI: Accountability of Membership

It shall be the duty of each Council member to attend or participate in at least half of all regularly scheduled Council meetings each fiscal year (July 1 – June 30). Council members who fail to fulfill this obligation are subject to replacement at the discretion of the Executive Board in consultation with the Office of Alumni Relations.

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## Section XII: Review Guidelines and Expectations

### I. PROCEDURE

At the end of each fiscal year the incoming Executive Board will review the guidelines with the Director of Alumni Relations and make recommended edits to the Council for approval, if needed.

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## II. AVAILABILITY OF GUIDELINES

The guidelines of the National Alumni Association will be made available to the general public via a posting on the official web page of the Providence College National Alumni Association Council. They will also be distributed to new members during orientation.

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## III. SUSPENSION OF BYLAWS

Notwithstanding any other provisions of these Guidelines, in the event of an emergency or significant disruptive event that causes or results in the cancellation of a substantial portion of the College academic year and/or events at the College or prevents the Association from carrying out its functions in a significant manner, the Council will have the authority, in conjunction with the Office of Institutional Advancement, to suspend, postpone or otherwise not carry out certain requirements of these bylaws to accommodate the existing situation.

### Appendices to be added:

#### National Alumni Awards Process

#### Guidelines and Expectations of Regional Clubs & Networks Class Ambassador Description

#### Reunion Committee/Chair Description Sample Calendar







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