

BYLAWS

Pitt-Greensburg Alumni Association (PGAA)

Article I - Name

Section 1 The name of this organization shall be the Pitt-Greensburg Alumni Association ("the Association"). It may also be referred to as the PGAA.

Article II - Mission

Section 1 Mission: The Pitt-Greensburg Alumni Association provides opportunities for the continued success of the University of Pittsburgh at Greensburg ("Pitt-Greensburg") community while supporting the educational missions of the University of Pittsburgh ("the University").

Section 2 Vision: The Pitt-Greensburg Alumni Association will work to support the college in its mission of education and learning by helping **influence** important constituents, and strengthening and maintaining a **network** to link its alumni with the campus community through communication and programming. The Association will provide **support** for the growth and development of Pitt-Greensburg with financial and other resources. It will build upon existing college **tradition** and use the **expertise** of the Association and its members to forge a valued **partnership** with the University.

Article III - Relationship to University of Pittsburgh

Section 1 The Pitt-Greensburg Alumni Association recognizes its relationship to the University of Pittsburgh at Greensburg. The PGAA acknowledges that it is sponsored and funded by Pitt-Greensburg and that its programs and activities are subject to guidance and approval of the University.

Section 2 The Pitt-Greensburg Alumni Association recognizes its relationship to the University of Pittsburgh Alumni Association (PAA). Its President, or an Executive Team officer, will serve as the official Pitt-Greensburg representative on the PAA board.

Article IV - General Membership

Section 1 Membership in the Association shall be for any graduate of the University of Pittsburgh at Greensburg and/or for those who have attended a minimum of (3) three semesters at the Greensburg campus.

Article V - Alumni Association Board of Directors

Section 1 The Association Board of Directors consists of directors and officers who are collectively referred to as members.

Section 2 Alumni who have met the membership requirement set forth in Article IV are eligible to vote or to serve as a director or officer.

Section 3 Board members must attend at least 50% of scheduled meetings.
In order to vote, Board members must attend at least 75% of scheduled meetings. This requirement includes full Board and committee meeting attendance.

Section 4 The Coordinator of Alumni Affairs shall serve as an ex-officio Board member and staff liaison.

Section 5 Terms of office for directors/Board members on the Board of Directors shall be limited to two consecutive 3-year terms or a maximum of (6) six years. The alumnus will not be eligible to run for an elected position of the Board for one year.

Section 6 The Board of Directors shall include not more than 24 members (20 directors and 4 officers) elected by annual ballot by a majority of the voting general membership for a term of three years; up to one-third of the elected members of the Board of Directors are elected in any one year.

Section 7 One (1) PGAA Alumni Club/Council representative, as outlined in separate article, will serve as a member of the Board of Directors in addition to the elected directors, up to a maximum 28-member board.

Section 8 Fifty percent (50%) or at least ten (10) members of the Board of Directors shall constitute a quorum for transaction of the business of the Board of Directors.

Section 9 Any vacancies of the Board of Directors shall be filled by Presidential appointment supported by the Coordinator of Alumni Affairs with approval of the Executive Committee, by majority vote. Any officer or director serving by approval of the Board of Directors to fill a vacancy shall serve the balance of the term of the officer or director for whom he or she is a replacement.

Section 10 A complete job description of officers, directors, and standing committee is available in the Office of Alumni Affairs at the University of Pittsburgh at Greensburg.

Article VI - Officers

Section 1 The officers serve for a term of two years beginning on July 1 of the election year and ending on June 30 of the next election year. Officers are elected by ballot from the elected and appointed members of the Board of Directors by a majority of voting members of the Board of Directors. Election years shall occur every odd year on the calendar with ballots issued during March of the

election year. The Executive Committee shall determine the method of distributing ballots, voting, tallying votes and publishing results except for that results are to be published no later than March 31 of the election year. No officer shall serve more than two consecutive terms in the same office.

Section 2 Any Board member elected to officer relinquishes the director term/status. At the conclusion of serving the officer term(s), the Board member is then eligible to be re-elected or appointed as a director.

Section 3 Any member of the Board of Directors shall be eligible to be elected as an officer.

Section 4 The President of the Association is Chairperson of the Executive Committee, which shall consist of the President, Vice President, Treasurer, and Secretary.

Section 5 The President shall be an ex-officio member of all committees and an ex-officio member of the University of Pittsburgh at Greensburg Advisory Board.

Section 6 The President shall preside over all meetings of the Board of Directors.

Section 7 The President, in consultation with the Coordinator of Alumni Affairs, shall be empowered to appoint the chairpersons of committees by and with the advice of other elected officers.

Section 8 The President presents a year-end annual report to the PGAA Board of Directors and membership at large at the annual leadership meeting and a report to the University of Pittsburgh at Greensburg Advisory Board at the three (3) annual Advisory Board meetings.

Section 9 The Vice President performs all the duties of the President during the absence or incapacity of the President including presiding at all the meetings of the Executive Committee, Board of Directors, and the Association. The Vice President may represent the PGAA at the PAA board meeting if so designated.

Section 10 The Secretary of the Association is also the Secretary of the Executive Committee, attends all meetings and records the minutes for all the proceedings of the Executive Committee and Board of Directors. The official records including a complete record of the members of the Board of Directors and pertinent membership data can be found in the Office of Alumni Affairs. The Secretary may represent the PGAA at the PAA board meeting if so designated.

Section 11 The Treasurer gives a report of all financial transactions at regular meetings of the Board of Directors. When required, the Treasurer shall perform such other duties as are required of the Treasurer by the Board of Directors. Provided by the Coordinator of Alumni Affairs, the Treasurer also will make an annual financial report at the annual retreat of the Association. The Treasurer may represent the PGAA at the PAA board meeting if so designated.

Section 12 If any officer cannot fulfill the assigned duties, the Coordinator of Alumni Affairs will work with remaining officers for the remainder of the term.

Article VII - Board Members

Section 1 The business and affairs of this Association shall be managed by the Association's Board of Directors. All programs and activities are subject to guidance and approval from the Coordinator of Alumni Affairs.

Section 2 Class Agents serve as ex-officio members of the Board of Directors. Class Agents will serve through their senior year or beginning at the time of appointment and continuing through June 30 of the following calendar year.

Section 3 The immediate past President shall serve as an ex-officio member of the Board for a period not to exceed one year.

Section 4 Members of the Board of Directors shall include the following:

a.) Voting members:

- i. Four (4) officers
- ii. No more than Twenty (20) Board members
- iii. No more than Four (4) Alumni Club/Council representatives

b.) Non-voting ex-officio members:

- i. Immediate Past President
- ii. Four (4) Class Agents (current and following)
- iii. President of the Student Government Association
- iv. President of the Student Alumni Association
- v. Director of Institutional Advancement
- vi. Coordinator of Alumni Affairs

Section 5 Members shall abide by attendance requirements as set forth in Article V, Section 3.

Article VIII - Meetings

Section 1 The planning retreat of the Pitt-Greensburg Alumni Association Board of Directors shall take place annually before the start of the new fiscal year.

Section 2 Regular meetings shall be held at the call of the President.

Section 3 Special meetings may be called at any time by the President, the President of Pitt-Greensburg, or at the request of three Board Members, provided one week's notice of the time, place, and purpose is given in writing to each member of the Board of Directors.

Section 4 PGAA Board members are responsible for supporting the University of Pittsburgh at Greensburg through monetary contributions. In addition, Board members are expected to attend PGAA meetings as outlined in Article V, Section 2 of the PGAA Bylaws, to attend Association events, and to serve on Association committees.

Article IX -Standing Committees

Section 1 The Standing Committees shall be as follows: Executive, Nominating, Events, and Professional Development.

Section 2 **The Executive Committee** is composed of the officers of the Board of Directors. They shall be empowered to act on behalf of the Board of Directors, except as otherwise specifically provided by the bylaws. The Coordinator of Alumni Affairs shall serve as an ex-officio member.

- a) Fifty (50) percent of the Executive Committee shall constitute a quorum for transaction of business of the Executive Committee. The business of the Association, in intervals between Alumni Association meetings, is managed by the Executive Committee.
- b) The Executive Committee, and other appointed directors as determined valuable, will evaluate nominations for and select the recipients of annual PGAA Awards and Scholarships. The Coordinator of Alumni Affairs will break any tie votes.

Section 3 The **Nominating Committee** of the board will be appointed by the Executive Committee to prepare, in accordance with the bylaws of this Association, a slate of candidates for election each year to be submitted to the general membership (in the case of nominations for new Board members). The Nominating Committee is to nominate Board members annually to fill the positions of the officers for a two-year term., and directors for a three-year term. This committee also helps to promote the Association.

Section 4 The **Events Committee** functions are to develop, organize, and implement functions considered to be beneficial to the Association. This committee will represent the PGAA at University-related functions. Events are subject to approval by the Board of Directors, the Coordinator of Alumni Affairs, and the Office of University Relations and Institutional Advancement.

Section 5 The **Professional Development Committee** will assist the PGAA and the Office of Career Services in the development and implementation of career-related programs.

Section 6 **Ad Hoc committees** may be created at the discretion of the Executive Committee in coordination with the Coordinator of Alumni Affairs and the Office of University Relations and Institutional Advancement.

Article X - Conflict of Interest

Section 1 Any person holding any elected office or appointed position must disclose any relationship which they may have with any person, corporation, or entity with whom or with which the Pitt-Greensburg Alumni Association proposes to enter into any contract or other transaction which will or may result in financial gain or other personal advantage. Such person refrains from voting on or otherwise participating in consideration or negotiation of the proposed contract or transaction.

Section 2 If outside interests or activities of any person conflict with or unduly influence the performance of the duties of the Pitt-Greensburg Alumni Association office, such person is disqualified from service in that office.

Article XI - Amendments

Section 1 These bylaws may be amended by the majority of votes submitted by members of the general membership at the annual meeting of the Association. Any proposed amendment must be submitted to the general membership in writing at least thirty days in advance of voting.

Section 2 No amendment to these bylaws is valid and binding until it has been ratified by a majority of the votes submitted by members of the general membership.

Article XII - Ratification

Section 1 These bylaws are valid only after ratification by a majority of the voting members of the general membership.