Simmons College  
Graduate School of Library and Information Science  
Alumni Association Bylaws

Article I. Name

This affiliated group shall be known as the Alumnae/i Association of the Simmons College Graduate School of Library and Information Science (GSLIS) (hereinafter referred to as the Association).

Article II. Mission

The Alumnae/i Association represents and serves the alumnae/i of the Simmons College Graduate School of Library and Information Science. The purpose of the Association is to strengthen the alumnae/i relationship with the GSLIS in order to serve and advance the interests of the GSLIS and its graduates. The Association wishes to maintain an interest in recruiting qualified individuals into librarianship and the related information and knowledge professions, to raise funds for scholarships, and to promote mentoring, continuing education, professional development, and leadership.

Article III. Membership

Section 1. The Association is a professional body. Any alumna/us of the Graduate School of Library and Information Science, or pre-existing librarian-trainee program of Simmons College with a degree or an equivalent certificate that insured entrance into the library, information, knowledge or related fields at a professional level, is considered a member of the Association.

Section 2. Any member may vote for Association Officers and hold position of elective and nominative responsibility in the Association.

Article IV. Officers

Section 1. Elective Officers (voting)

a. The Alumni Association shall be administered by a governing board of five duly elected officers: President, Vice President and President-Elect, Immediate Past President, Secretary, Treasurer, plus four duly elected at-large members of the Board of Directors and a Director of Fundraising/Friendraising. Their name shall be THE GOVERNING BOARD OF THE ALUMNAE/I ASSOCIATION OF SIMMONS COLLEGE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE.

b. The term of office of the elected officers and Board of Directors should start July 1, continuing until June 30 of the following year, except that of Secretary, Treasurer, and Directors, who will
each serve two-year terms. The Treasurer and three Directors shall be elected in even-numbered calendar years, and the Secretary and two Directors in odd-numbered calendar years.

c. All nominations for office shall be presented to the President by the Chairperson of the Nominating Committee at least two weeks before the election ballot is circulated to verify the eligibility of the nominees. It is the duty of the incumbent President to see that the annual election is held promptly and correctly, and to oversee counting of the ballots with an election committee composed of members of the Nominating Committee.

Section 2. The President, in consultation with the members of the Governing Board shall appoint Committee Chairpersons for one year, who in turn will appoint their committees from the membership list.

Section 3. In case of a vacancy of any office, the Governing Board may appoint a member to serve for the unexpired term of that office.

Section 4. The Governing Board shall also include the following non-voting members: Faculty Representative, Director of Alumnae Affairs, Director of Annual Giving, Student Representative, and Committee Chairpersons.

Article V. Nomination and Election of Officers and Board of Directors

Section 1. All officers and members of the Board of Directors shall be nominated by the Nominating Committee.

Section 2. The Chairperson of the Nominating Committee shall be the immediate Past President. In the absence of a successor to this position, the Chairperson shall be selected by a majority of the Board. Only Association members in good standing shall be eligible to serve as members of the Nominating Committee. No members of the Nominating Committee shall be eligible to serve consecutive terms as a member of the Nominating Committee.

Section 3. Each year, the Nominating Committee shall nominate one candidate for each office to be filled. In the event the President-Elect cannot assume the Presidency, the Nominating Committee shall present one candidate for election to this position. The Nominating Committee shall accept, when received, for candidacy for elective office any eligible member upon receipt of a written petition consisting of the names of at least twenty-five current members. The Nominating Committee must present to the incumbent President, at the time directed, a slate of one candidate for each of the elective offices.

Section 4. Elections shall be held at the Annual Meeting, held in the spring, for the term beginning the following July. The Secretary shall cast one ballot at the Annual Meeting unless a written petition from twenty-five members is submitted to nominate another individual for a position, in which case an election will be held. The results of the election will be announced at the Annual Meeting.
Section 5. It is the duty of the Nominating Committee to assist the incumbent President in the mechanics of holding the annual election.

Article VI. Duties of Officers and Board of Directors

Section 1. The President shall preside at all meetings of the Association, act as Chairperson of the Governing Board and Alumni and Professional Development Day, serve as ex-officio member of all committees except the Nominating Committee, call all meetings as provided in the bylaws, announce the results of annual elections, oversee the preparation of a roster of officers of the Governing Board at the beginning of the Association year for distribution to the entire Board, to be updated as needed, appoint committee chairpersons, serve as an ex-officio member of the Executive Board of the Simmons College Alumnae Association, and perform such duties as pertain to the office. The President shall serve on the board as Immediate Past-President the year following his/her term as President. The President shall also maintain the repository of the Governing Board's archives, including records of all meetings, agendas, minutes, and committee assignments. The archive shall be transferred to the incoming President at the beginning of the Association year. The term of office of President shall be one year.

Section 2. The Vice-President shall discharge the duties of the President if the latter is absent, indisposed, or at the request of the President, act as Chairperson of the Awards Committee, coordinate plans for Simmons GSLIS Alumni receptions at national and regional professional conferences and meetings, and maintain an active membership in the Governing Board by advising, assisting, and voting on issues that relate to the welfare of the Association as a whole. The Vice-President shall also serve as President-Elect, to succeed the office of the President at the conclusion of the Association year. The term of office of Vice-President is one year, immediately preceding the term as President.

Section 3. The Secretary shall record the minutes of the meetings, record and distribute such minutes, and maintain an active membership in the Governing Board by advising, assisting, and voting on issues that relate to the welfare of the Association as a whole, and perform other duties as the President may assign. The Secretary shall forward to the President all pertinent documents of the Governing Board. The term of Secretary shall be two years.

Section 4. The Treasurer shall receive the funds of the Association and disburse them under the direction of the President, officers and Governing Board of the Association. The Treasurer shall keep accounting of such funds and report at all official meetings of the Association, submit annually a full financial report to the membership, respond to inquiries pertaining to the fiscal status of the Association, communicate with the Comptroller of the College and the Director of Alumnae Affairs, maintain an active membership in the Governing Board by advising, assisting, and voting on issues that relate to the welfare of the Association as a whole, and perform other duties as the President may assign. The Treasurer shall also retain archives and financial records of the previous Association Treasurers. All financial reports and statements shall be transferred to the incoming Treasurer. The term of office of the Treasurer shall be two years.

Section 5. The Immediate Past-President shall serve primarily as advisor to the President and the
Governing Board, as Chairperson of the Nominating Committee, and perform other such duties as the President may assign. The term of office of the Immediate Past-President shall be one year, immediately following the term as President.

Section 6. The Board of Directors shall attend all meetings of the Governing Board, maintain an active membership by advising, assisting and voting on issues that relate to the welfare of the membership of the Association as a whole, participate in Committee work, and perform such other duties as the President may assign.

Section 7. The Director of Fundraising/Friendraising shall work with Association committees, members, and College staff to support the Phonathon, Annual Fund, Alumni Fund, and other fund raising efforts, and maintain active membership by advising, assisting and voting on issues that relate to the welfare of the membership of the Association as a whole, and perform such other duties as the President may assign. The term of office of the Director of Fundraising shall be two years.

Section 8. In addition to the duties outlined above for each office, all Governing Board members are charged with upholding the mission and purpose of the Association. Governing Board members shall appear at all meetings designated as meetings of the entire Governing Board no less than four times yearly. Board members shall participate in the Association fundraising by volunteering for the Phonathons, assisting the Director of Fundraising/Friendraising in his/her efforts, and by making financial contributions to the Annual Simmons College fundraising efforts.

Article VII. Meetings

Section 1. There shall be at least one general membership business meeting per year, which shall be held at Simmons College in open advertisement for all members of the Association to attend. The Governing Board shall present at this meeting an annual accounting of Association activities. The time of this meeting shall be set by the Board, except that such may be called at the petition of twenty-five or more members, and shall have a notice of no less than four weeks, except in an emergency situation.

Section 2. In all other meetings, either with or without the Board of Directors, it is the President's duty to moderate, present an agenda and determine the frequency, time, location and scope of meetings.

Section 3. In a meeting of the Association officers, three present shall be considered a quorum. In a meeting of the Governing Board, one-half of the voting members present shall be considered a quorum. Meetings of the board may be called at the request of any voting member, with no less than two week's notice, except in an emergency situation.

Section 4. The Governing Board may use email or other electronic means for discussion and voting. Such actions must be subsequently ratified at the next Board meeting and recorded in the minutes by the Secretary.
Section 5. The rules of procedure at meetings shall be those set forth in the latest edition of *Roberts Rules of Order Revised* unless otherwise provided in these bylaws.

Article VIII. Committees and Advisors

Section 1. Nominating Committee. There shall be a Nominating Committee for the election of Association officers and Directors. The President shall appoint three members to serve on the Nominating committee. One member shall be the Past-President, who will serve as chairperson.

Section 2. Awards Committee. There shall be an Awards Committee for the selection of Alumni Award recipients. The President shall appoint three members to serve on the Awards committee. One member shall be the Vice President and President-Elect, who will serve as chairperson.

Section 3. Bylaws Committee. There shall be a Bylaws Committee for the review and recommendation of amendments to the Bylaws, as deemed necessary. The President shall appoint three members to serve on the Bylaws Committee. One member shall be a current At-Large Director.

Section 4. Other Committees. The President shall appoint members to serve other committees, (Programming, Professional Development, Communications, Mentoring, etc.), deemed necessary to carry out the functions of the Association. One member of each committee shall be a current At-Large Director.

Section 5. Meetings and Committee Members. Committee meetings may be called at the request of any Committee member, with no less than one week’s notice, except in emergency situations. Any member of the Association in good standing may be appointed to a committee.

Section 6. Advisors. The President, with the approval of the Governing Board, may appoint Advisors. Advisors may consist of Association members, library and information professionals, and College staff or faculty. Advisors hold non-voting positions, but may attend committee, Governing Board, and other meetings.

Article IX. Amendments

Section 1. These Bylaws may be amended by a vote of two-thirds of those present and voting at a membership business meeting.