



THE BYLAWS OF THE
UNIVERSITY OF PITTSBURGH ALUMNI ASSOCIATION

Effective May 15, 2015

ARTICLE I NAME

The name of this organization shall be the University of Pittsburgh Alumni Association (hereinafter referred to as the “Association” or “Alumni Association”).

ARTICLE II MISSION

The Association’s mission is: “To engage and enrich alumni and students and to support and advance the University of Pittsburgh.”

ARTICLE III MEMBERSHIP

Membership in the Association shall be in one of three classes:

- a) **Active Membership:** Any graduate or undergraduate student of the University of Pittsburgh who has complied with Article V, section 1 of these Bylaws shall be an Active Member of the Association.
- b) **Associate Membership:** Anyone who is not eligible for Active Membership but who has shown himself/herself to be a friend of the University of Pittsburgh and has complied with Article V, section 1 shall be an Associate Member. An Associate member shall not have the right to hold office in the Association.
- c) **Honorary Membership:** Honorary members shall be those who have received honorary degrees from the University. In addition, Honorary Membership may be bestowed by the Association’s Board of Directors at the Board’s discretion upon an individual who has given exceptional service to the University. Honorary members shall not have the right to hold office.



ARTICLE IV CONSTITUENT ORGANIZATIONS

Section 1

Alumni of the University may unite to form constituent organizations. As provided in Section 2 of this Article, each such constituent organization seeking official status shall petition the Association’s Board of Directors (hereinafter referred to as “Board” or “Board of Directors”) for ratification as a constituent organization within the Association.

Section 2 Constituent Organization Names

- a) Each organization representing alumni of particular schools or colleges of the University shall hereinafter be known by the name of such school followed by the word “Society”
- b) Affinity organizations shall hereinafter be known by the name of such organization followed by the word “Council.”
- c) Regional organizations shall hereinafter be known by the name of such organization followed by the word “Club.”
- d) Any organization currently representing alumni of a particular school or college of the University or affinity or regional organizations is authorized to retain their current official name.

The Board of Directors may, from time to time, recognize other constituent organizations. Voting on such rules and regulations shall be in the same manner as provided for in Article XIII. Each such constituent organization heretofore officially ratified by the Association’s Board of Directors as of the date of these Bylaws shall for all purposes be deemed to have been ratified pursuant to these Bylaws. All Societies, Councils, and Clubs shall collectively be hereinafter referred to as Constituent Organizations.

Section 3 Constituent Organization Bylaws

Any organization seeking official recognition or status as a Constituent Organization shall submit for approval a signed copy of Articles of Association that conform with the Bylaws of the Association. (See Attachment 1)

- a) Societies are governed by the individual school or college Bylaws. Societies are encouraged to the maximum extent possible to align their Bylaws with those of the Association.
- b) In drafting or modifying their Bylaws, Clubs and Councils are encouraged to the maximum extent possible to align their Bylaws with those of the Association.



ARTICLE V DUES

Section 1 Alumni Association

The Alumni Association shall have a membership dues structure. The amount of the dues shall be determined by the Board of Directors and shall be paid by the individual.

Section 2 Clubs and Councils

Hereinafter, Constituent Organizations may not assess separate dues. Any Club or Council that had assessed dues as part of its membership program prior to July 1, 2012, is allowed to continue assessing separate dues; however, these Clubs or Councils are also to encourage its members to become members of the Alumni Association. If at any time constituent organizations cease to assess dues, they shall not be allowed to reinstate a dues structure.

ARTICLE VI MEETINGS

Section 1 Annual Meeting

The Association shall hold an Annual Meeting of its members of each year. The Board of Directors shall give notice of the Annual Meeting at least thirty (30) days prior to such meeting. Any member desiring to place an item on the agenda of the Annual Meeting shall notify the Executive Director and the President of the Association in writing at least ten (10) business days prior to the annual meeting. Agenda items will be added at the discretion of the Executive Director and the President.

Section 2 Special Meeting

Other meetings of the Board of Directors of the Association may be called at any time by the Executive Director and the President provided that notice of any such meeting and the matters of the business to come before any such meeting shall be given at least seven (7) business days prior to any such meeting.



Section 3 Quorum and Attendance

a) **Quorum**

Fifty percent (50%) of the voting members of the Board of Directors of the Association present at any meeting of such Board of Directors shall constitute a quorum for the purpose of transacting business of the Association.

b) **Attendance**

One or more Directors may participate in any regular or special meeting of the Board of Directors or of a committee of the Board of Directors by means of remote conferencing capabilities or similar communications means by which all persons participating in the meeting are able to communicate with each other. Participation in a meeting in this manner by a Director will be considered to be attendance in person for all purposes under these Bylaws.

c) **Voting**

Members of the board of directors shall be authorized to cast votes electronically, at a meeting, or by any other means instructed by the President. Except as may be hereinafter provided, a majority of the votes cast electronically, at a meeting, or by any other means in accordance with the provisions in Article VI shall be sufficient to pass on matters of business.

Section 4 Rules of Order

The rules of procedure at meetings of the Association shall be those set forth in *Robert's Rules of Order, Revised*, unless otherwise provided in these Bylaws.

ARTICLE VII NOMINATIONS AND ELECTIONS

Section 1 Nomination Process

- a) The Executive Committee (as defined in Article X Section 1a) shall facilitate the annual nomination and election process of Alumni Officers and Directors to the Alumni Association Board in conformance with the Bylaws of this Association.
- b) The Executive Committee will also recommend names of qualified candidates for Alumni Trustee to the Nominations Committee of the Board of Trustees for the positions of Alumni Trustee.



Section 2 Enumeration

- a) **President and President Elect** – The Executive Director in conjunction with University Leadership shall select qualified candidates for the office of President and President-Elect and submit those names to the Executive Committee for consideration.
- b) **Officers** – The Executive Director and the President-Elect select candidates from the eligible pool of candidates for the offices of Vice President (2), Secretary, Treasurer, School, College, and Regional Campus (SCR) Chair and Director-at-Large Representative and submit those names to the Executive Committee for consideration.
- c) **Directors-at-Large** – The Executive Committee shall endorse candidates from the eligible pool of candidates for each open seat on the Board of Directors subject to election.
- d) **Leadership Team Directors** – The Executive Committee shall endorse candidates from the eligible pool of candidates for each open position of Leadership Team Director subject to election. Leadership Team Directors must have served in a leadership role as an officer, board member, or representative in an active Club or Council. The two (2) Leadership Team Directors are voting members of the Board of Directors and shall serve as the co-chairs of the Leadership Team Committee.
- e) **School and College Directors** – The Dean of each School or College shall propose a candidate to serve as their representative on the Alumni Association Board of Directors subject to approval by the Executive Committee.
- f) **Regional Campus Directors** – The President of each regional campus shall propose a candidate to serve as their representative on the Board of Directors subject to approval by the Executive Committee.
- g) **Alumni Trustees** – The six (6) Alumni Trustees of the University of Pittsburgh Board of Trustees shall be graduates of the University. Nominees for Alumni Trustees must have demonstrated their interest in the University of Pittsburgh as reflected in alumni service or other activities on behalf of the University and meet the Criteria for Electing Trustees of the University of Pittsburgh. Two of the six Alumni Trustees shall be the two (2) immediate Past Presidents of the Alumni Association and will serve in the dual role of Alumni Trustee and immediate Past Presidents on the Association Board of Directors. If, for any reason, one of these Past Presidents cannot serve on the University’s Board of Trustees, the Executive Committee in conjunction with University leadership will identify and submit a replacement to the University Board of Trustees Nominating Committee. The remaining four Alumni Trustees will be selected by the Nominating Committee of the Board of Trustees from candidates identified by the Nominating Committee of the Board of Trustees and the Alumni Association Executive Committee.



- h) **Director Emeritus** – Any person designated as Director Emeritus should be an alumnus of the University who has rendered distinguished service to the Association and to the University. The President and the Executive Director will recommend candidates for Director Emeritus to the Executive Committee. Director Emeritus status is confirmed by a two-thirds vote of the Alumni Association Executive Committee.

Section 3 **Terms**

- a) **Officers** shall serve a two-year term of office. Time served as an officer does not count towards Association term limits overall. There is no term limit for a Board member as long as they remain an officer. If an opportunity is not provided to existing Board members to serve as an officer, that person's time on the board will expire at the end of the current President's term or upon having the opportunity to have served two terms as a Director.
- b) **Directors-at-Large** shall serve a two-year term of office and may be nominated to serve one additional and consecutive two-year term. A candidate shall be eligible for re-election after sitting out for at least one term. In both cases, they must go through the nomination process.
- c) **Leadership Team Directors** shall serve a two-year term of office and may be nominated to serve one additional and consecutive two-year term. A candidate shall be eligible for re-election after sitting out for at least one term. In both cases, they must go through the nomination process.
- d) **Regional Campus Directors** shall be proposed by the Regional Campus Presidents to serve a two-year term of office in accordance with the Association's election cycle. Regional Campus Directors may be proposed by the Regional Campus President to serve one additional and consecutive two-year term. A candidate shall be eligible for re-appointment after sitting out for at least one term. In both cases, they must go through the nomination process.
- e) **School and College Directors** shall be proposed by the Dean of their school or college to serve a two-year term of office in accordance with the Association's election cycle. School and College Directors may be proposed by the Dean or their school or college to serve one additional and consecutive two-year term. A candidate shall be eligible for re-appointment after sitting out for at least one term. In both cases, they must go through the nomination process.



- f) **Alumni Trustees** are to be elected for such terms as may be provided from time to time by the University's Bylaws and in accordance with the Executive Committee process for electing Alumni Trustees.

- g) **Director Emeriti** shall serve for life.

Section 4 Elections

The Officers, Directors-at-Large, and Leadership Team Directors shall be elected at the Annual meeting of the Alumni Association. School & College Directors and Regional Campus Directors shall be confirmed at the Annual meeting of the Alumni Association.

Section 5 Date of Term of Office

All Officers and Directors of the Association shall take office beginning July 1, concluding on June 30 in accordance with Article VII Section 3. Alumni Trustees shall take office at the last meeting of the fiscal year of the University's Board of Trustees.

Section 6 Removal from Office

Any Member of the Board of Directors may be removed at any time for conduct significantly detrimental or prejudicial to the public image of the University. That removal will be effective when approved by a two-thirds vote of the voting members of the Board of Directors.

ARTICLE VIII THE BOARD OF DIRECTORS OF THE ASSOCIATION

Section 1 Purpose

The Board of Directors serves in an advisory capacity to the office of Alumni Relations. Members of the Board work with the staff of Alumni Relations, who are responsible for the day-to-day operations. The Board serves a critical role by providing strategic direction, resources, and professional expertise to carry out the Association's mission to engage and enrich alumni and students and to support and advance the University of Pittsburgh as further set forth in Attachment 2.



Section 2 Members of the Board of Directors shall include the following:

a) Voting members:

- i. Immediate Past President
- ii. Eighteen (18) Directors-at-Large
- iii. Two (2) Leadership Team Directors representing Alumni Clubs and Councils
- iv. Eight (8) Officers
- v. One Director representing each School or College (16)
- vi. One Director representing each Regional Campus (4)

b) Non-voting Ex Officio members:

- i. Vice Chancellor for Institutional Advancement
- ii. Executive Director of the Alumni Association
- iii. Chairman of Chancellor's Circle
- iv. One (1) Student Government Board Representative
- v. One (1) Blue and Gold Society Representative
- vi. Any number of Directors Emeriti
- vii. Past President

Section 3 Compliance

Any voting member of the Board of Directors must be a life member of the Alumni Association and maintain donor and life member status during each year of his or her entire term on the Board. Once the Life Membership obligation is paid in full, each Board member is strongly encouraged to contribute annually to either the alumni operating fund (Circle of Excellence) or the University of Pittsburgh. All voting members of the association shall sign and maintain compliance with the Board Member Responsibility Form, which may be updated from time to time; the most recent version is attached hereto as Attachment 2.



Section 4 Conflict of Interest

The Association shall not be precluded from conducting business with any partnership, firm, or company with which one or more Directors are associated, provided any business relationship is established and maintained at an arm's length basis. Each Director shall disclose in advance of a vote any actual or potential conflict between the Director's personal interests and his duty to the Association. Any Director deemed by the Board to be disqualified because of an actual or apparent conflict of interest on any matter shall not vote or use their personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the effect on the quorum.

ARTICLE IX OFFICERS, DIRECTORS and ALUMNI TRUSTEES RESPONSIBILITIES

Section 1 Officers

The Officers of the Alumni Association shall include a President, a President-Elect, two (2) Vice-Presidents, a Secretary, a Treasurer, a School, College Regional Campus (SCR) Chair, and a Director-at-Large Representative.

Section 2 President

The President shall be Chair of the Board of Directors and shall preside at meetings of the Association. The President and Executive Director shall appoint the chairpersons of all standing and ad hoc committees and such other representatives and delegates as deemed appropriate.

Section 3 President-Elect

The President-Elect shall be Vice Chair of the Board of Directors and shall chair meetings of the Association in the absence of the President. The President-Elect shall oversee the nomination process. In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of the office and shall complete the balance of the current President's term as well as the regular term as next President of the Association (*See Article VII, Section 2 Enumeration*).



Section 4 Vice Presidents

Two Vice Presidents shall act as representatives of the President in coordinating activities and functions as may be designated.

Section 5 Secretary and Treasurer

The Secretary and the Treasurer shall have such duties as are ordinarily associated with such positions.

Section 6 School/College/Regional Campus (SCR) Chair

The School/College Regional Campus Committee Chair shall represent all of the schools, colleges, and regional campuses.

Section 7 Director-at-Large Representative

The Director-at-Large Representative shall represent all the elected Directors of the Alumni Board on the Executive Committee.

Section 8 Directors at Large, Leadership Team Directors and School, College and Regional Campus Directors

The Directors shall assist the President of the Association in advancing the goals and priorities of the Alumni Association and will be appointed by the President and Executive Director to serve on at least one (1) operating or standing committee.

Section 9 Immediate Past President

The Immediate Past President shall remain as a voting member for one term of two years following their presidency and will also serve on the Association's Executive Committee and act as a liaison between the Trustees and Directors. The Immediate Past President will also serve as an Alumni Trustee.



Section 10 Past President

The Past President is the person who precedes the Immediate Past President. The Past President shall remain on the Alumni Association Board as a non-voting ex-officio member for one term of two years and act as a liaison between Trustees and Directors.

Section 11 Assumption of Duties

In the absence of, or the inability of, the President to carry out the duties of the office, such responsibilities shall be carried out by the President-elect, followed by the two (2) Vice-Presidents, the Secretary, Treasurer, SCR Chair, and Director-at-Large Representative.

Section 12 Non-Voting Ex-Officio Membership

The Executive Director, the Vice Chancellor for Institutional Advancement, and the Chairman of Chancellor's Circle will serve as non-voting ex-officio members of the Board of Directors. Other non-voting ex-officio members on the Board of Directors shall include the Past President, one representative from the Student Government Board, one representative from the Blue and Gold Society, and Directors Emeriti. Ex-Officio members are eligible to serve on any of the operating committees.

Section 13 Vacancies

Except as herein provided, the vacancy of any Officer or Director shall be filled by appointment at the discretion of the President and Executive Director of the Association. Any Officer or Director serving by appointment of the President and Executive Director to fill a vacancy shall serve the balance of the term of the Officer or Director for whom he/she is a replacement. This appointment shall not affect any future term limit. Any Alumni Trustee vacancy shall be filled in accordance with the University of Pittsburgh Board of Trustees' Bylaws.



ARTICLE X COMMITTEES

Section 1 Standing Committees

The Standing Committees shall be as follows:

a) Executive Committee

Members of the Executive Committee are selected by the President and the Executive Director and shall consist of the following members:

- i. Chair: President. Nine (9) Members consisting of the eight (8) Officers and the Immediate Past President.
- ii. The Executive Committee shall be empowered to act on the Board of Directors' behalf, except as otherwise specifically provided by the Bylaws.
- iii. The Executive Committee shall be updated on the progress of the Association's strategic direction and suggest changes when appropriate.
- iv. The Executive Director and Vice Chancellor for Institutional Advancement shall serve as ex-officio members.
- v. The Executive Committee shall manage the annual nomination and election process of Alumni Officers and Directors to the Alumni Association Board in conformance with the Bylaws of this Association.
- vi. The Executive Committee will research names of qualified candidates for Alumni Trustee and make recommendations to the Nominations Committee of the Board of Trustees for the position of Alumni Trustee.
- vii. The Executive Committee shall evaluate the Bylaws and recommend any proposed changes for endorsement and full Board approval. The Executive Committee shall review the Bylaws of constituencies either recognized or those seeking recognition, and promote adherence to the Bylaws and rules of order within the Association.
- viii. The Executive Committee will monitor the association's budget and assist staff in the evaluation of budgets and programs and make recommendations as appropriate.

b) School, College, Regional Campus Committee (SCR Committee)

- i. The Schools/Colleges/Regional Campuses group serves in an advisory capacity to assist in strengthening the relationship between the Pitt Alumni Association and all the schools, colleges, and regional campuses.
- ii. The committee shall meet on a regular basis to support the alumni liaison program by sharing information, ideas, and feedback on alumni association activities and events and looks for synergies and opportunities for collaboration.



- iii. The Chair of the SCR Committee shall represent the Schools, Colleges, and Regional Campuses on the Executive Committee.

c) Leadership Team Committee (LT Committee)

- i. The Leadership Team group serves in an advisory capacity to assist in growing and expanding the clubs and councils program. The Leadership Team Committee shall meet on an as needed basis to provide support to the clubs and councils program and to share information, ideas, and feedback on club and council events and look for opportunities to enhance the program.
- ii. The two (2) Leadership Team Directors shall be designated as Co-Chairs of the Leadership Team Committee.

Section 2 Operating Committees

Operating Committees shall be determined on an annual or bi-annual basis to ensure alignment with the University and Association’s strategic direction. The Operating Committees shall investigate, study, and make recommendations to the Executive Committee and the Board of Directors. Members of the Operating Committees are selected by the President and the Executive Director. Examples of Operating Committees could include but not limited to:

- Advocacy
- Awards Committee
- Career Services
- Communications & Technology Committee
- Membership Committee
- Scholarship Committee
- Student Programming Committee



Section 3 Ad Hoc Committee

- a) Ad Hoc Committees may be created by both the Executive Committee and the Board of Directors on an “as needed” basis to address specific subject matter that is relevant.
- b) In addition to Board members, alumni with a specific interest or expertise would be eligible to participate on these Ad Hoc Committees.
- c) Ad Hoc Committees will report to the Chair of the Alumni Standing or Operating Committee that created it.
- d) Any Ad Hoc Committee shall investigate, study, and make recommendation, which shall be reported to the Chair of the Standing or Operating Committee that created it; in turn, that Chair shall convey the substance of such reports to that Standing or Operating Committee or arrange to have the Ad Hoc Committee make a report directly to the Standing or Operating Committee.
- e) Any Ad Hoc Committee shall engage in other activities only upon express authorization of the Committee Chair that created it or upon authorization of the majority of the Standing or Operating Committee with approval of the Executive Committee or Board of Directors unless otherwise provided in these Bylaws.

Section 4 Sub-Committee and Task Force

- a) Sub-Committees and Task Forces may be created by the President on an “as needed” basis consisting of alumni with a specific expertise pertaining to the Sub-Committee or Task Force charge.
- b) In addition to Board members, alumni with a specific interest or expertise would be eligible to participate on these Sub-Committees or Task Forces.
- c) Sub-Committees or Task Forces will report to the Chair of the Executive Committee.
- d) Any Sub-Committee or Task Force shall investigate, study, and make recommendations, which shall be reported to the Executive Committee which, in turn, shall convey the substance of such Sub-Committee or Task Force reports to the Board of Directors or arrange to have the Sub-Committee or Task Force make a report directly to the Board of Directors.
- e) Any Sub-Committee or Task Force shall engage in other activities only upon express authorization of the Executive Committee or Board of Directors unless otherwise provided in these Bylaws.



ARTICLE XI FINANCIAL

Section 1 Financial Reporting by Constituent Organizations

All Constituent Organizations shall be required to submit annually a current fiscal-year-end (July 1 to June 30) financial report to the Alumni Association by August 1 of each year (See Attachment 3). Said report shall be reviewed by a minimum of two (2) members of the constituent organization, who shall certify that the review was conducted and the report prepared in accordance with these Bylaws.

Section 2 Use of Financial Reports

All financial information and reports filed by the Constituent Organization with the Alumni Association shall be confidential but shall be made available for inspection by the University. Copies of each Constituent Organization's financial report shall be retained in the permanent files of the Alumni Association, and by the responsible Constituent Organization's Officer in the permanent files of the constituent association.

Section 3 Dissemination of Financial Information to Members of Constituent Organizations

Each Constituent Organization required to file financial reports under these Bylaws shall be required to disseminate to its membership the information contained in such reports upon request.

Section 4 Dissolution Clause

In the event that any Constituent Organizations were to dissolve its charter, all assets will be forwarded to the Alumni Association.



ARTICLE XII EXECUTIVE DIRECTOR

- a) The Executive Director of the Alumni Association shall be the Associate Vice Chancellor for Alumni Relations of the University.
- b) The appointment of the Executive Director of Alumni Relations by the Vice Chancellor for Institutional Advancement shall be made with advice from the Board of Directors.
- c) The Executive Director shall be responsible for the conduct of daily and routine business in accordance with the policies and procedures described by the University.
- d) The Executive Director shall keep a true and faithful record of all proceedings of the Alumni Association, and shall be the custodian of all the books, papers, records, and reports of the Association.

ARTICLE XIII AMENDMENTS

Section 1 Amendments to Bylaws

These Bylaws may be amended by a vote of approval by two thirds of all those voting members of the Alumni Board of Directors as defined in Article VIII, Section 2 a). Votes can take place at any regular or special meeting, provided 21 days' notice of the proposed amendment shall have been given to the members in writing. In the event a voting member is unable to attend the meeting in person, votes may be cast in accordance with Article VI, Section 3 c). The notice of proposed amendment shall provide the current Bylaw language as well as the proposed Bylaw language where proposed changes, addition, or deletions of language are highlighted.

Section 2 Notice of Amendments

The 21-day-notice provision may be waived by a vote of approval by two thirds of all Voting members of the Alumni Board of Directors (as defined in Article VIII, Section 2 a).



ATTACHMENT 1

ALUMNI CLUB/ COUNCIL ARTICLES OF ASSOCIATION

Section I – Name

The name of this organization shall be the _____ Club/ Council of the Pitt Alumni Association. The primary contact for this Club/ Council has signed and executed this agreement.

Section II – Purposes

The objective of this Club/ Council shall be the promotion of all interests of Pitt and the Pitt Alumni Association. To that end, the Club/ Council shall:

- A. Provide an important communications link between alumni and the University.
- B. Promote the image and reputation of Pitt within the community.
- C. Promote strong positive relationships among alumni, students, parents, and friends within the community.
- D. Support the activities and mission of the Pitt Alumni Association and the University.
- E. Provide the University with a strong core of alumni volunteers who serve as ambassadors for the University.
- F. Promote alumni pride and spirit for Pitt.

Section III – Membership Dues

Constituent Organizations may not assess separate dues. Any Club or Council that had assessed dues as part of its membership program prior to July 1, 2012, are allowed to continue assessing separate dues; however, these Clubs or Councils are to also encourage its members to become members of the Alumni Association. All Club/ Council events are to be open to faculty, staff, friends, and family, unless restricted by law (i.e., age requirements where alcohol is served).



Section IV – Leadership/Committees

The Club/Council must have at least one primary contact responsible for Club/Council activities and communication with the Alumni Association. This individual agrees to maintain current contact information with the Association and to respond to alumni requests in a timely manner. In addition, the Club/Council may establish a leadership team and committees as needed to carry out the business of the Club/Council.

Section V – Club/Council Obligations

The Club/Council agrees to the following:

- A. Club/Council must be financially self-supporting through its programs and events.
- B. Club/Council must maintain an active social media and alumni Web page presence.
- C. Club/Council must maintain proper storage and upkeep of any University-provided signage.
- D. Club/Council officers have a fiduciary responsibility to operate the Club/Council in a responsible manner and in accordance with policies of the Pitt Alumni Association. Upon dissolution of a Club/Council, all assets are to be forwarded to the Pitt Alumni Association.
- E. Applicable to Scholarship Club* - Events should be held to support the Club's/Council's scholarship fund. Individuals may not be solicited for scholarship donations without consent from the Alumni Association. All Clubs/Councils that sponsor scholarships must establish an endowment with the Association and all scholarships must be awarded through the Alumni Association.
- F. Clubs/Councils provide programming for diverse interests and age groups. This includes at least one Club-wide alumni event each year. Event attendees list should be provided to the Alumni Association.



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G. Annual reporting must be submitted to the Alumni Association by August 1 of each year. These include a year-end summary, an annual plan for the upcoming year, Club/Council contacts update, and completion of a fiscal report form (provided by the Alumni Association).

H. Clubs/Councils must abide by all rules set forth by Pitt as a representative of the University. This includes marketing standards and legal regulations.

I. No Club/Council member will have any right, title or interest in any of the property or assets, including any earnings or investment income of the Club/Council, nor will any of the property or assets be distributed to any Club/Council member on its dissolution.

J. In geographic regions where both active Clubs and Councils exist, the Alumni Association requires collaborative partnership for University impact events (National Networking Day, University on the Road, Freshmen Sendoffs) to ensure maximum alumni participation.

K. Have Club representative participation on the Leadership Team.

Section VI – Pitt Alumni Association Support

In return for the above-listed service and support, the Association agrees to provide the following information and support to Clubs/Councils:

A. The ability to be an officially recognized entity of the Pitt Alumni Association. The term “Pitt Alumni Association” is protected by trademark. Through an arrangement with Pitt, the Association hereby authorizes the Club to use “Pitt Alumni Association” for Club/Council-related purposes only. The Association may terminate this authorization at any time for any reason. Pitt marks may not be used without written permission from the University.

B. Market of Club/Council events to alumni in the defined region via postcard mailers and/or e-mails as agreed upon.

C. Conduct surveys to gauge alumni leadership and engagement opportunities in Club regions.



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- D. Provide a static Web page for Club/Council complete with contact info and event programming on alumni Web site.
- E. Assign a staff liaison to each Club/Council to assist with event planning resources, including procurement of University officials for Club events. (The Association will become primary facilitator for events involving senior University officials.)
- F. Provide a staff liaison for the establishment and stewardship of an effective scholarship program.
- G. Provide a limited quantity of giveaway items and materials for events.
- H. Provide information regarding Alumni Association activities and projects.
- I. Provide information regarding Pitt news and activities that may be of particular interest or relevance to the Club/Council.
- J. Provide limited availability to Club/Council grant funds through process once each fiscal year.
- K. Provide a blank fiscal report form at close of fiscal year for Club/Council fiscal reporting purposes.

Section VII – Exclusions

- A. Neither the Alumni Association nor the Club/Council leadership is obligated to provide financial support to the Club/Council.
- B. The Club/Council shall not release or sell personal or financial information about alumni, students, members, or volunteers for any purpose. No Club/Council member may use any member contact information for personal, political, or commercial purposes, or any other non-Club/Council related purpose.



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C. In the event that Club/Council contact no longer wishes to or is unable to serve as the contact person for the above-named Club/Council, responsibility may be transferred to a new contact person by notifying the Clubs & Councils Liaison and providing the name and contact information for the person who has been selected by the Club/Council to assume specific contact person responsibilities.

This agreement shall be in effect until terminated by both parties.

On behalf of the _____ Club/Council of the Pitt Alumni Association, this agreement is accepted by:

Printed Name Signature

Club/Council Name Date

E-mail Phone

Club/Council EIN Number (used for checking account – if applicable)

Alumni Association Representative:

Date



ATTACHMENT 2

BOARD MEMBER RESPONSIBILITY FORM

Purpose – The Pitt Alumni Association Board of Directors serves in an advisory capacity to the office of Alumni Relations. Members of the Board work closely with the staff of Alumni Relations, who are responsible for the day-to-day operations of the Alumni Association. The Pitt Alumni Association Board of Directors serves a critical role by providing strategic direction, resources, and professional expertise to carry out the Pitt Alumni Association mission.

1. Commit to the mission, vision, and guiding principles of the Pitt Alumni Association and become knowledgeable about the programs, services, structure, goals, and objectives of the alumni association
2. Contribute your expertise to the Pitt Alumni Association and the Alumni Relations staff when requested regarding activities such as strategic planning, special projects, ongoing programs, and training.
 - a. Participate on at least one Committee. Committees are assigned by the President and the Executive Director and are based on members' skills, interests, and needs of the individual committees.
 - b. Provide a short biography and photo to be posted on the Pitt Alumni Association Web site and keep the Alumni Board Coordinator updated on contact information changes.
3. Become a Life Member of the Pitt Alumni Association. Once the Life Member obligation is paid in full, each Board member is strongly encouraged to contribute annually to either the alumni operating fund (Circle of Excellence) or the University of Pittsburgh.
4. Attendance at Board meetings is required and attendance will be recorded. Attendance via Web Ex or teleconferencing is acceptable. Teleconferencing will be available for all on campus meetings and every effort will be made to offer teleconferencing at off-campus locations.



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5. Be an active advocate for Pitt in your community and promote Pitt in your region by participating in local and regional Alumni Association and Pitt events, Clubs, such as:
 - a. Engaging other alumni to reconnect with the University
 - b. Nominating individuals for the Board and Alumni Awards
 - c. Hosting, co-hosting, or sponsoring at least one Dinner with Twelve Panthers event during your time on the Board
 - d. Registering for the Pitt Career Network (PCN) and encourage other alumni to volunteer for the PCN
 - e. Participating in a minimum of one networking event per year such as, PCN, Job Shadow, Career Fair, Pitt Advocates Event, Pitt Day in Harrisburg, Pitt National Networking day, etc.
 - f. Attending and/or organizing one alumni association event in your area
 - g. Registering as a Pitt Advocate

I understand that at the end of each term, I will be required to fill out a self-evaluation form. It is my understanding that the Governance Committee will take past participation into account when recommending candidates to serve a second term.

Signature _____

Date _____

Name (please print) _____



ATTACHMENT 3

PITT ALUMNI ASSOCIATION FINANCIAL REPORT FORM FISCAL YEAR '13 (July 1, 2012 - June 30, 2013)			
		Complete and Return by August 1, 2013	
SECTION I - Prior FY '12 Ending Balance		Name on Account	Bank
A. Checking Account	\$0.00		
B. Savings Account	\$0.00		
C. Other:	\$0.00		
<i>Total Prior FY Balance as of June 30, 2012</i>			
SECTION II - FY '13 Revenue		SECTION VI: FY'13 Other Support (Sponsorships, gifts-in-kind, donated supplies)	
A. Event Income	\$0.00	Did you receive any other support?	
B. Sales Income	\$0.00	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain.	
C. Interest Income	\$0.00		
D. Contributions	\$0.00	University Support:	
E. Club Membership Dues	\$0.00		
F. Other:	\$0.00		
<i>Total Revenue as of June 30, 2013</i>		Other Support:	
SECTION III - FY'13 Expenses			
A. Printing, postage, supplies, etc.	\$0.00		
B. Event costs	\$0.00	Failure to submit report eliminates eligibility for Banner Status and Grant Funding.	
C. Taxes	\$0.00	Note: If informational returns have been filed for your organization with the IRS, please send us a copy.	
D. Other:	\$0.00	Please attach copies of your June 2012 and 2013 account statements if applicable.	
<i>Total Expenses as of June 30, 2013</i>			
SECTION IV - FY'13 Change in Fund Balances		Section VII: Verification of Constituent Group's Financial Report	
A. Total Prior FY Balance (Sect. I)	\$0.00	<input type="checkbox"/> The enclosed financial information is, to the best of our knowledge and belief, an accurate and complete accounting of all assets administered.	
B. Plus Total Revenue (Sect. II)	\$0.00		
C. Minus Expenses (Sect. III)	\$0.00	Person completing this form:	
<i>Total Balance of Assets as of June 30, 2013</i>		Signature:	
SECTION V - Current FY '13 Ending Balance			
A. Checking Account	\$0.00	Person reviewing this form:	
B. Savings Account	\$0.00	Signature:	
C. Other:	\$0.00		
<i>Total FY'13 Ending Balance as of June 30, 2013</i>		Constituent Group:	
<i>Change in Fund Balances (Sect. IV)</i>			
<i>Should equal FY'13 Ending Balance (Sect V)</i>		Date Report Submitted:	
For Pitt Alumni Association Board Use Only			
Comments:			
PAA Treasurer Signature:		Date Reviewed:	