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 are 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 who 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 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    Governance Committee Members**

a) The Governance Committee consists of the President of the Alumni Association, the officers and the two (2) immediate Past Presidents, and is chaired by the President-Elect. Governance Committee members who wish to be considered for any office in the Association or as an Alumni Trustee shall recuse themselves from voting if their name is on the ballot.

b) The Governance Committee shall facilitate the annual nominations and elections process of Alumni Officers and Directors to the Alumni Association Board in conformance with the Bylaws of this Association.

c) The Governance Committee will also recommend names of qualified candidates for Alumni Trustee and will make recommendations 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 Governance 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, and Treasurer and submit those names to the Governance Committee for consideration.

c) **Directors at Large** – The Governance Committee shall endorse candidates from the eligible pool of candidates for each open seat on the Board of Directors subject to election.

d) **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 Governance Committee.

e) **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 Governance Committee.

f) **Leadership Team Directors** - The two (2) Leadership Team Directors are voting members of the Board of Directors and serve as the co-chairs of the Leadership Team. The Leadership Team shall propose to the Governance Committee at least two (2) names for open seat(s) for the Leadership Team Director position on the Board of Directors.

I. A representative from each Club and Council nationally will comprise the Leadership Team.

II. The Leadership team is separate from the Alumni Association Board and serves in an advisory role to the Board of Directors.

III. Leadership Team Directors must have served in a leadership role as an officer, board member or representative in an active Club or Council.

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 Governance 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 Governance 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 Governance Committee for endorsement. 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.

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 reelection after sitting out for at least one term.
   i. Directors-at-Large who are serving on the Executive Committee are exempt from term limits during that specific term.

c) **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.

d) **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.
e) **Leadership Team Directors** shall be proposed by the current Club and Council leaders to the Governance Committee for approval to serve a two-year term of office in accordance with the Association’s election cycle. Leadership Team Directors may be considered to serve one additional and consecutive two-year term. A candidate shall be eligible for reelection after sitting out for at least one term.

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 Governance Committee process for electing Alumni Trustees.

g) **Directors Emeriti** shall serve for life.

**Section 4** All Officers and Directors of the Association shall take office beginning July 1 and 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 5** 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.

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

a) Voting members:
   i. Two (2) Alumni Trustees / Immediate Past Presidents
   ii. Twenty (20) Directors-at-Large
   iii. Six (6) Officers
   iv. One Director representing each School or College
v. One Director representing each Regional Campus
vi. Two (2) Leadership Team Directors representing Alumni Clubs & Councils

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

Section 3 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 4 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 5 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 and a Treasurer.

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 Chair. The President-Elect shall chair the Governance Committee. 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 from time to time.

Section 5  Secretary and Treasurer
The Secretary and the Treasurer shall have such duties as are ordinarily associated with such positions. In addition the Treasurer shall chair the Finance Committee.

Section 6  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 to serve on at least one (1) operating committee.

Section 7  Immediate Past Presidents /Alumni Trustees
The two Alumni Trustees who are Immediate Past Presidents will also serve on the Association’s Executive Committee and shall act as liaisons between the Trustees and Directors.
Section 8 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 and the Treasurer.

Section 9 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 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 10 Vacancies
Except as herein provided, the vacancy of any Officer or Director shall be filled by appointment by 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. 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
Members of the following Standing Committees are selected by the President and the Executive Director. The Standing Committees shall be as follows:

a) Executive Committee
   i. Chair: President. Eleven (11) Members consisting of the six (6) Officers, two (2) Alumni Trustees/Immediate Past Presidents, 1 Director at Large, 1 School and College Director, 1 Regional Campus Director
   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 track and monitor the progress of the long term strategic plan and research and implement changes when appropriate.
   iv. The Executive Director and Vice Chancellor for Institutional Advancement shall serve as ex-officio members.
b) Governance Committee
   
i. Chair: President Elect. Eight (8) members consisting of the six (6) Officers and two (2) Alumni Trustees/Immediate Past Presidents.
   
ii. The Governance Committee shall manage the annual Nominations and elections process of Alumni Officers and Directors to the Alumni Association Board in conformance with the Bylaws of this Association.
   
iii. The Governance 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.
   
iv. The Governance Committee shall evaluate the Bylaws and recommend any proposed changes to the Association’s Executive Committee for endorsement and full Board approval. The Governance 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.
   
c) Finance Committee
   
i. Chair: Treasurer. Five (5) Members consisting of four (4) Executive Committee Members and the President.
   
ii. The Finance Committee monitors the alumni association budget and assists staff in the evaluation of current and proposed revenue programs.

Section 2 Operating Committees

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. The Operating Committees shall be as follows:

a) Advocacy
   
i. The Advocacy Committee shall assist the Alumni Association and the Office of Governmental Relations in the further growth and development of the Pitt Advocates program.
b) **Awards Committee**
   i. The Awards Committee shall review existing awards criteria and assist staff in the recruitment and selection of the recipients of the Pitt Alumni Association annual awards.
   ii. The Awards Committee will also review and make recommendations on any other award programs sponsored by the Alumni Association.
   iii. The Awards Committee shall work with the staff to select the Distinguished Alumni Fellows Award candidates and provide them to the Chancellor for final determination.

c) **Career Services**
   i. The Career Services Committee will serve in an advisory capacity to assist the Pitt Alumni Association and the University’s Office of Career Development in its activities to help alumni and graduating students with career assistance.

d) **Communications & Technology Committee**
   i. The Communications and Technology Committee serves in an advisory capacity concerning the Association’s communications and investigates and evaluates new technologies.

e) **Membership Committee**
   i. The Membership Committee provides assistance to the Alumni Relations staff on matters related to the growth and development of the Alumni Association membership dues program, actively recruits new members, and promotes membership in the association.

f) **Scholarship Committee**
   i. The Scholarship Committee assists the staff in the ongoing growth of the scholarship program by reviewing credentials of scholarship applicants and assisting in the selection process for awarding the Alumni Association scholarship monies to graduate and freshman students.

g) **Schools/Colleges/Regional Campuses**
   ii. 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.
   iii. 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.
iv. The Chair of this committee should be either a School and College Director or a Regional Campus Director.

h) Student Programming Committee
   i. The Student Programming Committee supports the Alumni Association student programs by providing suggestions and participating in alumni association student events.

Section 2 Sub Committees
a) Sub-Committees may be created by the Executive Committee on an “as needed” basis to address specific subject matter that is relevant to an existing Alumni Standing Committees.
b) In addition to Board members, alumni with a specific interest or expertise would be eligible to participate on these Sub-Committees.
c) Sub-Committees will report to the Chair of the Alumni Standing or Operating Committee that created it.

Section 3 Task Force
a) A Task Force may be created by the President on an “as needed” basis consisting of alumni with a specific expertise pertaining to the Task Force charge.
b) In addition to Board members, alumni with a specific interest or expertise would be eligible to participate on these Task Forces.
c) Task Forces will report to the Chair of the Alumni Standing or Operating Committee that created it.

Section 4 Responsibilities of Sub-Committees and Task Forces
a) The Committees, Sub-Committees and Task Forces shall investigate study and make recommendations, which shall be reported to the Board of Directors.
b) The Sub Committees and Task Forces shall engage in other activities only upon express authorization of the 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
a) These Bylaws may be amended by a two-thirds vote of the voting members of the Alumni Board of Directors at any regular or special meeting, provided 21 days’ notice of the proposed amendment shall have been given to the members in writing.
b) The 21 day notice provision may be waived by a two-thirds vote of the voting members of the Alumni Board.
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 who 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 agree to the following:

A. Club/ Council must be financially self-supporting through its programs and events.

B. Maintain an active social media and alumni webpage presence.

C. 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.
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 a Club representative participate 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. Marketing 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.
Pitt Alumni Association Clubs/Councils Articles of Association
Page Four

D. Provide static webpage for Club/Council complete with contact info and event programming on alumni website.

E. A staff liaison is assigned 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. Staff liaison for the establishment and stewardship of an effective scholarship program.

G. Limited quantity of giveaway items and materials for events.

H. Information regarding Alumni Association activities and projects.

I. Information regarding Pitt news and activities that may be of particular interest or relevance to the Club/ Council.

J. Limited availability to Club/ Council grant funds thru process once each fiscal year.

K. Provide 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.
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
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 Website 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.
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. Engage other alumni to reconnect with the University
   b. Nominate individuals for the Board and Alumni Awards
   c. Host, co-host or sponsor at least one Dinner with Twelve Panthers event during your time on the Board
   d. Register for the Pitt Career Network (PCN) and encourage other alumni to volunteer for the PCN
   e. Participate 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. Attend and/or organize one alumni association event in your area
   g. Register 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

<table>
<thead>
<tr>
<th>Name on Account</th>
<th>Bank</th>
<th>Tax ID/EIN on Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Savings Account</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Prior FY Balance as of June 30, 2012</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION II - FY’13 Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Event Income</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>B. Sales Income</td>
<td>$0.00</td>
<td>Did you receive any other support? □ Yes □ No If so, please explain.</td>
</tr>
<tr>
<td>C. Interest Income</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>D. Contributions</td>
<td>$0.00</td>
<td>University Support:</td>
</tr>
<tr>
<td>E. Club Membership Dues</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>F. Other</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue as of June 30, 2013</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>Other Support:</strong></td>
</tr>
</tbody>
</table>

### SECTION III - FY’13 Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Printing, postage, supplies, etc.</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>B. Event costs</td>
<td>$0.00</td>
<td>Failure to submit report eliminates eligibility for Banner Status and Grant Funding. Note: If informational returns have been filed for your organization with the IRS, please send a copy.</td>
</tr>
<tr>
<td>C. Taxes</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>D. Other</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses as of June 30, 2013</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION IV - FY’13 Change in Fund Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total Prior FY Balance (Sec.I)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>B. Plus Total Revenue (Sec.II)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>C. Minus Expenses (Sec.III)</td>
<td>$0.00</td>
<td>Person completing this form:</td>
</tr>
<tr>
<td><strong>Total Balance of Assets as of June 30, 2013</strong></td>
<td><strong>$0.00</strong></td>
<td>Signature:</td>
</tr>
</tbody>
</table>

### SECTION V - Current FY ’13 Ending Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Checking Account</td>
<td>$0.00</td>
<td>Person reviewing this form:</td>
</tr>
<tr>
<td>B. Savings Account</td>
<td>$0.00</td>
<td>Signature:</td>
</tr>
<tr>
<td>C. Other</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total FY’13 Ending Balance as of June 30, 2013</strong></td>
<td><strong>$0.00</strong></td>
<td>Constituent Group:</td>
</tr>
</tbody>
</table>

### Section VII: Verification of Constituent Group’s Financial Report

- The enclosed financial information is, to the best of our knowledge and belief, an accurate and complete accounting of all assets administered.
- **Person completing this form:**
- **Signature:**
- **Date Report Submitted:**

**For Pitt Alumni Association Board Use Only**

| Comments: | PAA Treasurer Signature: | Date Reviewed: |