

LUX ET SPES



STONEHILL COLLEGE

Ordinances

Effective July 10, 2018

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Preamble

These ordinances have been promulgated under the provisions of the corporate charter of the Foundation of Our Lady of Holy Cross, Incorporated, under the General Laws of the Commonwealth of Massachusetts on August 13, 1934, as amended on June 30, 1948, by a Certificate of Change of Purpose approved by the Board of Collegiate Authority and the Commissioner of Corporations and Taxation, as further amended in 1972 to effect a change in the corporate title of Stonehill College, Inc. Authority for the adoption and promulgation of these Ordinances is exercised by virtue of the power contained in the Certificate of Change of Purpose aforesaid, authorizing the establishment, conduct and maintenance of Stonehill College at Easton, Massachusetts.

The terms, power, duties and obligations of the Fellows, Incorporators, Trustees and Officers of the Corporation are set forth in the Bylaws of the College of which these Ordinances shall at all times be subject and subordinate.

Section I – College Governance

The Senior Cabinet

Article I – The Provost and Vice President for Academic Affairs

A. Duties, Powers, Responsibilities

1. The Provost and Vice President for Academic Affairs shall be recommended by the President and appointed by the Board of Trustees.
2. The Provost and Vice President for Academic Affairs is immediately responsible to the President.
3. The Provost and Vice President for Academic Affairs functions in concert with the Vice President for Finance and Treasurer on behalf of the President in the President's absence.
4. The Provost and Vice President for Academic Affairs shall oversee the activities of such subordinate positions as the President shall determine.
5. The Provost and Vice President for Academic Affairs is responsible for all academic activities of the College. A continuing study of the curriculum and its effectiveness in meeting the objective of the College is the Vice President for Academic Affairs's primary function.
6. The Provost and Vice President for Academic Affairs shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
7. The Provost and Vice President for Academic Affairs shall submit to the Financial Vice President and Treasurer the Budget of his or her division.
8. The Provost and Vice President for Academic Affairs is responsible for all material appearing in the academic catalog.
9. The Provost and Vice President for Academic Affairs identifies students for honors and awards, and for probation, separation, and dismissal from the College for academic deficiencies.
10. The Provost and Vice President for Academic Affairs certifies to the President the names and candidates for degrees and programs where the candidates have met all requirements.
11. The Provost and Vice President for Academic Affairs submits an annual report to the President.
12. The Provost and Vice President for Academic Affairs, from time to time, is delegated the leadership of College-wide initiatives by the President.

Article II – The Vice President for Student Affairs

A. Duties, Powers, Responsibilities

1. The Vice President for Student Affairs shall be recommended by the President and appointed by the Board of Trustees.
2. The Vice President for Student Affairs shall be immediately responsible to the President.
3. The Vice President for Student Affairs shall oversee such subordinate positions as the President shall determine.
4. The Vice President for Student Affairs shall advance the College’s mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
5. The Vice President for Student Affairs shall be responsible for the administration of student conduct in nonacademic matters in accordance with College policy.
6. The Vice President for Student Affairs shall be responsible for the administration of all varsity, intramural, and recreational athletic programs.
7. The Vice President for Student Affairs shall supervise nonacademic student engagement and involvement.
8. The Vice President for Student Affairs shall provide students with multi-purpose organizations that will increase their knowledge in educational, social, and personal areas.
9. The Vice President for Student Affairs shall oversee the development and implementation of counseling, health, and wellness programs and services.
10. The Vice President for Student Affairs shall assist in the oversight of resident food service.
11. The Vice President for Student Affairs shall administer all regulations and procedures for the operation of campus residential facilities.
12. The Vice President for Student Affairs shall submit an annual report to the President.
13. The Vice President for Student Affairs shall submit to the Vice President for Finance and Treasurer the budget for the division.

Article III– The Vice President for Advancement

A. Duties, Powers, Responsibilities

1. The Vice President for Advancement shall be recommended by the President and appointed by the Board of Trustees.
2. The Vice President for Advancement shall be immediately responsible to the President.
3. The Vice President for Advancement shall oversee such subordinate positions as the President shall determine.
4. The Vice President for Advancement shall be responsible for directing a campaign of continuous fund raising and shall solicit funds for the College.
5. The Vice President for Advancement shall arrange appointments for the President to solicit funds from persons, corporations, and foundations.
6. The Vice President for Advancement shall submit an annual report to the President.
7. The Vice President for Advancement shall submit to the Vice President for Finance and Treasurer the Budget of his or her division.

Article IV – Reserved for Future Use

Article V – Reserved for Future Use

Article VI – The General Counsel

A. Duties, Powers, Responsibilities

1. The General Counsel shall be recommended by the President and appointed by the Board of Trustees.
2. The General Counsel shall be immediately responsible to the President.
3. The General Counsel shall oversee such subordinate positions as the President shall determine.
4. The General Counsel shall be responsible for directing the legal affairs of the College.
5. The General Counsel shall provide counsel on compliance, risk management, and liability.
6. The General Counsel shall advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.
7. The General Counsel shall submit an annual report to the President.
8. The General Counsel shall submit to the Vice President for Finance and Treasurer the Budget of his or her division.

Article VII – The Vice President for Finance and Treasurer

A. Duties, Powers, Responsibilities

1. The duties, powers and responsibilities of the Vice President for Finance and Treasurer are set forth in the Bylaws of the Corporation. In carrying out those duties the Vice President for Finance and Treasurer shall also advance the College's mission of diversity and inclusion through actively creating, supporting, and carrying out college-wide diversity initiatives.

Faculty Governance

Article VIII – The Faculty Senate

A. Duties, Powers, Responsibilities

1. The Faculty Senate shall consist of a number of full-time faculty to be determined by the President of the College. Said number shall not be less than 10% of the full-time faculty. The senators shall be elected from and by the full-time faculty. The Senators shall serve a 3-year term.
2. The election, procedure, and terms of office of Senators will be set by the President of the Senate in accordance with the Rules established by the Senate. In order to create the Senate, the initial election, procedure, and terms of office of Senators will be set by the Provost and Vice President for Academic Affairs.
3. A President of the Senate shall be elected by the Senators; the Senate President shall attend regular meetings called by the Provost and Vice President for Academic Affairs and represent the faculty before the Academic Affairs Committee of the Board of Trustees. The Senate President shall conduct elections of faculty to committees and serve (either in person or by representative) as a member of the Strategic Planning Committee.
4. A Vice President of the Senate shall be elected by the Senators and shall serve in the absence of the Senate President. In the event the Senate President is unable to continue his or her service, then the Vice President shall assume the Presidency.
5. Upon the initial formation of the Senate, the then existing sub-committees of the former Academic Council shall be reconstituted under the Senate. The Senate shall have the power to establish or suppress sub-committees of the Senate. The Provost and Vice President for Academic Affairs or the President of the College shall also have the ability to recommend the formation of committees.

6. The compensation of the Faculty Senate President shall be set by the Provost and Vice President for Academic Affairs subject to the approval of the President of the College.
7. Subject to the Bylaws and Ordinances of the College, the Senate shall have legislative powers concerning academic policies and procedures including curriculum, faculty governance, and promotion and tenure criteria. After the Senate approves or rejects policies and/or procedures, said action(s) shall be presented to the Provost and Vice President for Academic Affairs and the President of the College for ratification. If the Provost and Vice President for Academic Affairs and/or the President of the College do not ratify the proposed action(s), they must give written notice of the basis of their decision within sixty (60) days of the submission for ratification.
8. The Senate shall have advisory powers concerning College-wide issues.
9. The Senate shall meet regularly and be open to the College community.
10. The Senate may meet in both open and executive sessions.
11. The President of the College or the Provost and Vice President for Academic Affairs may request to participate in a meeting of the Senate.
12. The Senate shall promulgate or adopt rules and procedures to effectively operate as a legislative body. Said rules shall be published by the Senate and shall be subject to and consistent with the Bylaws and Ordinances of the College.

Executive Office Staff

Article IX – Special Assistants to the President

From time to time the President may appoint Special Assistants who shall be immediately responsible to the President. The responsibilities, job description, and job title of such Special Assistants shall be determined by the President.

Amendments

Article X – Amendments

Articles in Section I of these Ordinances may be amended by the Board of Trustees, after presentation to the College community. So far as not inconsistent with the College's Bylaws, Articles in Sections II, III, and IV of these Ordinances may be amended by the President, after presentation to the Senior Cabinet.

Section II – Committee Organization

Introduction

The following section on Committee Organization is an attempt to associate all the College constituencies as they participate in the decision-making process, while preserving in the structure a visible authority able to act.

None of the committees can or should operate in isolation. They are dependent upon input both for the formulation and the resolution of their appropriate agenda. Within such a framework different approaches may be advanced, discussed, and resolved.

Moreover, within the structure the Faculty Senate and Student Government bear a primary responsibility to recommend agenda items to the appropriate committees and to ascertain and to express the views of the faculty and the students upon pending agenda items.

It is envisioned that once decisions have been reached within a framework designed to represent all the College constituencies, groups and individuals will respect and abide by the decisions. No structure can succeed unless it receives the acceptance and cooperation of those whom it affects.

It is the prerogative of the Board of Trustees within the jurisdiction granted it by the Bylaws to consult with College committees as necessary or desirable in the exercise of Board responsibilities.

All standing committees of the College employ standard parliamentary procedures in accordance with Robert's Rules of Order. As such, it is understood that, in the counting of committee votes, an abstention is not a vote; voting tabulations are based on the number of committee members present and voting, excluding blanks and abstentions.

Selection of Committee Members

Unless otherwise specified, appointment of faculty representatives to committees shall be determined by a process established by the Faculty Senate and the terms of faculty committee members shall be set by the Faculty Senate.

Unless otherwise specified, appointment of student representatives to committees shall be determined by the Executive Board of the Student Government Association and the terms of student committee members shall be set by the Executive Board of the Student Government Association in consultation with the Director of Student Activities.

Unless otherwise specified, appointment of staff to committees shall be determined by the Senior Cabinet member making the appointment and the term of a staff committee member shall be set at three years, with the possibility of re-appointment.

Committee Rules and Recording of Minutes

Except as otherwise specified within these Ordinances, all committees shall operate under Roberts Rules of Order which shall function as the Default Rules. Committees may supplement the Default Rules and create their own rules of operation so long as those rules are not inconsistent with College Bylaws, policies, procedures, or Ordinances.

All committees are expected to keep minutes of their meetings and submit a copy of their minutes to the Clerk of the Corporation, who shall cause the minutes to be made available to the College community for review.

Article I – Reporting to the Board of Trustees

No College committee shall report directly to the Board of Trustees.

Article II – Academic and Administrative Committees Reporting to the President

1. Faculty Grievance Committee
 - a. Membership
 - i. 3 tenured faculty representatives
 - ii. 2 untenured faculty representatives
 - b. Description and Function
 - i. The Faculty Grievance Committee is established to hear faculty grievances. The Committee shall convene as needed to address grievances submitted by a

faculty member. It shall provide notice of meeting to the grieving party and shall conduct a hearing under established policies and procedures. It shall provide a written notice of its decision to the grieving party within a reasonable time after the hearing is concluded and shall report its findings and decision to the Provost and Vice President for Academic Affairs. A subcommittee of the Grievance Committee hears appeals of tenure or promotion decisions based on alleged violations of procedure. The members of the Grievance Committee who hold tenure or are tenurable compose the subcommittee for these appeals (see Policy A9.8.).

- c. Chair Selection
 - i. The chair is selected from among the faculty upon convening.

2. Rank and Tenure Committee

- a. Membership¹
 - i. 1 liberal arts faculty representative
 - ii. 1 “science, technology, engineering, or math” (STEM) faculty representative
 - iii. 1 business faculty representative
 - iv. 3 at-large faculty representatives
 - v. Dean of the Faculty (non-voting)
- b. Description and Function
 - i. Reviews and evaluates candidate’s materials and recommends either granting or denying tenure and/or promotion. Sends evaluation and vote to the Provost and Vice President for Academic Affairs. Formulates proposals concerning criteria for tenure and promotion, and procedural changes regarding pre-tenure, tenure, and promotion applications, which are then submitted to the Faculty Senate. The Faculty Senate must approve changes to criteria for pre-tenure, tenure and/or promotion after consultation with the full-time faculty.

3. Planning Committee

- a. Membership
 - i. Assistant Vice President for Planning, chair
 - ii. Director of Planning and Institutional Research
 - iii. 2 appointees of the President
 - iv. 2 appointees of the Provost and Vice President for Academic Affairs
 - v. 2 appointees of the Vice President for Advancement
 - vi. 2 appointees of the Vice President for Finance and Treasurer
 - vii. 2 appointees of the President for Mission related concerns
 - viii. 2 appointees of the Vice President for Student Affairs
 - ix. 2 appointees of the President for Enrollment Management related concerns
 - x. 3 faculty representatives
 - xi. 1 student representative
 - xii. Three ex officio members:

¹ These six faculty, whenever possible, shall also represent different faculty ranks as either four professors plus two tenured associate professors; or three professors plus three tenured associate professors.

1. The President of the Faculty Senate
 2. The Vice President for Academic Affairs and Provost
 3. The Vice President for Finance and Treasurer
- b. Description and Function
- i. Provides advice and counsel to the President in the areas of strategic and operational planning. Ensures that an effective college-wide planning system exists in which all major academic and administrative units participate. Ensures that there are mechanisms in place to review and coordinate plans and monitor programs in agreement with agreed upon goals and objectives.
- c. Sub-committees of Planning
- i. Upon the approval of the President, the committee may create standing sub-committees to address specific strategic areas. Membership on the sub-committees shall be recommended by the committee and approved by the President. The current subcommittees are Institutional Assessment and Intercultural Affairs.

Article III –Mission Related Committees Reporting to the President

1. Catholic Identity
 - a. Membership
 - i. President or designee, chair
 - ii. The Director of Campus Ministry
 - iii. 1 Incorporator appointed by the Incorporators in consultation with the Vice President for Mission
 - iv. 1 non-exempt or bargaining unit employee appointed by the Vice President for Finance and Treasurer
 - v. 1 appointee of the Provost and Vice President for Academic Affairs
 - vi. 1 appointee of the Vice President for Finance and Treasurer
 - vii. 1 appointee of the Vice President for Student Affairs
 - viii. 1 appointee of the President for Mission related concerns
 - ix. 1 appointee of the Vice President for Advancement
 - x. 1 appointee of the President for Enrollment Management related concerns
 - xi. 1 representative of the alumni selected by a process determined by the President
 - xii. 4 faculty representatives (one of whom must be from the religious studies department)
 - xiii. 2 student representatives
 - b. Description and Function
 - i. Articulates and clarifies issues of Catholic identity and Holy Cross sponsorship as it relates to the mission of the College. Provides a forum for the constituencies of the College to offer input into these questions.

Article IV –Enrollment Management related committees reporting to the President

1. The Enrollment Management Committee
 - a. Membership

- i. President or designee, co-chair
 - ii. Vice President for Finance and Treasurer, co-chair
 - iii. Dean of Admissions and Enrollment
 - iv. 1 appointee of the President
 - v. 1 appointee of the President for Enrollment Management related concerns
 - vi. 1 appointee of the Provost and Vice President for Academic Affairs
 - vii. 1 appointee of the Vice President for Advancement
 - viii. 1 appointee of the Vice President for Finance and Treasurer
 - ix. 1 appointee of the President for Mission related concerns
 - x. 1 appointee of the Vice President for Student Affairs
 - xi. 1 faculty representative
 - xii. Director of Student Aid and Finance
- b. Description and Function
- i. Advises the President on matters related to enrollment and assists in formulating strategic direction in the area of enrollment (including the enrollment of new students and the retention of existing students). Facilitates the prioritization of the College's enrollment objectives and the development of enrollment initiatives for inclusion in the College's strategic plan.

Article V – Reporting to the Faculty Senate

1. The Faculty Assembly
 - a. Membership
 - i. Membership in the Faculty Assembly is given to all faculty members teaching at least 6 hours during the semester in which they are teaching the six hours; to all faculty members on sabbatical leave; to all faculty members with a one-year contract whose work consists of at least six hours of teaching or research; to all librarians and department chairpersons with faculty status, even though they may not be teaching; and to Laboratory Instructors with faculty status. Faculty members on a leave of absence retain their membership in the Faculty Assembly.
 - b. Description and Function
 - i. Surfaces issues and provides discussion time for issues of concern to the faculty. The Faculty Senate or the appropriate Senate committee will then take up such issues.
2. Compensation Committee
 - a. Membership
 - i. 2 tenured professors
 - ii. 2 tenured associate professors
 - iii. 1 untenured full-time faculty member
 - iv. 1 adjunct faculty member
 - v. Provost and Vice President for Academic Affairs (non-voting)
 - vi. Vice President for Finance and Treasurer (non-voting)
 - vii. General Counsel (non-voting)

- viii. Director of Human Resources (non-voting)
 - b. Description and Function
 - i. Reviews, provides feedback, and maintains information on full- and part-time faculty salaries, benefits, and other compensation, including faculty development funds. Reports to the Faculty Senate and to the faculty at large its estimation of the fairness, effectiveness, and competitiveness of the current, and any proposed, salary, benefits, and compensation schemes.
3. Curriculum Committee
- a. Membership
 - i. 1 Education faculty (appointed by the department Chair)
 - ii. 1 Martin Institute (MI)/interdisciplinary faculty (the MI director or his or her designee)
 - iii. 1 liberal arts faculty
 - iv. 1 STEM faculty
 - v. 1 business faculty
 - vi. 2 at-large faculty
 - vii. Faculty Senate Vice President (non-voting)
 - viii. Dean of the Faculty (non-voting)
 - ix. Assistant Dean of General Education (non-voting)
 - x. Registrar (non-voting)
 - xi. Director of the Library or his or her designee (non-voting)
 - b. Description and Function
 - i. Reviews proposals for minor curricular changes. Reviews proposals for new programs, majors or minors (or elimination of majors or minors). Reviews academic policies and other curricular issues. One faculty member is elected the Chair of the committee, and the Registrar sets the agenda.
4. General Education Advisory Committee
- a. Membership
 - i. Elected Faculty Membership²
 - 1. 2 Cornerstone humanities faculty
 - 2. 1 social science faculty
 - 3. 1 natural science faculty
 - 4. 1 statistical reasoning faculty
 - 5. 1 foreign languages faculty
 - ii. Other Faculty Membership
 - 1. Up to four (4) invited faculty from other disciplines/fields, including but not limited to: business administration, visual and performing arts, and Catholic Intellectual traditions
 - iii. Other Membership
 - 1. Assistant Dean for General Education, chair

² Faculty members who have taught at least one course in the Cornerstone program in the last three years

2. Up to four (4) invited ex officio members representing offices, including but not limited to: Center for Writing and Academic Achievement (CWAA), Academic Services, Library, Registrar's Office

b. Description/Function

- i. The Assistant Dean of General Education is responsible for the oversight and direction of the Cornerstone Program. The General Education Advisory Committee provides ongoing advice, formative input, consultation, and assistance to the Assistant Dean of General Education in the following areas:
 1. Reviewing and approving proposals for courses that fulfill general education requirements. New courses must also be approved by the Curriculum Committee, with the exception of LC integrative seminars.
 2. Advising on methods of assessment and review of the Cornerstone Program.
 3. Consulting on matters pertaining to the growth and development of the Cornerstone Program.
 4. Advising on general education policies and procedures, enrollment issues, transfer credit, learning outcomes, etc.
 5. Supervising the on-going implementation of the First-Year Seminar and Writing in-the-Discipline requirements.
 6. Providing substantive input on all electronic and print content related to Cornerstone Program marketing and communication.
 7. Reporting monthly to the Curriculum Committee.

5. Governance Committee

a. Membership

- i. Faculty Senate President, chair
- ii. Faculty Senate Vice President
- iii. 5 full-time faculty with at least 2 completed full-time years at Stonehill
- iv. Dean of the Faculty (non-voting)

b. Description/Function

- i. Oversees the solicitation of nominations for all faculty elections. Receives all nominations for faculty seats and may also encourage faculty to consider participating in committee work. Attempts to ensure that both committee nominations and committee membership are representative of the gender and ethnic diversity of Faculty as well as diversity of discipline and rank. Appoints replacement faculty or calls for nominations and elections by the whole faculty when new faculty committees are established or new institutional committees with formal faculty representation are created, or when a faculty representative of a committee resigns his or her committee post before the conclusion of his or her term. Collects annual reports from all committees on which faculty serve. Reviews and proposes areas and structures for faculty governance with special attention to the Faculty Senate and faculty committees.

6. Professional Development Committee

- a. Membership
 - i. 6 at-large faculty (one is elected chair at the first meeting of the year)
 - ii. Director of Academic Development (non-voting)
 - b. Description/Function
 - i. Ranks and recommends applicants for sabbatical leaves, summer grants, and small grants. The committee then submits its recommendations to the Provost. Proposes and reviews policies for sabbaticals and professional development grants (of both types). The committee also considers and proposes changes to allocation policies for faculty development funds. .
7. Standards and Standing Committee
- a. Membership
 - i. 1 liberal arts faculty
 - ii. 1 STEM faculty
 - iii. 1 business faculty
 - iv. 2 at-large faculty
 - v. Registrar
 - vi. Director of Academic Services and Advising
 - vii. Associate Director of Academic Services and Advising
 - b. Description/Function
 - i. Acts on individual requests for substitutions for or waivers of degree requirements. Acts on individual requests for variation from academic policy. Evaluates college-level equivalence requests. Recommends policies and guidelines for academic probation, separation, leave of absence, or dismissal. Considers cases of academic probation, separation, leave of absence, or dismissal. Acts on applications for readmission. Recommends requirements for eligibility for a degree. Recommends guidelines for determining “reasonable progress towards a degree,” including policy on course sequencing, course load limits, and definition of “acceptable academic work”. Recommends policies regarding grades, their meaning, and their use in determining grade point averages. Recommends policies for degrees with honors.

Article VI – Reporting to the Provost and Vice President for Academic Affairs

- 1. Academic Appeals Board (AAB)
 - a. Membership
 - i. Dean of the Faculty, chair
 - ii. 3 faculty representatives, one each from Business, Liberal Arts, and STEM
 - iii. 1 student representative (selected from a pool on a rotating basis by the Student Government Association in consultation with the Vice President for Student Affairs or designee)
 - b. Description and Function
 - i. Hears all requests for appeals resulting from an AIB hearing as well as the Grade Re-evaluation and Dispute process. A quorum of three AAB members must be present to conduct a hearing. The AAB is comprised of one faculty member and

one student representative, chaired by the Dean of Faculty or designee. Members of the College community may nominate student members for the AAB. From these nominations the Student Government Association will appoint students to serve on the AAB for the following academic year. The Faculty Senate will appoint one faculty from each division and fill any vacancies during the year by appointment. Members of the AAB may not serve on the Academic Integrity Board.

2. Academic Integrity Board (AIB)

a. Membership

- i. Director of Academic Services, chair
- ii. 2 business faculty representatives
- iii. 2 liberal arts faculty representatives
- iv. 2 STEM faculty representatives
- v. 2 student representatives (selected from a pool on a rotating basis by the Student Government Association in consultation with the Vice President for Student Affairs or designee)
- vi. Director of Community Standards (non-voting)

b. Description and Function

- i. When there is a dispute over either an alleged violation of the academic integrity policy or its consequent sanction, the AIB reviews statements from the charged student, the faculty member, and witnesses with knowledge of the incident. The AIB determines whether or not the student violated the academic integrity policy, and determines the nature of the sanction if the student is found responsible. Because these hearings must occur soon after the alleged event, a representative group of faculty and students will be trained so that a quorum of five AIB members can be present to conduct a hearing. The Board will be comprised of two faculty, two students, and the Registrar or his or her designee who serves as chair of the Board. The Director of Community Standards serves as an ex officio member of the Board, ensuring that appropriate procedures are followed. Members of the AIB may not serve on the Academic Appeals Board (AAB).

3. Accessibility Resources Committee

a. Membership

- i. Director of Accessibility Resources, chair
- ii. Disabilities Compliance Officer
- iii. 1 faculty representative
- iv. 1 student representative
- v. 1 appointee of the President
- vi. 1 appointee of the Provost and Vice President for Academic Affairs
- vii. 1 appointee of the Vice President for Advancement
- viii. 1 appointee of the Vice President for Finance and Treasurer
- ix. 1 appointee of the President for Mission related concerns

- x. 1 appointee of the Vice President for Student Affairs
 - xi. 1 appointee of the President for Enrollment Management related concerns
 - xii. 1 appointee of the General Counsel
 - b. Description and Function
 - i. Advises the College on all matters relating to the accommodation of individuals with disabilities. Consults with administrators directly impacted by compliance issues to determine effective procedures and policies to ensure compliance with federal, state, and municipal statutes and regulations.
4. Teaching Excellence Award Committee
- a. Membership
 - i. Provost and Vice President for Academic Affairs, chair
 - ii. 2 most recent, available Hegarty Award winners
 - iii. Alumni Council President
 - iv. Student representative from the Stonehill Honors Program selected by the Director of the Honors Program in consultation with the Provost and Vice President for Academic Affairs
 - b. Description and Function
 - i. Solicits nominees from the respective constituencies, and for the selection of the outstanding faculty member in accordance with the criteria approved by the faculty Senate. The two faculty seats on the Teaching Excellence Award Committee shall be filled by the two most recent, available Teaching Excellence Award winners. This configuration will not require an election and will ensure continual turnover of the faculty committee members.
5. Institutional Review Board (IRB)
- a. Membership
 - i. At least 5 members. Complies with the federal regulation to “have at least five members with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution,” as well as specific membership affiliations required by HHS (science as primary focus, non-science as primary focus, non-affiliated (non-institution) community member).
 - ii. Director of the Office of Academic Development (non-voting)
 - iii. Members are appointed by the Provost and Vice President for Academic Affairs. From within this membership a chair is appointed by the Provost and Vice President for Academic Affairs.
 - b. Description and Function
 - i. Receives certification by the US Department of Health and Human Service's Office of Human Research Protection. Protects the rights of human participants in research conducted at the College. Any research involving human participants conducted either at Stonehill College or under its sponsorship at another location, must be reviewed or approved by the College's IRB.
6. Institutional Animal Care and Use Committee (IACUC)

- a. Membership
 - i. 4 faculty representatives, at least one of whom must be a tenured faculty member and at least two of whom must be from the science faculty, and one of whom is not a member of the science faculty, appointed by the Provost and Vice President for Academic Affairs.
 - ii. A certified attending veterinarian, appointed by the Provost and Vice President for Academic Affairs
 - iii. A representative of the local community, appointed by the Provost and Vice President for Academic Affairs
- b. Description and Function
 - i. Provides internal oversight of the Animal Care Program at Stonehill College. Oversees and evaluates all aspects of animal care and use. The IACUC is mandated by federal law.

Article VII – Reporting to the General Counsel

- 1. Human Resources Advisory Committee
 - a. Membership
 - i. Director of Human Resources or his or her designee, chair
 - ii. 1 appointee of the President
 - iii. 1 appointee of the Provost and Vice President for Academic Affairs
 - iv. 1 appointee of the Vice President for Advancement
 - v. 1 appointee of the Vice President for Finance and Treasurer
 - vi. 1 appointee of the President for Mission related concerns
 - vii. 1 appointee of the Vice President for Student Affairs
 - viii. 1 appointee of the President for Enrollment Management related concerns
 - ix. 3 faculty representatives
 - b. Description and Function
 - i. Provides a venue for employee input and feedback regarding employee benefits and HR policies. Surfaces feedback from employees regarding benefit and compensation strategies in use and under consideration by the College. Provides to HR the employees' points of view regarding the communication of important employment matters, including health and welfare benefits, compensation, and professional development and training.

Article VIII – Reporting to the Vice President for Advancement

- 1. Town-Gown Committee
 - a. Membership
 - i. College administrators and local Easton officials invited to participate by the Vice President for Advancement in consultation with the President
 - b. Description and Function
 - i. Promotes strong relations between the College and the local community. Shares information and addresses concerns and issues impacting the various constituencies.

2. Executive Committee for Development
 - a. Membership
 - i. Vice President for Advancement, chair
 - ii. 30 representatives from the local business and professional community invited to participate by the Vice President for Advancement in consultation with the President.
 - b. Description and Function
 - i. The function of the Committee is to promote strong relations between the College and the local business community with its primary function being the planning of annual President's Dinner.

Article IX – Reporting to the Vice President for Finance and Treasurer

1. Emergency Management Committee
 - a. Membership
 - i. Emergency Policy Group
 1. President
 2. Provost and Vice President for Academic Affairs
 3. Vice President for Finance and Treasurer
 4. Vice President for Student Affairs
 5. Vice President for Advancement
 6. General Counsel
 7. Associate Vice President for Finance
 8. Chief of Staff
 - ii. Emergency Response Group
 1. Associate Vice President for Operations
 2. Associate Vice President for Student Affairs and Dean of Students
 3. Director of Communications and Media Relations
 4. Chief Information Officer
 5. Director of Residence Life
 6. Director of the Counseling Services
 7. Director of Health Services
 8. Director of Human Resources
 9. Director of Facilities
 10. Director of Campus Ministry
 - b. Description and Function
 - i. Guides and assists the President in making policy and financial decisions needed during a campus crisis.
 - c. Subcommittees
 - i. Upon the approval of the Vice President for Finance and Treasurer, the Emergency Management Committee may create standing sub-committees to address specific areas.

2. Environmental Stewardship Committee

a. Membership

- i. 3 faculty representatives appointed by the Provost and Vice President for Academic Affairs
- ii. 1 appointee of the President
- iii. 1 staff appointee of the Provost and Vice President for Academic Affairs
- iv. 1 appointee of the Vice President for Advancement
- v. 2 appointees of the Vice President for Finance and Treasurer
- vi. 1 appointee of the President for Mission related concerns
- vii. 2 appointees of the Vice President for Student Affairs, one of whom shall serve in the Residence Life Department
- viii. 1 appointee of the President for Enrollment Management related concerns
- ix. The President of Students for Environmental Action (SEA) or his or her designee
- x. 1 underclassman who is a member of SEA, selected by the President of SEA
- xi. 1 other student member of SEA, selected by the President of SEA

b. Description and Function

- i. Foster proactive environmentally sustainable policies, approaches, and practices by the campus community, consistent with Stonehill's mission, guiding principles, and student learning goals and outcomes.

3. Risk Management/Safety Committee

a. Membership

- i. Director of Campus Police and Safety, co-chair
- ii. Director of Facilities Management, co-chair
- iii. Director of Human Resources or his or her designee
- iv. Chemical Hygiene Safety Officer
- v. 1 appointee of the Provost and Vice President for Academic Affairs
- vi. 2 appointees of the Vice President for Student Affairs
- vii. 2 student representatives

b. Description and Function

- i. Develops and oversees the College's response to various risk management and safety issues. Works to identify the College's exposures; develop a risk control program; and establish a risk financing strategy. Assists in the maintenance of a workplace and campus environment that is as free as possible from recognized hazards that could cause injury or death. Monitors the safety performance and safety inspections, promote safety issues on campus and review the College's level of compliance with local, state and federal regulations. Meets at least twice each semester, with additional meetings as necessary, to review accident and injury reports, and the results of safety inspections, and to recommend corrective measures when necessary.

Article X – Reporting to the Vice President for Student Affairs

1. Student and Family Orientation Committee
 - a. Membership
 - i. Director of Student Activities, chair
 - ii. Assistant Director of Student Activities
 - iii. Director of Residence Life or his or her designee
 - iv. Director of Counseling Services or his or her designee
 - v. Director of Intercultural Affairs or his or her designee
 - vi. Director of Athletics or his or her designee
 - vii. Dean of Admission and Enrollment or his or her designee
 - viii. Dean of Academic Achievement or his or her designee
 - ix. Director of Academic Services and Advising or his or her designee
 - x. 2 representatives from Academic Services and Advising selected by the office's Director
 - xi. Registrar or his or her designee
 - xii. 1 faculty representative
 - xiii. Director of Information Technology or his or her designee
 - xiv. Campus Minister for Community Service and Partnerships
 - xv. Student Orientation Coordinator selected by the Office of Student Activities
 - b. Description and Function
 - i. Plans and implements a comprehensive first-year student and family orientation program. Works to coordinate the efforts of all divisions of the College to achieve this goal.
2. First Year Experience Committee
 - a. Membership
 - i. Dean of Academic Achievement, co-chair
 - ii. Director of Student Activities, co-chair
 - iii. Director of Athletics or his or her designee
 - iv. Director of Academic Services and Advising or his or her designee
 - v. Health and Wellness Educator
 - vi. Director of Counseling Services or his or her designee
 - vii. Director of Residence Life or his or her designee
 - viii. Director of Intercultural Affairs or his or her designee
 - ix. Director of Career Services or his or her designee
 - x. Director of Campus Ministry or his or her designee
 - xi. Dean of Admission and Enrollment or his or her designee
 - xii. 1 faculty representative
 - b. Description and Function
 - i. Reviews programs and services offered to first-year students to ensure both a smooth transition to college and that their needs are addressed effectively. Oversees the creation and management of the First-Year Experience course.
3. Athletic Committee on Academics (ACA)

- a. Membership
 - i. Athletics Coordinator for Academic Programs, chair
 - ii. Senior Associate Athletic Director or the Senior Woman Administrator for Athletics (SWA) as determined by the Vice President for Student Affairs
 - iii. 2 faculty representatives
 - iv. 1 female head coach appointed by the Director of Athletics
 - v. 1 male head coach appointed by the Director of Athletics
 - vi. 1 faculty representative selected by the Director of Athletics
 - vii. Athletic Chaplain
 - viii. Registrar or his or her designee
 - ix. Director of Academic Services or his or her designee
 - b. Description and Function
 - i. Emphasizes the academic pursuits of our student-athletes while balancing a competitive NCAA Division II intercollegiate experience. Sets annual goals and objectives to support the academic health of our student-athletes through academic recognition events during the year. Fosters the partnership of faculty and athletic staff in a common role in the overall education of the student-athlete.
4. The Gender Equity (in Athletics) Committee
- a. Membership
 - i. Senior Woman Administrator for Athletics (SWA) as determined by the Vice President for Student Affairs, chair
 - ii. Director of Human Resources or his or her designee
 - iii. Title IX Coordinator
 - iv. 1 alumnus or alumna who participated in varsity athletics appointed by the Director of Athletics
 - v. 1 representative of facilities/operations appointed by the Associate Vice President for Operations
 - vi. 1 faculty representative
 - vii. 1 male full-time coach, appointed by the Director of Athletics
 - viii. 1 female full-time coach, appointed by the Director of Athletics
 - ix. 1 current male student-athlete, appointed by the Director of Athletics
 - x. 1 current female student-athlete, appointed by the Director of Athletics
 - xi. General Counsel or his or her designee
 - b. Description and Function
 - i. Ensures gender equity in athletic compliance with Title IX and its three main components: (1) effective accommodation of student interests and abilities (participation), (2) athletic financial assistance (scholarships), and (3) other program components (the “laundry list” of benefits to and treatment of athletes). Reviews an annual Title IX assessment report to be used to generate recommendations which are used to work toward and/or ensure Title IX compliance in Intercollegiate Athletics.

5. Alcohol and Other Drugs Committee (AOD)

a. Membership

- i. Dean of Academic Achievement or his or her designee, co-chair
- ii. Dean of Students or his or her designee, co-chair
- iii. Coordinator of Health and Wellness Education
- iv. Chief of Campus Police or his or her designee
- v. Director of Athletics or his or her designee
- vi. Director of Academic Services and Advising or his or her designee
- vii. Director of Student Activities or his or her designee
- viii. Director of Residence Life or his or her designee
- ix. Director of Counseling Services or his or her designee
- x. 1 faculty representative
- xi. 2 student representatives

b. Description and Function

- i. Provides and oversees ongoing education and prevention efforts, with the ultimate goal of decreasing high-risk drinking and other drug use by Stonehill students. Develops and executes a yearly plan to address alcohol and other drug issues in a comprehensive manner and provides on-going progress reports to the Stonehill community regarding the work of the committee and its impact on student behavior.

6. Sexual Harassment/Assault Resources and Education Committee (S.H.A.R.E.)

a. Membership

- i. Health and Wellness Educator, chair
- ii. Associate Vice President for Student Affairs and Dean of Students
- iii. Detective Lieutenant of Campus Police
- iv. Director of Community Standards or his or her designee
- v. Director of Counseling Services or his or her designee
- vi. Director of Residence Life or his or her designee
- vii. Director of Student Activities or his or her designee
- viii. Director of Athletics or his or her designee
- ix. Director of Intercultural Affairs or his or her designee
- x. Director of Recreational Sports or his or her designee
- xi. Director of Campus Ministry or his or her designee
- xii. Student President(s) or his or her designee(s) of related student organizations as determined by the Vice President for Student Affairs

b. Description and Function

- i. Helps coordinate sexual assault prevention, education, and awareness programs for the campus. Coordinates the S.H.A.R.E. Advisor Program, which provides support and resource information to Stonehill students who have experienced sexual assault and/or to those accused of sexual assault.

7. Needs Assessment Team

a. Membership

- i. Associate Vice President for Student Affairs and Dean of Students, chair
- ii. Director of Academic Services and Advising
- iii. Director of Accessibility Resources
- iv. Director of Counseling Services
- v. Director of Health Services
- vi. Director of Residence Life
- vii. Director of Community Standards
- viii. Chief of Campus Police

b. Description and Function

- i. Synthesizes information across disciplines in order to increase identification of students in need, analyze risk, and develop a planned response.

Section III – Organizational Charts

See Appendix A

Section IV – The Stonehill College Alumni Association

Article I - The Stonehill College Alumni Association

A. Preamble

1. Purpose

The purpose of this section is to establish a viable structure for the continuing relationship between Stonehill College and its alumni. The maturity which Stonehill College has attained and the increased number of alumni indicate a need for a well-developed alumni program within a framework which provides flexibility, a variety of inputs, and a dependable means of communication with all segments of the alumni body.

2. Mission

The mission of Stonehill College Alumni Association is to support the College in preparing men and women to achieve academic and professional goals, to foster a spirit of fellowship among its members for the betterment of the College, to strengthen the relationship between the Stonehill community and its alumni, and to encourage the intellectual, social and spiritual development of its members.

3. Structure

The following structure is hereby promulgated for Stonehill College alumni affairs, superseding any and all previous structures, organizations, precepts, by-laws, or constitutions which may have been heretofore prescribed and adopted concerning the Stonehill College alumni. Any questions concerning the interpretation of these bylaws will be answered by a simple majority voted of the Executive Committee.

B. Membership

1. Alumni

Membership in the Stonehill College Alumni Association is automatically conferred upon all persons who receive an academic or honorary degree from Stonehill College. Anyone

who has satisfactorily completed one year of study may be considered for membership in the Alumni Association upon application to and approval of the Director of Alumni Affairs.

C. Reunions and Class Organizations

1. Reunions

The Director of Alumni Affairs, in cooperation with all interested members of each graduated class, shall have primary responsibility for the planning and organizing of reunions, normally during each fifth anniversary year of the graduation of the class. Upon reaching their 50th reunion, alumni will automatically become members of the Pillar Society.

2. Awards

The Alumni Council Awards Committee, in consultation with the Director of Alumni Affairs, will select recipients for all Alumni Council sponsored awards.

D. The Alumni Council

1. Duties

The Stonehill College Alumni Council is an advisory body to the College. The Alumni Council shall represent the interests of the alumni and of the College. It shall be concerned with maintaining appropriate communications with alumni, with formulating programs of alumni activities, with raising funds to be used for Alumni Council scholarship awards and other approved Alumni Council initiatives, with assisting the Office of Alumni Affairs with class reunions, with supporting the Development Office in their efforts relating to the Alumni Fund, with student recruiting, with career and employment opportunities for Stonehill graduates and students, and with other matters which require alumni involvement for the betterment of Stonehill College.

2. Membership

The Stonehill College Alumni Council shall consist of: The President, Vice President, and Treasurer; six Alumni Fund Representatives; Three alumni representatives to the Stonehill College Board of Fellows. One member to be elected from each of the Alumni Fund Divisions, with the exception of those complete Divisions which are members of the Pillar Society. Alumni to be elected at large consistent with the number of Divisions defined above. Members to be nominated by the Alumni Council Executive Committee and appointed by the President of the Alumni Council consistent with the number of Divisions defined above. One member of the Pillar Society. The immediate Past President, for one year after his/her term expires, as a non-voting member and as a member Emeritus every year thereafter. All past presidents serve as non-voting members Emeriti. The General Chairperson of the Alumni Fund as a non-voting ex-officio member. The President of the Stonehill College Student Alumni Association as a non-voting ex officio member.

3. Method of Election of Officers

At the second meeting every third year, the Alumni Council shall elect, by simple majority of those present, a President, Vice President, and Treasurer from among its

members, to serve for a three-year term. Nominations will begin at the first Alumni Council Meeting of the year and will close ten days prior to the Alumni Council Meeting at which the elections will occur. All nominees must accept their nominations prior to the Alumni Council Meeting at which elections will be held. One slate of candidates will be presented for election. The President, Vice President, and Treasurer shall automatically be members of the Council, each to serve a three-year term, No individual shall serve two consecutive terms in the same officer designation.

a. Alumni Fund Representatives:

The Development Office, in consultation with the Director of Alumni Affairs, shall select, from among the volunteers of the Alumni Fund, six representatives to serve on the Alumni Council. Such appointments will be for a three-year term. No Alumni Fund Representative may serve more than two consecutive three-year terms on the Alumni Council, unless such person is elected as an officer of the Alumni Council.

b. Alumni Elected at Large:

The Alumni Council, prior to its second annual meeting, shall recommend to its Executive Committee members of the Stonehill College Alumni Association to run for Alumni Council membership positions and for Alumni Council representative to the Board of Fellows. Only those members who hold an academic degree from Stonehill College can be recommended for nomination.

One position for an Alumni Council representative to the Board of Fellows will be elected in conjunction with the election at large. The Executive Committee shall give due consideration to those members elected by the Alumni Council and nominate candidates for placement on the ballot.

Election will be held by simple plurality. Elected members will serve for three years. No member may serve more than two consecutive three-year terms, unless such member is elected as an officer of the Alumni Council.

Council and nominate fourteen candidates for placement on the ballot for the election at large. When there is an election at large there will be no divisional election.

c. Alumni Elected by Division:

The Alumni Council, prior to its second annual meeting, shall recommend to its Executive Committee members of the Stonehill College Alumni Association to run for Alumni Council membership positions and for Alumni Council representative to the Board of Fellows. Only those members who hold an academic degree from Stonehill College can be recommended for nomination.

Stonehill College Ordinances
(effective July 10, 2018)

One position for an Alumni Council representative to the Board of Fellows will be elected in conjunction with the divisional election. The Executive Committee shall give due consideration to those members recommended by the Alumni Council and nominate candidates from each division (as stipulated in Section D.2. Membership) and the Pillar Society for placement on the ballot.

Election will be held by simple plurality. Elected members will serve for three years. No member may serve more than two consecutive three-year terms, unless such member is elected as an officer of the Alumni Council.

When there is a divisional election there will be no at large election.

d. Elections:

For both at large and divisional elections, the Director of Alumni Affairs shall direct the preparation and mailing of ballots to all members of the Alumni Association within ninety days following the second annual meeting to elect the number of the candidates as designated on the ballot. Ballots returned or postmarked within forty-five days after the mailing date will be considered valid and counted. The Alumni Council candidates receiving the highest number of votes shall be elected to take office effective January 1st closest to the date of the election. The Board of Fellows candidate receiving the highest number of votes shall be elected to take office effective June 1st closest to the date of election.

e. Appointed Members:

The Executive Committee, at their first meeting following January 1st closest to the date of the election of Alumni Council officers, will nominate up to such number of candidates as stipulated in Section D.2. Membership, for approval by the President of the Alumni Council for appointment to the Alumni Council. These candidates are not required to hold academic degrees from Stonehill College. The President and Executive Committee are not required to fill all appointed positions at the beginning of the term of the new President. At any subsequent time during his or her term in office, the President can fill any open appointed position upon nomination by the Executive Committee. Appointed members shall assume office immediately upon acceptance of the appointment. For the purpose of these bylaws, an appointed member will hold the same status as an elected member. Such appointment will be deemed a full term for consideration of future membership on the Alumni Council. No member may serve more than two consecutive terms unless such person is elected as an officer of the Alumni Council.

One position for an Alumni Council representative of the Stonehill College Board of Fellows will be elected to a three-year term effective June 1st following the election of the Alumni Council officers. The Executive Committee shall nominate

candidates for consideration of such position. After due consideration, the Executive Committee will elect, by simple majority, the representative to the Board of Fellows. No member may serve more than two consecutive terms.

For the year in which the Alumni Council officers begin a new term and members are appointed to the Alumni Council, there will be no at large or divisional elections.

4. Meetings

The Stonehill College Alumni Council shall meet semi-annually upon the call of the President of the Alumni Council in consultation with the Director of Alumni Affairs. Special meetings in addition to the semi-annual meetings may be convened at the discretion of the President, Executive Committee and/or the Director of Alumni Affairs. Members shall be given notice fourteen days prior to any such meeting which discloses the location and time of the meeting.

At the fall meeting every third year, the Council shall elect a President, Vice President, and Treasurer from among its members, by simple majority of those members present, to serve for three years. The President, Vice President, and Treasurer shall automatically be members of the Council, each to serve a three-year term.

5. Rules of Order

The President, or in his/her absence, the Vice President, of the Alumni Council shall preside at all meetings of the Alumni Council. A quorum, which shall consist of 50% of the members of the Alumni Council, will be required to hold any meeting of the Alumni Council. A meeting at which a quorum is initially present may continue to transact business if any action taken is approved by at least a majority of the required quorum for that meeting. Approval of any matter brought before the Alumni Council will be by a simple majority vote of those members in attendance at the meeting, providing that a quorum exists, except in the case of a bylaw amendment which will require a two-thirds affirmative vote. No absentee voting is permitted on any matter brought before the Alumni Council including the election of officers. The President will not vote unless there is a tie.

The President of the Alumni Council, in consultation with the Director of Alumni Affairs, shall prepare the agenda for each meeting, which will be distributed by the Director of Alumni Affairs to Alumni Council members at least fourteen days prior to the meeting. The Director, or a designee, shall serve as executive secretary to the Alumni Council. The Director, or a designee, shall record the minutes of the meeting which will be distributed to the Alumni Council and to the Stonehill College Board of Trustees.

6. Unexpired Terms

An unexpired term of any member of the Alumni Council, whether elected or appointed, shall be filled by a simple majority vote of the Executive Committee.

E. Officers and Executive Committee

1. Officers

The officers of the Alumni Council shall consist of a President, Vice President and Treasurer.

a. President:

The President shall preside at all meetings of the Alumni Council and Executive Committee. In consultation with the Director of Alumni Affairs, the President shall call all meetings of the Alumni Council and Executive Committee and establish the agenda for each meeting. He/She shall exercise general supervision of the activities of the Stonehill College Alumni Council and may appoint, with the concurrence of the Director of Alumni Affairs, non-voting members to the Executive Committee whose appointment shall be coterminous with the President. The President shall approve the appointment of all committee chairpersons. The President will not vote unless there is a tie.

b. Vice President:

In the absence of the President, the Vice President shall perform all the duties of the President. The Vice President will assist the President in carrying on the business of the Alumni Council. The Vice President shall be an ex officio member of all committees of the Alumni Council and counsel committee chairpersons. When a vacancy occurs, the Vice President shall nominate an Alumni Council member to serve as Committee Chair. In the event the President cannot fulfill his/her term, the Vice President will complete the unexpired term as President. In the event the Vice President is unable to fulfill his/her term, nominations from among the members of the Alumni Council will be made by the Executive Committee and one candidate will be approved by the President.

c. Treasurer:

The Treasurer shall prepare a financial report to be submitted at each of the semi-annual Alumni Council meetings. The report shall indicate the balances in the various Alumni Council funds as of the most recent date available from the College's Controller. The Treasurer shall confer with the Director of Alumni Affairs who shall keep the financial records of the Alumni Council. In the event the Treasurer is unable to fulfill his/her term, nominations from members of the Alumni Council will be made by the Executive Committee and one candidate will be approved by the President.

d. College Employees:

While employees of Stonehill College are members of the Alumni Association may serve as members of the Alumni Council, they shall not be eligible for officer positions.

e. Executive Committee:

The Executive Committee shall consist of all the officers of the Alumni Council, the Immediate Past President of the Alumni Council (who will serve as advisor to the President), and the Chairpersons of the each Alumni Council committee. Non-voting members may serve at the discretion of the President and the Director of Alumni Affairs. The Executive Committee will be chaired by the President and will meet at the discretion of the President in consultation with the Director of Alumni Affairs. The Executive Committee will also serve as the Nominating Committee for the Alumni Council.

F. Committees

1. Establishment

Committees of the Alumni Council will be established on an as-needed basis by the Executive Committee in consultation with the Director of Alumni Affairs to support the mission of the Alumni Council. Committee membership is open to any member of the Stonehill College Alumni Association. At the first Alumni Council meeting each year a listing of all current committees will be distributed to each member of the Alumni Council with a description of the purpose of each committee.

2. Chairperson

All Committee Chairpersons must be current members of the Alumni Council. Chairs are nominated by the Vice President for the approval of the President. Alumni Council officers may not concurrently serve as Committee chairs. Committees will meet at the discretion of the chairperson. The Director of Alumni Affairs shall be informed of the meeting dates in advance of each meeting.

G. Amendments

These by-laws entitled "The Stonehill College Alumni Association" can be amended or altered by a two-thirds affirmative vote of the quorum at any meeting of the Alumni Council, provided that a quorum exists, and shall become effective upon the approval of the President of Stonehill College. The proposed amendment or alteration must be provided to each member of the Alumni Council at least fourteen days prior to the meeting at which such amendment will be acted upon. No proposed amendment shall be contrary, in nature and/or in intent, to the mission of Stonehill College.