Our Mission

Alumni Association Mission
Guided by the Jesuit principles of men and women with and for others, the Loyola University New Orleans Alumni Association is organized to serve alumni, promote a spirit of cooperation and fellowship among alumni, encourage the development of lifelong relationships between alumni and the University, and foster philanthropic loyalty and support for the University.

College of Business Alumni Mission
Guided by the Jesuit principles of men and women with and for others, the College of Business Alumni Board is organized to foster a spirit of union among the College of Business alumni and thus carry into their fields of endeavor a spirit of cooperation and fellowship; to establish and maintain an effective relationship between the College of Business, its Dean and faculty, and its alumni; to provide a vigorous body for supporting and promoting the growth, development and welfare of the College of Business and the activities of its students; and to plan, organize, support, and execute programs for College of Business alumni.

College of Law Alumni Association Mission
The College of Law Alumni Association is organized to foster a spirit of union between the members of the alumni and thus carry into their fields of endeavor a spirit of cooperation and fellowship; to establish and maintain an effective relationship between the College of Law and its alumni; to provide a vigorous body for sustaining and promoting the growth, development and welfare of the College of Law; and to cooperate in every reasonable way in the work of the College of Law and the activities of its students.

Young Alumni Pack Mission
The purpose of the Young Alumni Pack is to strengthen ties with recent graduates and encourage their continued involvement with the university. Young alumni are invited to share in all events and benefits of the alumni population, but in addition, are offered programs designed exclusively for them.

The university’s Young Alumni Pack develops and sponsors events that focus on career development, community service, spiritual development and other social activities to further enhance the relationship between young alumni and the university. Those who have graduated within the past 10 years are invited to participate in young alumni events and are encouraged to consider serving a one-year term on the Young Alumni Pack.
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**GRAND TOTAL** 47,898
Performance Metrics

We use three variables to measure staff performance in increasing alumni involvement.

- Volunteer Hours
- Event Attendance
- Current Annual Giving

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<tr>
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<th>FY 11</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
<th>FY 15</th>
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<td>5833</td>
<td>8427</td>
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<td>2105</td>
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<td>Percent of event attendees who gave</td>
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<td>Total volunteer hours</td>
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<td>2052</td>
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<td>Total number of volunteers</td>
<td>326</td>
<td>323</td>
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<td>Total number of alumni, parents, and friends who gave</td>
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<td>4662</td>
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LOYOLA UNIVERSITY NEW ORLEANS ALUMNI ASSOCIATION
CONSTITUTION

ARTICLE I – NAME
The name and title of this organization shall be the Loyola University New Orleans (“University”) Alumni Association (“Association”).

ARTICLE II – PURPOSE
Guided by the Jesuit principles of men and women with and for others, the Loyola University New Orleans Alumni Association is organized to serve alumni, promote a spirit of cooperation and fellowship among alumni, encourage the development of lifelong relationships between alumni and the University, and foster philanthropic loyalty and support for the University.

ARTICLE III – FISCAL YEAR
The fiscal year of the Association shall coincide with the fiscal year of the University.

ARTICLE IV – MEMBERSHIP
The Association shall consist of regular members, honorary members, and associate members, as defined in the By-Laws.

ARTICLE V – BOARD OF DIRECTORS

Section 1
The Board of Directors is the Association’s governing body. The Board of Directors (“Board”) is the official representative for the Association and is responsible for proper action on matters in which the Association has an interest. The Board has the authority to act for the Association.

Section 2
The composition of the Board of Directors shall be as follows:

- President
- President Appointee
- President-Elect
- Past-President
- Representative from each Shared Interest Organization, as defined in the By-Laws
- College Representatives
- At-Large Representatives
- Athletics Representative
- Representative from each established Regional Chapter
- Chairs of Active Committees as established by the Board, excluding Ad Hoc Committees
- Director of Alumni Relations (Ex Officio)
- Student Representative from the Student Government Association (Ex Officio)
- Student Representative from the Student Alumni Association (Ex Officio)
- Faculty Representative (Ex Officio)
- Chaplain (Ex Officio)

Section 3
All Directors shall be appointed in accordance with the By-Laws.

Section 4

The President shall not be allowed to succeed himself or herself.

Section 5

No person shall hold more than one (1) position on the Board of Directors simultaneously.

Section 6

All Directors, other than ex-officio members, shall have voting rights on all Board matters.

ARTICLE VI – ANNUAL MEMBERSHIP MEETING

The annual meeting of the membership for the purpose of transacting such business of the Association as may be brought before the meeting shall be held at the University on a date and a time to be determined from year to year by the Board. Such determination must be at least ninety (90) days prior to said meeting, and, at least thirty (30) days prior to such meeting, each member of the Association shall be notified through a posting on the alumni website of the time and place for such meeting and any other means of notification the Board of Directors deems appropriate.

ARTICLE VII – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Board of Directors shall have the power to make, amend, and repeal the Constitution and By-Laws at any regular or special meeting of the members of the Board by a vote of two-thirds of the members present, provided the text of the proposed amendment has been mailed or otherwise transmitted to the members of the Board of Directors at least fourteen (14) days prior to said meeting.

ARTICLE VIII - DISSOLUTION OF ASSOCIATION

In the event of the dissolution of this Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, transfer all of the remaining assets of the Association to Loyola University New Orleans.
LOYOLA UNIVERSITY NEW ORLEANS ALUMNI ASSOCIATION

BY-LAWS

ARTICLE I – PURPOSE

Guided by the Jesuit principles of men and women with and for others, the Loyola University New Orleans (“University”) Alumni Association (“Association”) is organized to serve alumni, promote a spirit of cooperation and fellowship among alumni, encourage the development of lifelong relationships between alumni and the University, and foster philanthropic loyalty and support for the University.

ARTICLE II – MEMBERSHIP

The Association shall consist of regular members, honorary members, and associate members.

Section 1 Regular Members

Regular members shall include all persons who have completed at least two semesters in the University, the College of Immaculate Conception, the New Orleans College of Pharmacy or the New Orleans Conservatory of Music.

Section 2 Honorary Members

Honorary members shall include

   a. All persons who have received a degree Honoris Causa by Loyola University New Orleans.

   b. Such persons as the Board of Directors may elect to honorary membership, at the request or with the approval of the President of the University, in recognition of meritorious service to the University or the Association.

Section 3 Associate Members

Parents of current students of the University, parents of regular members of the Association, current and retired staff and faculty of the University, and friends of the University may join the Association as Associate Members. Associate Members may participate in Association activities but shall not have the privilege of voting or holding office in the Association.

ARTICLE III – MEETINGS OF THE ASSOCIATION

Section 1 Annual Meeting of the Association

There shall be an Annual Meeting pursuant to the Association Constitution.

Section 2 Special Meetings

A special meeting of the Association may be called by the President and shall be called by the President or by the Director of Alumni Relations upon a resolution passed by a majority of the Board of Directors.

   a. Such resolution shall indicate the purpose(s) of the proposed meeting.
b. Notice of the date, time, place, and purpose(s) of any special meeting shall be given in the same manner as is provided in the case of annual meetings.

Section 3 Quorum

At any annual or special meeting of the Association, those regular members in attendance shall constitute a quorum for the transaction of all business. Only regular members are eligible to vote at any Association meeting.

ARTICLE IV – BOARD OF DIRECTORS

Section 1.A Terms

The terms of the Board of Directors shall be as follows:

President – One (1) year
President Appointee – One (1) year
President-Elect – One (1) year
Past-President – One (1) year
Representative of each Shared Interest Organization – Two (2) years
Representative of the College of Law Alumni Board – One (1) year
Two College Representatives – Two (2) years
Ten At-Large Representatives - Two (2) years, with five (5) being appointed each year
Athletics Representative – One (1) year
Representative of each Regional Chapter – One (1) year
Chairs of Active Committees as established by the Board, excluding Ad Hoc Committees – One (1) year

Student Representative from the Student Government Association (Ex Officio) – One (1) year
Student Representative from the Student Alumni Association (Ex Officio) – One (1) year
Faculty Representative (Ex Officio) – One (1) year
Director of Alumni Relations (Ex Officio) – One (1) year
Chaplain (Ex Officio) – One (1) year

All terms shall coincide with the Association fiscal year.

Section 1.B Terms Temporarily Extended

The terms of the President, President Appointee, President-Elect, and Past President shall be extended to Two (2) years from March 15, 2011 to the end of the fiscal year in which the Faith in the Future Comprehensive Campaign is completed.

Section 2 Appointments

The various members of the Board shall be elected or appointed as follows:

a. The President-Elect, College Representatives, Athletics Representative, At-Large Representatives, and the University Faculty Representative shall be appointed by the Nominating Committee pursuant to the procedures set forth in Article VIII of these By-Laws.

b. The Presidential Appointment shall be appointed by the incoming President at his or her discretion.

c. The Regional Chapter Representatives shall be elected by the Regional Chapters in accordance with their By-Laws.

d. Representatives from the College of Law Alumni Board and Shared Interest Organizations shall
be appointed in accordance with their respective By-Laws.

e. Committee Chairs shall be appointed in accordance with Article XII.

Section 3 Annual Meeting

The Board of Directors shall hold an Annual Meeting of the members and shall otherwise meet quarterly or as determined by the President or upon the petition of the majority of the Board members eligible to vote on Board matters.

Section 4 Quorum

A quorum of the Board of Directors shall consist of a majority of the members of the Board excluding representatives from chapters and ex-officio members.

Section 5 Eligibility to Serve

All regular members of the Association shall be eligible for membership on the Board and shall be encouraged to serve.

Section 6 Entitlement to Serve

To be entitled to hold an appointed or elected office on the Board, a member must have contributed to the Annual fund or such other university unrestricted fund as of the first meeting of the newly constituted Board, and each member must maintain this annual financial support for the entire term of his or her membership on the Board.

Section 7 One Position

No person shall hold more than one (1) position on the Board of Directors simultaneously unless one position is that of Committee Chair.

Section 8 Voting Rights

All Directors, other than ex-officio members, shall have voting rights on all Board matters.

Section 9 Duties of the Board of Directors

The duties of the Board of Directors shall be to:

a. Represent and serve the alumni and student bodies.
b. Act on behalf of the chapters and the general membership.
c. Recommend amendments to the By-Laws.
d. Attend University and Association events as necessary.
e. Approve the Association’s annual operating plan.
f. Approve an appointment to fill any unexpired term that may occur within the board.
g. Review reports and recommendations of committees and implement recommendations.
h. Serve on two (2) or more standing committees.
i. Attend a majority of the scheduled board meetings each year.
j. Promote and communicate to the general community the activities and accomplishments of the Board.
k. Contribute to the University through volunteerism and an annual gift.
l. Perform other duties as required by these Constitution and By-Laws.

Section 10 Order of Business
The President, who is the Chair of the meeting, shall determine the order of business for all meetings of the Association. The Director of Alumni Relations or a representative from the Office of Alumni Relations shall keep minutes of the meeting. Minutes of the meetings shall be kept in the Office of Alumni Relations.

Section 11 Manner of Transacting Business

The business of the Board of Directors shall be transacted in such manner as the Directors may, by resolution, determine from time to time.

Section 12 Open Meetings

Anyone may attend a meeting of the Board of Directors. However, only members of the Board, the Associate and Assistant Directors of Alumni Relations, and the Vice-President of Institutional Advancement may participate in discussion. All other non-members must receive permission of the Alumni Director or the President in advance of the meeting to participate in discussion.

Section 13 Notification

The Alumni Director or President shall give advance notice of all Board meetings in writing or by e-mail no later than ten days in advance of the meeting. Initial notification of regularly scheduled meetings for the year shall constitute such notification.

ARTICLE V – POWERS AND DUTIES OF OFFICERS

Section 1 Officers

The officers of the Association shall be the President, President-Elect, and Past President.

Section 2 Appointed Officers

This Association shall also have a Director of Alumni Relations and Chaplain who shall be appointed by the President of the University.

Section 3 President

The power and duties of the President shall be to:

a. Represent the Association at College functions as necessary.
b. Preside at meetings of the Association, the Board of Directors and Executive Committee.
c. Call special meetings of the Board of Directors and of the Executive Committee.
d. Consult with the university administration on a regular basis.
e. Appoint Committee Chairs and Committee Members to serve concurrently with his/her term.
f. Serve as an ex-officio member of all committees.
g. Meet with the University Board of Trustees or Committee as assigned by the Board of Trustees.

The term of office of the President shall be one year (or two years as described in Article IV, Section 1.B) barring uncontrollable circumstance.

Section 4 President-Elect

The power and duties of the President-Elect shall be to:

a. Perform all duties of the President in his/her absence or because of his/her inability to act.
b. Represent the Association at university functions as necessary.
c. Fill an unexpired term of the President that may occur through resignation, death, removal or inability to serve.
d. Speak at Association functions and special events as requested by the President.
e. Serve as a member of the Executive Committee.

The term of office of the President-elect shall be one year (or two years as described in Article IV, Section 1.B) barring uncontrollable circumstances.

Section 5  Past President

The President shall serve as Past President for one year (or two years as described in Article IV, Section 1.B) following the conclusion of the term of office of President, barring unforeseen circumstances. The power and duties of the Past President shall be to:

a. Perform duties as the Board of Directors may prescribe.
b. Serve as an advisor to the President.
c. Serve as chair of the Nominating Committee.
d. Speak at Alumni Association functions and special events as requested by the President.
e. Serve as a member of the Executive Committee.

The term of the office of Past President shall be one year (or two years as described in Article IV, Section 1.B).

Section 6  Director of Alumni Relations

The power and duties of Director of Alumni Relations (who shall be the person appointed by the University to be the Director of Alumni Relations) shall be to:

a. Plan and manage programs to involve alumni in the life of the University.
b. Serve or appoint a designee to serve on all committees of the Alumni Association.
c. Serve as liaison between the Association and the University.
d. Be responsible for the administration of the Association’s annual budget.
e. Be responsible for maintaining an accurate record of all official alumni proceedings and reports.
f. Perform such duties as the President of the University may designate.

Section 7  Alumni Chaplain

The office of Loyola’s Alumni Chaplain will provide a wide array of spiritual support and services, including Mass cards, prayer requests, wedding and funeral services and hospital visits.

ARTICLE VI - COLLEGE REPRESENTATION

Section 1  Number

Each Represented College shall have two (2) representatives to the Board of Directors. For this purpose, a Represented College is a degree awarding college of the University which has a Dean of the respective college. As of the date of adoption of these By-Laws, current eligible colleges are Humanities and Natural Sciences, Social Sciences, Business, Law, and Music and Fine Arts.

Section 2  Alumni Boards

All colleges with alumni boards and all Shared Interest Organizations shall appoint one representative to serve a two year term on the Association Board. In the case of colleges with alumni boards, that representative shall serve as one of two representatives as described in Art. VI, Section 1.
Section 3  Degree Requirement

The representative of a College or school must have been awarded an undergraduate degree from that College, have completed a professional preparatory curriculum in that College, or have been awarded a graduate degree from a program placed in that College.

Section 4  Appointments

College Representatives shall be appointed following the procedures set forth in Article VIII of these By-Laws.

ARTICLE VII – THE NOMINATING COMMITTEE

Section 1  Duties and Responsibilities

The Nominating Committee shall be responsible for selecting qualified alumni for the appointed positions on the Board. The Committee shall appoint one qualified alumna/us for each appointed position.

Section 2  Members

The Nominating Committee shall consist of the following individuals:

a. President
b. President-Elect
c. Past President as chair
d. Two (2) members appointed by the President and approved by the Board of Directors.
e. One representative from the Past President Council as described in Article XIV.

Section 3  Director

The Director of Alumni Relations shall serve as an ex-officio member with no voting privileges.

Section 4  Chair

The Chair of the Committee shall be the Past President.

Section 5  Appointed Members

The two (2) members appointed by the President shall be Regular Members of the Association.

Section 6  Eligibility

No member of the Committee shall be eligible to be appointed to the Board for the fiscal year immediately following his or her membership on the Committee, although he or she may be a current member of the Board.

Section 7  Timeline
The Nominating Committee shall be appointed by January 1 of each year. The Committee shall meet thereafter as determined by the Chair. The Committee shall present the Board with its list of appointments to the appointed positions at the March Board of Directors meeting.

Section 8 Criteria

In evaluating candidates for the appointed positions on the Board, the Nominating Committee shall determine whether the candidate is willing to serve on the Board. In addition, the Committee shall consider the following:

a. Prior Association experience and participation.

b. Interest in University and Association goals.

c. Time availability.

d. Additional vocational, civic and community experience.

e. Consistent record of financial support of the University, verified by the Alumni Director.

f. Any other qualities considered appropriate by the Nominating Committee.

ARTICLE VIII - APPOINTMENT PROCEDURES

Section 1 Procedures

Upon receipt of the names of the alumni appointed to appointed positions on the Board, the Director of Alumni Relations shall confirm that each of the appointed alumni meet membership requirements. No later than the March Board of Directors meeting of each year, the Director of Alumni Relations shall distribute a list of the appointments to each member of the current Board. Each member of the Board shall have thirty (30) days from the date of mailing or other distribution of the appointments list to object in writing to the Director of Alumni Relations to any of the alumni so appointed. For purpose of this section, the written objection must arrive at or be delivered to the Association office within this thirty-day period. The final day of the thirty-day period shall be clearly stated in the communication transmitting the list of appointees to the Board members. If two-thirds (2/3) or more of the Board members so object to a specific appointment, that person shall not be appointed to the Board.

Section 2 Board Rejection

Should an appointment be rejected by the Board under Section 1 above, the President of the University shall name a replacement. Such appointment shall be final.

ARTICLE IX – BOARD VACANCIES

Section 1 Temporary Absence of the President

In the absence of the President, meetings of the membership, the Board of Directors and the Executive Committee shall be convened and presided over by the President-Elect or the Past President in that order.

Section 2 Presidential Resignation
In the event that the President resigns or is otherwise unable to fulfill his or her duties for any part of his or her term, the President-Elect or Past President in that order shall execute the powers and responsibilities of the Office of the President for the remainder of the fiscal year. Such service by the President-Elect shall not prevent the President-Elect from serving as President during the next fiscal year.

Section 3 Board Vacancy

In the event an appointed or elected position shall become vacant during the fiscal year, a replacement shall be named by the President, subject to the approval of a majority of the Board of Directors so voting at its next scheduled meeting.

Section 4 Removal

A Board Member can be removed for cause under the following circumstances:

a. A Board Member can be removed after two consecutive unexcused absences from regularly scheduled meetings. The Director of Alumni Relations and President shall determine whether an absence is excused at their discretion.

b. Removal of the Member from the Board for any other reason shall occur upon the recommendation of the President and shall occur by a majority vote of the Executive Committee members in attendance or voting by a proxy at a regularly scheduled meeting of the Executive Committee. To be valid, a proxy must be presented in writing or by e-mail to the Director of Alumni Relations prior to the beginning of the meeting where the vote occurs. The members of the Executive Committee shall be informed in writing or by e-mail that such a vote will be held no later than seven (7) days before the date of the meeting where the vote will take place.

c. The Board member being considered for removal shall be notified of the Executive Committee meeting in writing or by e-mail no later than seven (7) days before the date of the meeting where the vote will take place and shall have the right to address the Executive Committee at the meeting.

d. If a member is removed from the Board under these rules, he or she shall be replaced in accordance with section 3 of this Article X.

ARTICLE X – SHARED INTEREST ORGANIZATIONS

Section 1 Definition

Officially recognized Association groups organized through mutual interest; including, but not limited to academic areas of study, profession, athletics, fraternal involvement, or constituency characteristic, will be considered eligible to apply for chartering.

Section 2 Application for Chartering

Alumni meeting the membership requirement of the Association outlined in Article II may petition the Board of Directors to be chartered as a Shared Interest Organization of the Association.

Section 3 Chartering

Groups requesting to be certified as Shared Interest Organizations must complete the following documentation for presentation to the Board:

a. Application form.
c. Acceptance of standards as set by the Board of Directors.
d. Formation of a chartering steering committee.
e. Completion of interest level mailing.

Upon completion of these requirements, the Director of Alumni Relations shall present the application for charter to the Board of Directors at its next meeting.

Section 4 Standards

Once chartered, a Shared Interest Organization must prepare a set of By-Laws, which must be approved by the Executive Committee, and is expected to meet basic standards in the areas of Programming, Reporting, Financial Responsibility and Membership.

Section 5 Modifications

The Board may modify, change, or add to these standards. The Board will communicate such changes, additions, and modifications to the Shared Interest Organizations.

Section 6 Active Shared Interest Organizations

There is one (1) active group that will be grandfathered in as of the date of adoption of these By-Laws as Shared Interest Organization. It is the Young Alumni Pack. The Young Alumni Pack has representation on the Board of the Association.

ARTICLE XI - CHAPTERS

Section 1 Application for Chartering

Alumni meeting the membership requirement of the Association outlined in Article II may petition the Board of Directors to be chartered as a chapter of the Association. Groups organized strictly through geographic commonality will be considered eligible to apply for chartering.

Section 2 Chartering

Groups requesting to be certified as chapters must complete the following documentation for presentation to the Board:

a. Application form.
c. Acceptance of chapter standards as set by the Board of Directors.
d. Formation of a chartering steering committee.
e. Completion of interest level mailing.

Upon completion of these requirements, the Director of Alumni Relations shall present the application for charter to the Board of Directors at its next meeting.

Section 3 Chapter Standards

Once chartered, a Chapter must prepare a set of By-Laws, which must be approved by the Executive Committee, and is expected to meet basic standards in the areas of Programming, Reporting, Financial Responsibility and Membership as outlined in the Chapter Leadership Handbook.

Section 4 Modifications
The Board may modify, change, or add to these standards. The Board will communicate such changes, additions, and modifications to the Chapter Presidents.

**ARTICLE XII – OTHER STANDING COMMITTEES**

**Section 1 Establishment**

a. There shall be an Executive Committee, a Nominating Committee, and such other committees that the Board may establish (the “Committees”) to ensure that the then key functions of the alumni relations effort at Loyola University New Orleans are addressed by the Board.

**Section 2 Ad Hoc Committees**

The Executive Committee may appoint Ad Hoc Committees, as it deems necessary. Ad Hoc Committees will function as directed in and exist for the period of time stated in the resolution, creating the committee.

**Section 3 Committee Membership**

Any Committee, except for the Executive and Nominating Committees, shall consist of a Chair as appointed by the President, and other members of Board of Directors, along with the Director of Alumni Relations and/or the Associate or Assistant Director of Alumni Relations. Non board members may be asked and encouraged to serve on a committee at the request of the President, Director, or Chair of the Committee.

**Section 4 Executive Committee**

The Executive Committee of the Board of Directors shall be comprised of the President, President-Elect, Past President, Director of Alumni Relations, and one member of the Board of Directors appointed by the President, to serve concurrently with the President's term. The President shall serve as Chair. The Executive Committee responsibilities are as follows:

- Develop an annual operating plan for presentation to the Board.
- Approve annual budget for the Board of Directors, Committees of the Board of Directors, and funds granted to the Regional Chapters.
- Charge standing and ad hoc committees.
- Represent the Association at University events
- Act as a liaison to the University and the Office of Alumni Relations.
- Consider Alumni issues during periods between Board of Director meetings.

The Executive Committee shall meet as called by the President.

**Section 5 Committee Meetings**

All committees shall meet at the call of the chair of the Committee. Committee chairs shall prepare quarterly reports of the activities. Such reports shall be included in the board packets distributed to board members prior to each quarterly board meeting. Committees shall keep minutes of their meetings and shall forward a copy of the minutes to the Director of Alumni Relations.

**ARTICLE XIII - COUNCIL OF PAST PRESIDENTS**

There shall be a Council of Past Presidents whose membership shall consist of all living past presidents of the Association. The purpose of the group will be consultative in nature; that is, the Board may wish to draw upon the collective experience of the group on matters concerning policies and programming, and such other matters as the Board of Directors may request. The Council of Past Presidents will have the opportunity to convene formally at least once a year, or more frequently, as needs of the Council of Past
Presidents or the Board may determine. The Council of Past Presidents members may receive minutes of the Board meetings and other materials of interest, including items they might request.

ARTICLE XIV - INDEMNIFICATION OF DIRECTORS AND OFFICERS

Officers and Directors of the Association are indemnified and insured against liability under the University’s General Umbrella Liability Policy.

ARTICLE XV - CONFLICT OF INTEREST

Any director, officer, staff member, or committee member having a material financial interest, or having an immediate family member with a material financial interest, in a contract or other transaction presented to the Board of Directors or a committee thereof for authorization, approval or ratification shall make a prompt, full and frank disclosure of such person’s interest to the Board or committee prior to its acting on such contract of transaction. Such disclosure shall include any relevant and material facts, known to such person, about the contract or transaction which might reasonably be construed to be adverse to the corporation’s interest. The board or committee to which such disclosure is made shall thereupon determine, by majority vote whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use personal influence on, nor participate (other than to present factual information or respond to questions) in the discussions and deliberations with respect to such contract or transactions. Such person may be counted in determining the existence of a quorum at any meeting where the contract or transaction is under discussion or is being voted upon. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation, and whether a quorum was present. For purposes of this Section, a person shall be deemed to have a “material financial interest” in a contract or other transaction if such person is the party (or one of the parties) contracting or dealing with the corporation, or is a governor, trustee or officer of, or has a significant financial or other interest in, the entity contracting with the corporation.

ARTICLE XVI- THIRD PARTY CONTRACT APPROVAL

All Committees, Shared Interest Organizations, and Chapters of the Association shall submit any proposed contract with a third party to the Director of Alumni Relations for appropriate review and approval before execution of said contract. Authorization to enter into such a contract on behalf of the Association is governed by policy of the University.

ARTICLE XVII – AMENDMENTS TO THE BY-LAWS

The Board of Directors shall have the power to make, amend, and repeal By-Laws not inconsistent with the Constitution at any regular or special meeting of the members of the Board by a vote of the majority of the members present, provided the text of the proposed amendment has been mailed or otherwise transmitted to the members of the Board of Directors at least seven (7) days prior to said meeting.
CONSTITUTION OF
LOYOLA UNIVERSITY NEW ORLEANS
JOSEPH A. BUTT, S.J.
COLLEGE OF BUSINESS ALUMNI BOARD

ARTICLE I
NAME

The name and title of this organization shall be the Loyola University New Orleans Joseph A. Butt, S.J., College of Business Alumni Board of Directors, hereafter referred to as the “College of Business Alumni Board.”

ARTICLE II
MISSION

Guided by the Jesuit principles of men and women with and for others, the College of Business Alumni Board is organized to foster a spirit of union among the College of Business alumni and thus carry into their fields of endeavor a spirit of cooperation and fellowship; to establish and maintain an effective relationship between the College of Business, its Dean and faculty, and its alumni; to provide a vigorous body for supporting and promoting the growth, development and welfare of the College of Business and the activities of its students; and to plan, organize, support, and execute programs for College of Business alumni.

ARTICLE III
MEMBERSHIP

Membership on the Board of Directors shall be open to all persons who attended at least four semesters (hereafter referred to as alumni) while maintaining good standing in the College of Business. The composition of the Board of Directors shall include a combination of undergraduate and graduate College of Business alumni. The Dean of the College of Business and the Director of Alumni Relations shall be permanent, non-voting, ex-officio members of the Board. The Board of Directors shall maintain at least twenty (20) members, in addition to the Dean and Director, at all times.
ARTICLE IV
OFFICERS

The officers of the organization shall include a President and President-Elect. The officers shall serve terms of two (2) years, beginning on the first day of August of each year (hereafter referred to as the board year).

ARTICLE V
COMMITTEES

The Board of Directors shall establish standing committees of the Board to ensure that the key functions of the College of Business and the College of Business Alumni Board of Directors are addressed. Committees may be formed as necessary by a simple majority vote of the Board of Directors. Committee members shall be formed annually at the beginning of each board year. The committees shall be chaired by a member of the Board, but may include alumni and friends who do not currently serve on the Board of Directors. The President shall appoint the chair of each committee who will serve for a one-year term. Chairs may be reappointed by the President to an additional one-year term. The chair of each committee shall report at the general meetings of the Board of Directors. Each committee shall consist of at least three (3) members of the Board of Directors.

SECTION 1: Committee Duties and Responsibilities

a. The Golf Committee will be responsible for the planning, execution, and support of the Annual College of Business Alumni Golf Tournament. The Golf Committee shall be formed each year at the first meeting of the board year. The committee shall meet as needed to conduct the business and affairs of the Golf Committee, and in addition shall meet upon the call of the chair or at the request of any three (3) members of the committee. Reasonable notice of any committee meeting shall be provided to all the members.

b. The Luncheon Committee will be responsible for the planning, execution, and support of the Annual College of Business Administration Alumni Luncheon. The Luncheon Committee shall be formed each year at the first meeting following the conclusion of the luncheon. The committee shall meet as needed to conduct the business and affairs of the Luncheon Committee, and in addition shall meet upon the call of the chair or at the request of any three (3) members of the committee. Reasonable notice of any committee meeting shall be provided to all the members.
c. The Nominating/By-Laws committee shall be responsible for soliciting and reviewing nominations for all regular elections and any special elections for replacement of officers and directors due to resignation or other reasons. The committee shall be responsible for reviewing the By-Laws and recommending changes. The chair of the committee shall submit any recommended changes to the Board for its consideration and approval. The Nominating/By-Laws Committee shall be formed each year at the first meeting of the board year. The committee shall meet as needed to conduct the business and affairs of the Nominating/By-Laws Committee, and in addition shall meet upon the call of the chair or at the request of any three (3) members of the committee. Reasonable notice of any committee meeting shall be provided to all the members. The committee may meet by conference call when deemed necessary.

d. The Networking Committee shall be responsible for assisting Loyola’s Career Development Center in meeting the needs of students and/or alumni who are seeking employment.

e. Ad Hoc Committees may be formed by the Board of Directors as it deems necessary. Ad Hoc Committees will function as directed and exist for the period of time directed.

SECTION 2:

Each member of the Board is expected to serve on at least one of the standing committees each year.

ARTICLE VI
ELECTIONS AND NOMINATIONS

SECTION 1:

The President shall publish a notice to the Loyola community requesting nominations for directors in the spring of each year. The notice shall direct that all nominations be sent to the Director of Alumni Relations who shall confirm that each candidate meets membership requirements. No later than May 1 of each year, the Director of Alumni Relations shall distribute the nominations to the Nominating/By-Laws Committee for consideration. The Nominating/By-Laws Committee shall thereafter meet and recommend to the Board a slate of candidates for election as officers and directors of the organization. The President shall then present the slate of officer and director candidates for consideration and ratification by a majority vote of those present at the June meeting of the Board. The new officers and directors shall begin their term of service at the first meeting after August 1st following their election.
SECTION 2:

It shall not be necessary to vote for the President of the Board of Directors, as the President-Elect shall automatically succeed to this office. In the event the President-Elect is not able to succeed to the office of President, the Nominating/By-Laws Committee shall present to the Board of Directors their recommendations for a new President and President-Elect.

SECTION 3:

All vacancies occurring on the Board of Directors may be filled for the unexpired term of service by a vote of the Board upon the recommendation(s) of the Nominating/By-Laws Committee.

SECTION 4:

Directors may serve a maximum of two (2) consecutive terms of three years. Directors that have completed six consecutive years of service will be eligible to be reelected to the Board after a period of three (3) years.

SECTION 5:

The College of Business Alumni Board shall have one representative from its Board serve a one-year renewable term on the Loyola University New Orleans Alumni Association Board. This representative shall be recommended by the Nominating/By-Laws Committee for the approval of the Board of Directors.

ARTICLE VII

MEETINGS OF THE BOARD

SECTION 1:

The Board shall meet as needed to conduct the business and affairs of the organization, and in addition shall meet upon the call of the President or at the request of any five members of the Board. Reasonable notice of any Board meeting shall be provided to all the members of the Board.

SECTION 2:

Eight (8) voting members shall constitute a quorum of the Board for conducting its business. All business may be approved by a majority vote of those present at a meeting unless otherwise specified. Proxies shall not be allowed. Participation by telephone and/or video conferencing shall be allowed.
SECTION 3:

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Board may adopt.

SECTION 4:

Each Director is expected to make every effort to attend each of the Board meetings. Directors who have two consecutive unexcused absences may be removed from the Board by a vote of the Board upon the recommendation of the Nominating/By-Laws Committee, and it shall be considered that the Director has resigned. The Nominating/By-Laws Committee shall determine the adequacy of excuses. The Nominating/By-Laws Committee shall recommend persons to fill vacancies created by any such resignation. Such nominees are subject to Board approval. Volunteer participants on committees will be subject to the same level of attendance expectations.

ARTICLE VIII
REPEAL OR AMENDMENT OF THE BY-LAWS

These By-laws may be repealed or amended at any meeting of the Board of Directors by a majority vote of the directors in attendance, provided that at least 30 days written notification is provided to the members of the Board of any proposed amendment.

ARTICLE IX
NO CONFLICT WITH OTHER BY-LAWS

The By-laws of the Board shall not conflict with the bylaws or policies of the Alumni Association of Loyola University New Orleans, the College of Business, or the University.

ARTICLE X
ANNUAL FUND COMMITMENT

All Directors serving on the College of Business Board of Directors are expected to participate financially in the annual fund as part of their membership requirement with at least some portion designated to the College of Business.
ARTICLE XI
TRANSITION RULES

SECTION 1:

These By-Laws shall become effective upon the vote of the Board of Directors.

SECTION 2:

All members of the Board of Directors serving under the By-Laws in existence prior to the adoption of these By-Laws shall serve until the end of their term as determined under those By-Laws. All members interested in serving a second term under these By-Laws may self-nominate for the open positions.

SECTION 3:

The first Board election held under these By-Laws and during each election held thereafter shall be conducted once annually during the June meeting.
A. The name of the association is the Loyola University New Orleans Young Alumni Pack.

B. The purpose of the Young Alumni Pack is to strengthen ties with recent graduates and encourage their continued involvement with the university. Young alumni are invited to share in all events and benefits of the alumni population, but in addition, are offered programs designed exclusively for them.

C. The university’s Young Alumni Pack develops and sponsors events that focus on career development, community service, personal development and other social activities to further enhance the relationship between young alumni and the university. Those who have graduated within the past 10 years are invited to participate in young alumni events.

Section 2
Structure

A. The operations and business of the Loyola University Young Alumni Pack shall be governed by the Young Alumni Pack Board of Directors, not to exceed 25 members. Terms of office will last one (1) year for the President and Past President and two (2) years for committee chairs and at-large board members. Terms will run from the first day of August to the last day of July. No Member of the Young Alumni Pack shall serve more than four consecutive years (two consecutive terms) without prior recommendation by the Executive Committee.

B. To further its purpose, the Young Alumni Pack shall include four committees:
   I. Marketing
   II. Enrichment
   III. Professional Networking
   IV. Community Service

The Board of Directors shall serve as Nominating Committee. The Nominating Committee shall nominate any Loyola Young Alumni to fill vacancies on the Board.

C. The Young Alumni Pack Board of Directors shall have an executive committee. The Executive Committee shall be comprised of the Past President, the President, and the Vice President.

D. The Executive Committee will meet on call by the Board President. This committee shall have the power to act on behalf of the Board between meetings, but must report all of its
actions to the Board. This includes approving the annual budget and any line items within the budget.

E. If a member of the Executive Committee shall find him or herself elected in their ninth year out of college, then that member shall either:
   I. Complete the remainder of their term by a majority vote of the Young Alumni Pack Board members, or
   II. Resign and an election for the new Executive Committee member will be held at the next scheduled Young Alumni Pack Board of Directors general meeting.
   III. If the said Executive Committee member is the President of the board, then the Vice President will take over and an election will be held to fill the vacancy of Vice President.

F. All vacancies occurring in any elected office shall be filled by a majority vote of the Young Alumni Pack Board of Directors. It is acceptable to conduct the vote via email if necessary.

Section 3
President Responsibilities

A. The Board President shall preside over the quarterly meetings.

B. The President shall serve as the primary contact and liaison between the Office of Alumni Relations and the Young Alumni Board.

C. The President shall serve and report to the Loyola University Alumni Association Board on behalf of the Young Alumni Pack. If the President is already a member of the Alumni Association Board of Directors then a representative from the Executive Committee will be appointed to represent the Young Alumni Pack in his/her place.

D. The President shall monitor the implementation of the planned calendar of events; delegate responsibilities, and follow up with the Office of Alumni Relations.

E. The President shall assist in the planning of events that reach a variety of audiences and further the interest of the Young Alumni Pack and the University.

F. The President or Assistant Director of Alumni Relations shall send out meeting and event notices to the Young Alumni Pack.

G. The President shall serve a one-year term and will notify the Office of Alumni Relations if they are unable to serve the entire term.
Section 4
Vice President Responsibilities

A. The Vice President shall assume all duties of the President during his or her absence.

B. The Vice President shall support the President with all Young Alumni Pack efforts.

C. In the event that the President can no longer carry out his or her duties, the Vice President will be promoted to President.

D. The Vice President shall take minutes at Board and Executive Committee meetings, or ensure that someone else is doing so.

E. The Vice President shall distribute necessary papers before Board and Executive Committee meetings (i.e. agenda, minutes, etc.).

F. The Vice President shall keep a file of all agendas, minutes, etc.

G. The Vice President shall serve a one-year term and will notify the Office of Alumni Relations if they are unable to serve the entire term.

Section 5
Committee Chair Responsibilities

A. Committee Chairs preside over committee meetings as needed and reports on committee activities to the Board at its quarterly meetings.

I. Marketing Chair - responsible for all communications/marketing to the local alumni population through, but not limited to:
   a. Young Alumni Newsletter
   b. Young Alumni Spotlights
   c. E-mail Blasts
   d. Facebook and Twitter

II. Enrichment Chair – responsible for assisting the local young alumni population with social networking and personal development through, but not limited to:
   a. Young Alumni Happy Hours
   b. Annual Christmas Cocktail
   c. Spiritual Events
   d. Recreation Events
   e. Other Special Interest Programs

III. Professional Networking Chair – responsible for assisting the local young alumni population with career networking and professional development opportunities that can include, but is not limited to:
   a. Working with the Career Development Office
b. Professional Mixers

c. Professional Networking Programs

IV. Community Service Chair – responsible for assisting the local young alumni population with service opportunities at the frequency of at least one (1) event quarterly. It includes service to Loyola University New Orleans, which includes, but is not limited to:

a. Volunteering to assist Loyola events
b. Working with LU CAP

c. Assisting and working with grassroots organizations to help rebuild the city of New Orleans
d. Serving on the WOTP planning committee

B. The Board shall select committee Chair(s) based on nominees. Committee Chairs shall serve as members of the Board during their term.

C. Committee Chairs will serve a two-year term, and will notify the Office of Alumni Relations if they are unable to serve a term of two years.

D. Board members not serving as President, Past President, Vice President or Committee Chairs shall be At-Large Board Members. At-Large Board Members are required to participate on at least one of the four Young Alumni Pack Committees.

Section 6
Meetings

A. The Young Alumni Board shall meet quarterly. The Committees shall meet as necessary.

B. A majority of the Board shall be present at the beginning of any regularly scheduled quarterly meetings before any official business can be voted on.

C. Members of the Young Alumni Pack Board of Directors who miss more than two consecutive regularly scheduled general Board meetings without sending written notification to the Office of Alumni Relations may be removed for lack of due diligence. It shall be considered that the alumna/us has resigned. The Past President, President, and Vice President shall determine the adequacy of excuses. Vacancies created by any such resignation may be filled by any young alum through a majority vote of the Board.

Section 7
Amendment and Effective Date

A. These Operating Guidelines shall be amended upon approval by the Young Alumni Executive Committee and a majority two-thirds vote of the Board. It is acceptable to vote via email if necessary.

B. These Operating Guidelines were adopted on August 13, 2013 and shall be effective as of August 1, 2014.
Alumni Association Committees

We value the time you spend participating on the Alumni Association Board of Directors and we want you to enjoy your volunteer experience. All members of the Alumni Association Board of Directors are required to participate in at least two committees. Members of the College of Business Alumni Board, College of Law Alumni Board and Young Alumni Pack are encouraged to participate in at least one committee. The expectations and time commitments vary by committee. Committee meeting dates will be identified by the Committee Chair in conjunction with the Office of Alumni Relations.

Appointed Committees: The Alumni Association currently has two appointed committees, committees: the Nominating Committee, and the Awards Committee. The Nominating Committee meets in February of each year to interview applicants and select the board slate which is presented at the 4th Quarter board meeting. The Awards Committee reviews the applications for the Alumnus/a of the year awards and select the recipients. Both the Nominating and Awards Committee are anonymous. If you are interested in participating in one of these committees please contact Allison Plaisance or Laurie Leiva.

Chair: To be appointed

Career Networking: The Career Networking committee leverages the Alumni Association to support the professional development of Loyola students and alumni. The committee shall identify and define professional development strategies, tactics and metrics in collaboration with the Career Development Center and serve as the key informant and stakeholder alumni group for the Office of Alumni Relations and the Career Development Center. The key tasks of the committee are to identify and define ways in which alumni can support students’ exploration of career paths; share best practices from life experiences; and review offerings from Loyola and offer suggestions.

Co-Chairs: Joenell Henry-Tanner’00

Community Service: As a Catholic, Jesuit institution, Loyola promotes educating and graduating “men and women for others.” This committee addresses an ever important need for service to the community and in doing so, help advance the greater mission of Loyola. The Community Service committee is responsible for planning Wolves on the Prowl: Loyola’s National Day of Service. Committee members are expected to assist with logistics on the day of Wolves on the Prowl as well as assist with facilitating opportunities for group interaction and reflection.

Co-Chairs: Bea Forlano ’04
         Michelle Clarke ’06

Enrichment: This committee is responsible for planning our Loyola Alumni Enrichment Series ~ Growing in Knowledge and Deepening our Faith. The mission of our Enrichment Series is to assist alumni and friends in their lifelong pursuit of intellectual and spiritual growth and provide opportunities to sample the recent research and top-notch teaching emerging from the University. The committee planned the 2012, 2013, and 2014 Alumni College. This year they will plan the tours and classes that will be taught during Alumni Weekend, June 12-14, 2015.

Chair: Gene Hernandez ’07

Ignatian Spirituality: Animated by a Jesuit spirituality that seeks to find God in all things, this committee creates opportunities and supports events that enrich prayer and the spiritual lives of our alumni community. This committee also works closely with the Office of Mission and Ministry.

Chair: Patricia Crowley, M.P.S. ‘03
**Loyola Loyal NOLA Committee:** This committee works with the annual fund office in improving the percentage of alumni who give to the Loyola Fund. Members are expected to ask fellow alumni to make an annual contribution to the Loyola Fund. The Alumni Association welcomes the opportunity as well as responsibility, to raise the awareness among our constituents that their annual fund participation is crucial to advancing Loyola’s mission.

**Chair:** Leigh Thorpe ‘03

**Reunion Committees:** Whether celebrating a milestone class reunion or gather by a special-interest, affinity, or constituent society, we encourage graduates to form a committee with the assistance of the Office of Alumni Relations. The staff helps plan a more successful event. The classes celebrating milestone reunions this year will be the classes of 1955, ’65, ’75, ’85, ’90, ’95, and 2005. If you graduated in one of these years, please sign up to serve on the committee. The success of the reunions is a direct result of the strength of the planning committees. This includes law graduates, as well.

**Chairs:** To be identified

**Scholarship:** The Alumni Association gives out two types of financial awards- a legacy scholarship and a graduation award. Responsibilities of this committee include: attending committee meetings; reviewing current scholarship criteria, reviewing application materials, interviewing candidates, and identifying and selecting recipients.

**Chair:** Ruth Katz ‘82
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<tr>
<th>Event</th>
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<tr>
<td>Joint Board of Directors Summit</td>
<td>Saturday, August 15, 2015</td>
<td>9:00 a.m. to 1:00 p.m.</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Quarter Board Meeting</td>
<td>Tuesday, September 29, 2015</td>
<td>5:30 p.m.</td>
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<td>Light Dinner Meeting</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; Quarter Board Meeting</td>
<td>Tuesday, November 17, 2015</td>
<td>5:30 p.m.</td>
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<td>Light Dinner Meeting</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Quarter Board Meeting</td>
<td>Tuesday, February 23, 2016</td>
<td>5:30 p.m.</td>
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<td>Light Dinner Meeting</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Quarter Board Meeting</td>
<td>Tuesday, April 26, 2016</td>
<td>5:30 p.m.</td>
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<tr>
<td>Joint Board of Directors Summit</td>
<td>Saturday, August 15, 2015</td>
<td>9:00 am – 1:00 p.m.</td>
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<tr>
<td>COB Speed Networking Event</td>
<td>Tuesday, October 27, 2015</td>
<td>6:00 – 7:30 p.m.</td>
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<tr>
<td>2nd Quarter Board Meeting</td>
<td>Wednesday, November 18, 2015</td>
<td>Light Dinner</td>
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<td>3rd Quarter Board Meeting</td>
<td>Wednesday, February 24, 2016</td>
<td>Light Dinner</td>
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<tr>
<td>COB Starlight Racing Event</td>
<td>Friday, March 11, 2016</td>
<td>5:00 p.m. – 9:00 p.m.</td>
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<tr>
<td>4th Quarter Board Meeting</td>
<td>Wednesday, May 18, 2016</td>
<td>Light Dinner</td>
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<td>Joint Board of Directors Summit</td>
<td>Saturday, August 15, 2015</td>
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<tr>
<td>2nd Quarter Board Meeting</td>
<td>Tuesday, October 13, 2015</td>
<td>6:00 – 7:00 p.m. Greenville Hall, 1st floor</td>
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<tr>
<td>Fall Professional Development</td>
<td>Thursday, October 22, 2015</td>
<td>5:30 p.m.  Light Refreshments 6:00 p.m.  Presentation Location: TBD</td>
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<td>Christmas Cocktail</td>
<td>Thursday, December 3, 2015</td>
<td>6:00 p.m. – 8:00p.m. Location: TBD</td>
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<tr>
<td>3rd Quarter Board Meeting</td>
<td>Tuesday, March 1, 2016</td>
<td>6:00 p.m. – 7:00 p.m. Greenville Hall, 1st floor</td>
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<td>Spring Professional Development</td>
<td>TBD</td>
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<td>4th Quarter Board Meeting</td>
<td>Tuesday, May 10, 2016</td>
<td>6:00 p.m. – 7:00 p.m. Greenville Hall, 1st floor</td>
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<tr>
<td>Spring Social</td>
<td>Thursday, May 26, 2016</td>
<td>6:00 p.m. – 8:00 p.m. Location: TBD</td>
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*Executive Committee and Committee Chairs – Tentative Check-In Meeting Date
Tuesday, January 12, 2016 | 6:00p.m. – 7:00 p.m. | Location: TBD*