

THE BYLAWS OF THE

UNIVERSITY OF PITTSBURGH ALUMNI ASSOCIATION

July 1, 2017

ARTICLE I NAME

The name of this organization shall be the University of Pittsburgh Alumni Association (the "Alumni Association").

ARTICLE II MISSION

The Alumni Association's mission is: "To engage and enrich alumni and students and to support and advance the University of Pittsburgh."

The Alumni Association is part of the University of Pittsburgh and not an unincorporated nonprofit association under Pennsylvania law.

ARTICLE III DEFINITION OF ALUMNUS

Any person who has received a degree or certificate from the University of Pittsburgh of the Commonwealth System of Higher Education (the "University") or who has completed 15 or more credits toward graduation and has left the University in good standing may be considered an alumnus. An individual who matriculated but did not complete the semester or who enrolled in a special course that did not carry degree credit should not be included as an alumnus.

ARTICLE IV CONSTITUENT ORGANIZATIONS

Section 1 Ratification of Constituent Organizations

- a) Alumni of the University may unite to form societies, councils, or regional organizations (a "constituent organization"). As provided in Article IV, Section 3 of these bylaws, each such constituent organization seeking official status shall petition the Alumni Association's Board of Directors (the "Board") for ratification as a constituent organization of the Alumni Association. Ratification by the Board shall be done in accordance with regular voting procedures as provided in Article V of these bylaws.
- b) Each constituent organization officially ratified by the Board as of the date of these bylaws shall be deemed to have been ratified pursuant to these bylaws.

Section 2 Constituent Organization Names

- a) Any organization currently representing alumni of a particular school or college of the University or affinity or regional organizations (the "constituent organizations") is authorized to retain its current official name.

- b) Each new organization representing alumni of particular schools or colleges of the University shall be known by the name of that school followed by the word “society.”
- c) Each new affinity organization shall be known by the name of that organization followed by the word “council.”
- d) Each new regional organization shall be known by the name of that organization followed by the word “club.”
- e.) Each new advisory organization shall be known by the name of “team.”

Section 3 Constituent Organization Bylaws

Any organization seeking official recognition or status as a constituent organization shall submit a signed copy of the Alumni Club/Council Articles of Association in the form attached as Attachment 1, that conform with the bylaws of the Alumni Association, to the Alumni Association for approval.

- a) Societies are governed by the individual school or college bylaws. Societies are encouraged to the maximum extent possible to align their bylaws with those of the Alumni Association.
- b) In drafting or modifying their bylaws, clubs and councils must align their bylaws with those of the Alumni Association.

ARTICLE V MEETINGS

Section 1 Annual Meeting

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

Section 2 Special Meeting

Other meetings of the Board may be called at any time by the Executive Director and the President, provided that at least seven business days’ notice is given prior to any such meeting.

Section 3 Quorum and Attendance

a) Quorum

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

b) **Attendance**

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

c) **Voting**

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

Section 4 Rules of Order

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

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1 Nomination Processes

- a) **Officer and Board Nominations** – The Executive Committee (as defined in Article IX, Section 1(a) of these bylaws) shall facilitate the annual nomination and election process of officers of the Alumni Association and members of the Board and any other teams in conformance with these bylaws. The Executive Committee will oversee the approval process of nominees that are received from the national call. The Executive Committee will approve the succeeding Executive Committee and all Advisory Teams. The Executive Committee along with the Board of Directors will approve the succeeding Board of Directors.
- b) **University Board of Trustee Nominations** – As may be provided by the University's governing provisions, the Executive Committee will recommend qualified candidates to serve as Alumni Trustees on the University's Board of Trustees to the Governance and Nominating Committee, or other appropriate committee, of the University's Board of Trustees.

Section 2 Enumeration

- a) **President and President Elect** – The Executive Director in conjunction with University leadership shall select qualified candidates for the office of President and President-elect and submit those names to the Executive Committee for consideration.
- b) **Officers** – The Executive Director and the President-elect select candidates from the eligible pool of candidates for the offices of Vice President (2); Secretary; Treasurer; School, College, and Regional Campus ("SCR") Chair; and Director-at-Large Representative, and submit those names to the Executive Committee for consideration.

- c) **Directors-at-Large** – The Executive Committee shall endorse candidates from the eligible pool of candidates for each open seat on the Board subject to election.
- d) **Team Chair** – The Executive Committee shall endorse a candidate from the eligible pool of candidates for each open position of Team Chair. Team Chair will serve as the chairman of their Team.
- e) **Ex-Officio Members** – The Executive Committee shall endorse the addition of Ex-Officio Members on an “as needed” basis.
- f) **Director Emeritus** – Any person designated as Director Emeritus should be an alumnus of the University who has rendered distinguished service to the Alumni Association and to the University. The President and the Executive Director will recommend candidates for Director Emeritus to the Executive Committee. Director Emeritus status is confirmed by a two-thirds vote of the Executive Committee.

Section 3 Terms

- a) **Officers** shall serve a two-year term of office. Time served as an officer does not count towards Alumni Association term limits overall. There is no term limit for a member of the Board as long as he/she remains an officer. If an opportunity is not provided to existing members of the Board to serve as an officer, that person’s time on the Board will expire at the end of the then current President’s term or upon having the opportunity to have served two terms as a member of the Board.
- b) **Directors-at-Large** shall serve a two-year term of office and may be nominated to serve one additional and consecutive two-year term. A candidate shall be eligible for re-election after sitting out for at least one term. In both cases, the candidate must go through the nomination process.
- c) **Team Members** shall serve a two-year term of office. A candidate shall be eligible for re-election after sitting out for at least one term. In both cases, the candidate must go through the nomination process.
- d) **Ex-Officio Members** shall be appointed by the Executive Committee members on an “as needed” basis with term limits defined by the Executive Committee.
- e) **Alumni Trustees** are members of the University’s Board of Trustees and are elected for such terms as may be provided from time to time by the University’s Bylaws.
- f) **Directors Emeriti** shall serve for life.

Section 4 Elections

The officers and Directors-at-Large shall be elected at the annual meeting of the Alumni Association.

Section 5 Date of Term of Office

All officers and members of the Board of the Alumni Association shall take office beginning July 1 and concluding June 30 in accordance with Article VI, Section 3 of these bylaws. Alumni Trustees shall take office at the last meeting of the fiscal year of the Board of Trustees of the University.

Section 6 Removal from Office

Any member of the Board may be removed at any time for conduct significantly detrimental or prejudicial to the public image of the University or the Alumni Association. That removal will be effective when it is approved by two-thirds of the voting members of the Board.

ARTICLE VII THE ALUMNI ADVISORY BOARD

Section 1 Purpose

The Board serves in an advisory capacity to the Office of Alumni Relations. Members of the Board work with the staff of the Office of Alumni Relations, who are responsible for the day-to-day operations. The Board has no fiduciary responsibilities but serves a critical role by providing strategic direction, resources, and professional expertise to carry out the Alumni Association's mission as set forth in Article II of these bylaws. The specific duties and responsibilities of the Board are outlined in the Board Member Responsibility Form attached as Attachment 2, which document may be updated from time to time.

Section 2 Members of the Board shall include the following:

a) Voting members:

- i. Immediate Past President
- ii. Directors-at-Large
- iii. Eight officers

b) Non-voting members:

- iv. Vice Chancellor for Development and Alumni Relations of the University
- v. Executive Director of the Alumni Association
- vi. One Student Government Board Representative
- vii. One Blue and Gold Society Representative
- viii. Any number of Directors Emeriti
- ix. Past President of the Alumni Association
- x. Any number of Ex-Officio Members
- xi. Team Chair representing each team if not already a board member

Section 3 Compliance

Any voting member of the Board shall sign and maintain compliance with the Board Member Responsibility Form attached as Attachment 2, which document may be updated from time to time.

Section 4 Conflict of Interest

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

ARTICLE VIII OFFICERS, DIRECTORS and ALUMNI TRUSTEES RESPONSIBILITIES

Section 1 Officers

The officers of the Alumni Association shall include a President, a President-elect, two Vice Presidents, a Secretary, a Treasurer, an SCR Chair, and a Director-at-Large Representative.

Section 2 President

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

Section 3 President-Elect

The President-elect shall be Vice Chair of the Board and shall chair meetings of the Alumni Association in the absence of the President. The President-elect shall oversee the nomination process. In the event of a vacancy in the office of the President, the President-elect shall assume the duties of the office and shall complete the balance of the then current President's term as well as the regular term as the next President of the Alumni Association, as further described in Article VI, Section 2 of these Bylaws.

Section 4 Vice Presidents

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

Section 5 Secretary and Treasurer

The Secretary and the Treasurer shall have duties that are ordinarily associated with these positions, although the treasurer has no fiduciary responsibilities.

Section 6 SCR Chair

The SCR Chair shall represent all of the schools, colleges, and regional campuses.

Section 7 Director-at-Large Representative

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

Section 8 Directors-at-Large and Alumni Team Members

The Directors-at-Large and Alumni Team Members shall assist the President of the Alumni Association in advancing the goals and priorities of the Alumni Association.

Section 9 Immediate Past President

The Immediate Past President shall remain a voting member for one term of two years following his/her presidency. He/she will also serve on the Alumni Association's Executive Committee and act as a liaison between the Board of Trustees of the University and members of the Board, and he/she will also serve as an Alumni Trustee.

Section 10 Past President

The Past President is the person who precedes the Immediate Past President. The Past President shall remain on the Board as an Ex-Officio Member for one term of two years and act as a liaison between the Board of Trustees of the University and members of the Board.

Section 11 Assumption of Duties

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

Section 12 Ex-Officio Membership

- a) The Executive Director, and the Vice Chancellor for Development and Alumni Relations of the University, will serve as Ex-Officio Members of the Board.
- b) Other Ex-Officio Members shall include the Immediate Past President, one representative from the Student Government Board, one representative from the Blue and Gold Society, and any number of Directors Emeriti.
- c) The Executive Committee shall endorse the addition of any number of Ex-Officio Members based on expertise or relevance pertaining to issues, topics, events, etc. that the Alumni Association or the University is or could be involved with during a particular defined period of time.
- d) Ex-Officio Members are eligible to serve on any of the operating committees.

Section 13 Vacancies

Except as herein provided, the vacancy of any officer or member of the Board may be filled by appointment at the discretion of the President and Executive Director of the Alumni Association. Any officer or member

of the Board serving by appointment of the President and Executive Director to fill a vacancy shall serve the balance of the term of the officer or member of the Board for whom he/she is a replacement. This appointment shall not affect any future term limit. Any Alumni Trustee vacancy shall be filled in accordance with the University's Bylaws.

ARTICLE IX COMMITTEES

Section 1 Standing Committees

The Standing Committees shall be as follows:

a) Executive Committee

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

- i. Chair: President. Nine members consisting of the eight officers and the Immediate Past President.
- ii. The Executive Committee shall be empowered to act on the Board's behalf, except as otherwise specifically provided by these bylaws.
- iii. The Executive Committee shall be updated on the progress of the Alumni Association's strategic direction and suggest changes when appropriate.
- iv. The Executive Director and Vice Chancellor for Development and Alumni Relations of the University shall serve as Ex-Officio Members.
- v. The Executive Committee shall manage the annual nomination and election process of the Alumni Association's officers, Board, and Teams in conformance with these bylaws.
- vi. The Executive Committee will research names of qualified candidates for Alumni Trustees and make recommendations to the Nominations Committee of the Board of Trustees of the University for these positions.
- vii. The Executive Committee shall evaluate these bylaws and recommend any proposed changes for endorsement and full Board approval. The Executive Committee shall review the bylaws of constituencies, either recognized or those seeking recognition, and promote adherence to these bylaws and any rules of order within the Alumni Association.
- viii. The Executive Committee will assist staff in the evaluation of budgets and programs and make recommendations as appropriate.

b) Alumni SCR Committee

- i. The SCR Committee serves in an advisory capacity to assist in strengthening the relationship among the Alumni Association and all of the schools, colleges, and regional campuses.

- ii. The SCR Committee shall meet on a regular basis to support the alumni liaison program by sharing information, ideas, and feedback on activities of the Alumni Association and events and look for synergies and opportunities for collaboration.
- iii. The Chair of the SCR Committee shall represent the schools, colleges, and regional campuses on the Executive Committee and one additional SCR committee member will serve on the Advisory Board.

c) Advisory Teams

- i. The Teams serve in an advisory capacity to assist the Alumni Association. The Teams shall meet on an as-needed basis to share information, ideas, and feedback to the Executive Committee and look for opportunities to promote and enhance Alumni programs.
- ii. Advisory Teams can be created or deleted by the Executive Committee to best serve the needs of the Pitt Alumni Association and its constituents.
- iii. The chair of each Team will sit on the Advisory Board as an ex-officio member if they are not already on the Board of Directors. The chair does not need to be a board member but a Board liaison must be assigned.

Section 2 Operating Committees

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

- Awards
- Scholarship
- Student Programming

Section 3 Ad Hoc Committees and Working Groups

- a) Ad Hoc Committees and Working Groups may be created by the President, the Executive Committee, and/or the Board on an as-needed basis to address specific subject matter that is relevant.
- b) In addition to members of the Board, alumni with a specific interest or expertise would be eligible to participate on these Ad Hoc/Working Group Committees.
- c) Any Ad Hoc/Working Group Committee shall investigate, study, and make recommendations, which shall be reported to the President and or the chair of the Standing or Operating Committee that created it.

- d) Any Ad Hoc/Working Group Committee shall engage in other activities only upon express authorization of the Committee Chair that created it or upon authorization of the majority of the Standing or Operating Committee with approval of the Executive Committee or the Board unless otherwise provided in these bylaws.

ARTICLE X FINANCIAL

Section 1 Financial Reporting by Constituent Organizations

All constituent organizations shall be required, upon the Alumni Association's request, to submit to the Alumni Association the Pitt Alumni Association Financial Report Form attached as Attachment 3, which document may be updated from time to time.

Section 2 Use of Financial Reports

All financial information and Pitt Alumni Association Financial Report Forms filed by the constituent organization with the Alumni Association shall be confidential but shall be made available for inspection by the University. Copies of each constituent organization's Pitt Alumni Association Financial Report Form shall be retained in the permanent files of the Alumni Association and by the officers of the responsible constituent organization in the permanent files of the constituent organization.

Section 3 Dissemination of Financial Information to Members of Constituent Organizations

Each constituent organization required to file a Pitt Alumni Association Financial Report Form under these bylaws may be requested to disseminate the information contained in such reports to its members.

Section 4 Dissolution Clause

In the event that any constituent organization dissolves its charter, all assets will be forwarded to the Alumni Association.

ARTICLE XI EXECUTIVE DIRECTOR

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

ARTICLE XII AMENDMENTS

Section 1 Amendments to Bylaws

These bylaws may be amended by a two-thirds vote of approval by all of the voting members of the Board as defined in Article VII, Section 2(a) of these bylaws. Votes may take place at any regular or special meeting, provided the members of the Board are given 15 days' written notice of the proposed amendment. In the event a voting member of the Board is unable to attend the meeting in person, votes may be cast in accordance with Article V, Section 3(c) of these bylaws. The notice of the proposed amendment shall provide the current bylaw language as well as the proposed bylaw language where proposed changes, additions, or deletions of the language are highlighted.

Section 2 Notice of Amendments

The 15-day-notice provision may be waived by a two-thirds vote of approval by all voting members of the Board as defined in Article VII, Section 2(a) of these bylaws.

ATTACHMENT 1

ALUMNI CLUB/COUNCIL ARTICLES OF ASSOCIATION

Revised October 7, 2016

Section I – Name

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

Section II – Purposes

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

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

Section III – Membership Dues

Constituent organizations may not assess separate dues. Any club or council that had assessed dues as part of its membership program prior to July 1, 2012, are allowed to continue assessing separate dues. All club/council events are to be open to faculty, staff, friends, and family, unless restricted by law (e.g., age requirements where alcohol is served).

Section IV – Leadership/Committees

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

Section V – Club/Council Obligations

The club/council agrees to the following:

- A. It must be financially self-supporting through its programs and events.
- B. It must maintain an active social media and alumni Web page presence.
- C. It must maintain proper storage and upkeep of any University-provided signage.
- D. Club/council officers have a fiduciary responsibility to operate the club/council in a responsible manner and in accordance with policies of the Alumni Association. Upon dissolution of a club/council, all assets are to be forwarded to the Alumni Association.
- E. Applicable to the Scholarship Fund - events should be held to support the club's/council's Scholarship Fund. Individuals may not be solicited for scholarship donations without consent from the Alumni Association. All clubs/councils that sponsor scholarships must establish an endowment with the Alumni Association, and all scholarships must be awarded through the Alumni Association.
- F. Clubs/councils provide programming for diverse interests and age groups. This includes at least one club-wide alumni event each year. Event attendee lists should be provided to the Alumni Association.
- G. Annual reporting must be submitted to the Alumni Association by August 1 each year. These include a year-end summary, an annual plan for the upcoming year, club/council contact update, and completion of a fiscal report form (provided by the Alumni Association).
- H. Clubs/councils must abide by all of the rules set forth by Pitt as a representative of the University. This includes marketing standards and legal regulations.
- I. No club/council member will have any right, title, or interest in any of the property or assets, including any earnings or investment income of the club/council, nor will any of the property or assets be distributed to any club/council member on its dissolution.

J. In geographic regions where both active clubs and councils exist, the Alumni Association requires collaborative partnership for University impact events (Pitt Networking Day, University on the Road, Freshmen Send-offs) to ensure maximum alumni participation.

Section VI – Pitt Alumni Association Support

In return for the above-listed service and support, the Alumni Association agrees to provide the following information and support to clubs/councils:

- A. The club/council will be given the ability to be an officially recognized entity of the Pitt Alumni Association. The term “Pitt Alumni Association” is protected by trademark. Through an arrangement with Pitt, the Alumni Association hereby authorizes the club to use “Pitt Alumni Association” for club/council-related purposes only. The Alumni Association may terminate this authorization at any time for any reason. University of Pittsburgh marks may not be used without written permission from the University.
- B. The Alumni Association will market club/council events to alumni in a defined region via postcard mailers and/or e-mails as agreed upon.
- C. The Alumni Association will conduct surveys to gauge alumni leadership and engagement opportunities in club regions.

D. The Alumni Association will provide a static Web page for the club/council complete with contact information and event programming on the Alumni Association Web site.

E. The Alumni Association will assign a staff liaison to each club/council to assist with event planning resources, including procurement of University officials for club events. (The association will become the primary facilitator for events involving senior University officials.)

F. The Alumni Association will provide a staff liaison for the establishment and stewardship of an effective scholarship program.

G. The Alumni Association will provide clubs/councils a limited quantity of giveaway items and materials for events.

H. The Alumni Association will provide information to clubs/councils regarding association activities and projects.

I. The Alumni Association will provide information to clubs/councils regarding Pitt news and activities that may be of particular interest or relevance to the club/council.

J. The Alumni Association will provide clubs/councils limited availability to club/council grant funds through a process, once each fiscal year.

K. The Alumni Association will provide a blank fiscal report form at the close of each fiscal year to each club/council for fiscal reporting purposes.

Section VII – Exclusions

A. Neither Alumni Association nor the club/council leadership is obligated to provide financial support to the club/council.

B. The club/council shall not release or sell personal or financial information about alumni, students, members, or volunteers for any purpose. No club/council member may use any member's contact information for personal, political, commercial purposes, or any other non-club/council related purpose.

C. In the event that club/council contact no longer wishes to or is unable to serve as the contact person for the above-named club/council, responsibility may be transferred to a new contact person by notifying the clubs and councils liaison and providing the name and contact information for the person who has been selected by the club/council to assume specific contact person responsibilities.

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

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

Printed Name: _____

Signature: _____

Club/Council Name: _____

E-mail Address: _____

Phone Number: _____

Club/Council EIN Number: _____

(used for checking account – if applicable)

Pitt Alumni Association Representative: _____

Pitt Alumni Association Representative: _____

Date: _____

ATTACHMENT 2

BOARD MEMBER RESPONSIBILITY FORM

Revised October 7, 2016

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

1. Commit to the mission, vision, and guiding principles of the Pitt Alumni Association and become knowledgeable about the programs, services, structure, goals, and objectives of the alumni association.
2. Contribute your expertise to the Pitt Alumni Association and the Alumni Relations staff when requested regarding activities such as strategic planning, special projects, ongoing programs, and training.
 - a. Participate on at least one committee. Committees are assigned by the president and the executive director and are based on members' skills, interests, and needs of the individual committees.
 - b. Provide a short biography and photo to be posted on the Pitt Alumni Association Web site and keep the alumni board coordinator updated on contact information changes.
3. All voting members of the Board of Directors must make a financial contribution annually to the Circle of Excellence Fund or to an Alumni Association scholarship.
4. Attendance at board meetings is required, and attendance will be recorded. Attendance via Web Ex or teleconferencing is acceptable. Teleconferencing will be available for all on campus meetings and every effort will be made to offer teleconferencing at off-campus locations. Be advised that any and all business may be discussed and voted on at any board meeting.
5. Be an active advocate for Pitt in your community and promote Pitt in your region by participating in local and regional Alumni Association and Pitt events, clubs, such as:
 - a. Engaging other alumni to reconnect with the University;
 - b. Nominating individuals for the board and alumni awards;
 - c. Hosting, co-hosting, or sponsoring at least one Dinner with Twelve Panthers event during your time on the board;
 - d. Participating in a minimum of one networking event per year, such as Job Shadow, Career Fair, Pitt Advocates event, Pitt Day in Harrisburg, Pitt Networking day, etc.;
 - e. Attending and/or organizing one Alumni Association event in your area; and
 - f. Registering as a Pitt Advocate.

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

Name (please print) _____ Date _____

Signature: _____

ATTACHMENT 3

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